



**EUROPEAN
QUALIFIERS**

European Qualifiers National association Manual 2024/26

26 August 2025

Use of the manual

This manual sets out operational responsibilities and information for teams participating in the European Qualifiers. It is directly linked to the *Regulations for the FIFA World 26™ Preliminary Competition* (also referred to as the competition regulations) and the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches* (also referred to as the commercial regulations).

In addition, this manual should be used in conjunction with the latest versions of the following:

- *IFAB Laws of the Game*
- *FIFA Stadium Safety and Security Regulations*
- *UEFA Stadium Infrastructure Regulations*
- *UEFA Stadium Lighting Guide*
- *FIFA Equipment Regulations*
- *UEFA Medical Regulations*
- *FIFA Disciplinary Code*
- *FIFA Anti-Doping Regulations*

The above regulations always prevail in the event of a conflict with the contents of this manual. Should there be any discrepancies between the above regulations, UEFA reserves the right to decide which should prevail.

This manual should also be used together with the *European Qualifiers Brand Guidelines* if a team has to or wants to produce something independently which includes the European Qualifiers brand. The *European Qualifiers Brand Guidelines* contain all the materials required to correctly use the European Qualifiers logo and production details for all printed materials connected with the European Qualifiers.

This manual is intended solely for internal national association purposes. No part of it may be reproduced or transmitted by any process or means without UEFA's prior written consent.

All dates (matchdays, draws, etc.) are accurate at the time of publication. If any changes are required, these will be communicated by the UEFA administration as and when they occur.

If you have any questions about the use of this manual, please contact UEFA using the contact details provided in UEFA contacts (on page 219).

Frequently used terms and abbreviations

The following terms and, for the sake of brevity, abbreviations are used throughout this manual as defined here:

EQ

European Qualifiers (including the play-off matches).

Group stage

All group stage matches.

Play-offs

All play-off matches.

Host broadcaster

The EQ broadcaster, from the country of the host association, responsible for producing the multilateral feed for the match in question.

EQ broadcaster

An entity licensed by UEFA to broadcast matches on television, the internet or mobile devices.

Main visiting broadcaster

The EQ broadcaster from the country of the visiting team which has the primary rights in that country for the match in question.

EQ supplier partner

A company licensed by UEFA to have supplier rights in relation to the European Qualifiers.

EQ partner

An EQ broadcaster, sponsor or licensee that is licensed by UEFA to have commercial rights in relation to the European Qualifiers.

NA

National association.

MD

Matchday, i.e. any day on which a EQ match is scheduled to be played. The abbreviations MD-1, MD-2 and MD-3 are used to indicate the days leading up to the match, and MD+1 denotes the day after the match.

Competition area

The competition area comprises all areas that belong primarily to the players and the referees, and the team officials and venue team members who provide direct support to these persons during the match. It includes in particular the technical area as defined in the *IFAB Laws of the Game*, any additional technical seats, the area between the two team benches for the fourth official, the referee review area (RRA) if VAR is used, the players' tunnel, the dressing room area, with the team and referee dressing rooms, the medical room and doping control station, the FIFA match commissioner's room and other venue team offices and storage rooms, as well as any arrival, departure or circulation passageways necessary for the teams or referees.

GLT

Goal-line technology, a camera-based tracking system used to verify whether a goal has been scored to support the referee's decision.

VAR

Video assistant referee, a match official who may assist the referee to make a decision using replay footage.

RRA

Referee review area, a clearly marked area on the side of the pitch, containing a monitor to enable the referee to review footage provided by the video operations room.

VOR

Video operations room, the room where the VAR team is located. The VOR can be located in or near the stadium, or in a centralised location.

EPTS

Electronic Performance & Tracking System, a camera-based technology used to track the players and the ball position during the games to generate performance and tactical data.

VBR

A technology that overlays advertising inventory physically present in the stadium with an alternative advertising inventory in the audiovisual coverage of a match.

MVRS

Medical video review system, a form of replay technology used by medical staff to immediately assess injuries and prepare treatment.

Coaching feed

An automated camera, usually positioned on the main camera gantry to provide a wide view of the match to aid tactical analysis during and after the match.

1 Key elements of the European Qualifiers

1.1 The competition



The European Qualifiers is the competition that determines the 16 European teams that will participate in the FIFA World Cup 26™ final tournament held in June/July 2026 in Canada, Mexico and the United States.

54 UEFA member associations are in the starting blocks with the objective of reaching the final stage of the most prestigious national team competition in the world. The road to the FIFA World Cup 26™ starts in March 2025 with the first European Qualifiers group matches and ends on 29 March 2026 with the European Qualifiers play-off finals.

Teams will be drawn into one of 12 groups that consist either of 4 or 5 teams. The groups of 5 teams start the competition in March 2025, to be able to play their 8 qualification matches. The groups of 4, with 6 matches per team, begin their EQ campaign in September 2025, such that all groups finish in November.

The 12 group winners qualify for the final tournament. To determine the remaining four qualified teams, the 12 group runners-up will enter the play-offs, joined by four teams that are chosen based on their results in the UEFA Nations League 2024/25.

1.1.1 Qualifying in two stages

The qualifying competition consists of two distinct stages:

- a) The European Qualifiers group stage will be played in 12 groups of four or five teams from March to November 2025. The groups of 5 teams start the competition in March 2025, to be able to play their 8 qualification matches. The groups of 4, with 6 matches per team, begin their EQ campaign in September 2025, such that all groups finish in November. The 12 group winners qualify for the final tournament.
- b) The 12 group runners-up will enter the play-offs along with the four teams that are chosen based on their results in the UEFA Nations League 2024/25. Only four of the 16 play-off participants will make it to FIFA World Cup 26™.

1.1.2 Week of Football

As in the previous European Qualifiers cycles, UEFA schedules the matches in accordance with the Week of Football concept:

- Generally, games are spread across the Week of Football from Thursday to Tuesday.
- In March and June 2025, EQ matches will be played in parallel to the knock-out and play-off matches of the UEFA Nations League 2024/25. Therefore, in these two windows, EQ matches will take place on Friday/Saturday and Monday/Tuesday.
- As usual, teams shall schedule friendly matches on their free dates.
- On Saturdays and Sundays the matches kick-off at 15:00, 18:00 and 20:45 CET.
- On Thursdays, Fridays, Mondays and Tuesdays, the standard kick-off time is 20:45 CET.

As a rule, each team will play two matches within the same Week of Football, either on Thursday and Sunday, Friday and Monday or Saturday and Tuesday.

1.1.3 Fixtures

The EQ fixture list was issued following the draw in Zurich on 13 December 2024. The fixture list determines the date and kick-off time for each of the 192 matches in the group-stage.

The venue of a match is announced 120 days before the group stage match in question. The exact deadlines are listed below in Key dates (on page 11).

1.1.4 Friendly matches

The national team football environment in Europe continues to include centralised friendly matches alongside the European Qualifiers and the UEFA Nations League.

UEFA has centralised the media rights for the friendly matches played in the 2024–26 cycle of the European Qualifiers.

1.1.5 Future draws

The European Qualifiers play-off draw will be held in November 2025 after the conclusion of the group stage. The exact date will be confirmed by FIFA and UEFA closer to the end of the group stage.

The date for the final draw for the FIFA World Cup 26™ will be confirmed by FIFA in due course.

1.1.6 Key dates

Venue announcement deadlines	
For MD1 to MD2	Wednesday, January 8, 2025
For MD3 to MD4	Thursday, February 6, 2025
For MD5 to MD6	Wednesday, May 7, 2025
For MD7 & MD8	Wednesday, June 11, 2025
For MD9 & MD10	Wednesday, July 16, 2025
For the play-offs	Wednesday, November 26, 2025

Submission of new playing attire to UEFA	
For MD1 to MD2	24 February 2025
For MD3 to MD4	5 May 2025
For MD5 to MD6	4 August 2025
For MD7 & MD8	8 September 2025
For MD9 & MD10	14 October 2025
For the play-offs	26 February 2026
Draws	
European Qualifiers group-stage draw	13 December 2024
European Qualifiers play-off draw	November 2025
FIFA World Cup 26™ final tournament draw	to be announced
Group-stage match dates	
MD1	21-22 March 2025
MD2	24-25 March 2025
MD3	6-7 June 2025
MD4	9-10 June 2025
MD5	4-6 September 2025
MD6	7-9 September 2025
MD7	9-11 October 2025
MD8	12-14 October 2025
MD9	13-15 November 2025
MD10	16-18 November 2025
Play-off match dates	
Play-off semi-finals	26-28 March 2026
Play-off finals	29-31 March 2026

1.2 The commercial concept

1.2.1 The partnership

UEFA controls and conducts the competition and coordinates between the partner groups: national associations and EQ broadcasters. UEFA has appointed CAA Eleven to exclusively manage and sell the commercial rights on its behalf.

To ensure the success of the competition, everyone must benefit: the national associations must be financially rewarded for their contribution, while the EQ broadcasters, who provide the competition with worldwide exposure and substantial revenue, must benefit from their association with an outstanding competition.

Clearly, no group alone can make the concept work; it has to be a partnership. The EQ broadcasters are not only partners of the competition but equally, if not primarily, partners of the NAs. The EQ broadcasters provide a window to the world for the NAs and their commercial partners. Therefore, appropriate servicing is essential, and not only on EQ matchdays.

In addition, certain associations have commissioned UEFA to centralise the sales of other pitchside advertising boards. Some have signed over their full remaining board inventory to UEFA for commercial use ('100% associations'), others have decided to grant UEFA 50% of their remaining board inventory ('50% associations') and the remainder have decided to market the rights themselves ('0% associations').

1.2.2 Exclusive rights

Exclusive rights form the basis of the commercial concept of the European Qualifiers. This means that the EQ partners are the only commercial entities that may associate themselves with the competition and run promotions (including ticket promotions) around the competition.

Exclusive media rights

- The EQ media rights will be marketed on an exclusive basis by UEFA. UEFA has appointed CAA Eleven to assist in this regard.
- However, certain rights – notably non-live audiovisual rights – may also be exploited by the national associations on a non-exclusive basis.
- Further information on the rights available to the national associations can be found in Annex D – Media rights guidelines of the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches*.

Licensing

UEFA operates an official licensing programme to promote the European Qualifiers, offering unique and authentic merchandise to engage with fans all over the world and generating revenue for the NAs (see European Qualifiers licensing programme).

Any commercial exploitation of the logo or other properties may only take place through a UEFA licensee or a separately negotiated agreement with UEFA. NAs are not allowed to commercially exploit the European Qualifiers name or logo (or other UEFA or EQ intellectual properties such as the trophy or anthem).

1.2.3 Promotional rights

As stipulated in the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches*, each national association contributes to the promotion of the European Qualifiers by granting certain promotional rights to UEFA, including the right to:

- use certain pitchside perimeter boards for non-commercial messages;
- brand the team benches;
- brand the substitution boards;
- produce certain elements for the pre-match ceremony such as the walk-on music, a line-up arch, a carpet and non-commercial flags;
- have a total of one minute of exposure on any giant screen/in-stadium TV either in the 15 minute period prior to kick-off or during half-time;
- include a one-page non-commercial advert in the official matchday programme.

1.2.4 Brand Identity

The European Qualifiers brand identity comprises the competition's: core brand (i.e. its logo, font, colour palette and trophy), visual identity (on-air and off-air), and official anthem. Consistent use of the brand identity across all media forms, and by all stakeholders, builds recognition of the EQ brand amongst football fans and wider audiences.

All national associations will be able to use elements of this brand identity to produce the materials needed to support local promotion of their EQ matches. For correct usage of the logo, please refer to the *European Qualifiers Brand Guidelines*. All uses of the EQ logo are subject to prior approval by UEFA.

Previous cycle logos should no longer be used. All branding shown in this manual is for illustration purposes only. Under no circumstances may any element of the visual identity be used together with that of a commercial or non-commercial third party.

The European Qualifiers logo



The eye-catching EQ logo depicts a national team shirt in conjunction with a heart, conveying the **brand's essence** – 'play with heart'. The passion and ambition shared by fans and players was the visual inspiration for the EQ brand identity.

The national team shirt – the symbol that universally expresses the love for the national team – is also at the heart of the brand identity and at the centre of the EQ logo.

For correct usage of the logo, please refer to the *European Qualifiers Brand Guidelines*. All uses of the EQ logo are subject to prior approval by UEFA.

Approval requests should be sent to Brand@uefa.ch.

European Qualifiers visual identity

The EQ opening and closing sequences will be available for the start and end of every broadcast. Accompanying the opening and closing sequences are short break bumpers, promotional trailers and graphics, all derived from the same design concept.

This on-air theme is mirrored in all off-air design elements, with the event branding also intended to capture the EQ traits.

Under no circumstances may any element of the EQ visual identity (or the EQ logo as described earlier) be used together with that of a commercial or non-commercial third party.

European Qualifiers music

The EQ music is played at all venues during the teams' handshake. EQ broadcasters from across the globe also consistently use the EQ music.

The EQ music is exclusive to the European Qualifiers and reflects the values of the competition and its European character.

1.3 The organisational concept

1.3.1 National association organisation

Host Organization Personnel

To facilitate cooperation with UEFA/FIFA, the host association must form a local organising structure that includes the following personnel. One person may occupy several positions and assume responsibility for the functions of each if the national association deems this appropriate and the person's workload permits it.

Host association personnel	Function
Home match manager (HMM)	<p>First point of contact for UEFA and the national association's opponents for administrative and organisational matters. The HMM is responsible for :</p> <ul style="list-style-type: none">• match operations and overall coordination of home matches• communicating actively with all internal colleagues and external stakeholders. <p>The host association appoints one home match manager for each home match</p>
Stadium manager (or representative of the stadium owner, if applicable)	<p>The stadium manager is responsible for :</p> <ul style="list-style-type: none">• all stadium operations (including security, cleaning, traffic management, parking and public tours)• the management and maintenance of facilities (including the pitch)• providing a safe and secure facility for use by event owners and their customers in compliance with all regulatory and statutory requirements (i.e. national law, the <i>UEFA Stadium Infrastructure Regulations</i> and the <i>FIFA Stadium Safety and Security Regulations</i>)• putting in place crisis management systems and robust action plans where needed• obtaining the stadium's general safety certificate• ensuring the establishment of, and full compliance with, a robust emergency evacuation plan and a crowd safety management model• obtaining back-up power supplies in case of need.

Host association personnel	Function
Safety and security manager	<p>The Safety and security manager working in partnership with the stadium manager, the local police and their foreign counterparts - is accountable for the safety of the teams and match officials and all other stakeholders, such as spectators, media, broadcasters and sponsors. The safety and security officer is responsible for :</p> <ul style="list-style-type: none"> • coordinating safety and security matters with the relevant authorities and with the visiting team • assessing, and minimising, risks specific to each match • liaising with relevant international counterparts to ensure the safety of both teams • able to speak the local language(s) to facilitate the exchange of information • putting in place any appropriate measures required to ensure the safety of both teams.
NA VAR responsible	<p>Main point of contact for all VAR stakeholders. They are responsible for :</p> <ul style="list-style-type: none"> • the implementation of VAR at home matches • leading all the VAR meetings • leading all tests on MD-1 and MD.
Ticketing manager	<p>First point of contact for all ticketing matters and responsible for all on-site operations including troubleshooting during matches.</p> <p>Defines target group allocations according to the <i>Regulations for the FIFA World 26TM Preliminary Competition</i> and the <i>European Qualifiers National Association Manual</i>.</p> <p>Receives and manages all ticket orders from FIFA and UEFA and ensures the timely delivery of both tickets (i.e. complimentary and purchase tickets) to all target groups.</p> <p>Proactively informs UEFA of any specific ticketing terms and conditions.</p> <p>Provides ticket prices by the deadlines set in this <i>European Qualifiers National Association Manual</i>.</p> <p>Ensures ticket design and fulfilment adheres to the <i>European Qualifiers Brand Guidelines</i>.</p>
Marketing manager	<p>The marketing manager is responsible for :</p> <ul style="list-style-type: none"> • commercial matters related to NA rights • maximising a revenue stream across match delivery, including through ticket sales, retail catering, merchandising, corporate hospitality, etc. <p>Creating a marketing strategy to promote the NA partnership programme is key and must be done in accordance with UEFA's requirements in this regard.</p>
Official NA platforms main contact	<p>Main contact person for the official NA platforms; e.g. TV channel and social media activities.</p>

Host association personnel	Function
Press officer	<p>The press officer is responsible for :</p> <ul style="list-style-type: none"> • managing the host association's media operations and services • organising all official media activities • ensuring all contractual media obligations and requirements are met • all accreditation matters for written press, radio and photographers including the processing of applications, organising distribution and allocating staff at the stadium accordingly
Team liaison officer	<p>Looks after, and accompanies, the visiting team for the entire duration of their stay on behalf of the host association. The team liaison officer must :</p> <ul style="list-style-type: none"> • be briefed accordingly by the home match manager ahead of time • be accommodated in the visiting team's hotel • have a mobile phone and unlimited access to emails • be contactable (by the host and the visiting team) at all times • possess a good command of English • possess comprehensive knowledge of the region where the match is taking place • have previous experience of football events • possess good communication skills • be service-minded and resistant to stress. <p>The host association covers all of the team liaison officer's costs.</p>
Referee Liaison Officer	<p>Responsible for welcoming the referee team and observer at the airport, organising all of their local transfers and organising meals for the whole delegation. The referee liaison officer must:</p> <ul style="list-style-type: none"> • have a refereeing background but not be current UEFA Elite or Category 1 referees • be fit and active enough to be available for the 48 hours the UEFA match officials are usually on-site • be familiar with the stadium facilities and the surrounding area to facilitate the referee team and observer's movements in and around the venue • be able to drive a vehicle (as described in section 1.3.2) including to the match, training sessions and all airport transfers
Match commissioner liaison officer	<p>Responsible for welcoming the FIFA match commissioner at the airport and organising all their local transfers. The match commissioner liaison officer should be available at all times to support the FIFA match commissioner in matters related to match organisation and must be familiar with the stadium facilities and the surrounding area to facilitate their movements in and around the venue.</p>
FIFA safety and security officer liaison officer (if a SO is appointed)	<p>The liaison officer is responsible for welcoming the FIFA safety and security officer at the airport and organising all their local transfers. They must be:</p> <ul style="list-style-type: none"> • available at all times to support the safety and security officer • familiar with the stadium facilities and the surrounding area to facilitate the safety and security officer's movements in and around the venue. <p>This role shall not be combined with that of the match commissioner liaison officer.</p>

Host association personnel	Function
Sourced by host association	Function
Doping control chaperone (DCC)	<p>For each match, the host association is requested to identify one person who could operate as a DCC, in case of the arrival of a FIFA doping control officer (DCO). The role of the DCC is to notify, escort and observe the players selected for the doping control and support the FIFA DCO with their assignment.</p> <p>The person identified as the DCC is able to undertake other tasks, such as security, ticket collection, stewarding, etc., but must be available for a short training session upon the DCO's arrival and must remain fully at their disposal from the 80th minute of the match until the doping control has been completed.</p> <p>The DCC does not need to be medically trained but must be able to speak English, be of the same sex as the players, and wear neutral clothing (no team branding) while performing their duties. They must be able to perform their role independently and with integrity, so must not be related to, be involved in the personal affairs of, or work directly with players from either team. For example, they must not be the team doctor, youth coach, etc.</p>
Volunteers	<p>Provide assistance to the association on organisational issues. Volunteer programmes enable associations to build up knowledge and create a permanent legacy in the venue(s) and region(s) hosting matches.</p> <p>Areas for volunteers could include spectator assistance, ticketing, accreditation, media and entertainment activities.</p>
Referee Physiotherapist	Provides physiotherapy services at the stadium before and after the match exclusively to referees

A large number of staff will be involved in organising matches, appointed either by the host association directly, by its partners (resident club, stadium, stewarding company, etc.) or by the authorities. The above table is a non-exhaustive list of key actors involved in match organisation, usually referred to as the core organisation team or the venue team. For FIFA and UEFA, the main contacts for all match-related issues are the home match manager and the away match manager designated for the match in question. Their main mission is to keep themselves informed of the overall match organisation and therefore FIFA and UEFA will always give preference to communicating with them. However, when appropriate, FIFA and UEFA may be in direct contact with other members of the venue team.

Visiting national association personnel	Function
Away Match manager (AMM)	Responsible for the visiting team's operations and the main contact for the home match manager. The visiting association appoints one away match manager for each away match.
Press officer	Manages the visiting team's media activities.
Safety and security manager	Responsible for coordinating safety and security matters with the relevant authorities and with the home team regarding travelling fans.

TIME Organisation Passport

At the start of each match, teams are requested to check and, if necessary, update their organisation, team personnel, contact details, and shipment addresses (i.e. general and OMB delivery) in the TIME Organisation Passport.

The TIME Organisation Passport enables each national association to update the names and contact details of the various people in the key positions within their organisation. The main advantages of this functionality are that (i) organisations have more control and are able to manage and update their own data; (ii) no need to ask UEFA to update information; (iii) individual roles can be updated at any time,

ensuring that information is always distributed to the right people; and (iv) collaboration between UEFA and participating teams will be more efficient as a result of always having the correct contact information.

The TIME Organisation Passport is divided into two sections, both of which contain certain minimum data that must be kept up to date at all times:

- NA Profile: contact details of the NA organisation, its managing staff and key organisational contacts
- Team Profiles: contact and staff details for the team

A dedicated user guide containing detailed instructions on how to update the TIME Organisation Passport can be downloaded from the TIME platform.

Home match manager

General principles

Home match managers (HMM) represent their respective associations and do not represent UEFA as such. The title of home match manager reflects these people's level of qualification as well as their key contact role and decision-making power in relation to match operational matters. The home match manager for each match will work in close cooperation with the UEFA venue operations and broadcast manager, who is in charge of the delivery of contractual obligations towards EQ partners. It is the duty of the home match manager, acting as the key contact person for UEFA and for the away match manager, to channel the information flow between UEFA, the visiting team and the local stakeholders. As such, home match managers are responsible for ensuring that matches are organised as stipulated and recommended in this manual and in all relevant regulations. A key duty is to maintain a global overview of any issues that may affect the running of a match or that may impact the match officials or the teams. This requires good and frequent communication with venue team members, home/away team representatives and officials. Home match managers must therefore be fluent in both written and spoken English.

National associations are responsible for ensuring that their home match managers are given the necessary resources to organise matches in accordance with the required standards: a sufficient number of qualified staff must be available from the association, the stadium or any other relevant third party, and must be able to dedicate the necessary time and attention to the project for the duration, i.e. from preparation, through implementation to closing and debriefing.

Special requirements

The home match manager ensures that the following key tasks are taken care of in line with the specifications in this manual and other relevant regulations, either in person or by the other people responsible, and that all parties are duly informed.

- The two teams, the FIFA match commissioner, the referee team and other UEFA/FIFA representatives should be well looked after and receive the appropriate services.
- Safety and security measures, including the standard minimum medical requirements (MMR) defined for UEFA matches, should be in place at the stadium and other locations, as needed and in accordance with the agreed match security plan.
- Stadium infrastructure should be in line with the requirements, and no temporary stands or seats without backrests at least 30cm high may be used.
- Doping controls arrangements should be made, including the doping control chaperone, the 2 VIP tickets and transport for the doping control officer back to their hotel on completion of the doping control. Upon arrival, the doping control officer may ask the safety and security officer or stewards to ensure that unauthorised persons do not enter the doping control station.
- Ticketing, VIP hospitality, protocol and accreditation arrangements should be in place.
- Media and TV activities should be organised so as never to encroach on the teams' activities beyond their obligations.

- National associations' marketing activities should be carried out in line with the specifications in this manual and any other relevant regulations.
- UEFA promotional activities should be implemented as instructed.
- No later than the matchday organisational meeting, the home match manager (together with the VOBM) must collect the home and away teams' email addresses (max. 2 addresses – main contact and press officer if not requested otherwise) to which the official line-up will be sent. These identified contacts will receive the official line-up from the venue data coordinator.
- The home match manager should make sure that physical copies of the official line up are distributed to the referee team and VOR.
- The countdown to kick-off, the line-up procedure and the procedure for all match arrangements (materials, catering, etc.) should be explained at the match coordination meeting.
- Before the match, the referee and the teams should receive a final briefing on any open issues if needed.

Away match manager

General principles

The visiting team's main contact has been given the title of 'away match manager' (AMM) to reflect the fact that smooth communication between the home and visiting teams is crucial to ensure the delivery of EQ matches at the expected level. The visiting association must formally confirm the appointment of its away match manager on the TIME platform at the latest six weeks ahead of the match. This person will act as the main point of contact between the visiting association, the host association and UEFA. The away match manager should speak English and travel with the visiting delegation to any site visits and the match. The away match manager does not have to complete any specific reports but is responsible for ensuring the relevant sections of the match preparation section in TIME are completed in a timely manner. It is key that the procedures and tools that have been put in place (e.g. TIME platform) are used efficiently by both the home and visiting teams, thus strengthening the level of communication between the teams as well as with FIFA and UEFA.

Key tasks

- Taking part in site visits ahead of the match.
- Ensuring ticketing agreement is reached with the host association.
- Using TIME to communicate match preparations with the home match manager and to share information with UEFA, including:
 - away match manager appointment;
 - contact details of other visiting association staff;
 - any specific needs (i.e. medical);
 - travel and accommodation arrangements;
 - requests for filming and video analysis;
 - agreements on materials (such as training equipment, catering, mini-attires for player escorts, gifts for official dinner).
- Ensuring the relevant parts of the match preparation section in TIME are completed in a timely manner
- Liaising with the UEFA football operations unit, who are available for support at all times, for advice in case of questions or doubts.
- Meeting and communicating with the home match manager. The away match manager and home match manager must organise a meeting on MD-1 at the latest (ideally at the stadium) to discuss preparations and ensure all match-related matters are covered, including ensuring the correct anthem and flags are used. In addition, this is a key meeting to ensure both national associations are fully aware of specificities (cultural, superstitious, etc.) that could have an impact on the match organisation.

Third parties

Each national association is responsible for informing the parties concerned, especially the stadium owner and any leaseholders within and around the stadium, about the rules and regulations for the organisation of EQ matches.

UEFA may ask national associations to sign a special agreement with the parties concerned to ensure that all rights are implemented.

If a national association does not own the stadium in which its EQ matches are played, it must ensure that the stadium owner agrees to abide by all the relevant provisions in the *Regulations for the FIFA World 26™ Preliminary Competition*, all other regulations listed in Use of the manual (on page 5) and this *European Qualifiers National Association Manual*. EQ partners cannot be charged for the use of any stadium facilities.

1.3.2 FIFA and UEFA Personnel

Venue team

UEFA will assign a venue team (including, where necessary, relevant third parties), which will conduct the match preparation meeting or subsequent site visit(s) and attend matches to liaise with the national associations and EQ partners. The following table identifies the different members of the venue team and their functions:

Personnel	Function
UEFA venue operations and broadcast manager (VOBM)	Implements the EQ commercial concept regarding EQ broadcaster facilities/activities and signage operations.
UEFA venue media manager (VMM) (if appointed)	Implements the appropriate media facilities and services, and oversees media activities
UEFA venue data coordinator (VDC)	Prepares official line-up sheet, gathers live data on-site and validates official match data together with the referee
UEFA VAR supplier	Provides and sets up the video assistant referee (VAR) system
UEFA EPTS supplier	Provides and sets up the Electronic Performance and Tracking System (EPTS)
Football operations specialist (if appointed)	Acts as a mentor and provides support for the home match manager
Local assistant(s)* (if appointed)	Support the venue team in different roles. Appointed on a match-by-match basis based on broadcast and media attendance, and any additional activities foreseen.

* UEFA may seek the assistance of the host association to formalise the hiring process of local assistants via the host association to ensure full adherence to national labour legislation. In such cases, the sourcing and appointment of local assistants will remain UEFA's responsibility. UEFA will also cover the remuneration of local labour via the host association.

Match officers and officials

A number of representatives of FIFA and UEFA may attend matches in an official capacity. The following table identifies these people and provides information on their functions and any special requirements they have. The ticketing requirements for these people can be found in Ticketing (on page 74).

Person	Function	Liaison officer	Transport arrangements
FIFA and/or UEFA President, Presidential Delegate or General Secretary	Institutional representative of UEFA or FIFA	Specific arrangements to be agreed between UEFA and the host association	Provided by the host association
FIFA match commissioner	Overall authority for all aspects of match organisation	Provided by the host association	Provided by the host association for duration of stay
FIFA safety and security officer (if appointed)	Deals with all matters related to safety and security	Provided by the host association (can usually be shared with the FIFA match commissioner)	Provided by the host association for duration of stay (can usually be shared with the FIFA match commissioner, subject to specific requests from the FIFA safety and security officer)
FIFA doping control officer(s) (if appointed)	Deals with all matters related to anti-doping procedures	No specific service required (assistance provided by the HMM if necessary)	Provided by the host association after the match
UEFA technical observer (if appointed)	Reviews technical and tactical aspects of the match	No specific service required (can usually share with FIFA match commissioner)	Own transport arrangements
FIFA referee team	Referee together with two assistant referees, the fourth official, the video assistant referee (VAR) and the assistant video assistant referee (AVAR)	Provided by the host association (see referee liaison officer below)	Provided by the host association
FIFA referee assessor	Deals with all matters related to refereeing	Provided by the host association (shared with referees)	Provided by the host association

All costs for the care of referee team, referee observer and FIFA match commissioner at the match venue are at the expense of the host association.

- A referee liaison officer must be appointed (see section 1.3.1)
- Referees must be accommodated in at least a four-star hotel (international standard).
- The travel time from the hotel to the stadium should not exceed 45 minutes.
- Match officials must be transported in a spacious and comfortable people carrier big enough for five adults with luggage.
- For matches with VARs, a second vehicle and RLO or driver is required.
- Separate transport for the referee observer from the airport to the hotel and back must be organised in accordance with their flight schedule if different to that of the referees.
- A physiotherapist (see section 1.3.1) must be organised and available at the stadium before and after the match exclusively for the referees.
- If the match finishes after 21:00 local time, we recommend organising the post-match dinner back at the hotel, separate from other guests, offering the referee observer an opportunity to conduct a proper post-match analysis in a quiet and private environment.

No additional amounts will be paid by UEFA for national team competition matches.

1.3.3 Cycle preparation and contingency plans

Cycle Preparation

Depending on the stadium's last participation in UEFA competitions and/or venue specifics, UEFA may conduct remote meetings or a site visit in order to review or identify all facilities required and discuss EQ partners' requirements, in order to prepare for each match in the best possible way.

Any changes to arrangements captured in the venue report as an outcome of the above process require UEFA's prior written approval.

Football technologies site visit

Following UEFA's decision to implement an Electronic Performance & Tracking System (EPTS) and the video assistant referee (VAR) system at all EQ matches, any venue that does not already have UEFA's chosen EPTS supplier's system in place or has not hosted a UEFA match with VAR may require a match preparation visit. This site visit should ideally take place at the same time as the main season preparation site visit, but given the time constraints it may also be held on another date. The site visit will normally last half a day. During that time, the location of the referee review area (RRA), all required camera positions, potential cable routes, power sources and the broadcast compound need to be identified. The location of cameras may necessitate access to catwalks and stadium roofs.

The national association must ensure the presence of at least one person who can:

- speak English;
- grant access to the pitch and approve the potential RRA location;
- grant access to proposed EPTS camera positions and approve the installation of cameras and brackets in these areas;
- grant access to server rooms to approve the potential locations of the EPTS server and switches;
- propose cable routes or explain existing ones;
- answer power-related questions.

National associations are requested to inform UEFA in advance of any licences or certificates required to access catwalks and other relevant stadium infrastructure.

Changes to the match venue, match stadium or match schedule

If any party to the match has any reason to doubt whether a match can take place as scheduled, they must notify the UEFA/FIFA administration immediately. If the UEFA/FIFA administration receives any such notification, or has any reason itself to believe a match may not be able to be played as scheduled, it decides if any change will be made to the stadium, venue, date and/or kick-off time. Such a decision by the UEFA/FIFA administration is final.

For exceptional circumstances and cases of extreme urgency and to ensure the match is completed the host association must have access to a back-up stadium that is approved by the UEFA administration. For emergency back-up stadiums, exceptions can be made to all regular stadium requirements. These stadiums do not need to be announced in advance but must be available in case of emergency and communicated to the FIFA match commissioner during the match coordination meeting.

Alternative Training Ground

For each match, the host association must make an alternative training ground available (for use in case holding a training session at the stadium could render the pitch unfit for the match).

This alternative training ground should have the same type of surface as the pitch used for the match, be in excellent condition with sufficient floodlighting, be in a safe and protected environment and have appropriate dressing room facilities.

1.3.4 Match profiles

For a number of reasons, such as the commercial importance of a match or variations in media interest from country to country, broadcast and media activity will differ significantly between EQ matches. To reflect this variety, two different match profiles with corresponding infrastructure requirements have been identified based on empirical data from previous UEFA Nations League and European Qualifiers matches:

- Profile A = requirements as set out in the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches* and in Facility requirements (on page 33) of this manual
- Profile B = some reduced requirements for matches where lower broadcast and media activity is anticipated

This classification is intended to assist national associations, ensuring that only the necessary facilities are made available for any given match and allowing for some flexibility. Associations will need to keep this match profile classification in mind while selecting their EQ match stadiums.

Stadiums to be used for EQ matches must comply with the commercial regulations as well as with the minimum infrastructure requirements defined for a UEFA Category 4 stadium. To be clear, a stadium selected for profile B matches must still correspond to the minimum requirements for a UEFA Category 4 stadium, as defined in the *UEFA Stadium Infrastructure Regulations*. For full details, please refer to Facility requirements (on page 33) and the *UEFA Stadium Infrastructure Regulations* (Edition 2018).

Furthermore, UEFA may decide to send additional support staff (e.g. a venue media manager) to profile A matches, and any other matches for which support is deemed necessary. For further details regarding those UEFA representatives, please refer to FIFA and UEFA Personnel (on page 21). All match profiles for the EQ 2024–26 match have been communicated in the Circular No.02 of January 2025.

UEFA reserves the right to change its initial assessment, i.e. matches previously classified as profile B may be classified as profile A or vice versa, depending on the interest of media and EQ broadcasters in the upcoming EQ matches. If such decision (to change the classification from B to A or vice versa) is taken after the venue announcement for the match concerned, the relevant host association shall provide its (reasonable) assistance to facilitate any increased infrastructural requirements. Where the host association is informed of such change in advance of the venue announcement, the host association shall ensure that the relevant infrastructural requirements relating to the new match profile are catered for in the venue chosen.

1.3.5 Matchweek schedule

There is a standard schedule for meetings and activities before, during and after each EQ match. The typical schedule, based on the local kick-off times, is as follows:

Kick-off time (CET)

15:00	18:00	20:45	Activity	Participants
MD-2				
09:00	Stadium available for use		Host association	
a.m. or p.m.	UEFA venue operations and broadcast manager and home match manager arrive and set up offices		UEFA, host association	

Kick-off time (CET)

15:00	18:00	20:45	Activity	Participants
p.m.			EQ broadcaster trucks arrive	UEFA, host association, EQ broadcaster
p.m. (or MD-1 am)			VAR van arrives	UEFA, host association, EQ broadcasters, VAR Supplier
MD-1				
09:00			All signage material is set up	Host association
			Officials and host/main visiting broadcaster arrive	UEFA, EQ broadcasters
10:00			National association meeting	UEFA, host association
14:00			VAR meeting (first match at the stadium)	UEFA, host association, VAR supplier, EQ broadcasters
15:00			TV meeting	UEFA, host association, EQ broadcasters
18:00 approx. (or MD am if late KO)			VAR stadium approval test (first match at the stadium)	UEFA, host association, referee team, VAR supplier, EQ broadcasters, giant screen operator/PA speaker
p.m.			EPTS Supplier Arrival	EPTS Supplier
p.m.			Pre-match ceremony rehearsal	UEFA, host association
p.m.			Giant screen meeting	UEFA, host association
p.m.			Training and press conferences for both teams	UEFA, both associations, media
p.m.			Training for referees	UEFA, host association
p.m.			FIFA match commissioner arrives at airport	Host association
p.m.			FIFA safety and security officer arrives at airport (if appointed)	Host association
p.m.	-----		Match coordination meeting	FIFA and UEFA, both associations, police, emergency services
p.m.			Safety and security meeting (if applicable)	FIFA and UEFA, both associations, police, emergency services
p.m.			Official dinner (or official lunch on MD)	FIFA and UEFA, both associations
MD				
10:00			Zone 1 Tour	UEFA, home match manager, FIFA match commissioner, referee
----	10:30		Match coordination meeting	FIFA and UEFA, both associations, police, emergency services
10:00	14:00	15:00 or 16:00	End-to-end test	UEFA, EQ broadcasters
09:00	12:00	15:00	VAR communication tests	UEFA, host association, VAR supplier, EQ broadcasters, giant screen operator
p.m.			Accreditation system starts and gates open	Host association

Kick-off time (CET)

15:00	18:00	20:45	Activity	Participants
12:00	15:00	18:00	TV meeting	UEFA, host association, EQ broadcasters
12:45 approx.	15:45 approx.	18:30 approx.	Dressing room filming	UEFA, both associations, EQ broadcasters
p.m.			VAR offside calibration	UEFA, VAR supplier, EQ broadcasters
13:15	16:15	19:00	VAR audio test	VAR supplier, referee team
before the match			Team arrivals filming	UEFA, both associations, EQ broadcasters
15:00	18:00	20:45	Kick-off	UEFA, both associations
after match	-----		De-rigging of TV infrastructure	EQ broadcasters
90 minutes after match			Debrief meeting	UEFA, host association
MD+1				
a.m.			Officials, UEFA venue operations and broadcast manager, home match manager and NA press officer leave	FIFA and UEFA, host association
-----	a.m.		De-rigging of TV infrastructure	EQ broadcasters
p.m.			EQ broadcasters leave	EQ broadcasters

* (all times CET)

Access to facilities and rental period

For EQ matches to be organised efficiently and safely, it is vital that all those involved have full access to the designated areas. The access schedule below can be taken as the standard.

Matchday	100% associations	50% associations	0% associations
MD-2	Full stadium access	Access to EQ office and broadcast compound	Access to EQ office and broadcast compound
MD-1	Full stadium access*	Full stadium access*	Full stadium access*
MD	Full stadium access	Full stadium access	Full stadium access
MD+1	Full stadium access	Full stadium access until five hours after the final whistle**	Full stadium access until five hours after the final whistle**

* In stadiums with a moveable pitch, the host association must ensure that the pitch is in position by 08:00.

** The broadcast compound may be required until noon on MD+1 to allow for the removal of generators, broadcast vehicles etc. Security needs to be guaranteed by the host association.

Please note that extended stadium availability may be required for certain matches, for example due to special requests from EQ broadcasters.

General lighting

From MD-2 until MD+1, adequate lighting must be provided for any operational tasks, such as signage work, GLT tests (if applicable), VAR etc., as well as broadcaster activities and rehearsals.

On matchday, full floodlighting must be provided from at least four hours before kick-off on matchday, or at the latest in time for the start of the GLT test (if applicable), unless otherwise approved by UEFA.

In addition, stadium lighting and power must remain at a working level after the match for the EQ broadcasters to dismantle their materials. Any costs associated with the availability of such lighting and power must be borne by the host association.

1.3.6 Countdown to kick-off



With the aim of ensuring consistency at all EQ matches, as well as protecting the interests of the broadcast partners, the standard countdown to kick-off must be respected at all matches.

Minor adaptations to the standard countdown to kick-off template are allowed but must be agreed with UEFA in advance. The exact timings need to be determined by taking the specificities of the stadium into account (i.e. infrastructure and walkways) as well as the exact duration of the two national anthems.

To ensure the precise coordination of the match running order, the home match manager must designate a dedicated staff member for this task (i.e. a 'countdown manager') if they cannot do it themselves.

The host association should also distribute walkie-talkies to all relevant people.

From a sporting point of view, the time between the end of the warm-up and kick-off is crucial for the players: it must be kept short and any delays avoided in order not to have the teams waiting or standing around for too long (too long a wait means the players risk cooling down which can lead to injuries). While special ceremonies are acceptable and indeed used by the associations and UEFA (e.g. presentations or messages read out by the team captains), such activities must be limited to special occasions – such as great sporting achievements – and, most importantly, kept quick and efficient.

Requests to hold a moment of silence or wear black armbands must be addressed to UEFA, which will consult FIFA accordingly. If such a tribute is approved, UEFA will provide the home match manager with specific guidelines on how to organise and time it.

The home match manager must guarantee two minutes between the end of the home team's national anthem and the start of the match.

The specific timings of the countdown to kick-off, based on the standard kick-off times and including the usual pre-match ceremony, are given in the following table.

Time (CET) 15:00 KO	Time (CET) 18:00 KO	Time (CET) 20:45 KO	Pre- and post-match activities, including countdown to kick-off
11:00	14:00	17:45	• Activation of Zone 1*
12:15	15:15	18:00	• Arrival of team A kit staff
12:30	15:30	18:15	• Arrival of team B kit staff
13:00	16:00	18:45	• Dressing room filming
13:00	16:00	18:45	• Equipment check between MM & kit staff inside of the dressing room
13:15	16:15	19:00	• Arrival of referees followed by VAR audio tests + GLT calibration test
13:15	16:15	19:00	• Departure of team A from Hotel
13:15	16:15	19:00	• Departure of team B from Hotel
13:25	16:25	19:10	• Staggered arrival of team A ****
13:35	16:35	19:20	• Staggered arrival of team B ****
13:30 latest	16:30 latest	19:15 latest	• Start list to be submitted online via TIME
14:00 latest	17:00 latest	19:45	• End of pitch watering**
14:00	17:00	19:45	• Start of warm-up on pitch
14:45 latest	17:45 latest	20:30 latest	• End of warm-up on pitch / Teams return to dressing room
14:45	17:45	20:30	• Start of additional pitch watering
14:45	17:45	20:30	• Pre-match ceremony items and country flags installed on pitch
14:50	17:50	20:35	• End of pitch watering**
14:51	17:51	20:36	• Assistant referees leave dressing room for studs check with teams
14:52	17:52	20:37	• Teams leave dressing rooms for studs check as players exit door
14:53	17:53	20:38	• Referees, home team, away team gather in respective holding area
14:54	17:54	20:39	• FIFA Walk-on music starts • Exit of referees, home & away team to the pitch
14:54:30	17:54:30	20:39:30	• Team A &/or team B delegation (incl. substitutes) to go pitchside***
14:55	17:55	20:40	• Teams line up facing the honorary tribune • National anthem Away team (60" to 90") • National anthem Home team (60" to 90")
14:58:10	17:58:10	20:43:10	• EQ music starts • Teams shake hands and break for team photos

Time (CET) 15:00 KO	Time (CET) 18:00 KO	Time (CET) 20:45 KO	Pre- and post-match activities, including countdown to kick-off
14:58:20	17:58:20	20:43:20	<ul style="list-style-type: none"> • Team photos • Removal of the pre-match ceremony items
14:58:40	17:58:40	20:43:40	<ul style="list-style-type: none"> • Coin toss (referees and captains)
15:00	18:00	20:45	<ul style="list-style-type: none"> • Kick-off
15:45 approx.	18:45 approx.	21:30 approx.	<ul style="list-style-type: none"> • Half-time (depending on additional time) • Start of additional pitch watering**
+13'00"			<ul style="list-style-type: none"> • Teams leave dressing rooms for 2nd half
+14'30"			<ul style="list-style-type: none"> • Teams to be back on pitch (at the latest)
+15'			<ul style="list-style-type: none"> • Kick-off (2nd half) after exactly 15 minutes break
16:45 approx.	19:45 approx.	22:30 approx.	<ul style="list-style-type: none"> • Full time (depending on additional time)

* Timing to be confirmed by the home team in preparation of the match.

** Pitch watering subject to confirmation by the home team at the MD organisational meeting.

*** Team delegation to go pitchside only after teams' exit to pitch.

**** For organisational reasons (e.g. to avoid a team being held back on the way to or upon arrival at the stadium) the arrival of each team and the match officials should be staggered

Extra time

The break before the start of extra time lasts a minimum of five minutes and should not go on for much longer than this. The duration of the break between the two halves of extra time is at the discretion of the referee. At the organisational meeting, host association, police and local authorities must ensure that all safety and security arrangements are in place in case of extra-time and penalties. Any potential impact of extra time must be mitigated and duly communicated to the fans (e.g. additional hold-back, local public transport closing etc.).

Unless there are other considerations (e.g. ground conditions, safety etc.), the referee tosses a coin to decide the goal at which the kicks will be taken, which may only be changed for safety reasons or if the goal or playing surface becomes unusable. No other element should be brought to their attention in view of making a decision (e.g. HB preference of ends).

1.4 Sustainability

1.4.1 UEFA's Football Sustainability Strategy 2030

Challenges in the field of social and environmental sustainability are gaining importance in society and football. Awareness of these issues is growing within national associations, fan groups, clubs, and leagues. As UEFA and European football form an intrinsic part of society, they are being called upon to contribute to the solution.

UEFA's Football Sustainability Strategy

(https://documents.uefa.com/search/documents?query=Strength+through+unity&virtual-field=title_only&content-lang=en-GB) aims to inspire, activate and accelerate collective action to respect human rights and the environment within the context of European football through to 2030. It is based on 11 policies: anti-racism, child and youth protection, equality and inclusion, football for all abilities, health

and well-being, refugee support, solidarity and rights, circular economy, climate and advocacy, event sustainability, and infrastructure sustainability. Each policy contains clear objectives and targets for the next decade alongside key performance indicators.

These topics are actively promoted through UEFA's competitions and highlighted through media campaigns. In line with the above, national associations may be asked to support UEFA's sustainability initiatives throughout the season and take part in dedicated activities on matchdays.



1.4.2 Social Sustainability

In accordance with its 2021 *Human Rights Commitment*, UEFA strives for an inclusive culture in which no one is discriminated against or excluded based on any personal traits, whether they are playing, coaching, refereeing, watching or organising the game, including all aspects of the game itself and any activities connected to it. In addition, UEFA aspires for football to be a vehicle for human rights in broader society, engaging society and governments on key topics and providing information and education.

A particular focus is placed on the following areas:

- Anti-racism – Preventing and fighting all forms of racial discrimination on and around the pitch. This includes collaborative action to identify, investigate and sanction racism in football, as well as transparent reporting systems and access to remedy.
- Access to facilities for spectators with disabilities – This section highlights the key issues with regard to access for supporters with disabilities as set out in Article 24 of the *UEFA Stadium Infrastructure Regulations*.
UEFA has issued its *Accessibility Guidelines* that sets out good practices for both new and existing stadiums and UEFA's standards for matchday services and facilities for supporters with disabilities. Colour Blind Awareness has published a *Colour Blindness in Football* guide. National associations are encouraged to follow the recommendations in these guides, which offer practical solutions for delivering matchday experiences that are accessible, inclusive and welcoming for all. This can include dedicated access points and sanitary facilities, alongside guaranteed quality sightlines for accessible seating areas.
- Equality and inclusion – Applying principles of equality and inclusion to ensure that everyone feels respected and empowered to express themselves, enjoy and contribute to the game. This most notably includes measures against exclusion based on gender, age, sexual orientation, religion or abilities.
National associations are encouraged to ensure that at least one gender-neutral toilet is accessible in all stadium sectors.

- Health and well-being – Safeguarding health and well-being for all age groups. UEFA competition finals and final tournaments are declared tobacco-free, and UEFA encourages national associations to apply no-smoking policies, including a ban on e-cigarettes, at all UEFA competition matches. Guidelines can be found in the Tobacco-Free Stadia Guidance: Main Guide, published by the European Healthy Stadia Network.

With regard to the sale of alcoholic drinks, the host association may only sell or distribute alcohol if and within the limits permitted under the national and local law as applicable. Furthermore, the national association must ensure that all alcoholic and alcohol-free drinks that are sold or distributed are in paper or open plastic containers that cannot be used in a dangerous manner. UEFA encourages national associations to explore opportunities to offer healthy and culturally inclusive food and beverage options at matches, working with stadium operators and event staff on guidance and training. UEFA also encourages national associations to implement the recommendations stated in the UEFA Healthy and Sustainable Catering Guidelines in all its food and beverage programmes in the stadiums.



1.4.3 Environmental Sustainability

In accordance with its *Environmental Commitment* approved in 2021, UEFA is determined to be part of the solution to preserve and regenerate the environment and leverage the power of football to raise awareness and catalyse action. Along the way, it measures progress on how it prevents, minimises and remediates the impact of football on the environment.

A particular focus is placed on the following areas:

- Climate – Reducing direct and indirect carbon emissions related to UEFA competition matches, while leveraging football's reach and visibility to advocate the urgency of action.
- Circular economy – Embedding the 4Rs approach – built around reducing, reusing, recycling and recovering – in all operations to minimise football's impact on the environment and drive resource efficiency and cost savings.
- Event sustainability – UEFA competition matches are to be designed, planned and implemented in ways that prevent or reduce negative environmental impacts on host cities and surrounding communities. This includes taking into account aspects such as carbon footprints, sustainable procurement, waste management and transport.
- Infrastructure sustainability – National associations are encouraged to
 - integrate sustainability criteria into stadium infrastructure to provide long-term financial and environmental benefits to operators and strengthen the legacy of common spaces for local communities,

- consult the UEFA Sustainable Infrastructure Guidelines (UEFA Sustainable Infrastructure Guidelines - https://editorial.uefa.com/resources/027b-168e898b309b-c76f49dada9e-1000/the_uefa_sustainable_infrastructure_guidelines.pdf) for additional guidance.

1.4.4 UEFA Foundation for Children – Wish-maker programme

The UEFA Foundation for Children was established in 2015 to strengthen UEFA's commitment to using the social role of football for the benefit of children around the world. Supporting a wide range of projects in different fields, the foundation leverages the power of the global game to bring hope and light to the lives of children that need it most.

The foundation's Wish-maker programme enables young children in difficulty – whether through sickness, disability, vulnerability or other hardship – to realise their biggest dreams, in particular those associated with football. Examples include meeting their footballing idols and attending training sessions to see their favourite teams in the flesh.

National associations are encouraged to assist with this project if approached by the foundation, to help enrich and bring happiness to the lives of these young people.



2 Facility requirements

2.1 Overview of required facilities

The stadiums must meet the structural criteria of a category 4 stadium under the *UEFA Stadium Infrastructure Regulations* as well as the additional requirements indicated below which provides a summary of the facilities required for EQ matches and the different group stage match profiles A and B (see Match profiles (on page 24)). Further details and explanations are set out in the corresponding sections of this manual.

In principle, stadiums must be no more than a 90-minute bus drive from the nearest international airport with daily commercial flights from/to other European cities.

Area	All Matches
Power and utilities	Existing power (including back-up power), lighting, water and general utilities must be provided free of charge by the host association within the stadium areas used.
	A local 16A 240V (always on) power connection must be provided to the UEFA Electronic Performance and Tracking System (EPTS) supplier at distribution points within the stadium, powered from a technical supply.
	A local 16A 240V power connection must be provided to the UEFA Medical Video Review System (MVRS) supplier at the central distribution point (usually between benches, behind 4th official position)
	A local (uninterrupted) 16A 240V power connection must be provided to the Referee Review Area (RRA) position.
	Host association must provide the specified power levels for all broadcast facilities (page 105) including: indoor studios, pitch-view studios, tribune presentation positions, flash interview positions, pitchside presentation positions and commentary positions.
	Host association must provide power and sockets free of charge for all media areas; in particular for the media working area, the media tribune and the photographers' match positions.
Floodlights	Average horizontal illuminance (Eh ave) >1,400 lux and average vertical illuminance (Ev ave) >1,000 lux.
	Back-up floodlight power must be available with an average illuminance of at least 900 lux (Eh) no more than 15 minutes after the power failure.

Area	All Matches
Directional signage and ground rules	Host associations must provide signage to guide visiting supporters in a recognisable, understandable format, as well as ground rules including prohibited items, ideally in the form of internationally recognised pictograms.
Control room	Control room with an overview of the stadium interior, equipped with radio communications enabling communication between staff and officials responsible for safety, security and service at the stadium. Equipped with colour monitors that are connected to the closed-circuit television system and additional monitors that display live data from the electronic ticket control system.
Access control system	Modern electronic access controls and mechanical counting systems must be installed and used, delivering real-time analysis of data on crowd flows and spectator attendance.
Closed-circuit television system	Stadiums must be equipped with permanent closed-circuit television surveillance systems, covering all stadium approaches and entrances, and all public areas within the stadium.
Emergency lighting system	Stadiums must be equipped with an emergency lighting system that has been approved by the competent local authorities, covers all areas of the stadium, including all egress and evacuation routes, and is connected to a backup power supply.
Public address (PA) system	Electronic public address system of loudspeakers capable of conveying spoken messages to all areas of the stadium instantaneously. The public address system must cover both the inside and outside of the stadium and be connected to an independent power supply.
Scoreboards, giant screens and internal stadium TV channel	Host associations must ensure that any scoreboards, giant screens and the internal stadium TV channel are fully available to display the necessary match information.
Internet	<p>High speed internet connections must be available in the UEFA offices, the delegate's room, the doping control station and to the commentary position for the UEFA venue data coordinator (cabled internet is preferred for the VDC).</p> <p>Cabled or wireless internet connections must be available for TV commentary positions and in certain media areas such as the media working area, media seating (media tribune), photographers' working area and pitchside positions.</p> <p>Host association must make available and bear the rental cost of up to four dedicated high-speed internet lines in the broadcast compound for use by UEFA's technical suppliers (e.g. VAR system and transmission distribution supplier) as of MD-1.</p> <p>Internet connectivity (Wi-Fi) should be made available in the team and referee dressing rooms.</p> <p>The host association must provide the EQ broadcast partner with dedicated Wi-Fi, free of charge, at broadcast areas (pitchside presentation positions, flash, broadcast compound, studios, commentary positions, observer seats, mixed zone, press conference room, etc). They must also make their best efforts to ensure telecom suppliers can install internet lines to pitchside presentation positions and flash positions.</p> <p>High-speed, wired, internet connections (min. 20-50 Mbit/sec for VAR and 100 Mbit/sec for EPTS) must be available for the football technologies supplier(s).</p>
Telephone	Host associations are required to provide international telephone lines for UEFA offices and the delegate's room. The host association bears the installation costs and the users pay the call charges.
UEFA offices and meeting rooms	Minimum of 30 m ² of functional office space for UEFA offices with one fast colour copy machines (including technical assistance) must be provided. Room(s) for , TV and team organisational meetings must also be made available.

Area	All Matches
Parking	70 spaces for the use of UEFA and EQ partners, in prime positions and provided free of charge.

Stadium pitch and pitchside facilities for teams and officials

Area	For all matches
Stadium pitch	<p>The pitch must measure 105m x 68m</p> <p>The pitch must be in the best possible condition. A pitch heating system and/or a pitch cover may be required depending on the location and climatic conditions.</p>
Pitch watering	An automated under-soil pitch irrigation system must be in place.
Pitch surroundings	<p>Any structural element or fixed pitchside equipment must be positioned</p> <ul style="list-style-type: none"> • at least 3m from the line markings, as set out in Annex A of the UEFA Stadium Infrastructure Regulations; • and at least 1m from the back of the goal net (except for broadcast and photo camera installations and as long as they fit the stretch test). <p>The recommended minimum distance for structural elements to allow space required for fixed pitchside equipment and operations is 5m from the line markings, as set out in Annex A of the UEFA Stadium Infrastructure Regulations. This means that</p> <ul style="list-style-type: none"> • at least 2m of operational space should be available behind any advertising boards to allow for pitchside operations involving ball kids, stewards, photographers, cameras and camera operators; • if insufficient space is available at pitchside, it may have to be made available in the stands.
Substitutes' warm-up area	Two warm-up areas (each ideally measuring 4m x 20m or 3m x 25m) must be determined, one for each team, on the same side as their team bench.
Team benches	<p>Team benches to accommodate up to 23 people each. All seats must be covered and appropriately segregated from the general public.</p> <p>If the team bench provides fewer than 23 seats (20 seats being the minimum), the remaining number of seats must be accommodated to the side of each team bench (or behind if the team benches are in the stands) with access to the dressing rooms.</p> <p>The setup must be the same for both teams.</p>
Fourth official/home match manager's position	A position between the team benches, at pitch level, segregated from the general public and, ideally, covered.

Indoor facilities for teams and officials

Area	For all matches
Team dressing rooms	<p>At least one dressing room for each team, ideally with separate areas for players, team officials, physiotherapy and storage. Recommended dimensions:</p> <ul style="list-style-type: none"> • 60m² – Playing changing area • 20m² – Team official changing area • 15m² – Physiotherapy • 5m² – Storage <p>Each dressing room must provide</p> <ul style="list-style-type: none"> • seating and clothes-hanging facilities or lockers for at least 23 players and 7 team officials; • 6 showers • 3 separate toilets
Referee dressing rooms	<p>A main referees' dressing room that provides</p> <ul style="list-style-type: none"> • seating and clothes-hanging facilities or lockers for 4 people; • 2 showers • 1 separate toilet <p>An additional dressing room (adjacent to or at least near the main referees' dressing room) in case of mixed referee teams that provides</p> <ul style="list-style-type: none"> • seating and clothes-hanging facilities or lockers for 2 people; • 1 shower • 1 separate toilet
UEFA delegate's room	A room that is exclusively reserved for the UEFA delegate and referee observer (if any), with an easy access to the teams' and referees' dressing rooms.
Emergency medical room	An emergency medical room for the sole use of players, referees, team officials and match officers. This medical room must be easily accessible from the pitch and the dressing rooms (ideally on the same level).
Doping control station	<p>A doping control station (DCS) exclusively for doping control purposes from 90 minutes before kick-off to the end of any doping control following the match. It must be near the team dressing rooms and inaccessible to the public and the media.</p> <p>The DCS should ideally be at least 40m² and comprise a waiting room, a urine-testing room (with a toilet adjacent to the room or within the room itself) and a blood-testing room. However, a minimum of 30m² should be guaranteed, comprising a waiting room, a testing room (with a separation in the event of both urine and blood tests), and a toilet, all adjoining.</p>

Football Technologies

Area	For all matches
EPTS Technology	Positions for 14 to 36 EPTS cameras (depending on venue infrastructure)
VAR technology	Referee review area for VAR system

Spectator Facilities

Area	For all matches
Catering Facilities	Stadiums must have accessible catering facilities in every sector.
Sanitary Facilities	<p>A sufficient number of permanent, clean and hygienic sanitary facilities must be available in every sector, accessible and distributed evenly throughout all sectors, with a minimum of 25% of sanitary facilities dedicated to female spectators.</p> <p>Stadiums must be able to provide sanitary facilities for 80% of spectators being male, respecting the following minimum ratios:</p> <ul style="list-style-type: none"> • 1 seated toilet and 1 sink per 250 male spectators; • 1 urinal per 125 male spectators. <p>At the same time, to allow for variations in demographics between matches, stadiums must be able to provide for at least 25% of spectators being female, respecting the following minimum ratios:</p> <ul style="list-style-type: none"> • 1 seated toilet and 1 sink per 120 female spectators in the home sectors; • 1 seated toilet and 1 sink per 80 female spectators in the visiting sector. <p>In addition, stadiums must provide the following minimum ratio of permanent, clean, hygienic and fully accessible sanitary facilities for wheelchair users inside the stadium. They should be no more than 40m away from the wheelchair-user spaces, within the same sector, and be fully equipped in line with the UEFA Accessibility Guidelines.</p> <ul style="list-style-type: none"> • Minimum of 1 for up to 15 wheelchair users. • An additional 1 for every 10 additional wheelchair users.
First-aid Facilities	<p>Fully equipped first-aid facilities that have been approved by the competent local authorities must be available in every sector. First-aid facilities in sectors equipped with facilities for disabled spectators must be accessible to all spectators.</p> <p>The minimum requirements in terms of first-aid facilities for spectators are provided in the UEFA Minimum Medical Requirements for Spectators.</p>

Ticketing

Area	For all matches
Match Officers and Officials	
FIFA and UEFA Match Officers and Officials	Tickets required as appointed
UEFA and EQ Partners	
VIP Tickets	<p>40 (+ 30 for 50–100% NAs for promotional purposes)</p> <p>VIP tickets must be for the best available seats in the stadium and must include access to the host association's highest VIP hospitality area.</p>

Area	For all matches
Category 1 Complimentary Tickets (without hospitality)	<p>30 (+ 60 for 50–100% NAs for promotional purposes)</p> <p>Category 1 complimentary tickets must be for seats in the highest category in the stadium and located in a single block between the 16m lines and as close to the halfway line as possible.</p>
Category 1 Purchase Tickets	<p>30</p> <p>Same requirements as for Category 1 complimentary tickets.</p>

FIFA Requirements

VIP Tickets	<p>10</p> <p>Upon request and free of charge; VIP tickets must be for the best available seats in the stadium and must include access to the host association's highest VIP hospitality area.</p>
Category 1 Complimentary Tickets (without hospitality)	<p>40</p> <p>Category 1 complimentary tickets must be for seats in the highest category in the stadium and located in a single block between the 16m lines and as close to the halfway line as possible.</p>

Visiting team (unless agreed otherwise in writing by the national associations in question)

Additional seats for accredited team delegation staff	11 seats in the stand with easy access to the competition area
VIP Tickets	The host association must reserve 20 complimentary VIP seats for the visiting team's representatives and the same number of invitations to the VIP hospitality area.
Top-category Tickets (complimentary)	As a rule, Category 1 tickets are for seats between the 16m lines. The associations must agree on the number of complimentary (free) Category 1 tickets to be allocated to the visiting association. As a guide, the total number of free tickets available to the visiting association should not be lower than 100, composed of VIP tickets (minimum of 20 with hospitality as mentioned above) and Category 1 tickets (with or without hospitality).

Area	For all matches
Top-category Tickets (purchase)	<p>200</p> <p>These tickets are to be located in the next highest category of seats after those providing access to the home team's VIP area. They must be located in a single block, between the 16m lines and as close to the centre line as possible, with appropriate stewarding and segregation.</p> <p>They must be:</p> <ul style="list-style-type: none"> • Located on the same side of the stadium as the visiting team's VIP seats • Located between the two 16m lines • Located approximately midway up the stands
Purchase tickets for spectators with disabilities	<p>Depending on stadium capacity:</p> <p>Below 8'000: 4 tickets required</p> <p>Between 8'000 and 20'000: 8 tickets required</p> <p>Between 20'000 and 40'000: 10 tickets required</p> <p>Between 40'000 and 60'000: 12 tickets required</p> <p>Above 60'000: 15 tickets required</p>
Visiting team's supporters	<p>At least 5% of the UEFA spectator capacity must be made available to visiting supporters in a dedicated sector of the stadium. This sector of the stadium must be capable of being segregated from other sectors and provide unobstructed lines of sight of the field of play.</p> <p>The UEFA spectator capacity is defined as all seats and allocated standing places in the stadium that comply with the UEFA Stadium Infrastructure Regulations, minus any seats permanently assigned to media and broadcasters.</p>
Disabled supporters	
Wheelchair users	See Art 24.03 of the UEFA Stadium Regulations to identify the required numbers.

Hospitality facilities (page 81)

Area	For all matches
VIP hospitality	Access to host association's VIP hospitality for VIP ticket holders

Broadcaster facilities (page 82)

Area	Profile A requirements	Profile B requirements
Camera positions	Main cameras, pitchside halfway camera, 16m cameras, low behind-goal cameras, beauty camera, bench cameras, high behind-goal cameras, reverse-angle cameras, mini-cameras, tunnel camera, crane cameras, 6m cameras, rail cameras, Steadicams, hot-head cameras, 20m cameras, corner cameras, aerial cameras, goal-line cameras and ENG cameras	
Commentary positions	15	10
Filming and video analysis position (e.g. commentary position) for home and visiting team	2 (one for each team)	
Pitch reporter positions	2 positions with a clear view of the team benches and additional positions behind goals	

Area	Profile A requirements	Profile B requirements
Indoor studios	At least 1	
Pitch-view studios	At least 2 with an unobstructed view of the pitch	
Flash interview positions	At least 6	At least 4
Super-flash interview positions	At least 2	
Pitchside presentation areas	2 areas of 15m x 3m (on either side of the team benches benches)	
Broadcast compound	At least 1,000m ² of usable space	
	Including a minimum of 6 uplinks in any separate uplink area	
Cabling	<p>Necessary cabling infrastructure (e.g. cable bridges and trenches) to enable broadcasters to install all cables safely and securely</p> <p>Access to any existing pre-cabled systems in the stadium must be provided free of charge to rights-holding broadcasters on request.</p>	
Observer seats	20	10

Media facilities (page 106)

Area	Profile A requirements	Profile B requirements
Media working area	50 seats	30 seats
Media seating	At least 100 (at least 70 with desk)	At least 60 (at least 30 with desk)
Press conference room	At least 80 seats Platform at least 8m x 1.5m	At least 50 seats Platform at least 6m x 1.5m
	<p>At least 24 audio split box outputs</p> <p>Podium with a table</p> <p>Lighting for TV broadcast, microphones and loudspeakers</p>	
Mixed zone	To accommodate at least 50 journalists, including EQ broadcasters, non-rights-holding broadcasters, audio reporters and written press	
Photographers' working area and match positions	Working area for at least 25 photographers with tables, chairs, power sockets and internet connection	Working area for at least 20 photographers with tables, chairs, power sockets and internet connection
	Seating and internet connection (preferably cabled) must be provided at all match positions. Regardless of the stadium configuration, the host association must be able to accommodate a minimum of 50 photographers around the pitch.	
Camera storage for broadcasters	Secure location operated by the host association	

Signage and LED facilities (page 111)

Area	For all matches
Storage room	Secure and lockable room for storing EQ materials

2.2 General stadium facilities

In general, the following principles apply for the 2024–26 EQ matches.

- National associations should aim to use stadiums that meet the category 4 requirements as defined in the *UEFA Stadium Infrastructure Regulations*. If no category 4 stadiums are available, category 3 stadiums must be used as a minimum. Furthermore, any other relevant provisions regarding stadiums, as found in the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches* and this manual, also apply.
- Should the proposed stadium not meet the requirements, or if additional facilities need to be secured, national associations will need to upgrade the facilities or secure the necessary facilities at their own costs, in order to fulfil the requirements.
- If a national association does not own the stadium in which its EQ matches are to be played, it must ensure that the stadium owner agrees to abide by all relevant obligations in the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches* and this manual. If the facilities required within the confines of the stadium are owned by or subject to an existing contract with a third party, the national association is responsible for securing the use and operation of such facilities for EQ matches.
- Should the land and/or facilities needed to fulfil requirements set out in this manual (such as the requested space to accommodate the broadcast compound, parking area, hospitality facilities or the media working area) not be owned by the stadium owner, the national association is responsible for securing the use of this land and/or facilities, making the required adaptations and returning everything to its original state after use.

2.2.1 Power and utilities

Existing power (including back-up power), lighting, water and general utilities must be provided free of charge by the host association within the stadium areas used for the organisation of EQ matches, including in the following areas:

- UEFA offices
- meeting rooms
- EQ broadcaster facilities
- Media facilities
- Hospitality areas

Power

In addition to the general requirement for the host association to provide power for all broadcast and media facilities, the host association is required to provide a specific level of power for certain broadcast facilities. Detailed requirements are set out in Power and lighting (on page 105).

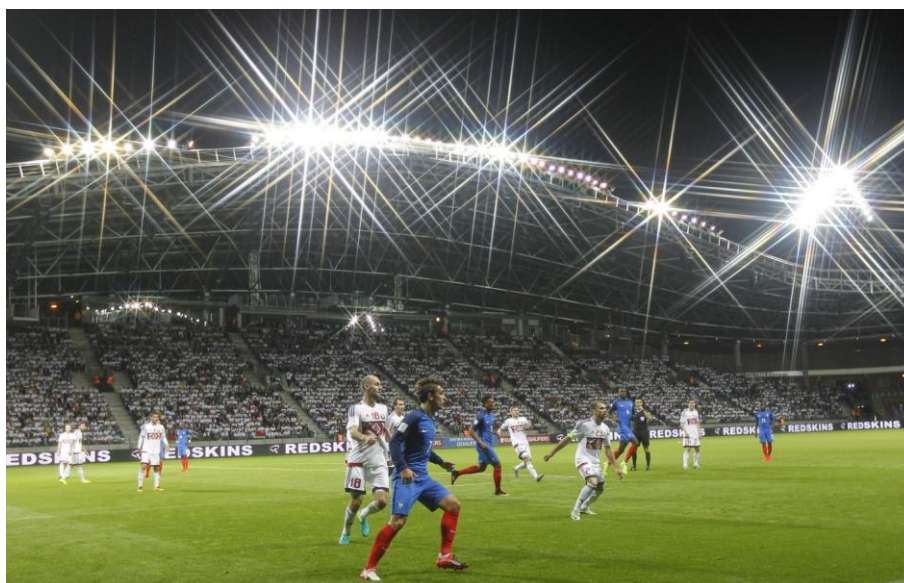
One additional power socket (32 A/5P CEE) must be available in the broadcast compound for use by the VAR supplier.

2.2.2 Floodlights

The required floodlighting levels for EQ matches are set out below and take into consideration the requirements for broadcasting matches in high-definition formats.

- The average required level of horizontal illuminance is 1,400 lux (E_h). Horizontal illuminance refers to light falling on a horizontal plane 1m above the pitch, with uniformity ratios of U_{1h} >0.50 and U_{2h} >0.70.

- The average required level of vertical illuminance is 1,000 lux (Ev). Vertical illuminance refers to light falling on a vertical plane 1m above the pitch on all four reference planes, with uniformity ratios of U1v >0.40 and U2v >0.50.
- For the sake of player comfort and performance, all glare ratings (R_G) must be less than 50.
- The pitch luminance colour rendering (Ra) must be at least 80.
- The host association must ensure floodlighting installations are fully maintained for all matches.



The table below shows the requirements. More detailed information is provided in the *UEFA Stadium Lighting Guide* (level B).

	All EQ matches
Horizontal illuminance	
Eh average	Eh ave >1,400 (lux)
Uniformity	U1h >0.50/U2h >0.70
Vertical illuminance	
Ev average	Ev ave >1,000 (lux)
Uniformity	U1v >0.40/U2v >0.50

Floodlight certificate

The stadium floodlight system must be regularly maintained to meet the required minimum illuminance values. A lighting certificate that is valid for the entire competition period must be issued no more than one year before the date of the home team's first match in the UEFA competition concerned.

National associations must upload the floodlight certificate to the stadium passport in TIME.

The requirements, procedure and guidance for the pitch illuminance report are provided in the *UEFA Stadium Lighting Guide*.

Backup floodlight power

The back-up power supply for the pitch illuminance system must be reliable to ensure that matches and television broadcasts can continue without any disruption greater than what is permitted for the

relevant competition. There must be a suitable alternative backup power supply in case the primary source fails. This system must provide independent lighting sufficient for broadcast purposes, with an average horizontal illuminance of at least 900 lux (Eh) no more than 15 minutes after the power failure.

In the TIME Stadium passport, the national association must provide UEFA with details of the backup floodlight power source, including:

- type of back-up power supply;
- detailed procedure for switching to the back-up power supply;
- amount of horizontal illuminance (lux) provided by the back-up power supply;
- time needed to achieve an average horizontal illuminance of at least 900 lux (Eh);
- time needed to recover full floodlighting if different from above;
- type of light source: HID or LED;
- back-up test date.

The proper functioning of the floodlighting system via backup power must be tested at least once a year, before the stadium is used in the competition. For this purpose, the primary floodlight power source needs to be switched off on the stadium low voltage side while the floodlights are in full operation and the backup source needs to take over according to the system design.

Floodlight inspection

In the event of concerns relating to the floodlighting system and/or alternative power source, UEFA may decide to conduct additional inspections. Such inspections may be conducted by UEFA or an external partner company. Further to such inspections, the cost of expert guidance or material from an external partner company is borne by the national association concerned. National associations are requested to cooperate fully with such inspections.

2.2.3 Directional signage and ground rules

In addition to the general stadium guidance, national associations must provide specific signage to guide the visiting team's supporters – either in the language of the visiting team's supporters or in the form of internationally recognisable pictograms. This includes ground rules, which must be clearly displayed both inside and outside the stadium. Furthermore, ground rules relating to prohibited items must be displayed at all points of entry in an equally recognisable format, ideally in the form of internationally recognised pictograms.

2.2.4 Access control system

All public entrances must be equipped with turnstiles and an electronic ticket control system designed to prevent the use of counterfeit tickets and deliver real-time flow rates and entrance numbers to a central point with a view to preventing overcrowding in the stadium as a whole or in individual sectors. There must be at least 1 turnstile for every 660 spectators.

2.2.5 Control room

A control room must be reserved for staff and officials with overall responsibility for all match-related safety, security and service matters, namely the chief police officer, the Safety and security manager and their staff. It must meet the following requirements:

- Control room with an overview of the stadium interior, equipped with radio communications enabling communication between staff and officials responsible for safety, security and service at the stadium.
- Equipped with colour monitors that are connected to the closed-circuit television system and additional monitors that display live data from the electronic ticket control system.

2.2.6 Closed-circuit television system

Stadiums must be equipped with permanent closed-circuit television (CCTV) surveillance systems, that uses colour surveillance cameras with pan, tilt and zoom functions and covers all stadium approaches and entrances, and all public areas within the stadium. Areas of the stadium interior not capable of being directly viewed from the control room must be covered by the closed-circuit television system. The cameras must be capable of recording moving images as well as still photographs.

2.2.7 Emergency lighting system

For the purposes of ensuring safety and guiding spectators and staff in the event of a general lighting failure, stadiums must be equipped with an emergency lighting system that has been approved by the competent local authorities, covers all areas of the stadium, including all egress and evacuation routes, and is connected to a backup power supply.

2.2.8 Public address system

Stadiums must be equipped with an electronic public address system of loudspeakers capable of conveying spoken messages to all areas of the stadium instantaneously.

The public address system must be operational during all matches, connected to a backup power supply and loud enough to be heard both inside and outside the stadium, in all circumstances, taking particular account of excessive crowd noise.

For EQ matches, the public address system will be used to announce stadium activities, to deliver UEFA's pre-match announcements and to play the FIFA music, the national anthems and the EQ music (if not performed live), before matches. In addition, it may be used at any time to convey messages from UEFA/FIFA or local authorities (e.g. security announcements).

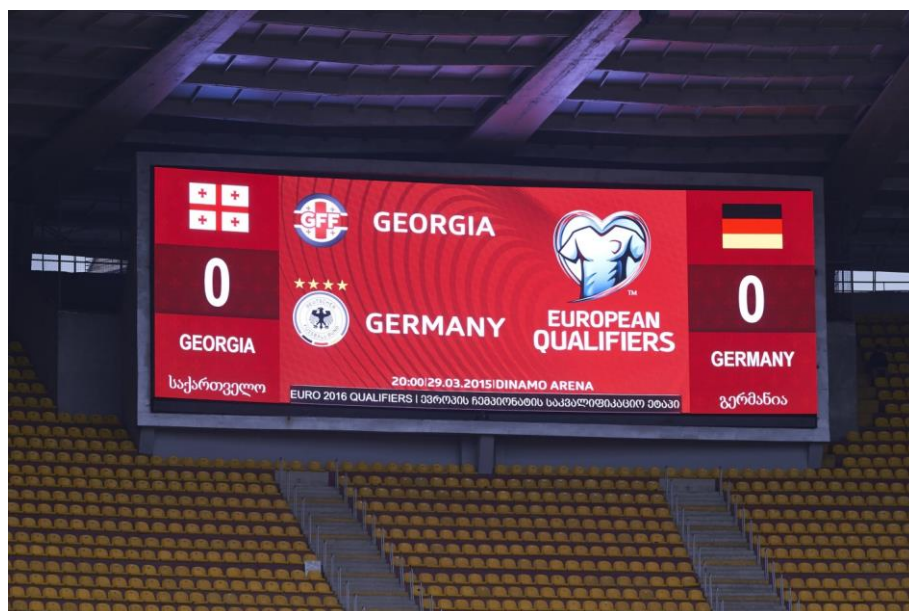
See Public address (PA) system (on page 146) for information on the operational procedures that apply during matches.

2.2.9 Scoreboards, giant screens and internal stadium TV channel

- National associations must ensure that any scoreboards, giant screens and internal stadium TV channels are fully available to display match information, including the scores from other relevant matches.
- National associations may use the EQ branding elements for scoreboard and giant screen artwork as provided in the EQ brand assets portal.



- Information on the operational requirements for scoreboards, giant screens and internal stadium TV channels can be found in Scoreboards, giant screens and fan TV (on page 145).



2.2.10 Internet and telephone

Host associations must provide the following telecommunication facilities:

- An international phone line as well as wireless internet access need to be available in the UEFA offices, the FIFA match commissioner's room and the doping control station. In addition, internet connectivity (Wi-Fi) must be provided in the dressing room and bench areas (for the teams and match officials).
- The commentary position for the UEFA venue data coordinator must be equipped with dedicated internet access, which needs to be in place from the morning of the match until 90 minutes after the final whistle.
- Technical assistance must be provided by the host association free of charge in relation to these lines. Costs relating to the installation and provision of lines are to be assumed by the host association, but call charges are to be billed to the users concerned.

NAs must provide lines for UEFA offices and UEFA's suppliers as follows:

Location	Internet lines	International telephone lines	ADSL or internet lines	Comments
UEFA offices	1*	1	-	-
UEFA delegate's room	1*	1	-	-
Doping control station	1*	1	-	-
Broadcast compound (UEFA suppliers, including VAR and transmission suppliers)	-	-	4**	-
Football Technologies (EPTS Server)	1***			This line is needed for the EPTS supplier where their server is located inside the stadium

* Internet lines must give fast wireless and if possible also cabled access, with a minimum speed of 50Mbit/s, DHCP or fixed IP address, and all ports open so that a VPN can be used. In case of DHCP, we need a 24-hour IP address lease by the provider. Wireless connections should be sufficient for up to 50 devices.

*** A minimum of 20Mbit/s but ideally with 50Mbit/s symmetric up- and download speed delivered by the local telecommunications provider or from the existing network infrastructure. No port or protocol restrictions. If there is a dedicated ADSL, the highest performance public ADSL connection possible should be ordered from the local telecommunications provider.*

**** Minimum 100 Mbit/s symmetric up- and download speed, on a dedicated line, delivered by the local telecommunications provider or from the existing network infrastructure. No port or protocol restriction.*

EQ broadcasters are responsible for booking their own telephone, ADSL and ISDN/AOIP lines with their local providers, and these lines will then be installed on-site by the local telecommunications company in the country of the host association. If required, national associations are requested to help EQ broadcasters deal with the local telecommunications company on-site. In addition, if the local telecommunications company charges a fee for technical support, this must be covered by the host association.

The host association must provide technical assistance in relation to these lines, free of charge, from MD-1 until the end of broadcast operations on matchday. The technical assistant should be clearly identifiable and located in the commentary position area from two hours before kick-off until 15 minutes after the final whistle. Costs relating to the installation and provision of lines are borne by the national association, but call charges should be billed to the users.

The host association must provide broadcasters with dedicated Wi-Fi, free of charge, at broadcast areas (pitchside presentation positions, flash, broadcast compound, studios, commentary positions, observer seats, mixed zone, etc). They must also make their best efforts to ensure telecom suppliers can install internet lines to pitchside presentation positions and flash positions.

It is imperative that the host association provides internet connections that are appropriate for the number of media representatives present at its matches, in accordance with the minimum levels set out below. All media internet connections must be provided free of charge. Host associations are encouraged to seek specialist advice when installing internet connections.

Guideline internet capacities are as follows:

- Written press: minimum 100Mbit/s for profile A matches or 50Mbit/s for profile B matches; can be shared between media working area and media seating.
- Photographers: minimum 100Mbit/s for profile A matches or 50Mbit/s for profile B matches; can be shared between photographers' working area and pitch positions.
- Cabled connections are always preferable to Wi-Fi, as they are more secure. If cabled connections are offered to media, one cable needs to be available per workspace in the tribune and working area. However, Wi-Fi usage is increasing in line with usage of multiple mobile devices. Any Wi-Fi networks must be password-protected and reserved for the media. Host associations should note that photographers need greater bandwidth than representatives of the written press, therefore separate networks protected by different passwords are necessary.

Match profile	Area	Internet capacity (minimum)	Concurrent connections (Wi-Fi)
Profile A	media (tribune, working area)	100Mbit/s	300
	photo (pitch, working area)	100Mbit/s	100
Profile B	media (tribune, working area)	50Mbit/s	200
	photo (pitch, working area)	50Mbit/s	100

See Match profiles (on page 24) for a definition of the match profiles.

2.2.11 UEFA offices and meeting rooms

UEFA offices

A minimum of 30m² of total office space is required for UEFA personnel from MD-2 to MD+1, including secure storage space for office material. The host association must ensure the security of these offices at all times and ensure that the facilities are available from 09:00 on MD-2.

Offices must contain the following:

- Tables and chairs
- Waste bins (to be emptied daily)
- One fast colour copy machine, technical assistance and paper (A4 and A3)
- Power sockets
- Sufficient lighting
- Heating or air conditioning as appropriate

The host association may be asked to help source additional office equipment.

The host association is requested to install internet and telephone lines as described in Internet and telephone (on page 46).

Meeting rooms

A number of official meetings are held during site visits and in the course of a matchweek. The host association is responsible for providing appropriate meeting rooms with video/presentation facilities and equipment as requested by the venue team, tables, chairs, and a reasonable supply of complimentary refreshments.

The meeting room used for the matchday organisational meeting must be equipped to enable certain participants to attend and fully participate remotely, by means of a videoconference hosted on a protected online platform.



Meeting rooms are required to accommodate the following approximate numbers:

Matchweek

	Meeting	Number of participants
MD-1	NA meeting	5-10
	TV meeting	10-15

	Safety and security meeting	10-20
MD	Match coordination meeting	20-40
	TV meeting	15-30
	Debrief meeting	10-15

2.2.12 Parking

For UEFA and EQ partners, the host association must provide 70 parking spaces. These parking spaces must be provided free of charge and are for the use of UEFA and EQ partners only.

- On MD-2 and MD-1, only 20 parking spaces will be needed.
- The parking spaces must be in a prime position and, wherever possible, have easy access to the national association's VIP hospitality area and/or the broadcast compound if necessary.
- The surface of the parking spaces must be suitable for use in adverse weather conditions.
- In order to gain access to these parking spaces, the NA should provide parking passes directly to the UEFA partners or the UEFA venue operations and broadcaster manager, preferably in electronic or print@home format, based on the allocation provided by the UEFA venue operations and broadcast manager.
- The host association implements and manages the parking system on-site.

2.3 Stadium pitch

Pitches must measure 105m x 68m (unless a specific exception is granted by UEFA). In addition, pitches, associated equipment (goals, goal support structure, nets, corner flags and posts) and the area immediately around them must be in conformity with the *IFAB Laws of the Game* and the *UEFA Stadium Infrastructure Regulations*.

The host association must make every reasonable effort to ensure the pitch is in the best possible conditions of play to ensure high-level football for all (i.e. Players, Spectators, Broadcasters).

Safe for players

Best quality of football

Aesthetic
from a TV perspective

When selecting a match venue, the host association should consider which matches and events will be held in the stadium in the weeks before the match in question, and include an appropriate pitch maintenance plan. If the stadium is not owned by the host association, this needs to be explicitly agreed with the stadium owner and/or operator and, if necessary, the host association shall appoint its own pitch specialist to ensure the pitch is in perfect condition for the match.

As part of the UEFA Pitch Quality Support Programme, UEFA has issued the Pitch Quality Guidelines (https://documents.uefa.com/search/documents?query=UEFA+Pitch+Quality+Guidelines&filters=FT_ContentType_custom~%2522UEFA+Guidelines%2522&virtual-field=title_only&content-lang=en-GB), available in ENG, FRA & GER on UEFA Documents (<https://documents.uefa.com>), providing an overview of the pitch quality guidelines for stadiums hosting UEFA matches, including:

- pitch construction and infrastructure requirements;
- pitch maintenance and match preparation guidelines;
- pitch quality assessment and monitoring procedures-

The guidelines also include specific tasks to be carried out when overseeing pitch preparations for UEFA matches. As such they are aimed primarily at those responsible for pitch management, strategy and resource planning.

Furthermore, UEFA has mandated a pitch consultancy company to support national associations/stadiums to maintain and improve the pitch quality. This includes the collection of information via a pitch questionnaire during the match preparation process, the possibility of exchange between groundskeeper and UEFA pitch consultants as well as remote support and onsite visits throughout the match.

Any full or partial replacement of a pitch ahead of a match must be communicated in advance to UEFA. A detailed replacement schedule and maintenance plan must be provided, as well as information on any impact this replacement could potentially have. Progress reports, including photographs, must then also be provided throughout the maintenance period.

Regarding artificial turf, the provisions set out in the *IFAB Laws of the Game* apply. A stadium with an artificial pitch must have a FIFA Quality Pro certificate that is valid on the dates of the matches held there. The host association is therefore responsible for ensuring that the necessary tests are organised accordingly, to guarantee that the certificates are issued well in advance of each match. A copy of the certificate must be uploaded to the stadium passport in TIME.

2.3.1 Pitch conditions

The host association must monitor the weather in the weeks before the match and anticipate possible adverse conditions affecting the venue and, in particular, the pitch. A pitch heating system and/or a pitch cover may be required depending on the location and climatic conditions to ensure that the field of play can be made available in a suitable condition on any match date. In this respect, the host association must also consider:

- protecting or sheltering all or part of the pitch;
- limiting the use of the pitch in the run-up to the match;
- providing additional equipment (lighting, aeration, etc.);
- organising additional staff.

In case of concerns relating to the condition of pitches, UEFA may decide to carry out pitch inspections at any time. Such pitch inspections may be conducted by UEFA or a third party mandated by UEFA. Following any initial pitch inspection and recommendation report, the cost of any further inspections and of any expert guidance or material from a third party is to be borne by the national association concerned. National associations are requested to cooperate fully with such inspections.

If holding a MD-1 training session could render the pitch unfit for play the next day or for other upcoming UEFA matches, UEFA has the right to implement measures to protect the pitch as set out in Official training sessions (on page 128).

During matchweek, the host association must ensure that all necessary measures are taken to guarantee the smooth running of the match. This includes providing sufficient personnel and equipment to undertake regular preparation and maintenance work, including repairs after each MD-1 training session, after the pre-match warm-up and at half-time.

Furthermore, in case of adverse weather conditions, the host association must provide:

- sufficient staff to respond to unexpected adverse weather conditions;
- brushes, etc. to assist with the drainage of the pitch in case of heavy rain;
- blowers, brushes and shovels to clear the pitch in the event of snow;
- winter balls for the MD-1 training sessions and match as necessary in the event of snow;
- the time required to clear and repaint the pitch markings in the event of snow;
- a reliable source of accurate local weather forecasts.

Finally, to ensure pitches across all competitions are kept in optimal condition, the home match manager must establish MD-1, MD and post match cooldown pitch protection maps (based on input from the groundskeeper and if applicable UEFA's pitch consultant) and upload them for the teams' information in the TIME Match Preparation form in the week prior to the match.

As a general principle, such pitch protection maps stipulate that

- "Fast feet" and repetitive movement exercises shall take place just outside the pitch, ideally in different and not all in the same area
- Goalkeeper training shall take place in mobile goals

Furthermore, if the pitch conditions so require (and if supported by UEFA's pitch consultant and/or considered reasonable by the home match manager),

- Goal areas usage may be restricted (e.g. available for max. 10 min only) or considered "not available" at all
- Other areas of the pitch may be considered "not available" at all

Teams must respect the relevant pitch protection maps for both MD-1 training sessions (if applicable) and pre-match warm-ups, and any non-compliance may be reported by the FIFA match commissioner.

2.3.2 Pitch watering

An automated under-soil pitch irrigation system must be in place. The schedule for pitch watering on matchday, up until 60 minutes before kick-off, must be communicated by the host association at the match coordination meeting.

Additional pitch watering after this time may take place:

- between 15 and 10 minutes before kick-off;
- during half-time (for no longer than five minutes).

Such additional pitch watering may only take place if this has been announced by the host association at the match coordination meeting (or a change to the announced schedule has been agreed to later on by both teams and UEFA).

The referee is entitled to request changes to the schedule at any time.

For any pitch watering, the following points must be respected:

- The whole pitch must be watered evenly.

All pitch watering must be considerate of other activities taking place at matches, such as the centre-circle ceremony and pitch repairs, as well as broadcasting equipment situated around the pitch.

2.3.3 Grass height and cutting

For natural grass pitches, the height of the grass should ideally be between 20mm and 30mm. The height of the grass may not, in principle, exceed 30mm, and the entire playing surface must be cut to the same height.

The visible grass pattern should be cut in straight lines. No other form of grass cutting (diagonal, circles, etc.) is permitted.

While the pitch may need to be cut both from goal to goal as well as across the width of the pitch to ensure proper cutting of the grass, the last cut before the match should be in the pattern shown in the following diagram. This is to ensure strong definition and clarity of the UEFA preferred mowing pattern.

The lines across the pitch should be cut in the direction and sizes shown in the diagram below, with a total of nine bands in each half of the pitch. The band preparation starts from the left-hand side of the pitch as seen from the main camera, with a band that is cut away from the main camera.

The first four bands of the pitch should always be exactly 5.5m wide. The five remaining bands in each half should then be of an even width to arrive at the halfway line.



2.3.4 Pitch marking

The pitch must be marked in accordance with the *IFAB Laws of the Game*.

Pitch markings must be perfectly straight and all of equal width, matching exactly the width of the goalposts but never more than 12cm wide. No markings other than those of the football pitch as approved by UEFA must be visible on the field of play or in its immediate surroundings (i.e. no rugby field markings, domestic football pitch markings, etc.).

Markings must be white in all instances except in case of heavy snow or fog, when the host association may be required to paint the field markings in red/orange after due consultation with the referee, the FIFA match commissioner and the home match manager. The final decision is taken by the referee.

The technical area must be clearly marked extending 1m on either side of the substitutes' bench and up to 1m from the touchline. The technical area should be marked out with dashed lines.



2.3.5 Goals and corner flags

All goals must be set up securely and in accordance with the *IFAB Laws of the Game*. For UEFA matches, goals must be made out of aluminium or a similar material, be round or elliptical and not pose any danger to players. The goalposts and crossbar must be white and have the same width and depth, which must not exceed 12cm (5in). The goal lines must be of the same width as the goalposts and the crossbar.

No additional structural elements or physical support may be used inside the net or in its immediate surroundings other than bars fixing the goal net to the ground and goal net stanchions behind and outside the net. Portable goals must not be used. The aim is to ensure no element of the goal structure enables the ball to rebound onto the field of play (from outside or inside the goal) once it has crossed the line and that the goal structure does not cause any injuries to players. To this end, the goal frames may be embedded into the ground.



If screws or any other elements used to support the goal structures are deemed a potential hazard, additional protection such as tape or padding must be used.



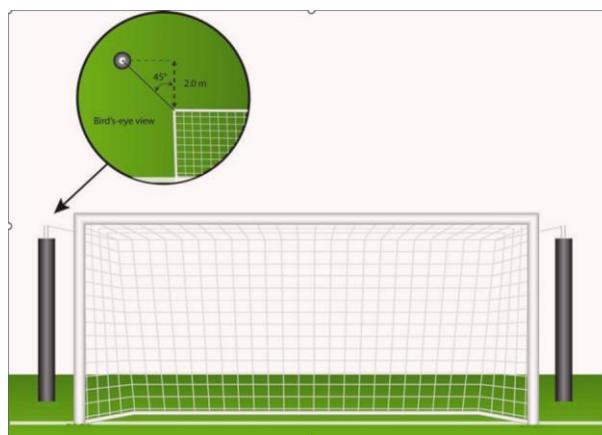
The following two examples of reinforcement structures are not allowed:



The goal net design, and in particular the shape and size of the holes in the net is not regulated, but NAs are asked to inform the appointed UEFA Venue Operations Broadcast Manager (VOBM) if the goal nets are changed in case of broadcasters using in-goal camera systems. Any form of commercial advertising or reproduction of logos or emblems is forbidden on the goal nets and the areas they enclose.

At least one spare goal with identical goalposts (net already attached) must be stored close to the goals with easy access to the pitch and out of camera view. The removal and replacement of goals should be tried and tested well before the match.

Any additional poles supporting the goal net (goal-net stanchions) should be positioned at a 45-degree angle relative to the back corners of the net and, where possible, at a distance of at least 2m from the back of the net. If positioned between the goal line and advertising boards, stanchions must be covered with a padded material at least 4cm thick, to avoid injuring any players or creating a safety hazard, and be a uniform non-white colour.



Flag posts at least 1.5m high, each with a non-pointed top and a flag, must be placed at each corner of the field of play.

The reproduction of representative logos or emblems of FIFA, UEFA, the applicable national association, the relevant competition, club or other football related bodies is permitted on the corner flags but not the flag poles themselves. A spare set of identical flags and poles must be available on matchday and stored at an agreed location. These must be quickly available should a pole break or need replacing for any other reason during the match.

The goals, goal nets, goal stanchions (with protection as applicable) and corner flags must be installed for official training sessions but also for the Zone 1 tour on matchday morning (10:00 local time), the end-to-end test that afternoon, and goal-line technology (GLT) set-up and testing as requested and scheduled by UEFA. It is best practice to remove posts and nets after each match to allow maintenance procedures to proceed unhindered across the entire turf surface.

On matchdays, it is also good practice to check the nets following the pitch set-up, following the team warm-ups and at half-time. A net repair kit should be available to repair any holes. Two spare goals with identical goalposts (nets already attached) must be stored close to the goals with easy access to the pitch. The removal and replacement of goals should be tried and tested well before the match.

2.3.6 Pitch surroundings

It is the responsibility of the host association to ensure that the area immediately adjacent to the pitch is safe for player, team officials and the referee team in accordance with the UEFA Stadium Infrastructure Regulations.



For natural grass and hybrid pitches, it is recommended that there should be a minimum of 1m of natural turf extending beyond the touchlines of any pitch, with good-quality artificial turf extending another 2 to 3m or as far as the advertising boards, depending on the space available. Any access lids and service boxes located within this area must also be securely and safely covered with artificial turf ensuring that no trip hazards are created in the process.

If the stadium is used for other sporting events, such as athletics, the host association may be asked to install additional high-quality artificial turf around the field of play, securely fixed to the ground.

Any artificial turf installed around the pitch on a temporary basis for UEFA matches (e.g. to cover a running track or extend the substitutes' warm-up area) must be green and match the colour of the natural turf as closely as possible.

Any structural element or fixed pitchside equipment must be positioned:

- at least 3m from the line markings, as set out in Annex A of the UEFA Stadium Infrastructure Regulations;
- and at least 1m from the back of the goal net (except for broadcast and photo camera installations and as long as they fit the stretch test).

Notabene, the *IFAB Laws of the Game* allow for commercial advertising to be positioned at a distance of 1m from the pitch boundary lines. However, such advertising must be laid horizontally on the ground (for example, on 3D carpets, pitch banners or flags) and must in no way and at no time obstruct the view of the pitch, the goals, the nets, the flag posts or the corner flags.

- Any boards that are installed in the technical area should not impede on the access to/from the bench for the teams and officials or create view obstructions for the team bench (head coach, players and registered team staff), i.e. the nearest touchline shall be clearly visible from a seated position.
- The height of the boards should not exceed 1.20 m in order not to create any safety hazard for the players (i.e. to allow them to easily jump over the boards) and where ball crew are provided they must be able to access the pitch by jumping over the boards or by passing through gaps between them.
- In no way should the boards significantly obstruct spectators' views (forcing them to stand up to see the match, for example), or the home team may not sell seats from which the view is obstructed in this way.
- TV cameras should be able to see over the boards comfortably.

- at least 2m of operational space should be available behind any advertising boards to allow for pitchside operations involving ball kids, stewards, photographers, cameras and camera operators;
- if insufficient space is available at pitchside, it may have to be made available in the stands.

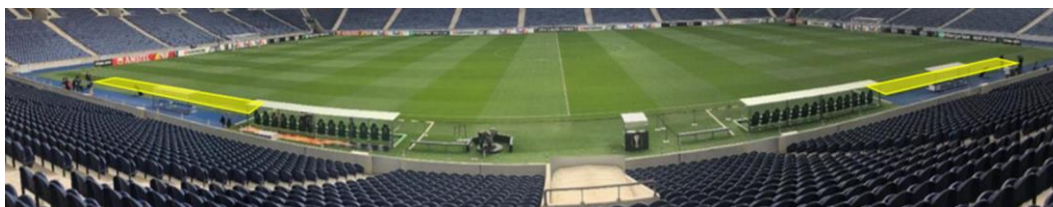
A diagram of a soccer field layout. The field is green and rectangular, with a central circle and two goal areas. The field is surrounded by a red border. Dimensions are indicated by arrows: 5.0 m for the total width, 3.0 m for the width of the goal areas, 4.0 m for the width of the goal areas, and 5.0 m for the total length. The diagram shows the field is divided into two halves by a center line, and the goal areas are located at each end.

below



2.3.7 Substitutes' warm-up areas

Two warm-up areas for substitutes must be determined, one for each team, on the same side of the pitch as the corresponding team bench.



The warm-up areas must be covered with natural or artificial turf, ideally the same as the field of play. Artificial turf used for warm-up areas must be of a high quality, well maintained and securely fixed to the ground with no undulations above 10mm and no trip hazards such as open seams or joints.

The two warm-up areas must have the same surface and be the same size, each ideally measuring 4m x 20m or 3m x 25m to accommodate five substitutes and a fitness coach per team, all at the same time. As per the competition regulations, the team fitness coach indicated on the match sheet may join the players warming up and is responsible for ensuring that the referee's instructions are respected.

If space does not permit five substitutes per team to warm up at the same time, the referee may decide to limit the number of substitutes allowed to warm up simultaneously to three per team.

- Upon arrival at the stadium on MD-1, the FIFA match commissioner and home match manager are to assess the space available and establish the number of substitutes that may warm-up at a given time

- In case of doubt and/or if space is limited allowing less than 5 substitutes to warm-up at the same time, the referees shall be consulted.
- At the match coordination meeting, the substitutes warm-up areas and numbers of substitutes allowed to warm-up simultaneously are then communicated to the teams.
- The referees may always request changes to the location of the warm-up areas and the number of substitutes allowed to warm up simultaneously.

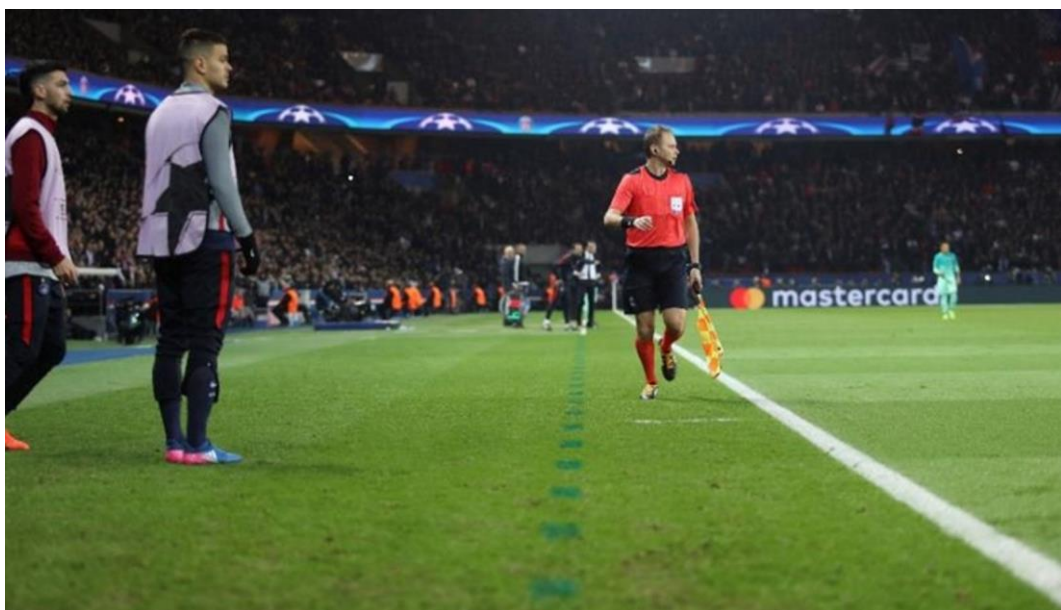
If such spaces (to allow a minimum of 3 substitutes and 1 fitness coach per team) are not available on the same side of the pitch as the corresponding team bench, a solution must be foreseen behind the goals, behind the advertising boards

At stadiums where the substitutes' warm-up areas are adjacent to the field of play, a safety corridor is required immediately behind the touchline. In principle, it must be at least 1m wide and be marked out as follows:

- using a dashed line (50cm dashes spaced 1m apart) in a discreet shade of the same colour as the surface on which it is painted;
- from the edge of the technical area to the corner flag.

This applies to both warm-up areas and:

- secures the working area of the first assistant referee
- ensures that players who run towards or alongside the touchline do not have to slow down unnecessarily or risk clashing with substitutes who are warming up.



Where space allows (e.g. at venues with a running track), the warm-up areas should ideally be positioned further from the field of play, ensuring no interference with the match and allowing space for Steadicam operations.



2.4 Facilities for teams and officials

National associations must provide first-class facilities to ensure that players, team officials and referees can carry out their activities in comfort and safety. This section highlights some key facilities in line with the provisions of Articles 8 to 15 of the UEFA Stadium Infrastructure Regulations.

2.4.1 Pitchside facilities

Team benches



The 11 team officials and 12 substitute players indicated on the start list, i.e. a total of 23, are allowed to sit on the team bench.

Stadiums must therefore be equipped with two team benches located either side of the halfway line, parallel to the touchline, each with seating for 23 people and positioned at least 4m from the touchline. All seats must

- be covered;
- be appropriately segregated from the general public;
- provide an unobstructed view of the field of play for key team personnel (e.g. the head coach and assistant coaches).

If the team bench provides fewer than 23 seats, the seats must

- be accommodated to the side of each team bench (or behind if the team benches are in the stands) – depending on the pitchside stadium configuration, other stakeholders (e.g. stretcher crews, etc.) may be positioned in between;
- provide easy access to the dressing rooms;
- be visibly separated from any other stakeholder pitchside or, if in the stands, from the general public and in particular seats reserved for additional appropriately accredited team delegation staff (e.g. additional technical staff, unlisted/suspended players, etc.) not listed on the start list (see Ticketing);
- be appropriately segregated from the general public;
- ideally provide an unobstructed view;
- ideally be covered

Each technical area and its markings must comply with the IFAB Laws of the Game (IFAB Laws of the Game - <https://www.theifab.com/laws-of-the-game-documents>), i.e. the technical area relates to matches played in stadiums with a designated sitting area for team officials, substitutes and substituted players as outlined below:

- the technical area should only extend 1 m (1 yd) on either side of the designated seated area and up to a distance of 1 m (1 yd) from the touchline;
- markings should be used to define the area the number of persons permitted to occupy the technical area is defined by the competition rules.

However, the technical area marking does not have to be amended to include any additional team bench seats. This to avoid having to make changes between UEFA competitions and domestic league matches. What matters from a refereeing / disciplinary point of view is whether a player/substitute or team official is registered on the start list. Furthermore, please note that while the setup of the team bench and any additional seats may be different from venue to venue, the setup must:

- allow the referees to clearly identify all substitutes and team officials indicated on the start list;
- be the same for both teams participating in a match;
- be confirmed at the MD organisational meeting ahead of each match.

When it comes to the behaviour and movements of team officials and substitutes during play, and in accordance with the below:

- under no circumstances may any electronic communication equipment and/or systems be used by teams in connection with any kind of refereeing decision or matter;
- only one person at a time is authorised to convey tactical instructions from the technical area only;
- a physiotherapist/doctor may enter the field of play, with the referee's permission, to assess an injured player;
- up to 5 substitutes (unless space is limited and communicated otherwise) and the team fitness coach indicated on the start list are allowed to leave the technical area to warm up;
- substitutes and team officials are allowed to go back to the dressing rooms;
- the referee may limit/restrict movements if deemed necessary.

Fourth official/home match manager's position

Between the team benches, a position with a seat and a desk must be provided for the fourth official and the home match manager, at pitch level, segregated from the general public and ideally covered. This position is solely reserved for UEFA and the home match manager.

2.4.2 Indoor facilities

In principle, all spaces in this section (regulated in the UEFA Stadium Infrastructure regulations, Articles 11 to 14) should be in the same building, close to one another and near the players' tunnel, giving access to the team benches.

All these spaces must be clean, well lit, ventilated and/or heated, clearly signposted and equipped with a stable and reliable Wi-Fi.

Team and referee dressing rooms must each be equipped with:

- showers with hot water,
- sinks,
- toilet paper,
- filled soap dispensers,
- hairdryers,

and must meet the specific minimum requirements outlined in the following sections.

Stadiums must guarantee direct, private and secure access for both teams and the referees from their dressing rooms to the playing area.

Parking spaces for teams and officials

Parking space for a minimum of two buses, three minivans and seven cars must be available for the teams and officials in a safe and secure area in the immediate vicinity of their respective entrances. If such parking is not possible in the immediate vicinity, a safe and secure drop-off area must be organised.

Team dressing rooms



Stadiums must be equipped with at least one dressing room for each team, ideally with separate areas for players, team officials, physiotherapy and storage. As a minimum, each dressing room must be equipped with the following:

Installations	Recommended dimensions
Sanitary Facilities <ul style="list-style-type: none"> • 6 showers • 3 separate seated toilets 	n/a
Player changing area <ul style="list-style-type: none"> • Seating and clothes hanging facilities or lockers for at least 23 players • 1 large refrigerator • 1 TV monitor (with appropriate connection for projection) or 1 tactical board 	55 m2
Team official changing area <ul style="list-style-type: none"> • Seating and clothes hanging facilities or lockers for at least 7 team officials • 1 table • 2 chairs 	20 m2
Physiotherapy <ul style="list-style-type: none"> • 3 massage tables 	15 m2
Storage <ul style="list-style-type: none"> • 1 table and/or free storage space 	5 m2

Referee dressing room

Stadiums must be equipped with a main referees' dressing room that meets the following specific minimum requirements:

Installations	Recommended dimensions
Sanitary Facilities <ul style="list-style-type: none"> • 2 showers • 1 seated toilet 	n/a
Changing area <ul style="list-style-type: none"> • Seating and clothes hanging facilities or lockers for 4 people • 1 refrigerator • 1 table • 2 chairs 	20 m2

Ideally, one additional dressing room should be provided adjacent to or at least near the main referees' dressing room in case of mixed referee teams. It must meet the following specific minimum requirements:

Installations	Recommended dimensions
Sanitary Facilities <ul style="list-style-type: none"> • 1 shower • 1 seated toilet 	n/a
Changing area <ul style="list-style-type: none"> • Seating and clothes hanging facilities or lockers for 2 people • 1 refrigerator • 1 table • 2 chairs 	n/a

FIFA match commissioner's room

The host association must also provide a room for the FIFA match commissioner in the direct vicinity of the team and referee dressing rooms. The FIFA match commissioner's room must be equipped with a chair, a table, a phone and an internet connection.

Emergency medical room for players, team officials, the referee team and match officers

The stadium must provide an emergency medical room for the sole use of players, referees, team officials and match officers. This medical room must be easily accessible from the pitch and the dressing rooms (ideally on the same level) and must comply with the medical equipment requirements as set out in the *UEFA Medical Regulations*.

Doping control station

The stadium must provide a doping control station (DCS) exclusively for doping control purposes from 90 minutes before kick-off to the end of any doping control following the match. It must be near the team dressing rooms and inaccessible to the public and the media.

For European Qualifiers matches, the collection of both urine and blood samples is standard practice in a doping control, so for the comfort of the players, the size of the DCS should ideally be at least 40m² and comprise a waiting room, a urine-testing room (with a toilet adjacent to the room or within the room itself) and a blood-testing room. However, a minimum of 30m² should be guaranteed, comprising a waiting room, a testing room (with a separation in the event of both urine and blood tests), and a toilet, all adjoining. To ensure the proper use of the FIFA paperless doping control forms system, the Wi-Fi signal must be strong in the DCS and the Wi-Fi network name and password clearly displayed for the benefit of the doping control officer (DCO) and waiting players.

- The urine-testing room should contain:
 - 1 table;
 - 4 chairs;
 - 1 large rubbish bin;
 - 1 lockable cabinet;
 - toilet area (adjacent to the room or within the room itself) with flushing toilet, paper towels, sink with running water and shower (if possible)
 - a mirror behind the toilet to facilitate the supervision of sample provision.
- The blood-testing room should contain:
 - 1 table;
 - 4 chairs;

- 1 large rubbish bin;
- good lighting (an additional table lamp should be provided if necessary).
- The waiting room must be immediately adjacent to the testing room and must contain:
 - sufficient seating for eight people;
 - refrigerator;
 - clothes-hanging facilities or lockers for four people (if possible);
 - TV set with TV signal (if possible).
- Approximately 30 litres of bottled water must be provided in original, unopened and sealed bottles in the refrigerator in the waiting room. No other food or drinks should be made available to the players in the DCS.
- Smoking and alcohol are not permitted in the DCS.
- The DCO(s) may order security officers or stewards to ensure that no unauthorised persons enter the DCS.
- FIFA may impose additional requirements for the DCS in some competition rounds. Where this is the case, the NAs concerned will be notified accordingly and in due time.

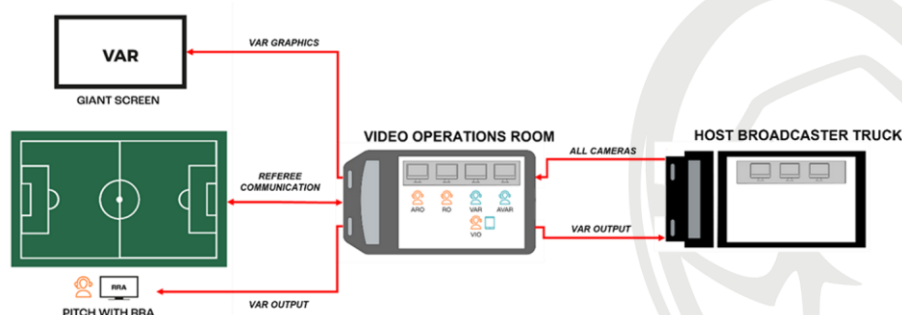
2.5 Football technologies

UEFA remains committed to implementing world-leading technologies with the aim of improving the game for all.

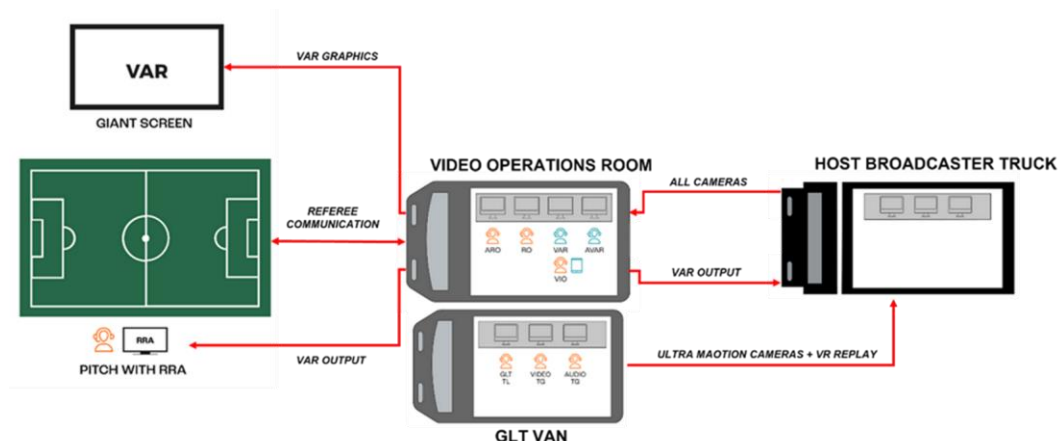
The following services are delivered in the European Qualifiers:

Goal-Line Technology (GLT)	Video Assistant Referee (VAR)	Electronic Performance and Tracking System (EPTS)	Coaching feed	Medical Video Review System (MVRS)
Team option	Yes	Yes	Yes	Yes

VAR is commonly operated by the UEFA supplier from a single vehicle in the broadcast compound. The vehicle will normally arrive on MD-1; access and adequate parking space in the broadcast compound must be available on that day. A local power supply 32A/3P CEE must be made available within 50m of the parking position.



If the GLT option is activated, multiple vehicles housing the separate technologies may be used. In case a multi vehicles solution is implemented, one team socket per vehicle is required. Specific power requirements will be shared at the start of the match.



2.5.1 Goal Line Technology

Overview

Goal-line technology (GLT) may be used in accordance with the IFAB Laws of the Game (IFAB Laws of the Game - <https://www.theifab.com/laws-of-the-game-documents>) and the FIFA Quality Programme for GLT Testing Manual (FIFA Quality Programme for GLT Testing Manual - <https://digitalhub.fifa.com/m/1e9ef5acf61422b3/original/glt-testing-manual-2020-v2.pdf>) in venues with a certified GLT infrastructure installed either as part of a domestic contract or for UEFA club competitions, for the purpose of verifying whether a goal has been scored to support the referee's decision.

Implementation

Implementation

National associations that choose to host European Qualifiers and friendly matches in venues with certified GLT infrastructure must operate the system at their own cost, use all appropriate templates and share all information sufficiently in advance to ensure proper communication with the host broadcaster. In addition, they must complete and submit a consent form to UEFA in order to validate its use.

Replays provided by the GLT supplier may also be shown on the giant screen, subject to the same principles as for normal replays (i.e. the replay must not show any controversial action in the build-up to the goal-line analysis). See Scoreboards, giant screens and fan TV (on page 145) for further information.

Consent Form

The consent form is an agreement in which both teams involved in a specific match agree without any reservations to the use of goal-line technology. The host association must confirm the use of GLT at the match in question and that they have obtained the visiting national association's consent by completing the UEFA Goal Line Technology online consent form. The form must be submitted using the online Consent Form (<https://forms.office.com/e/LBqZ2hkYkF>) no later than 30 days before the match(es) in question.

Match preparation

Once UEFA has received the consent form and approved it, the home match manager is responsible for :

- contacting the GLT supplier to arrange the match preparations;
- calibrating the system, including facilitating the calibration of the match ball into the GLT tracking software;
- facilitating the liaison between the GLT supplier and the relevant broadcasters;
- acting as the intermediary between the GLT supplier and the match officials (e.g. for handover of GLT devices, synchronisation of communication systems and final GLT test);
- providing the appropriate accreditation devices to GLT supplier staff to ensure they are able to access the relevant areas.

2.5.2 Video assistant referee (VAR) system

Overview

UEFA requires the full support of national associations to ensure the implementation of VAR is successful.

UEFA is committed to applying the VAR protocol as defined in the *IFAB Laws of the Game*, which state:

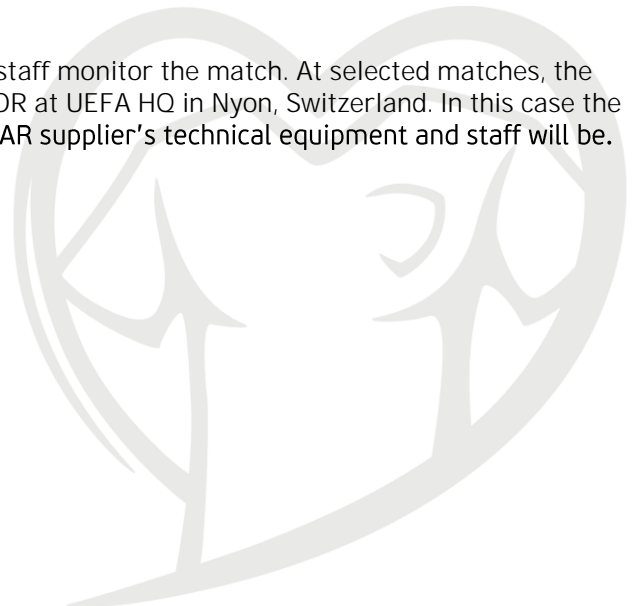
- The referee may be assisted by a video assistant referee (VAR) only in the event of a "clear and obvious error" or "serious missed incident" in relation to the following:
 - a) Goal/no goal
 - b) Penalty/no penalty
 - c) Direct red card (not second yellow card/caution)
 - d) Mistaken identity (when the referee cautions or sends off the wrong player of the offending team)
- The assistance from the video assistant referee (VAR) will relate to using replay(s) of the incident. The referee will make the final decision, which may be based solely on the information from the VAR and/or the referee reviewing the replay footage directly ("on-field review").
- Except for a "serious missed incident" the referee (and where relevant other "'on-field' match officials") must always make a decision (including a decision not to penalise a potential offence); this decision does not change unless it is a "clear and obvious error".

The VAR is aided by an assistant video assistant referee (AVAR).

The technical infrastructure necessary to provide the VAR system links the broadcasters, the video operations room, the UEFA graphics supplier, the giant screens and the referee review area (RRA).

Video operations room (VOR)

From this room, the VAR, AVAR and other support staff monitor the match. At selected matches, the VAR system may be operated remotely from the VOR at UEFA HQ in Nyon, Switzerland. In this case the VAR and AVAR will not be at the stadium, but the VAR supplier's technical equipment and staff will be.



If a venue has an existing VOR that is used for domestic competitions and operated by the UEFA VAR supplier, it may also be used for UEFA competitions.



Referee review area (RRA)

A referee review area equipped with a monitor will be installed at the venue for the referee to review footage of an incident indicated by the video assistant referee located in the video operations room. This RRA will be in a neutral, clearly marked, visible location outside the field of play; preferably located at the side of the pitch in front of the main stand near the 4th official position. The marked area must be large enough (at least 2 m²) for the referee to watch the monitor privately without any interference. No media or broadcast cameras or microphones are permitted within that area. The host association must provide power (2x Ceeform connection, 240V 16A) to the RRA position. In addition, one seat or stool should be supplied for the RRA technician.

A player, substitute, substituted player or team official who enters the RRA will be cautioned.



If a venue has an existing VAR infrastructure that is used for domestic competitions and operated by the UEFA VAR supplier, the existing technical set-up (power, fibre and monitor) may be used for UEFA competitions. If the existing infrastructure is not operated by UEFA VAR supplier, a parallel VAR infrastructure will be implemented but with the RRA in the same place, if possible.

Giant screens

In order to keep the spectators informed of the VAR process, the giant screens or scoreboards will be used to share pre-set graphics explaining what the referee is reviewing. These graphics will be shown in the languages of the home and the visiting teams. Scripts will also be prepared for the public address

system to explain the VAR process for visually impaired fans or if there are problems with the giant screens.

The dedicated feed for the giant screen will be available from the VAR supplier and it is the responsibility of the giant screen operator to switch to the appropriate feed when required. Detailed VAR guidelines for giant screen operations will be shared with the national associations ahead of the first match.



Note that no match footage of VAR incidents may be shown on giant screens.

2.5.3 Electronic Performance & Tracking System (EPTS)

Overview

The EPTS is a camera-based system that uses advanced image processing and player recognition techniques to instantly, accurately and reliably determine the movements of players, referees and the match ball.

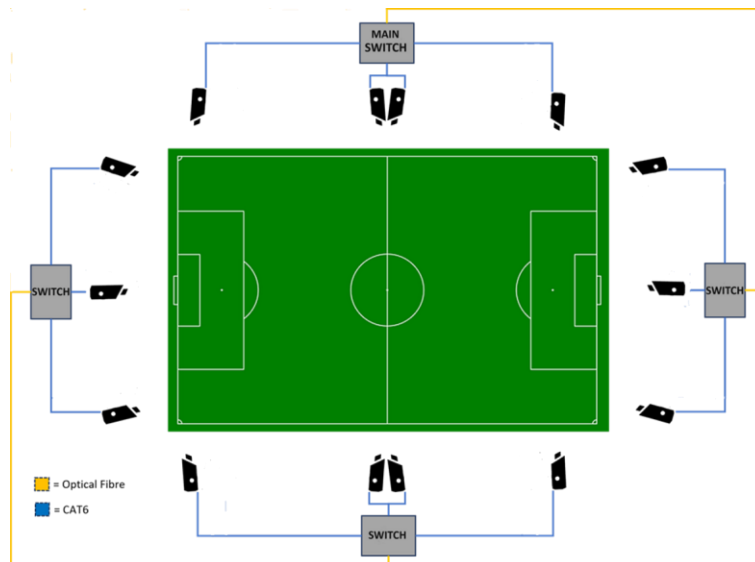
The system is entirely non-invasive and does not require any changes or modifications to the pitch, match ball or playing attire. The UEFA EPTS supplier will install 14 to 36 cameras inside the stadium, depending on the venue infrastructure.

Installation

The UEFA EPTS supplier will require between five and ten days for the EPTS installation. The installation dates will be determined by UEFA and the host association concerned. During this period, the UEFA EPTS supplier will require limited pitch access to validate the installation.

Camera

The standard EPTS camera set-up (14 to 36 cameras) is shown below:



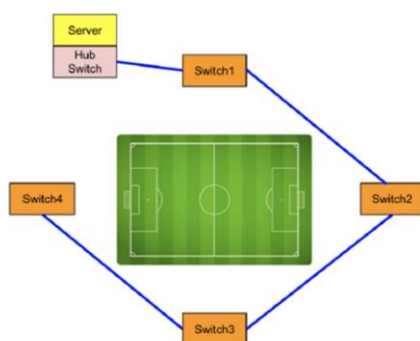
The figure above represents the average number of cameras installed by the EPTS supplier. The exact number of cameras and locations can be discussed by the EPTS supplier with the host association during the match preparation visit, with the goal to capture the required angles but remain flexible within venue infrastructure.

Switches and Server Positions

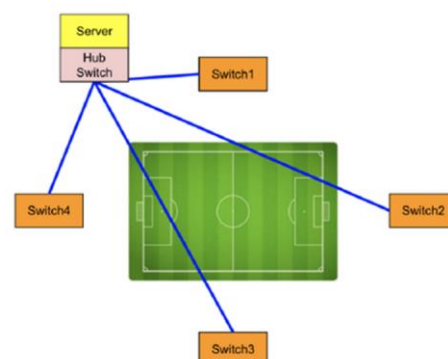
Desired positioning of the switches is inside network distribution rooms of the stadium localized near the camera locations (typically one per side of the venue - but this can be adjusted based on the infrastructure of the venue).

The switches will be connected with a fibre either in a linear or hub-and-spoke configuration depending on venue infrastructure

Linear Formation



Hub-and-Spoke formation



At least one switch (main) will need to connect to the hub switch, located in the same place as the processing server. This server can live in a standard equipment rack in main distribution room of the stadium (photo below).



Power

A 16 A 240 V power connection (always on) must be provided to the UEFA EPTS supplier at distribution points within the stadium, powered from a technical supply.

2.5.4 Coaching feed

The coaching feed service provides the teams with access to tactical footage of all matches. An automated camera, usually positioned on the main camera gantry, provides a tactical view of all 20 players and the defending goalkeeper for team personnel to analyse during and after the match.



If teams wish to access the live feed (IP feed) it will be presented on a RJ45 connector at the team analysts' desk in the media tribune. Teams should arrange their own equipment to ingest the feed in the media tribune or to deliver it to the technical area.



2.5.5 Medical video review system (MVRS)

MVRS will aid in the immediate assessment and diagnosis of injuries. Pitchside tablets will give national associations access to multi-angle replay technology for more accurate decision-making and faster treatment.

National associations should appoint one person with medical knowledge to operate the system from the technical area. Each national association is responsible for organising their own communication system to connect their MVRS operator and the team doctor.

The MVRS supplier will brief each national association on the day before their first match and provide dedicated technical support on each matchday.

Power

The host association is responsible for providing power (16A 240V) and space (approx. 700mm x 400mm) to the central distribution point (usually between benches, behind 4th official position).



2.6 Spectator facilities

Catering facilities

Catering facilities must be available in every sector, be accessible and remain open for as long as spectators have access to the sector.

Stadiums must have accessible catering facilities in sectors containing seats for disabled spectators and catering facilities should have priority lanes for disabled spectators leading to a lower counter providing more accessible facilities for disabled spectators.

Catering prices for visiting supporters must not exceed those for home supporters.

Sanitary facilities

A sufficient number of permanent, clean and hygienic sanitary facilities must be available in every sector, accessible and distributed evenly throughout all sectors, with a minimum of 25% of sanitary facilities dedicated to female spectators. The sanitary facilities must operate for as long as spectators have access to the stadium. These areas must be bright, clean and hygienic and be kept in that condition throughout each matchday.

Sanitary facilities must be equipped with:

- toilets/urinals that flush;
- sinks with clean water;
- toilet paper;
- towels and/or hand dryers;
- filled soap dispensers firmly fixed in place.

Stadiums must be able to provide sanitary facilities for 80% of spectators being male, respecting the following minimum ratios:

- 1 seated toilet and 1 sink per 250 male spectators;
- 1 urinal per 125 male spectators.

At the same time, to allow for variations in demographics between matches, stadiums must be able to provide for at least 25% of spectators being female, respecting the following minimum ratios:

- 1 seated toilet and 1 sink per 120 female spectators in the home sectors;
- 1 seated toilet and 1 sink per 80 female spectators in the visiting sector.

Consideration should also be given to the accommodation of diverse genders.

In addition, stadiums must provide the following minimum ratio of permanent, clean, hygienic and fully accessible sanitary facilities for wheelchair users inside the stadium. They should be no more than 40m away from the wheelchair-user spaces, within the same sector, and be fully equipped in line with the UEFA Accessibility Guidelines.

- Minimum of 1 for up to 15 wheelchair users.
- An additional 1 for every 10 additional wheelchair users.

First-aid facilities

Fully equipped first-aid facilities that have been approved by the competent local authorities must be available in every sector, be accessible and remain in operation for as long as spectators have access to the sector. First-aid facilities in sectors equipped with facilities for disabled spectators must be accessible to all spectators.

The minimum requirements in terms of first-aid facilities for spectators are provided in the UEFA Minimum Medical Requirements for Spectators.

All first-aid facilities must be clearly indicated and adequately signposted.

2.7 Ticketing

2.7.1 Ticketing concept

It is the duty of each association to develop a comprehensive ticketing concept for all EQ matches it hosts, to have this approved by the relevant security authorities, and to then share it with all parties concerned.

The concept should include:

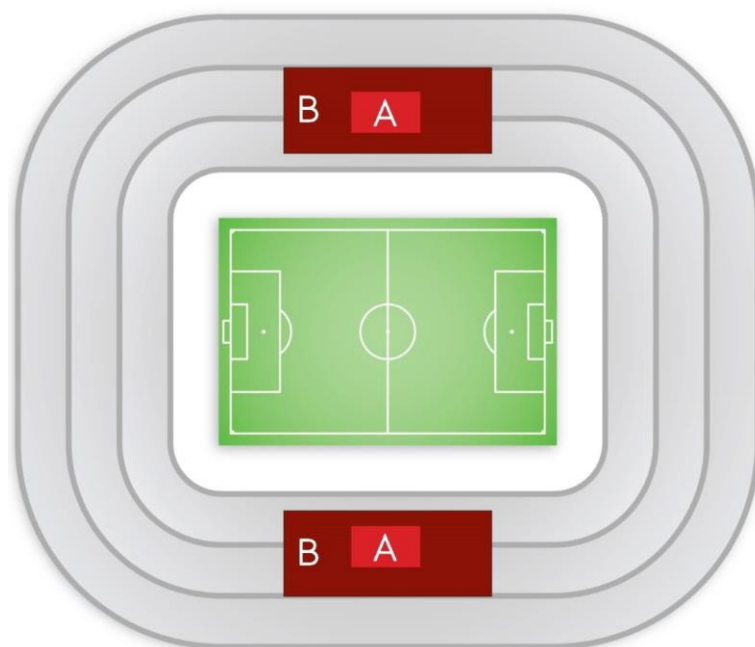
- a seat inventory, with the gross and net capacity for each sector, including each view-obstructed or otherwise unusable seat, as well as all seats affected by media and TV requirements especially;
- a map (in electronic format) illustrating the stadium layout and sectors, entrances and gates, as well as access routes from outside the stadium all the way to the different seats;
- ticket categories and prices, including possible group deals for regional associations, affiliated members, clubs and leagues, young people, students or pensioners and spectators with disabilities;
- maps and tables (in electronic format) showing which category or categories of seats are in which sector (allocation shown sector by sector as well as in totals per stand and for the whole stadium);
- a calculation of ticket revenue based on proposed pricing and sector categorisation;
- a ticket stock proposal, accompanied by a detailed description of match and seat identification, ticket holder identification (personalised or by target group) and security features;
- a ticket production and distribution schedule including all the various outlets and sales points;
- ticket sales procedures: a timeline, sales channels, allocation methods ('first come first served' or ballot), confirmation and distribution;
- ticketing terms and conditions;
- a list of staff and their responsibilities, including resources provided by external ticketing agencies;
- as detailed a database of ticket holders as possible, in accordance with the relevant national legislation;
- details of the separation of home and visiting fans and measures to keep control of all sales channels in respect of the defined segregation policy;
- if applicable, dedicated services for national team fan clubs and/or supporter organisations, for both home and away matches;
- use of tickets:
 - NA partners can use EQ tickets for advertising, sales promotions or any other commercial purposes provided that their activations do not, directly or indirectly, create an association with the competition (as distinct from an association with the national association concerned).
 - In particular, national associations must ensure that their partners do not use the EQ brand identity (including the official EQ logo, music and visual identity).

2.7.2 UEFA and EQ partners

The national associations must provide UEFA and the EQ partners with a certain number of tickets for every EQ match. These tickets are divided into two groups:

1. Tickets provided free of charge, i.e. complimentary tickets
2. Tickets that have to be paid for, i.e. purchase tickets

All UEFA's and EQ partners' complimentary and purchase tickets must provide an unobstructed view of the whole pitch.



- A: VIP seats (including visiting team)
- B: First-class complimentary and purchase (including visiting team Category 1 tickets)

Complimentary Tickets

The table below provides an overview of the complimentary ticket requirements for FIFA and UEFA personnel who may be appointed to or attend EQ matches.

Person	Ticket requirements	
FIFA match commissioner	1 VIP	With easy access to the competition area
FIFA doping control officer(s)*	2 VIP	Ideally at the end of a row or with easy access to their seats and the competition area
UEFA technical observer	1 VIP	If appointed
FIFA referee assessor	1 VIP	
Referee liaison officer	1 Complimentary	In the direct vicinity of the referee observer
Referees' physiotherapist**	1 Complimentary	At the host association's discretion, with easy access to the competition area
FIFA safety and security officer	(none)	(no tickets are requested)
FIFA and/or UEFA President, Presidential Delegate or General Secretary	1 VIP	If attending
UEFA/FIFA VIP(s)***	four VIP	If requested

* Doping controls are not conducted at all matches and doping control officers (DCOs) always arrive unannounced.

** The physiotherapist is independent of the teams and organised by the host association.

*** At UEFA/FIFA's request, the host association undertakes to seat up to four of UEFA/FIFA's VIP ticket holders in the best possible positions next to the FIFA match commissioner or the top NA executives (NA president, CEO, etc.).

National associations must provide FIFA with the following additional tickets, free of charge, upon request for their home matches:

Number of tickets	0% associations	50% and 100% associations
VIP complimentary tickets (with access to VIP hospitality)	10	10
Category 1 complimentary tickets	40	40
Total	50	50

National associations must provide UEFA and EQ partners with the following additional tickets, free of charge, for their home matches:

Number of tickets	0% associations	50% and 100% associations
VIP complimentary tickets (with access to VIP hospitality)	40	40
VIP complimentary tickets (with access to VIP hospitality) for promotional purposes	0	30
Category 1 complimentary tickets	30	30
Category 1 complimentary tickets for promotional purposes	0	60
Total	70	160

VIP Tickets

- VIP tickets must be for the best available seats in the stadium (known as the 'tribune d'honneur', 'Ehrentribüne', 'highest palco', 'protocol area', 'directors' box', etc.) and include access to the relevant highest-level hospitality area.

The VIP ticket requirements set out in the above table must be located in a single section.

Category 1 complimentary tickets

- for a single cohesive block of seats
- located as close as possible, and with easy access to the relevant highest-level hospitality area as described in Hospitality facilities (on page 81)

If one cohesive block is not available due to the stadium structure, the host association has to offer the best possible solution to be approved by UEFA.

Purchase tickets

For all EQ matches, the EQ partners also have the option of purchasing a certain number of category 1 tickets.

	Number of tickets
Category 1 purchase tickets	30

The following principles must be observed in this regard:

- The Category 1 purchase tickets must be for seats in the highest category in the stadium and located in a single block between the 16m lines and as close to the halfway line as possible.

- EQ partners are given the first option to purchase tickets at face value (with no surcharge for advance sales).
- One invoice must be sent per EQ partner, including purchase order numbers if relevant. Addresses will be provided by UEFA by email. Payment must be made within 30 days of receipt of invoice.
- In case of outstanding payments from EQ partners, the host association should inform UEFA (ComOpsTicketingNA@uefa.ch) and the UEFA venue operations and broadcast manager and provide them with a copy of the respective invoices.

Further, FIFA has the option of requesting to purchase an additional 15 Category 1 tickets until 30 days prior to each match. Please reach out to internal.requests@tickets.fifa.org for further information.

Prices and procedures

- Ticket prices
 - Ticket prices may vary depending on the match. Each host association must inform UEFA of its category 1 ticket price (including any VAT/service charges) by the dates indicated below or as soon as the ticket prices are defined, by means of the TIME platform, with the prices indicated in the same currency as printed on the physical tickets and therefore also as reflected on the invoice. The host association must define a single price for the UEFA quota, which cannot be modified after submission.
- Confirmation of purchase tickets
 - UEFA will inform the host association three weeks before each matchweek of the number of category 1 purchase tickets needed for EQ partners as indicated below.
- Release of complimentary tickets
 - All the VIP and category 1 complimentary tickets indicated above need to be made available by the host association by default.
 - If not all are used by either UEFA or the EQ partners, UEFA will start releasing them by the Friday before each matchweek as indicated below.

Deadlines	Ticket prices	Confirmation of purchased tickets	Release of complimentary tickets
MD1 and MD2	Monday 20 January 2025	Friday 28 February 2025	Friday 14 March 2025
MD3 and MD4	Monday 7 April 2025	Friday 16 May 2025	Friday 30 May 2025
MD5 and MD6	Monday 30 June 2025	Friday 15 August 2025	Friday 29 August 2025
MD7 and MD8	Monday 4 August 2025	Friday 17 September 2025	Friday 3 October 2025
MD9 and MD10	Monday 8 September 2025	Friday 24 October 2025	Friday 7 November 2025

Dispatch of tickets and parking passes

All European Qualifiers partners':

- complimentary and purchase tickets,
- hospitality passes (see Hospitality facilities (on page 81)),
- and parking passes (see Parking (on page 49))

must be sent directly from the host association to the EQ partner.

If the option is available, all tickets and parking passes should be provided in electronic or print@home format on the Monday of the relevant Week of Football. UEFA will inform the host association of the EQ

partners' address details and the number of tickets, hospitality passes and parking passes required by email.

prepared by the host association for on-site pick up during MD-1 or MD. The host association shall provide an on-site pick-up solution which is pre-agreed with the UEFA venue operations and broadcast manager (e.g. ticket booth pick-up).

2.7.3 FIFA requirements

According to the FIFA competition regulations (Article 20.2), each host association shall, upon request and free of charge, provide FIFA with ten VIP box tickets and up to 40 category 1 tickets for each match. Further, FIFA has reserved the right to purchase 15 Category 1 tickets. Such tickets shall be provided no later than 30 days prior to each match.

Please note that FIFA and UEFA ticket-related matters (including hospitality and parking) will be dealt with separately by the respective organisations. This applies to all relevant procedures, such as lines of communication and the allocation and distribution of tickets.

For any ticketing matters that concern FIFA, please reach out to internal.requests@tickets.fifa.org.

The UEFA procedures remain the same as for the UNL 2024/25 season and are documented in the Complimentary tickets. FIFA's ticketing matters will be managed directly by the FIFA ticketing department.

VIP tickets

- VIP tickets must be for the best available seats in the stadium (known as the tribune d'honneur, Ehrentribüne, highest palco, 'protocol area', directors' box, etc.) and include access to the relevant highest-level hospitality area as described in the Hospitality facilities (on page 81).
- VIP seats must be located in one cohesive block.

Category 1 complimentary & purchase tickets

- a) Category 1 tickets must be for seats in the highest category in the stadium and located in a single block between the 16m lines and as close to the halfway line as possible.

2.7.4 Visiting team delegation

For all matches, the participating teams must agree in advance on reciprocal arrangements for the number of tickets to be provided, together with the corresponding seat locations and ticket prices (where applicable), based on the following principles:

- For any purchase tickets, in accordance with the *FIFA Stadium Safety and Security Regulations*, the price of tickets for supporters of the visiting team must not exceed the price paid for tickets of a comparable category that are sold to supporters of the home team. This excludes tickets available to season tickets holders/persons who are members of a supporters' club and tickets sold as part of a promotional package.

In considering what is a comparable category the following guidance applies:

- Factors such as position of the sector in the stadium bowl, height above the pitch, viewing angle and physical seat quality can be considered when comparing categories.
- Factors such as access to parking, access to public transport, number of refreshment concessions, number/quality of sanitary facilities and proximity to home ultras cannot be considered when comparing categories.

Upon request, UEFA reserves the right to request the stadium maps showing all ticketing categories and designate an alternative comparable category based on an objective assessment of the above principles.

Visiting teams must, where relevant, sell their tickets by zone in order to facilitate the reallocation of unsold tickets.

Visiting teams that have requested an allocation of tickets for the whole or part of the segregated area may return any unused tickets to the home team without payment up to seven days prior to the match. After this deadline, the visiting team must pay for the whole allocation, irrespective of whether all the tickets have been sold.

The home team may reallocate tickets returned or not requested by the visiting team provided that all safety and security measures are respected and that such tickets are not reallocated to supporters of the visiting team.

All visiting team ticket allocations and ticketing arrangements may be altered by written agreement between the participating teams. Any reduction in the standard ticket allocation should, however, only be agreed to if there is a specific lack of demand from the supporters of the visiting team for the match in question.

Arrangements for payment for all purchase tickets (and the return of any unsold tickets) must be made in writing before any tickets are allocated. Where the local currencies of the two participating teams are different, these arrangements must include the currency of payment and exchange rate.

Additional seats for accredited team delegation staff

The home team must provide the away team with 11 seats in the stand for appropriately accredited team delegation staff.

These seats must be sufficiently stewarded and provide access to the competition area before the match, during half-time and after the match only. Indeed, during play, even if appropriately accredited, team delegation staff are not allowed to move between the stands and pitchside competition area.

VIP tickets

The host association must reserve 20 complimentary VIP seats for the visiting team's representatives and the same number of invitations to the VIP hospitality area. Best practice for diplomatic representatives of the visiting country is for the host association to include at least one high-ranking representative of the visiting country (e.g. ambassador or consul) in the VIP seating plan. The host association should make every effort to accommodate other high-ranking officials from the visiting country (in the VIP sector or in other appropriate seats). In case of doubt regarding the level of priority to be given to such requests, it is advisable to consult the visiting association.

Top-category tickets

The two associations must agree on reciprocal arrangements for a number of complimentary top-category tickets to be allocated to the visiting association. As a guide, no fewer than 100 free tickets should be available to the visiting association, composed of VIP tickets (at least 20 with hospitality, as mentioned above) and category 1 tickets (with or without hospitality).

Visiting teams are entitled to purchase 200 top-category tickets for their premium supporters, sponsors, etc., but they are not obliged to take the full allocation. These tickets are to be located in the next highest category of seats after those providing access to the home team's VIP area. They must be located in a single block, between the 16m lines and as close to the centre line as possible, with appropriate stewarding and segregation.

5% Visiting team allocation

Host association must make at least 5% of the UEFA spectator capacity available to visiting supporters in line with the provisions of Article 17 of the UEFA Stadium Infrastructure Regulations and Article 19 of the UEFA Safety and Security Regulations. Notabene:

- The visiting team allocation must be in a dedicated sector of the stadium. This sector of the stadium must be capable of being segregated from other sectors and provide unobstructed lines of sight of the field of play. The location of away supporters within this sector must be agreed in advance by police and public authorities

- Even if the segregated area of the stadium for visiting supporters constitutes more than 5% of the UEFA spectator capacity, all places in the segregated area must be made available to the visiting national association.
- All related services and facilities (e.g. sanitary, catering and first aid) must be available and in operation for as long as these spectators have access to the stadium.
- Spectator areas must provide unobstructed lines of sight of the field of play.

When it comes to ticket prices, unless there is a clear physical separation between different sectors (e.g. upper and lower tier) in the 5% allocation reserved for visiting team supporters, the price of all these tickets should be the same.

In line with article 26.6 of the *FIFA Stadium Safety and Security Regulations*, tickets may not be sold at the stadium on match day, and if sold, they must be at a designated location away from the stadium to avoid congestion, with prior approval from FIFA, police, security management, and public authorities.

2.7.5 Disabled supporters/ Wheelchair users

Stadiums must have dedicated facilities and fully accessible access, entry and exit routes, drop-off points, parking, walkways, ticket booths, seats and facilities for disabled spectators and their companions.

All accessible seats must offer an unobstructed view of the field of play and be clearly numbered. In addition, all wheelchair spaces must be marked with the international disability sign on the floor and next to a fixed seat for a companion or personal assistant. Guidance can be found in the UEFA Accessibility Guidelines.

Stadiums must be equipped with spaces dedicated to wheelchair users:

The recommended proportion of wheelchair-user spaces for home supporters is 0.5% of the UEFA spectator capacity reserved for home supporters, and the minimum requirement is 0.1%.

The minimum requirement for visiting supporters is as stipulated in the table below:

UEFA Spectator Capacity	Wheelchair spaces required for visiting supporters
• up to 200	2
• 201-1500	4
• 1501-4,500	6
• 4,501-8,000	8
• 8,001-20,000	10
• 20,001-30,000	12
• 30,001-40,000	15
• 40,001 and above	16

Disabled supporters should be allowed to sit with their fellow supporters. If it is not possible to seat visiting wheelchair users in the visiting sector, a safe and secure alternative must be provided.

2.8 Hospitality facilities

2.8.1 Hospitality concept

The host association may organise different hospitality areas, possibly with different service levels, accessible on invitation (free of charge) or through purchasable hospitality packages. With regard to VIP hospitality, the host association must control access at all times and ensure that each VIP guest holds the appropriate hospitality pass as well as a valid match ticket.

Furthermore, the policy applicable to bodyguards and assistants of high-profile guests must be defined together with the relevant authorities and communicated to all parties concerned. The host association must inform the VIP guests of the stadium rules and of specific regulations in force in the VIP areas (e.g. dress code and smoking policy).

The host association must organise a VIP hospitality area, to which officials from the two associations, UEFA representatives and other VIPs will be invited. This VIP hospitality area should be open before and after the match, as well as at half-time if it is close enough to the VIP seats.

Areas reserved for VIP hospitality should be exclusive to VIP guests (identified by means of appropriate passes, badges or similar). They should offer a comfortable ambience, with a mix of standing room and seating with tables.

The host association should decorate the hospitality areas accordingly and make an effort to include elements in honour of the visiting team and its country (flags, emblems, pictures, videos, etc.). Sanitary facilities must be accessible within or near to VIP hospitality areas (not necessarily exclusively, but they should be in perfect condition and only shared with a limited number of people from other target groups).

The VIP parking and the VIP drop-off/pick-up points must be near the VIP entrance, with special attention paid to the walkways (from outside the stadium all the way to the VIP hospitality area and the VIP seats, and the other way around). Where appropriate, welcome staff should be on hand to guide the VIP guests. Special attention must be given to guests from the country of the visiting team, who may not know the stadium or speak the local language.



2.8.2 Hospitality overview

Below is an overview of the numbers of guests that require hospitality:

Requirements	0% associations	50% and 100% associations
UEFA and EQ partners	40	70
FIFA	10	10
Visiting team	20	20
Total	70	100

Note that UEFA/FIFA and EQ partners must be given the same services and facilities as the host association's VIP hospitality guests. The host association is expected to invite UEFA/FIFA and partner VIP ticket holders into the highest VIP hospitality area free of charge.

Hospitality passes shall be distributed along with the UEFA and EQ partners' tickets (see Ticketing (on page 74)). In addition, if not stated on the hospitality pass, the host association must include with each pass a letter in both English and the local language that includes the following information about the hospitality area:

- Location;
- Name;
- Opening hours;
- Dress code;
- Any special requirements (age restriction, RSVP, etc.).

2.9 Broadcaster facilities

2.9.1 Space, facility and construction requirements

The location of dedicated areas, access routes and facilities for EQ broadcasters will be discussed and agreed by the host association, UEFA and the EQ broadcasters during the match preparation meeting or subsequent site visit(s) UEFA's decisions are final.

Space and facility requirements

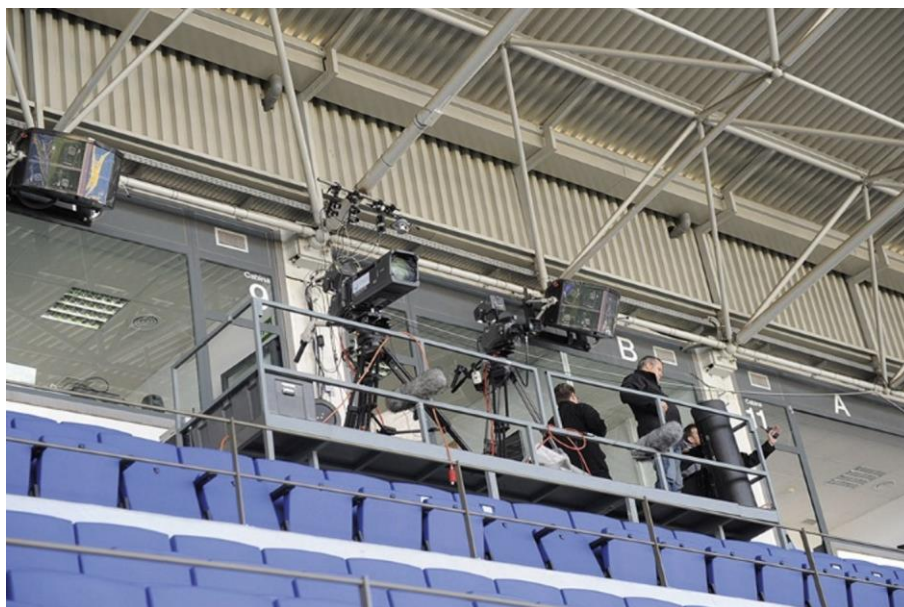
The host association must provide space and existing infrastructure for the installation of broadcast facilities. This may require the removal of seats, even if this reduces ticket sales.



Construction requirements

If the required facilities do not already exist, the host association will be required to construct camera positions, TV studios (indoor and pitchview), commentary positions, interview positions and cable route infrastructure at its own expense.

The arrangements for the construction of pitch-view studios or pitch-view platforms are contained in Broadcast studios and platforms.



2.9.2 Camera positions overview

To guarantee a consistently high standard of broadcast coverage across all EQ matches, a minimum number of camera positions must be available at each stadium for use by the host broadcaster and visiting EQ broadcasters that wish to supplement their coverage.

The host association must ensure that the camera positions described below can be accommodated, unless they present any safety or security risks to players, referees or the public. Where required, security must be provided by the host association for these camera positions, all of which must offer an unobstructed view when facing towards the pitch. All cameras must be used in accordance with local health and safety regulations.

All camera positions and activities are subject to UEFA's approval.

Some broadcasters will have higher production requirements than others, but all the positions specified in the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches* must be made available. If facilities are not specified in the regulations but the match profile or other circumstances justify the need for them, the host association is requested to use its best effort to provide them.

Broadcasters are requested to indicate the potential maximum requirements for camera positions and other broadcast facilities as described in this chapter at the time of the match preparation meeting or subsequent site visit(s). Unilateral broadcast facilities must be kept available by the national association until the Wednesday of the week before the matchweek, when all broadcaster production plans will be confirmed by UEFA.

All cameras may be equipped with microphones.

If the existing stadium infrastructure requires specific TV camera adaptors/mounts, then the host association should provide this equipment to broadcasters free of charge.

Camera position and platform guidelines

- All platform constructions and locations must be installed in accordance with Article 33 of the UEFA Stadium Infrastructure Regulations and comply with the health and safety regulations of the country in which they are being installed.
- The base of each platform must be solid, non-vibrating and covered with a smooth yet non-slip surface.
- Safe and stable access must be provided to every platform.
- Every camera position must provide a clear, unobstructed view of the whole pitch.
- No person should be allowed to stand or cross in front of the view of a camera, including photographers, event staff, security staff and spectators.
- To avoid any potential view obstructions, a minimum clearance of 2.6m is required from the lens height to the base of the seats in the first row of seating in front of these positions. This rule may also be applied to the seats either side of the platform.
- Platforms must offer protection on all sides by means of a kickboard that is at least 75mm high
- If the camera position obstructs the view of spectators (typically behind or to the side of the camera, for example at pitch level), such seats must be identified and either not sold or sold as seats with reduced visibility.

On-field cameras

- UEFA-approved cameras (e.g. Steadicams and handheld cameras) can be used on the field of play, in accordance with any guidelines provided by UEFA and respecting any applicable predefined positions, for player close-ups and to cover UEFA-approved activities at the following times:
 - On MD-1;
 - During the pre-match period and post-match periods
 - At half-time;
 - Before extra time;
 - Before and during penalty shoot-outs.

Camera position specifications

The following diagram features the camera positions that may be required for match coverage by EQ broadcasters. Where the stadium infrastructure permits, the host association must ensure that these camera positions can be accommodated at its stadium.



Main cameras (A1, A2, A3)



Main cameras must be positioned exactly in line with the halfway line, covered and facing away from the setting sun. They must be positioned at a height above the pitch that guarantees an optimum and

unobstructed view of the entire field of play and its immediate vicinity and, in principle, when focusing on the centre spot on the pitch, be at an angle of 12 to 15-degrees relative to the horizontal plane. Positions must be provided for at least three cameras on a platform at least 6m in length and 2 m in depth.

Pitchside halfway camera (B)



A fixed camera must be positioned on the halfway line at pitch level for close-up shots of players. It must be on the same side of the pitch as the main cameras, near the touchline and at a minimum distance of three metres from the playing field. If this camera is positioned between the team benches, at a distance of three metres from each team bench, a solution must be found to ensure an unimpeded view of the field of play and the team benches for the fourth official as well as a clear view of the field of play for key team personnel seated on the team benches (e.g. the head coach and assistant coaches).

16m cameras (C1, C2)



Two cameras installed in the main stand exactly on the 16m lines, at the same level as or higher than the main camera platform.

Low behind-goal cameras (D)



Cabled cameras and non-cabled cameras of audiovisual rights holders are positioned in the two areas made available behind each goal, one on the side closest to the main camera and one on the far side of the goal. Each area must be at least ten metres long by two metres wide and must run from the 5m line towards the corner flag, taking into account the usable space available.

Beauty-shot camera (E)



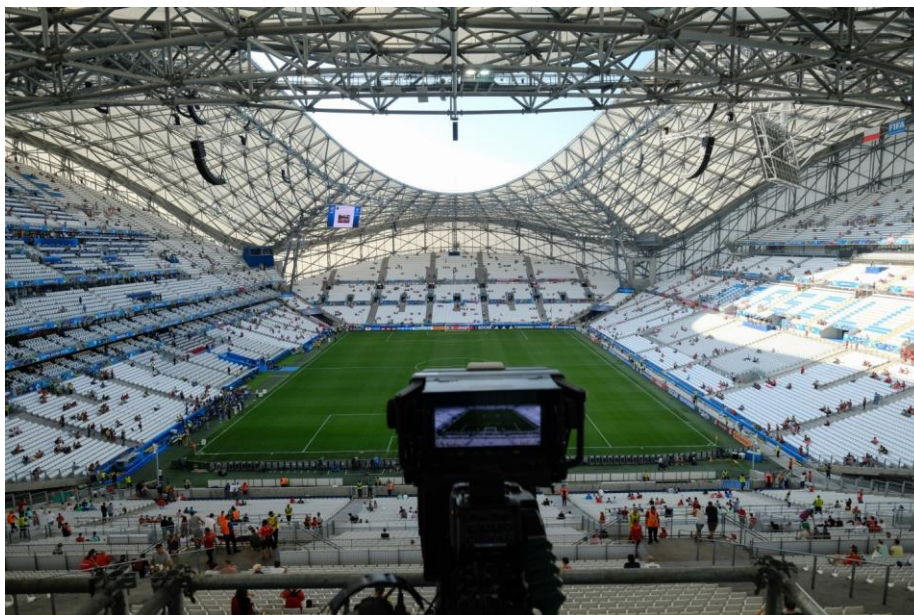
A fixed camera mounted high in the stadium to give a panoramic static shot of the whole arena.

Bench cameras (F)



Up to two portable cameras, located outside the technical areas and in fixed positions unless agreed otherwise, may be installed to film the team benches. Bench cameras may not use microphones to pick up sound from the technical area and must be at a minimum distance of three metres from both the playing field and each team bench (including any additional seats behind or to the side) reserved for substitutes and team officials selected on the start list. A solution must be found to enable a clear view of the field of play for key team personnel seated on the team benches (e.g. the head coach and assistant coaches).

High behind-goal cameras (G1, G2)



One camera is installed in the stands behind each goal, in principle aligned with the centre of the pitch and high enough to view the penalty spot over the crossbar.

Reverse-angle cameras (H1, H2, H3, H4, H5, H6, H7)



	Number of cameras	Comment
In the stand, central position* (H1, H2)	1	Mandatory
Pitchside, central position (H3, H4, H5)	up to 3	Mandatory
Pitchside, towards the corners (H6, H7)	2	If available at venue

*The camera positions inside the stand should ideally be no higher than the main camera platform..

Corner cameras (H8,H9)

Upon request, space must be made available for one camera in each corner on the opposite side of the stadium to the main camera, located in the stands approximately five metres above the pitch.

Mini-cameras (J1, J2)



A mini-camera may be placed as follows behind the goal (never attached to the net or the post or crossbar):

- Attached to the poles that support the net or the cable connecting the back of the net to the vertical stanchions directly behind the goals (The camera lens may film through the net but should not be attached to the net, nor may it move or pull the net in any way.)
- Free-standing on a camera tripod or other appropriate secure camera mount, located behind the goal (i.e. not to the side of the goal), always beyond the stretch limit of the net
- At pitch level

Cameras located behind the goal must be positioned according to the 'stretch test', i.e. further than the maximum possible stretch limit of the goal net, so that a ball or player hitting the back of the net cannot come into contact with the camera system. This also applies to any tripod, camera mount, supports/weights and other materials located behind the goal net. However, it does not apply to cameras mounted on poles that support the net, or the cables connecting the back of the net to the vertical stanchions.

Mini-cameras must not present any danger to the players. In particular, a player who runs into the net must not be able to make contact with the camera.

If a mini-camera has been knocked out of position by a ball during the match, it can only be quickly readjusted, provided that the match has been interrupted (e.g. after a goal or for a VAR review, cooling break, etc.). The VOBM must be asked beforehand when it is the right moment for the camera to be adjusted.

Tunnel camera (K)



Cameras pre-approved by UEFA can film the following activities in the area between the field of play and the dressing-room area:

- Team arrivals as far as the dressing room;
- Players in the tunnel just before entering the field for the pre-match warm-up and before the start of the first and second halves;
- Players returning from the field after the pre-match warm-up, at the end of the first half and at the end of the match.

Crane cameras (L1, L2, L3, L4)



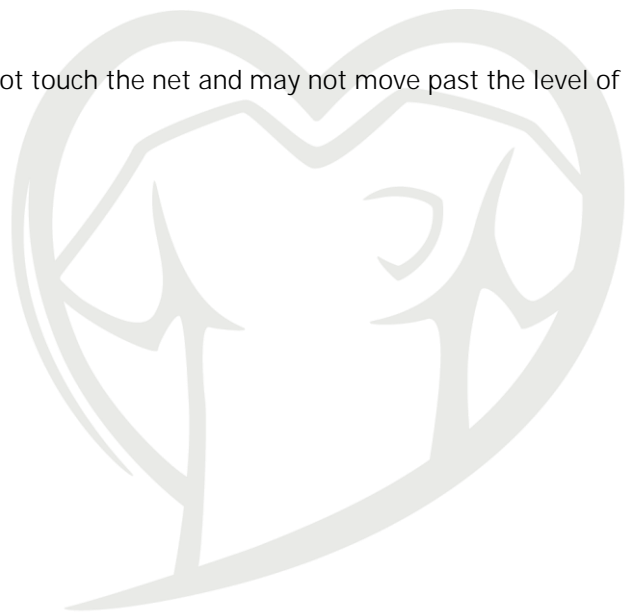
These are permitted behind the goal if there is sufficient space and they do not cause security or safety issues for players, spectators or anyone else operating in this area.

Crane/jib/pole cameras may be used under the following conditions:

Manned systems (L1, L2)

The base of a manned camera must be positioned behind the LED/advertising boards at all times. However, the arm of the camera mount and the camera itself may operate beyond the LED/advertising boards as explained below:

- When the ball is in play in the half of the camera:
 - the camera, when operating at a height lower than the top of the goal net, may not move any closer than the stretch test distance;
 - the camera, when operating at a height above the top of the cross bar, may move to the back of the net (but not touch the net or pass the back limit of the goal net);
 - the crane/jib must remain stationary during any penalty kicks (in one of the two positions defined above).
- When the ball is in the other half of the pitch:
 - the camera may move as required but may not touch the net and may not move past the level of the crossbar/goalposts.



Remote system (L2, L3)



- A remote camera system may operate in front of the LED/advertising boards, subject to UEFA's approval. The operator position must be placed behind the LED/advertising boards.
- The complete camera installation must complete the stretch test from the net and the entire system must be contained behind the goal, between the posts (the width of the goal).
- The camera base must have sufficient protective padding.
- The camera lens may film through the net but should not be attached to the net, nor may it move or pull the net in any way.
- A player who runs/falls into the back of a goal net must not be endangered.
- The camera lens must be able to recoil and the pole system swing away if hit (e.g. by a player) and the pole should be able to back out quickly and safely when needed.
- The camera must remain stationary during any penalty kicks or attacking set pieces.

6m cameras (M1, M2)



Two cameras located on the same side as the main camera facing the 6m line, at an approximate height of 5m above the pitch.

Rail cameras (N1, N2, N3)



Rail cameras are permitted as follows, subject to final approval by UEFA:

- On the near side (same as main cameras): one camera on rails along each side of the near touchline, provided it is either remotely controlled or operated by a seated cameraman. The rails must be a minimum of 4m from the touchline, unless special permission is granted by UEFA. Sufficient space must be left for players to warm up and for the assistant referee to carry out their job.
- On the far side (opposite the main cameras): one camera on rails behind the advertising boards. It can run from one 16m line to the other, provided that it does not obstruct the view of spectators or cause any safety or security risks.
- Behind the goal: one remote-controlled camera fixed behind each goal between the goalposts. The rail upon which the camera system is mounted, and the camera system itself, cannot extend past the goalposts, although the protective casing at each end of the rail may do so. Sufficient space must be left between the goal net and the rail for players to pass and both ends of the rail need to be protected.



Steadicams (O1, O2)



Host broadcasters may use up to two Steadicams for match coverage, unless otherwise agreed by UEFA, each covering half of the pitch and located on the same side as the main camera. These cameras can operate in a zone extending along the touchline as far as the technical area, and along part of the goal line. Please refer to the above “On-field cameras” section for usage of Steadicams on the pitch.

The Steadicams must be operated at a respectful distance at all times and to avoid creating any obstruction or interference.

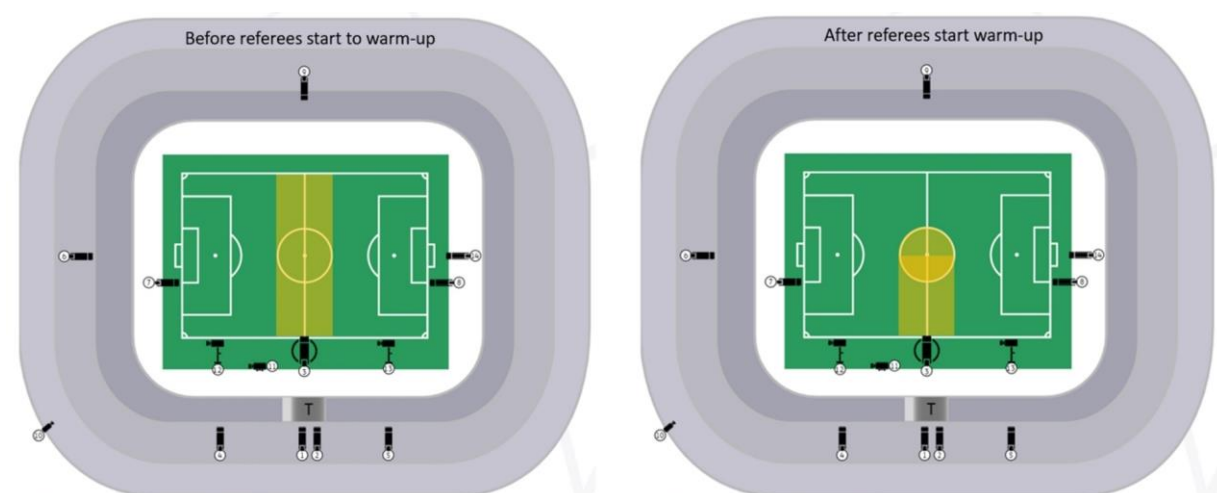
Steadicams should preferably be radio frequency cameras. If not, cabled cameras can be used, as long as cable assistants manage the cables.

If a wireless Steadicam is used and needs to cross in front of the technical area to get to the referee review area during a VAR review, it should immediately return to its match position once the referee returns to the pitch.

Pre-match:

- If agreed in advance, the host broadcaster may be permitted to use Steadicams around the whole perimeter of the pitch for a short period of time during the pre-match warm-up.
- For warm-ups, the Steadicam operating area would be the imaginary corridor, which is limited to the width of the centre circle. This area may be accessible for a maximum of 10 minutes during the player warm-ups, ideally close to the start of the warm-up.

- The referees warm-up area will not be accessible while the referees are warming up.



- Up to two steadicams may be used on the pitch after the coin toss until 20 seconds before kick-off, to cover key players of each team and/or the team huddle (from the outside).

Hot-head cameras (P1, P2)



A hot-head camera may be used behind the goal, in front of the advertising boards, provided the camera position does not obstruct the advertising boards or cause any danger to the players.

20m cameras (Q1, Q2)



Two fixed pitchside cameras are installed on the same side as the main camera facing each of the imaginary 20m lines, at a minimum distance of three metres from the playing field. A solution must be found to enable a clear view of the field of play for key team personnel seated on the team benches (e.g. the head coach and assistant coaches).

Aerial camera system (R)



Aerial camera systems, which operate above the pitch, may be used at a EQ broadcaster's request, subject to the following:

- Compliance with local safety and security regulations (i.e. approval by the relevant authorities);
- Aerial camera systems operating above the pitch may be used. Such cameras must operate at a minimum height, defined in advance by UEFA;
- Compliance with all other UEFA instructions regarding camera use.

Goal-line cameras (S1, S2)



Cameras located in the stand or roof (generally unmanned and mounted), directly in line with each goal line.

Drone cameras

Subject to approval from the relevant authorities, broadcasters are allowed to use drones within a controlled area (i.e. above the broadcast compound). Where operated outside the stadium perimeter, broadcasters are solely responsible for obtaining the necessary local or national permits and permissions.

In principle, the use of drones is not permitted on matchday within or above the stadium bowl, or above any arrival areas (spectators, teams, VVIP/VIP or other). Requests to use drones within or above the stadium bowl on non-matchdays and when there are no people in the stadium must be communicated to the UEFA Venue Team in good time ahead of the implementation.

Broadcast partners are entirely responsible for obtaining and complying with all local and national laws and regulations relating to the use of drones.

Broadcasters wishing to use drones must submit an approval request to UEFA well in advance.

Broadcasters will need to provide technical specifications, pictures and footage from such drone cameras for prior approval.



New technologies

As a result of technological advances, new camera equipment may be developed which may require new positions in stadiums. Subject to both the availability of space and safety and security considerations, such camera positions may be approved by UEFA on a case-by-case basis in consultation with the broadcasters and national associations involved.

This also applies to technological advances such as 8K, high-definition range (HDR) technology or 360° virtual reality (VR 360°). UEFA will prioritise standard UHD-SDR (standard definition range) productions, but if UEFA or host broadcasters wish to produce in 8K, UHD-HDR or VR 360°, efforts will be made to try to secure the necessary additional space at venues for these cameras and facilities subject to the same rules and principles that apply to standard HD production cameras.

ENG and bonded mobile cameras

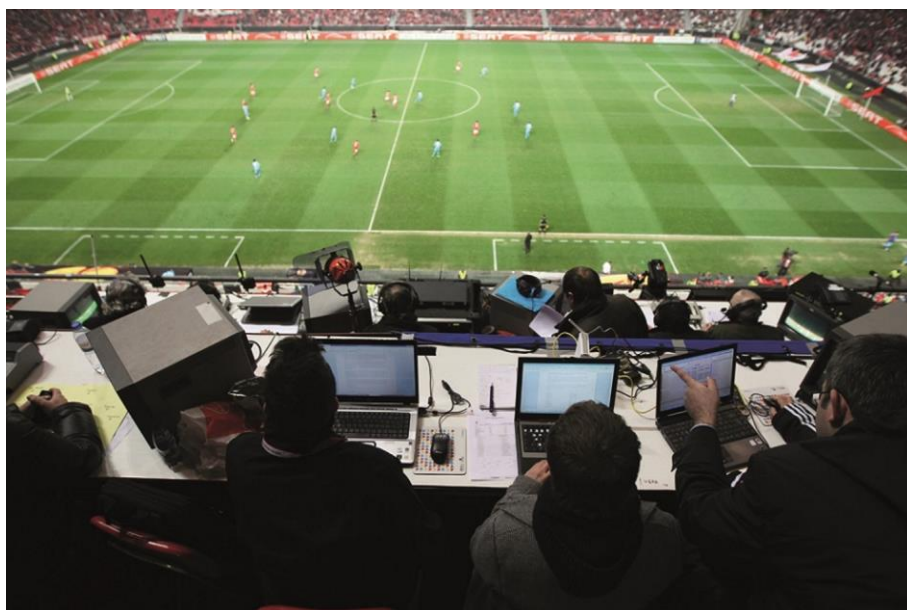
At matches where broadcast and media positions located behind the goals are oversubscribed, UEFA may allocate additional positions for photographers and ENG/bonded camera crews on the reverse touchline behind the LED boards (the exact set-up will depend on the configuration of each venue). Such implementation is subject to the host association's approval and dependent on it not obstructing anyone's view or causing any other kind of disturbance.

2.9.3 Commentary positions

The number of commentary positions required for the European Qualifiers varies according to the popularity of the match:

Match profile	Profile A	Profile B
Commentary positions for broadcast partners	15	10
Commentary positions for team analysts	2	2

See Match profiles (on page 24) for a definition of the match profiles. See Filming and video analysis (on page 151) for further details on the positions for team analysts filming.

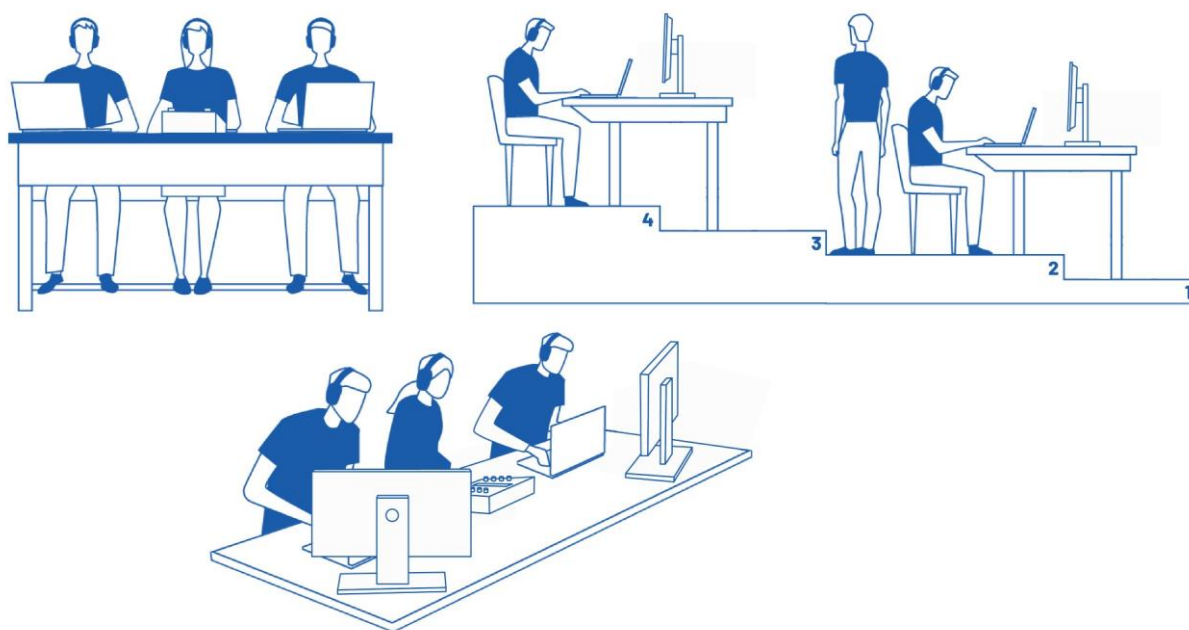


- Commentary positions must always be located on the same side as the main camera platform and must provide an uninterrupted view of the entire playing area.
- The middle of the commentary area should be on the halfway line, and all positions must be located between the 16m lines.

- Access to the commentary positions must be secure and separated from the spectators. It is the host association's responsibility to ensure that the area is completely closed off to the public.
- At least four commentary positions must be of a suitable size and layout for a camera and/or backdrop to be placed either in front of or behind the commentators, for use in commentator presentations.
- The commentary positions must be easily accessible from the media working area, the press conference room and the mixed zone.
- Match commentators must be able to access the media hospitality area.
- Commentary positions should be under cover, but outside in the stand to capture the stadium atmosphere.
- All the seats and equipment in the commentary positions must be easily accessible to technical personnel during the match without disturbing the commentators.
- Each commentary position must have room for three seats and must be equipped with the necessary power (at least two household or Schuko plugs per commentary position), lighting and phone, ISDN/AOIP (or ISDN if still available) and ADSL connections.
- Sufficient lighting must be provided, either through normal stadium lighting or table lamps.
- The host association is also requested to provide cabled internet connections as well as access to a media Wi-Fi network at the commentary positions.

Construction

The host association must provide the space for commentary positions and construct extra positions as required. If extra positions are needed, it is recommended that the following principles be used for the construction of each:



- There must be sufficient space for three commentators per position (minimum width of 180cm).
- Tables must be approximately 75cm high and preferably 50cm deep.
- There must be access from each side and space behind the seats for other commentators to move into their positions.
- Sufficient space must be provided on the table for at least two monitors, a commentary unit, laptops, a phone and papers.

- Ideally, it should be possible to recess the TV monitors into the table and provide chairs at the appropriate height to enable commentators to see the entire pitch and the monitor at the same time.

In a normal stand, a commentary position would occupy a space equivalent to that of six seats (three for the desk and three for the seats).

Broadcasters may use a mini-camera or a handheld camera for in-vision presentations (facing either the pitch or the tribune) before the match, during half-time and at full time. Upon request, suitable positions for these in-vision presentations need to be made available by the host association. They will be identified during the the match preparation meeting or subsequent site visit(s) and are subject to UEFA approval.

2.9.4 Pitch reporter positions

The host association must provide pitch reporter positions for a limited number of EQ broadcasters. These will be subject to UEFA's approval. Team staff and players may not communicate with pitch reporters during the match or look at their TV monitors.

Generally, one position for the host broadcaster and one for the main visiting broadcaster will be required, each with a clear view of the team benches. However, it is at UEFA's discretion which broadcaster will be located in these positions.

These two pitch reporter positions should each have space for two people (one reporter and one technical assistant) and must be positioned outside the technical area, in a position approved by UEFA.

Additional positions may be required behind each goal for other EQ broadcasters. These pitch reporter positions must offer space for one reporter.

2.9.5 Broadcast studios and platforms

The host association must provide the following facilities at the request of EQ broadcasters:

- One enclosed, individual indoor studio measuring at least 5m x 5m x 2.3m. The studio should be close to the dressing rooms and allow easy access for coach and player interviews. If suitable space does not exist within the stadium, host associations must provide an alternative solution (e.g. a portable building outside the stadium as near as possible to the dressing rooms).



- Two pitch-view studios (at least 5m x 5m x 2.3m of open and usable space) with an unrestricted view of the field of play (e.g. executive box). If a suitable facility does not exist within the stadium, the

host association must provide space for a studio to be constructed, which may entail the removal or non-sale of seats. Any seats lost (including any seat loss required to ensure that the view from the pitch-view studio is not obstructed) and all safety-related approval and security measures are the responsibility of the host association. However, the EQ broadcasters concerned will carry out and pay for the construction of the studio.



Technical power and lighting (as set out in Power and lighting (on page 105)) must be provided free of charge by the host association, with technical equipment and studio lighting provided by the EQ broadcasters.

2.9.6 Interview areas

Flash interview positions

Match profile	Profile A	Profile B
Number of flash interview positions	6	4

See Match profiles (on page 24) for a definition of the match profiles.



- Each position must measure 3m x 4m.
- The host association must meet/provide the power requirements set out in Power and lighting (on page 105).

Host broadcasters must provide the necessary lighting and equipment.

Super-flash interview positions

The host association must provide space for two areas for super-flash interview position(s), either on the pitch or between the pitch and the tunnel entrance, which must be kept safe for all users of the space.

Pitch presentation positions

Interviews can also take place in pitch presentation positions during pre-match, half-time and post-match as set out in Pitchside presentation areas (on page 102).

VIP interview positions

The host association should provide space for a fixed camera for interviews at the entrance to the VIP area, as long as sufficient space is available and it does not disturb the access and exit of VIP guests.

2.9.7 Pitchside presentation areas

Up to two areas for pitchside presentations, one on either side of the team benches, must be made available to EQ broadcasters.



- Each area must measure 15m x 3m and must be available for pre-match, half-time, and post-match presentations. Additional areas for pitchside presentations maybe required for busy matches and their exact location and availability must be agreed between the club and the UEFA venue team.
- The host association must meet the power requirements set out in Power and lighting (on page 105).
- As a rule, these positions must be outside the field of play to avoid treading on and damaging the grass. If the position must be on the grass (in any case, outside the field of play) the broadcaster, in cooperation with the host association, must arrange an appropriate solution to protect that area.
- These areas must be safe for EQ broadcasters' staff and guests and must allow for the use of a desk and lighting.

2.9.8 Broadcast compound

The host association must provide a clear, solid and even parking area (known as the broadcast compound) for EQ broadcasters' production vehicles – including outside broadcast (OB) vans, tender trucks, generators, satellite uplink vehicles, graphics (if applicable) and VAR vans and any other technical and support vehicles that may be required. The security of the broadcast compound is of paramount importance and is the responsibility of the host association.



The broadcast compound is for the exclusive use of EQ broadcasters. Other media staff are not permitted to park vehicles in this area.

Broadcast compounds require at least 1,000m² of usable space. Some matches with high media interest or double production may require more than this minimum amount, in which case national associations are asked to provide their full support so that any additional needs can be met.

The broadcast compound must:

- be as close as possible to the stadium, ideally on the same side as the main cameras;
- be available from 09:00 on MD-2 until 12:00 on MD+1;
- have 24-hour security staff from the arrival of the first truck to the departure of the last truck;
- be fully secured using high fences (at least 2m high);
- be equipped with existing power and backup facilities, provided free of charge by the host association;
- be equipped with telecommunications infrastructure, at the host association's expense, to enable local telecommunications companies to install telecommunication lines;
- have a surface and layout suitable for any OB vehicles (e.g. a concrete surface) and sufficient drainage in case of rain;
- be lit to 100 lux (Ev) to enable EQ broadcasters to work at night;
- include sufficient infrastructure such as rubbish bins and toilets, to be made available by the host association.

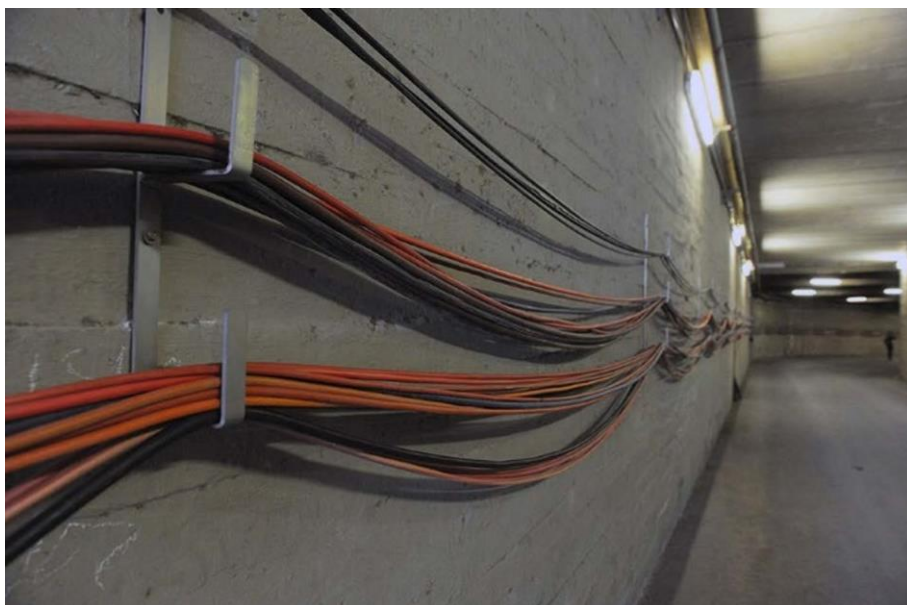
Uplink area

If the broadcast compound has an obstructed view of the southern horizon, an additional area may be required nearby for satellite uplink vehicles. Any such area must be no more than 50m away from the centre of the broadcast compound.



2.9.9 Cabling

Host associations must provide or construct the necessary cabling infrastructure (cable routes, cable bridges, trenches, etc.) to enable EQ broadcasters and third-party UEFA service providers to install all broadcaster cables safely and securely. Moreover, access to any existing pre-cabled systems in stadiums must be free of charge for all EQ broadcasters where requested.



In general, the following guidelines must be met when cabling at venues:

- Cables must not cause any obstruction or be a safety hazard to players, officials or the public.

- Measures must be taken to ensure that cables are as unobtrusive as possible within the stadium and the area surrounding the pitch.
- Where necessary, cable bridges, cable covers, cable hooks, stadium dressing and other means must be used to make cables safe and secure.

2.9.10 Power and lighting

In addition to the existing power and backup power required, host associations must provide the following power and lighting to EQ broadcasters free of charge.

Power

Technical power must be provided by the host association to the following positions as per the table below:

Position	Unit	Power	Connector	Type
Indoor studio	per studio	12kW	32A CEE	380V/3 phase
Pitch-view studio	per studio	12kW	32A CEE	380V/3 phase
Tribune presentation position	per position	12kW	32A CEE	380V/3 phase
Flash interview position	per position	2kW	16A CEE	230V/1 phase
VIP interview position	per position	2kW	16A CEE	230V/1 phase
Pitch presentation position	per position	2kW	16A CEE	230V/1 phase
Commentary position	per position	at least two 230V household or Schuko plugs		

Additional power may be requested for temporary TV lighting installations:				
Flash interview position	per 5 positions	12kW	32A CEE	380V/3 phase
Pitch presentation position	per position	2kW	16A CEE	230V/1 phase

Lighting

Working lights must be provided to all EQ broadcaster areas, including lighting allowing work to be conducted in and around the stadium before and after the match.

2.9.11 Observer seats

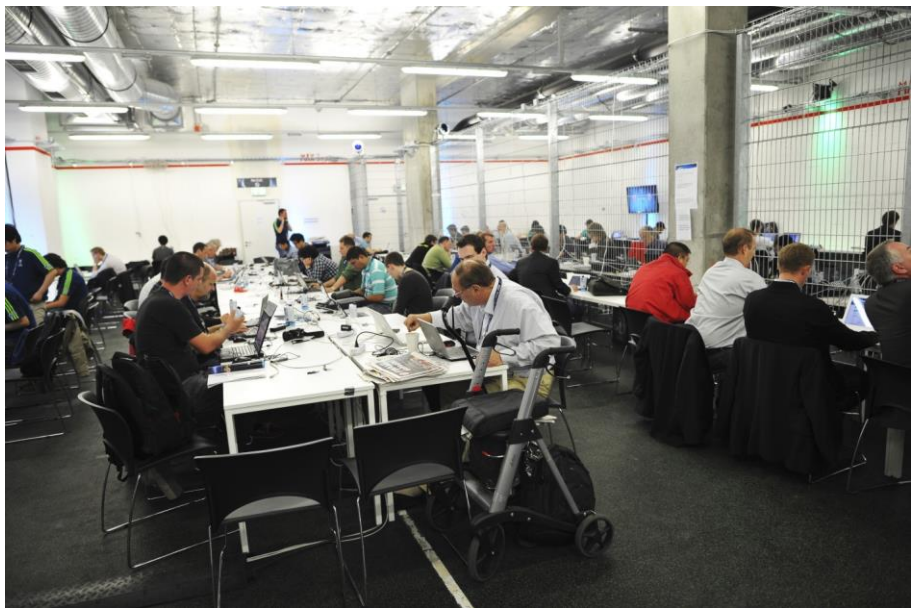
EQ broadcasters may request observer seats for accredited staff with pre- and post-match roles on-site, but no role during the match itself. Such seats must be covered and located in or adjacent to the media tribune and between the 16m lines.

Match profile	Profile A	Profile B
Number of observer seats	20	10

See Match profiles (on page 24) for a definition of the match profiles.

2.10 Media facilities

2.10.1 Media working area



The host association must make a working area available to the media to accommodate the following numbers:

Match profile	Profile A	Profile B
Working positions (minimum)	50	30

See Match profiles (on page 24) for a definition of the match profiles.

Each working position must be equipped with a desk, chair, power socket and cabled or Wi-Fi internet connection. The host association must ensure that the media working area is adequately heated or cooled, depending on the weather conditions. Ideally, at least two monitors should be installed to allow the media to follow the pre-match build-up, half-time analysis and post-match interviews on TV. Separate toilet facilities for men and women must also be close by.

2.10.2 Media tribune



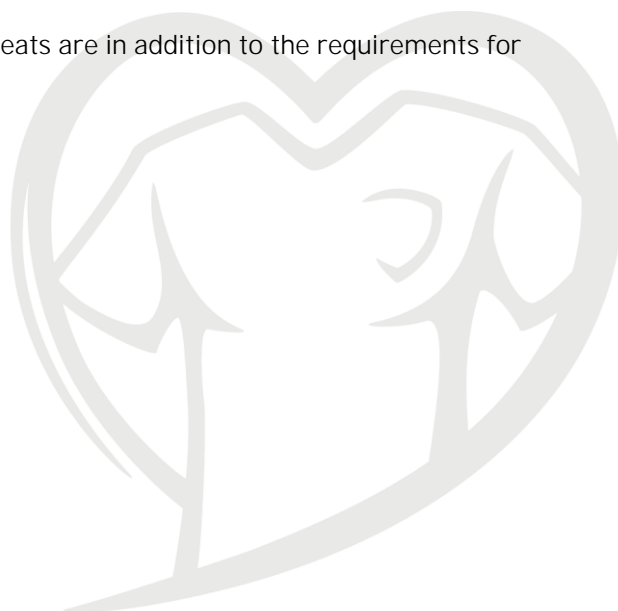
Stadiums must have a dedicated area in the stands that is reserved for the written press and radio commentators, an area commonly referred to as the 'media tribune'. The media tribune must be covered, well lit and centrally located (i.e. between the 16m lines), ideally on the same side as the main camera platform, with an unobstructed view of the entire field of play and its immediate vicinity and easy access to the other media areas. It is recommended that any loudspeakers above the media tribune be isolated from the main stadium sound system and switched off.

The following numbers of seats must be made available:

Match profile	Profile A	Profile B
Total seats	100	60
Seats with desks	70	30

See Match profiles (on page 24) for a definition of the match profiles. Desks must be large enough to accommodate a laptop and be equipped with a power socket (preferably Schuko) and cabled or Wi-Fi internet connections.

To avoid any doubt, the above quantities of media seats are in addition to the requirements for commentary positions (see Commentary positions).



2.10.3 Press conference room

National associations must provide facilities for pre- and post-match press conferences.



The press conference room can be a dedicated section of the media working area but should preferably be a separate room with a recommended minimum height of 4m. It should have easy access from both the dressing rooms and the media working area, ideally with a separate door for head coaches and players.

The required capacity depends on the match profile as follows:

Match profile	Profile A	Profile B
Number of seats (minimum)	80	50
Camera platform size	8m x 1.5m	6m x 1.5m

See Match profiles (on page 24) for a definition of the match profiles.

The host association is also responsible for providing the following infrastructure:

- A podium, with minimum dimensions of 6m x 2m, equipped with tables and chairs for at least five people and a press conference backdrop
- A TV camera platform of the appropriate size:
 - The host association may be required to make space for additional cameras available on the floor immediately in front of the platform.
 - The platform can be multi-level if required, but each level should be at least 40cm high.
 - The platform must also be sufficiently stable to avoid vibration.
 - The host broadcaster must be allowed to reserve the best position at the centre of this platform.
- Audio equipment, such as microphones for the head table, wireless microphones for media, loudspeakers and, in the case of on-site simultaneous interpretation, booths and headsets
- Sufficient lighting for broadcasters (see press conference room lighting guidelines (UEFA guidelines for press conferences room lighting - <https://documents.uefa.com/v/u/UEFA-Guidelines/UEFA-Guidelines-for-Press-Conference-Room-Lighting>))
- An audio split box with a minimum of 24 audio outputs
- Facilities for live broadcast

It is highly recommended for the host association to install temporary or permanent simultaneous interpreting facilities, or implement a remote interpretation solution, for the ease of all participants at the press conference. Simultaneous interpretation is the preferred option but only consecutive interpreting is mandatory.

2.10.4 Mixed zone

After each match, a mixed zone must be set up between the team dressing rooms and the point from which the teams depart the stadium to offer EQ broadcasters, non-rights-holding broadcasters, audio reporters and press the opportunity to interview players.



The mixed zone should feature:

- sufficient space to accommodate at least 50 media representatives, with sturdy barriers between the players and the media;
- sufficient lighting for broadcasters' interviews;
- a sectioned-off area reserved for EQ broadcasters, UEFA and official NA platforms closest to where players will enter from.

UEFA may also instruct the host association to provide individual sections for :

- non-rights-holding broadcasters,
- audio reporters and press.

The host association should take the following additional guidelines into account when setting up the mixed zone:

- A single mixed zone should be used, rather than separate mixed zones for the home and visiting teams.
- Barrier space should be calculated with 1m per camera crew in the TV sections and 25cm per radio/written press journalist.
- The space on both the media and the player sides of the barriers should be at least 1.5m wide to allow players and media representatives to circulate freely.
- The mixed zone should be located as far away as possible from sources of noise such as team buses, lifts or kitchens.

2.10.5 Photographer working area and match positions

National associations must make a working area available to the photographers to accommodate the following numbers:

Match profile	Profile A	Profile B
Number of desks and seats (minimum)	25	20

See Match profiles (on page 24) for a definition of the match profiles.

Each working position must be equipped with a desk, chair, power socket and cabled or Wi-Fi internet connection. The photographer working area may be a dedicated section of the media working area (with overall space increased accordingly), but should preferably be a separate room. It should have easy access to the pitch. It is recommended that lockers be provided that are large enough for photographers to store their equipment securely and safely.



The host association must provide photographers with pitchside positions equipped with seats, power sockets and internet connections. Best efforts should be made to ensure cabled internet connections are provided.

In principle, photographers work behind the advertising boards behind the goals. If space and safety considerations allow, photographers can also work behind the advertising boards along the touchline opposite the team benches. They must wear the required bib at all times when working at pitch level.

Regardless of the stadium configuration, the host association must be able to accommodate a minimum of 50 photographers around the pitch.

2.10.6 Internet connectivity

It is imperative that the host association provides internet connections that are appropriate for the number of media representatives present at their matches, in accordance with the minimum levels set out in this *European Qualifiers National Association Manual*. All internet connections for the media must be provided free of charge. National associations are encouraged to seek specialist advice when installing internet connections (see Internet and telephone (on page 46)).

Any Wi-Fi networks must be password-protected and reserved only for the media.

The host association should provide separate networks for photographers and other media, taking into account that photographers need greater bandwidth.

2.10.7 Camera storage for broadcasters

The host association must provide a secure location for broadcasters to store their cameras during matches. Non-rights-holding broadcasters' cameras must be deposited on entry to the stadium on matchday and may only be released at the end of the match. The host association is responsible for the handling and security of these cameras.

2.10.8 Media hospitality

The host association must provide food and drinks, free of charge, to all media representatives on matchday, including all journalists on-site representing EQ broadcasters.

2.10.9 Additional requirements

Media accreditation lists

National associations are requested to provide UEFA with the confirmed media accreditation lists for their home games no later than MD+2. In specific cases, UEFA may request accreditation lists in advance of the match.

National associations are also requested to use the standard UEFA media accreditation template to enable more efficient administration of requests. The UEFA media accreditation template will be sent to national associations before the start of the competition.

UEFA media tribune and photographer passes

The host association is obliged to reserve two press seats with desks and one photographer pitch pass for use by UEFA.

If UEFA has not requested these seats or passes by 48 hours prior to kick-off, the host association is free to allocate them to other media representatives.

2.11 Logistics, signage and EQ-specific items

As explained in The commercial concept (on page 12), each national association contributes to the promotion of the European Qualifiers.

When it comes to logistics and signage, some procedures are uniform and apply to all associations.

2.11.1 Shipment and delivery

All material will be delivered to the national associations before the start of the competition. All associations are expected to make the material available before their first home match (see Overview of items provided by UEFA (on page 115)). The following principles apply.

- Each national association will receive a shipment with materials that will be delivered to the requested address at the latest seven days before its first home match.
- Shipping and customs charges (including taxes) will be covered by UEFA. The national associations are the importers of the material, all of which will be imported on a permanent basis and officially become association property.
- Associations outside the EU are requested to assist UEFA with customs clearance, to act as importers and to give UEFA precise instructions as to how to issue and address all the required documentation.
- Each national association must confirm the name of the person who will take receipt of the delivery and sign the goods delivery receipt.

- The material delivered by UEFA is reserved for use in EQ matches, and it is up to each association to ensure that the material is always available, well maintained and in good condition for each match.
- Each association is responsible for handing the relevant items to the UEFA venue operations and broadcast manager on-site, and for ensuring that all signage material is set up by MD-1 (at least an hour before the start of the first training session).
- To confirm shipment addresses, update the NA passport accordingly. For any inquiries related to shipping, storage, or customs, please contact NAMatchOps@uefa.ch.

Procedure for 100% associations	Procedures for 0% and 50% associations
<ul style="list-style-type: none"> • All 100% associations should expect to receive some additional material before their first home match. • The material will be delivered to the association headquarters or to the venue of the first home match (in accordance with the shipping address confirmed to UEFA) at least seven days before the match. 	<ul style="list-style-type: none"> • All 0% and 50% associations should expect to receive some additional material before their first home match. • The material will be delivered to the association headquarters or to the venue of the first home match (in accordance with the shipping address confirmed to UEFA) at least seven days before the match. • Each association is responsible for handing the relevant items to the UEFA venue operations and broadcast manager on site, and for ensuring that all signage material is set up by MD-1 (at least an hour before the start of the first training session).

2.11.2 Storage area

All associations are requested to securely store the material received before their first home match and between matches and cycles.

2.11.3 Working area

Procedure for 100% associations	Procedures for 0% and 50% associations
<ul style="list-style-type: none"> • The association will be required to provide a working area of around 50m² at pitch level for the signage team to manage the material. This space should be provided for each EQ match, from MD-2 to MD+1. • At venues where double production has been agreed, an additional 50m² working area, also at pitch level, will be required for the signage crew installing the LED boards. 	<ul style="list-style-type: none"> • At venues where double production has been agreed, a 50m² working area will be required at pitch level for the signage crew installing the LED boards. This space should be provided from MD-2 to MD+1.

2.11.4 Domestic transport

For each of their home matches, national associations need to ensure that the material reaches the venue in good time. Associations that decide to play their matches in several stadiums are responsible for the domestic transport of the material from one venue to the other.

2.11.5 Promotional items

- The host associations are responsible for installing the stadium protocol flags for each match (see Protocol flags (on page 137)). Sourcing the teams' country flags is the responsibility of each host association. The UEFA flag and the EQ flag from the previous season must be reused. Additionally,

there is a UEFA Respect campaign for which each association will receive a green UEFA Respect flag.

Procedure for 100% associations

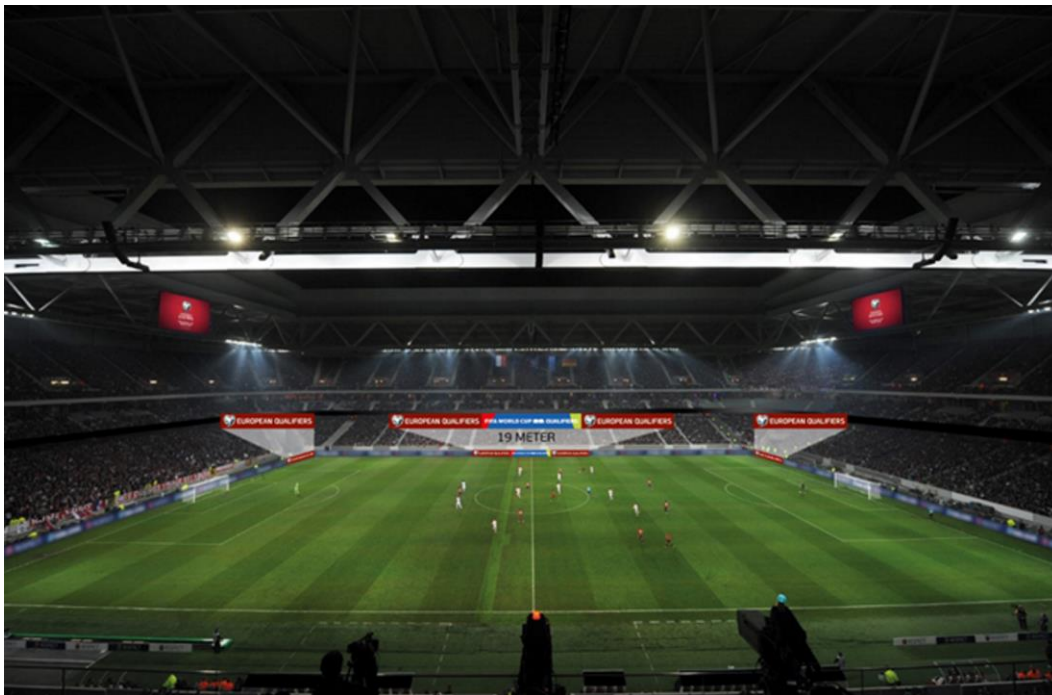
- In addition, UEFA will provide certain branded elements for the pre-match line-up ceremony. The installation of such items will be the joint responsibility of the UEFA signage team and the host association.
- The UEFA signage team will provide and install all remaining promotional items, including the pitchside perimeter boards, the substitutes' bench covers and inserts and the substitution boards and stickers.

Procedures for 0% and 50% associations

- Standard artwork will be provided for use on substitution boards. Each association must adapt the artwork to fit its own boards and produce its own board stickers, taking care not to stretch or squeeze the artwork so as not to distort the original proportions. For substitution boards with two spaces on each side, EQ and UEFA.com artworks shall be used; for substitution boards with only one space on each side, only EQ artwork should be used.



- Team benches inserts will be replenished where applicable by UEFA and provided to all associations. It is the responsibility of each host association to install the inserts on the inside of the team benches so that they are visible above the shoulders of the players when viewed from the bench or reverse camera.
- Pre-match ceremony items (country flags, EQ carpet and arch) from the previous seasons must be reused. UEFA will only resupply those NAs that have reported missing or damaged items. It is the responsibility of each association to install these items for each of their home matches, based on the standard procedure provided by UEFA.
- Associations must produce and install the following promotional pitchside perimeter boards for each EQ match:
 - one 19m centre board (centred on the halfway line), divided into three elements (6m, 7m and 6m);
 - two 6m end-of-goal-line boards for a static board set-up or six minutes 'solus' LED time.



Standard artwork will be provided by UEFA for use on static and LED boards.



Each association must ensure that these boards are incorporated into their existing perimeter board configurations. This means that the boards must be the same height and style as the existing pitchside perimeter boards.

Associations therefore have two options:

1. As a minimum quality standard, pitchside perimeter boards must be produced on non-reflective plywood or other suitable material, in matte finish. Banners may not be used.
2. Associations using an LED system may incorporate the boards into this, provided that the 19m centre board remains static. In addition, instead of displaying the EQ brand on the two static 6m

end-of-goal-line boards, associations need to make all their LED boards available for at least six minutes ('solus' use) to display UEFA promotional messages.

The boards must be installed in such a way that their content is fully legible through the main cameras, even under floodlights. Furthermore, the centre board and the two end-of-goal-line boards must be within the unimpaired viewing range of the main camera.

National associations should refer to the *European Qualifiers Brand Guidelines* for the exact details of production materials and artwork. All EQ branding shown in this manual is for illustration purposes only.

2.11.6 Commercial items

Procedure for 100% associations	Procedures for 0% and 50% associations
<ul style="list-style-type: none"> • The UEFA signage team will install all commercial pitchside perimeter boards. • The UEFA signage team will also install the media backdrops in the stadium (press conference backdrop, flash backdrops and mixed zone backdrops) and mount some directional signage. • Should the host or visiting association decide to hold its MD-1 press conference away from the stadium (e.g. in the team hotel), it is the host association's responsibility to transfer one of the two press conference backdrops provided by UEFA to the new press conference location and return it to the stadium afterwards. 	<ul style="list-style-type: none"> • 50% associations will receive artwork for the centralised commercial partner perimeter boards and standard running orders for LED systems. The procedure for the correct production and installation of the boards follows the same principles as for the previous EQ cycle. • For media backdrops (press conference backdrops, flash backdrops and mixed zone backdrops), no centralised UEFA commercial partner identification is required. All 0% and 50% associations may use EQ artwork for those backdrops, as long as they comply with the <i>European Qualifiers Brand Guidelines</i>. However, this is not an obligation, so associations may also choose to use their own artwork and commercial partner identifications.

2.11.7 Multilateral flash interview backdrops

Each 0% and 50% association receives one interview backdrop from UEFA before their first home match. This backdrop, which is not commercially branded, should be used for all post-match interviews conducted in the multilateral flash interview position. The associations themselves are responsible for installing this backdrop at each match.

2.11.8 Overview of items provided by UEFA

New items provided to all associations (non-exhaustive list):

- Home and visiting team pitch country flags (6m x 4m) for each of the other teams in the group
- Press conference table signs
- EQ Carpet*
- EQ Arch*
- EQ Protocol flag*
- Player bench inserts*
- Accreditation items (cards, lanyards*, posters, stickers)
- Badges (competition badges, UEFA Foundation badges) and captains' armbands*
- Other venue team materials (branded and unbranded stationery, umbrellas*, etc.)
- Warm-up bibs*
- Operational bibs (TV, photo, HB, visiting fan support)*
- UEFA #FootbAll pitch banner*

* Only replaced for the new cycle if mentioned in the Signage inventory questionnaire.

The following items will be provided to some associations, depending on their commercial packages.

Item	100% associations	50% associations	0% associations
Press conference backdrops	Yes	National associations have the opportunity to include the EQ brand on their media backdrops. Associations will only receive a non-commercial backdrop and aluminium frame if reported as damaged/missing in the Signage inventory questionnaire. Backdrop and aluminium frame are to be used for all post-match multilateral flash interviews	
Flash backdrops	Yes		
Mixed-zone backdrops	Yes		
Promotional pitchside perimeter boards	Yes	Artwork only	Artwork only
Commercial pitchside perimeter boards	Yes	Artwork only	Not applicable
Substitution boards*	No	No	No
Substitution board stickers*	Depending on previous inventory	Artwork only	Artwork only
Directional signage	Yes	No	No
Decorative panels	Depending on previous inventory	No	No
Player bench and 4th Official cover**	Depending on previous inventory	No	No
EQ official match balls	If the association has agreed to be part of the centralised official match ball agreement		
Match ball plinths and fabrics*	If the association has agreed to be part of the centralised official match ball agreement		

* Items will not be supplied unless reported as damaged/missing. Items from the previous EQ cycle will be reused.

** Bench covers should be used from previous EQ cycle. If benches have changed since last cycle, please inform UEFA Signage.

2.11.9 LED artworks provided by UEFA

The following will be provided to some associations, depending on their commercial packages.

Artwork	100% associations	50% associations	0% associations
UEFA sponsor/UEFA promo artworks and rotation plans	Will receive pitch perimeter boards. For associations using LEDs, the same procedure as for 50% associations apply.	Will receive an email with a link to download the UEFA artworks before each match.	UEFA promo artworks (i.e. Centre board, promo campaigns) available in the Brand Centre portal in FAME.

3 Organisational matters

3.1 Pre-matchweek activities

In the weeks prior to each match, both teams must enter the required information into UEFA's TIME match preparation form in order to provide match-related organisational and operational information to their opponent team, the UEFA football operations unit, the UEFA venue team and the FIFA match commissioner. This includes but is not limited to the following:

- Confirmation of team contacts for the match
- Team travel arrangements and hotels
- Timings of training sessions and press conferences
- Pre-match medical information
- Security information
- Ticketing information
- MD-1 and MD organisation
- Technical filming and tracking analysis

3.1.1 Pre-matchweek activities

Each national association should manage each match as a distinct project. The project will be officially initiated with all parties being given a briefing on their roles, and a debrief will be organised to close the project. Although the project set-up should not change much from one home match to another, it is important to work with updated and accurate information specific to each match.

Set-up and staffing

Each association sets up projects to suit its own organisational structure and depending on the partners involved. Associations must ensure that all areas and domains needed to organise a match are duly covered. For each match, the following key tools should be issued and circulated to all parties involved:

- a match organisation chart with the names and areas of responsibility of all staff involved, including the home match manager as the central coordinator and key contact for FIFA and UEFA;
- a contact list, complete with the correct details of all staff involved;
- an activity plan, scheduling all key activities and events leading up to the match; this should become more detailed in matchweek and in particular for MD-1 and matchday.

The home match manager should set up the project with all parties involved and officially kick off the preparations for the match either with a specific written communication or, preferably, with a kick-off meeting. The national association and home match manager will agree on the most suitable timeline, but such a process should start no later than 10–12 weeks before the match. The timing will also depend on the number of support staff (team liaison officers, interpreters, etc.) and volunteers to be recruited.

The kick-off meeting should be convened with sufficient notice so that the participants can prepare themselves. The agenda should be agreed in advance and sent out with the meeting invitations. The home match manager should take the content of this manual as a reference and adapt it to the association's specific needs to ensure the agenda is comprehensive and relevant. The home match manager should also chair the meeting.

The home match manager will establish a project plan that indicates the reports to UEFA and exchanges with FIFA and UEFA representatives as key milestones. Contact with the visiting team's representatives and the away match manager are equally important and an integral part of the match preparations.

	Project milestones	
MD-4 months		<ul style="list-style-type: none"> • Host association confirms match venue
MD-3 months		<ul style="list-style-type: none"> • Home match manager convenes kick-off meeting and confirms organisation chart, contacts list and activity plan
MD-6 weeks		<ul style="list-style-type: none"> • Home match manager confirms their appointment in TIME and submits match preparation report 1 • Away match manager confirms their appointment in TIME and completes the match preparation section
MD-3 weeks		<ul style="list-style-type: none"> • Home match manager submits match preparation report 2 • Home match manager prepares the pre-match medical provision and submits it in TIME to the visiting team
MD-2 weeks	Home match manager is in close contact with FIFA match commissioner and UEFA football operations unit	<ul style="list-style-type: none"> • Home match manager uploads the countdown to kick-off in TIME • Home match manager submit NA/Fan entertainment activity
MD-1 week		<ul style="list-style-type: none"> • Home match manager submits the match preparation report 3
MD-1		<ul style="list-style-type: none"> • FIFA match commissioner submits the MD-1 flash report • Home match manager attends MD-1 training sessions and TV meeting • Home match manager briefs FIFA match commissioner and shows them around the stadium
MD		<ul style="list-style-type: none"> • Home match manager assists FIFA match commissioner at match coordination meeting (MD-1 for matches that kick-off at 15:00 CET) • FIFA match commissioner submits the MD ad hoc flash report • Home match manager supervises the countdown to kick-off
Post-match		<ul style="list-style-type: none"> • Home match manager meets FIFA match commissioner and UEFA venue operations and broadcast manager after the match • FIFA match commissioner submits the post-match report
MD+1 week		<ul style="list-style-type: none"> • Home match manager leads NA internal debrief process • Home match manager contributes to the UEFA post-match debrief report

Confirmation of the home match manager

At the latest six weeks before each match, the host association must formally confirm its home match manager appointment in TIME. Once this appointment has been confirmed, the home match manager's contact details will be available to all parties concerned in TIME. Six weeks before the match, the home match manager will submit the first report to UEFA (match preparation report 1), knowing that further details will be added as soon as new information becomes available.

Reporting

The home match manager will submit a series of match preparation reports to the UEFA football operations unit, which should serve as a tool for early warnings, signalling possible challenges and outlining countermeasures taken or to be considered. Based on these reports, UEFA will be able to advise the association, agree on the monitoring of certain issues (e.g. pitch conditions) and/or provide additional support (e.g. appointment of a FIFA safety and security officer). For the match preparation reports to be accurate and relevant, the home match manager will arrange catch-up calls with the away match manager to collect necessary information (i.e. visa, travel arrangements) and do the necessary research and preparations beforehand. The reports must include input from external partners and the authorities involved in organising the match.

Report	Submission deadline	Responsible
Match preparation report 1	Six weeks prior to the match	Home match manager
Match preparation report 2	Three weeks prior to the match	Home match manager
NA and fans pre-match activities	Two weeks prior to the match	Home match manager
Match preparation report 3	One week prior to the match	Home match manager
MD-1 flash report	MD-1	FIFA match commissioner
MD ad hoc flash report	MD midday	FIFA match commissioner
Post-match report	MD (after the match)	FIFA match commissioner

Away match manager

The visiting association must formally confirm the appointment of its away match manager in TIME at the latest six weeks ahead of a given match.

Debriefing

Post-match debrief with UEFA

Approximately 90 minutes after the final whistle, a debrief meeting should take place at the stadium, chaired by the home match manager and attended by the UEFA venue operations and broadcast manager, the national association press officer as well as the relevant national association staff and, if appointed, the football operations specialist and UEFA venue media manager.

National association' internal debrief

The host association must close the match with a complete debrief, coordinated by the home match manager and including everyone involved in organising the match – within the host association and from external partners and the authorities.

To obtain fruitful feedback from the debrief, the home match manager should prepare the process in advance by advising all persons concerned to:

- take notes from the start of the project, during the preparation phase and during the match itself;
- be aware of the deadlines after the match and deliver the debrief notes on time.

Cooperation between the home match manager and the FIFA match commissioner

One week before the match

The home match manager should make direct contact with the FIFA match commissioner at least one week before the match to exchange information on the preparations and the match.

MD-1 briefing

The home match manager should meet and brief the FIFA match commissioner on arrival at the stadium on MD-1. This briefing should include a tour of the stadium, including all relevant facilities outside the stadium.

The match coordination meeting must also be discussed and prepared, and the home match manager will provide details for the FIFA match commissioner's MD-1 flash report. After the match manager's briefing and following the stadium inspection, the FIFA match commissioner will send the MD-1 flash report to FIFA and the UEFA football operations unit.

MD briefing

After the match coordination meeting, the FIFA match commissioner and the home match manager will briefly discuss the outcome of the meeting so that the FIFA match commissioner can give a status report to FIFA and the UEFA football operations unit (MD ad hoc flash report).

Post-match debrief

The home match manager will meet the FIFA match commissioner at an agreed time and place (usually approximately 45 minutes after the match in the FIFA match commissioner's room) to run through the main issues.

The FIFA match commissioner will later submit the official post-match report to FIFA and UEFA.

Cooperation between the home match manager and the away match manager

Duties of the host association

The host association should ensure that information is regularly exchanged with the visiting association during the match preparation phase as well as during the visiting association's stay in the host country. Establishing a clear line of communication between the home match manager and the away match manager is key in this regard.

The host association should also assign dedicated staff (team liaison officer, interpreter, drivers, etc.) to ensure the well-being of the visiting delegation during their stay. In addition, it will be the duty of the home match manager to be in direct contact with the away match manager and to meet the visiting delegation on MD-1 (at their training session) as well as on matchday on their arrival at the stadium, to ensure they are well looked after until they leave the stadium after the match.

Duties of the visiting association

It is the duty of the visiting association to actively provide the host association and the host country's authorities, as well as UEFA whenever appropriate, with timely and accurate information on the visiting team's plans for the match. The visiting association should strive to provide as much of this information as possible well in advance of the match, so that it can be included in the match preparation reports to be submitted to UEFA. The away match manager is therefore responsible for completing the match preparation section in TIME in a timely manner ahead of each match. All fields relating to the visiting association must be completed by the deadlines set to ensure that all parties are informed accordingly and the requirements of the competition are met.

3.1.2 Accommodation and training facilities for visiting national associations

When determining suitable arrangements for visiting national associations, the host association must account for an official delegation size of 50 (including players, coaching/technical staff and additional delegation).

Hotel selection criteria

The host association must ensure that the hotels selected for the match enable the teams to prepare undisturbed in a comfortable, safe and quiet environment.

The hotels must be situated within an acceptable distance of both the nearest international airport and the match stadium. In addition, the visiting team's hotel should be close to a suitable training ground, in case such a ground is needed for additional training sessions or as an alternative venue if the official MD-1 training session cannot be held at the match stadium.

The hotels must be at least four-star.

The following groups must be accommodated in separate hotels:

- the home team (if applicable);
- the visiting team;
- the referee team and all appointed officials.

The visiting team's hotel

The host association proposes a suitable hotel for the visiting team, which is free to accept the proposal or to make its own arrangements, thereby taking responsibility for any increase in travel times to the match stadium and/or training ground.

The visiting team covers its board and lodging expenses. As soon as the team hotel has been chosen, it is up to the visiting team to finalise and confirm its exact requirements directly with the hotel, including:

- the numbers of single and twin rooms for the players (all players' rooms must be grouped in the same hotel wing or on the same floor);
- the number of single rooms for the team officials and other delegation members, ideally in the same hotel wing or on the same floor;
- a medical treatment room, equipped with a massage table;
- an equipment storage room, close to the players' and officials' rooms and easily accessible even with heavy and/or bulky goods;
- a large meeting room with a minimum capacity of 30 (players and technical team), equipped with tables and chairs, internet connections, a TV, and a projector and screen;
- a dining room, or alternatively a reserved dining area providing absolute privacy (the visiting team will inform the hotel of its meal times and its food and drink orders and if the team plans to bring its own food or catering staff, this must be discussed and agreed with the hotel in advance);
- additional spaces for recreation or relaxation (e.g. a players' lounge and a games room), to be organised by the visiting team itself;
- office space for the team administrators and other members of the delegation, equipped with table and chairs, internet connections, photocopier, etc.;
- a 24-hour laundry service.

Furthermore, the visiting team will indicate its policy on mini-bars, pay TV, international telephone lines, internet access and any other amenities that must be paid for but are available in the rooms.

Accommodation costs

The visiting association pays for its team's accommodation directly and should be in direct contact with the hotel and define the procedure for settling the costs, including advance payments, payments on checkout or post-stay invoicing.

The visiting team's training ground

At the request of the visiting association, or in case the official MD-1 training session cannot be held at the match stadium because of adverse weather conditions, a suitable training ground needs to be made available by the host association close to the hotel proposed to the visiting team (i.e. no more than 20 minutes away). If the visiting team decides to stay at another hotel of its own choice, it must accept that this may result in longer travel times.

The visiting team must be able to train in the same conditions as at the match stadium. The training pitch must therefore be of the same surface (i.e. artificial or natural grass), freshly mown (if applicable), fully marked and equipped with standard fixed and mobile goals. The visiting team must have access to dressing rooms, showers and sanitary facilities during its training sessions. The alternative training ground must also have sufficient floodlighting.

To avoid any unnecessary costs to the host association, it is the duty of the visiting team to confirm its training ground needs as early as possible and no later than 60 days before the match.

Unless otherwise agreed by the two associations, the host association covers the cost of up to three training sessions at a training ground, including:

- the rental of the training ground;
- the use of the dressing rooms, including a massage table;
- appropriate security measures, including regulation of the media presence at any training sessions or parts of training sessions open to the media;
- a reasonable supply of water and training equipment (mobile goals, cones, free-kick barrier, etc.).

Requests exceeding this minimum level of service will be at the cost of the visiting association.

Catering for team activities

The two associations will agree on food, drinks and ice requirements for:

- training sessions at the training ground;
- the official MD-1 training session at the match stadium;
- the match (specifying pre-match, half-time and post-match requirements).

As a rule, and with the exception of a reasonable supply of water, the visiting team pays for the services it orders. Alternatively, the two associations are free to agree reciprocal catering services for their two matches.

3.1.3 Medical matters

Medical arrangements

Since the host association is responsible for the safety and security of everyone attending and participating in the match, its security plan must also include the necessary medical arrangements. The TIME platform should be used to exchange any information in this regard to keep all parties informed.

The *UEFA Medical Regulations* apply to:

- the medical examinations and tests that players must undergo to be eligible to participate;
- the minimum medical requirements (MMR) to be observed by the host association for the treatment of players, team officials, the referee team and match officers (see further information in Medical requirements (on page 167)).

The focal point will be the MD-1 and MD activities at the stadium. However, the host association must also consider the need for medical provisions for any other activities organised at other times and locations, in particular the visiting team's training session(s).

Information exchange and special requirements

Well in advance of the match, the host association must provide all relevant medical information to the visiting team and to all other parties concerned. This includes:

- emergency medical procedures (phone numbers to call);
- recommended vaccinations;
- restrictions regarding medical imports into the country where the match takes place;
- the suitability of tap water for drinking;
- any epidemics in the country where the match is taking place;
- any other applicable health warnings.

Conversely, the visiting association has a duty to inform the host association of any special medical needs it has, including the complete list of medical items the visiting team plans to import. The laws on medical imports vary across Europe, so it is important for the host association to liaise with and inform the visiting association about what medication can and cannot be imported into the country where the match is taking place.

3.1.4 Travel and on-site transport

It is the duty of the host association to support the visiting team in its preparations so that the trip goes well and the players can focus on the match itself.

Duration of stay

The visiting team must be at the match venue no later than the evening before the date on which the match is due to be played.

Regarding air travel and the possibility of luggage getting lost, it is recommended that football boots and other essential items be carried as hand luggage and not packed in the delegation's hold (checked-in) baggage.

The visiting team will generally fly home the day after the match, having spent two/three days and two nights in the host country, although this obviously depends on travel times and arrangements linked to the second match within the same international window.

Visa requests and invitation letters

The visiting association remains responsible for obtaining the necessary visas and other documents from the authorities in time for the delegation to travel to the country where the match is to be played. However, the host association must provide the necessary support to help the visiting team obtain such entry documents. The same support must also be provided to the appointed match officials.

For example, if visas are required, the host association sends out the appropriate invitation letters. To be able to do so, the visiting association is responsible for providing all the necessary details swiftly and clearly.

Recommended airport

The host association indicates on the TIME platform the most suitable arrival airport and provide any other information or recommendations that will make the visiting team's trip more comfortable.

Should the most suitable airport be in a neighbouring country, the host association must make the necessary arrangements, taking all factors into account (visas, customs, transfer times, traffic, etc.) and paying any additional costs necessary to ensure the smooth transfer of the visiting team, the referee team and other UEFA representatives to the match venue.

Transport management

Transport is key to the successful organisation of a match. Therefore, the host association must appoint a transport manager well in advance. For the duration of the visiting team's stay, the transport manager should be reachable 24 hours a day.

The transport manager's main responsibilities are:

- organising a vehicle fleet;
- selecting, briefing and managing a team of drivers;
- ensuring appropriate insurance for all cars and drivers.

The transport manager must also:

- create and distribute a contacts sheet, including the mobile phone numbers of all drivers;

- set a code of conduct and a dress code for the drivers;
- give each driver and liaison officer maps indicating the location of the hotels and stadium, plus route descriptions for travelling between the locations;
- ensure the drivers are familiar with the region where the match is being played;
- ensure the drivers are punctual and do not leave their passengers waiting (to be sure they are on time, drivers and their vehicles must be at the agreed location at least 15 minutes early);
- ensure the drivers bring water and snacks and factor in stops during long journeys;
- ensure there are sufficient parking places at the venue and arrange a sufficient number of parking passes;
- prepare back-up scenarios in case a team bus breaks down;
- establish early contact with potential supplier(s) from which to source additional vehicles if required and consider the time that would be needed to make such additional vehicles available.

The two associations agree on the level of service to be provided in terms of ground transport and vehicles for the duration of the visiting team's stay.

If the visiting team requests services above the agreed level (longer availability, trips outside the scope of the match, specific VIP limousines, additional dedicated vehicles, etc.), the host association will indicate the additional costs and finalise the arrangements subject to written confirmation from the visiting team.

As a minimum, the host association provides and covers the cost of the following vehicles, complete with drivers and appropriate insurance. Each of the vehicles assigned to the visiting team must also be provided with a parking pass for the designated car park as well as an access pass for the pick-up/drop-off points at the stadium.

Vehicle type	Description
Team bus	A modern, 50-seat air-conditioned bus must be available for the duration of the visiting team's stay. The team bus should display a clear sign with the name of the visiting team. As far as possible and as confirmed by the host association's security plan, the team bus should be accompanied by police escort or traffic guidance. If the visiting team intends to use its own team bus (including driver), the host association and UEFA must be advised well in advance of the match and both give their approval.
Equipment and luggage van	A van suitable for transporting cases and boxes must be made available for the duration of the visiting team's stay, unless otherwise agreed (e.g. only for arrival and departure). This cargo van should have a loading capacity of approximately 12 m ³ .
Vehicles for additional members of the visiting delegation	As a minimum, the following two types of vehicles must be made available for the duration of the team's stay: <ul style="list-style-type: none"> • an upper-class five-seat car (generally for the visiting association's president); and • a comfortable nine-seat vehicle (generally for the visiting association's top management). The visiting association will confirm if these two vehicles are actually needed or not.
Additional vehicles	If the visiting association needs additional vehicles, the host association must be informed immediately. Costs related to such additional vehicles must be covered by the visiting association or, alternatively, form part of a reciprocal agreement.

Airport pick-up and drop-off

The visiting team, the referee team and all other UEFA representatives must be met on arrival in the host country and taken to their respective hotels. The team liaison officer, the referee liaison officer, the liaison officer for the UEFA delegate and any other designated accompanying persons should be present to welcome their guests ideally at the airport, but at the very latest at their hotel.

On the day after the match, transfers must be organised for all these groups from their hotels to their departure points. The liaison officers concerned must ensure that all runs smoothly and, whenever possible, they should say goodbye to their guests in person.

3.2 Match Organisation

3.2.1 Official meetings

For each match, the following official meetings take place during matchweek:

NA meeting

Participants discuss all organisational matters. UEFA and all host association stakeholders must be present or represented.

TV meeting (MD-1)

Participants establish all EQ broadcaster requirements, production plans and procedures, and confirm access rights.

Safety and Security meeting (if applicable)

- Chaired by the FIFA safety and security officer or the FIFA match commissioner.
- Participants discuss all matters related to the overall security concept and in particular, travel, ticketing, access controls, segregation, the command and control model and risk assessment, including police and steward numbers and the fire and medical services required.
- The meeting must be attended by security staff and police representatives from both national associations, other emergency services, stadium management and any other parties involved in safety and security operations at the match.
- If any party cannot attend the meeting on-site for a particular reason, this shall be addressed to the FIFA match commissioner and the FIFA safety and security officer (if applicable) who will take a final decision about:
 - whether the meeting will be organised as a videoconference; and
 - if so, which participants may attend remotely.
- If instructed to do so by the FIFA match commissioner or FIFA safety and security officer, the home team is required to send out a videoconference invitation to the relevant parties, and to add the videoconference link to the TIME Match Preparation Form – MD organisation section.

Zone 1 tour

The Zone 1 tour takes place on MD morning at 10:00 (local time) in the presence of the main contacts of both teams, home match manager, UEFA venue operations & broadcast manager and stadium manager with the objective for the FIFA match commissioner to validate and making the two teams aware of

- Zone 1 & relevant access routes;
- Dressing room area setup, i.e. the team and referee dressing rooms, the medical and the doping control station, the delegate's room and areas reserved for media activities (e.g. tunnel cameras, flash interview areas, etc.);
- Pitchside setup, i.e. team benches, (including any additional seats behind or to the side) reserved for substitutes and team officials selected on the start list, warm-up area(s), cameras and advertising boards;

- Field of play (including field markings, goals, goal nets, goal stanchions and corner flags) and pitch condition.

The host association must ensure that

- all relevant access routes are well defined and duly indicated.
- all equipment around the playing area, and which is being used for the match, has been put in position.
- Exceptionally, the tour may take place on MD-1 if all parties are in agreement and the relevant pitch-side areas are in match setup (e.g. cameras).

Match coordination meeting

- Chaired by the FIFA match commissioner.
- Participants discuss all matters related to the match organisation in two parts:
 - Part one: final details of the match preparations (including kit colours, pitch watering, transport for the teams, referees and FIFA match commissioner, the start list and the countdown to kick-off)
 - Part two: all safety and security matters
- The home and visiting team delegations (including main contacts, security representative/s) are required to attend the meeting on-site.
 - Main contacts are required to bring the playing attire for a final inspection by the FIFA match commissioner.
- The first part of the meeting is attended by a representative of the referee team, who may connect remotely. To facilitate cooperation between the referees and the two teams, this first part of the meeting must also be attended remotely or in person by a representative of each team (i.e. bench representative) who:
 - understands and speaks English;
 - has the necessary authority to convey messages to their team (coaching staff and players) and enforce FIFA and UEFA guidelines;
 - will be present in the dressing room before the match and be the first point of contact for the referee representative or home match manager during the countdown to kick-off (e.g. to ensure the team's timely exit from the dressing room);
 - will be seated on the team bench during the match and be the first point of contact for the fourth official in case of issues in the technical area.
- All other mandatory participants such as stadium management and emergency services (including police, fire brigade and medical services) are required to attend the meeting on-site, while any other parties involved in the match organisation may join remotely.
- If any party cannot attend the meeting on-site for a particular reason and/or would like to join the meeting remotely, this shall be addressed to the FIFA match commissioner who will take a final decision as to which participants may attend remotely or not.
- The home team is required to send out a videoconference meeting invitation to all attendees, and to add the videoconference link in the TIME Match Preparation Form – Organisational Meeting section.

TV meeting (MD)

- Lead by UEFA VOBM
- Participants discuss all TV matters.
- Participants provide information regarding commentary positions and pre- and post-match TV activities.
- Includes representatives and/or commentators from all participating EQ broadcasters.
- Other issues for discussion include general broadcasting matters, such as the countdown to kick-off and EQ broadcaster production plans.

Debrief meeting

- Participants (UEFA and host association) review any issues surrounding the match.
- Participants agree on solutions to implement for the next match or in the future.

3.2.2 Official training sessions

The day before the match, pitch conditions and weather permitting, the visiting team is allowed to train for a duration of 60 minutes at the match stadium unless agreed otherwise with UEFA and the home team. At least the first 15 minutes of the official training session must be open to the media. If the home team is also holding a training session in the stadium and both teams wish to train at the same time, priority is given to the visiting team. Subject to the same conditions, referees may have a training session in the stadium the day before the match, as long as this does not interfere with the teams' training sessions and provided they do not use the goal areas.

For the visiting team and referee training sessions, the host association must ensure that:

- dressing rooms are available;
- the field of play (including field markings, goals, goal nets, goal stanchions and corner flags) and warm-up areas are setup and in good condition (as for matchday);
- all equipment around the field of play (e.g. team benches, advertising boards, etc.), and which is being used for the match, has been put in position;
- equipment such as spare goals, official match balls and cones are provided (if requested by the visiting team in advance via the TIME Match Preparation Form);
- floodlights are fully switched on (in order to simulate match conditions);
- the necessary security measures are taken;
- the minimum medical requirements (MMR) are implemented as set out in the *UEFA Medical Regulations*

The height of the grass should be the same for both the training session and the match. If deemed necessary by the referee or a UEFA match officer, the host association may be requested to cut the grass for the training session and/or the match.

The two teams should discuss and agree on any pitch watering for the visiting team's official training session at the stadium. The objective is to provide similar pitch conditions and a similar watering schedule as for the match, so the weather forecast on MD-1 and MD must be taken into account.

Any pitch watering agreement may be adapted due to the actual weather conditions at the time of the training session, and plans finalised when the visiting team arrives at the stadium.

Refreshments should be made available upon request. The two teams must agree in advance on what will be provided, and any costs involved.



If holding a training session could render the pitch unfit for play the next day or for other upcoming UEFA matches, an alternative training ground approved ad hoc by UEFA must be made available (see Alternative training ground on page 20 for specific requirements). UEFA may decide, for the purposes of protecting the pitch for the match, that one or both training sessions must be relocated to the alternative training ground. Any requests to relocate any training sessions to the alternative training ground must be approved by UEFA. In all cases, priority is given to the visiting team, so the first training session to be moved is that of the home team. Alternatively, both teams may be allowed to train at the match stadium with each limited to certain areas of the pitch, provided that these space restrictions are notified in writing to each team

If the visiting team and/or referees cannot train at the stadium the day before the match for any reason (e.g. pitch conditions), they must be permitted to visit the stadium the day before the match in order to familiarise themselves with the facilities and conditions.

If the visiting team chooses not to hold its training session at the stadium but would like to do a stadium walk-around, this must be requested in the week prior to matchweek.

3.2.3 Retractable roof

UEFA matches are to be played in open air. Where retractable roofs are available, its use may only be considered in case of exceptionally adverse weather conditions and/or safety and security concerns (e.g. drones). In case of the latter, input from the local police authorities must be obtained. In principle, the stadium's retractable roof should be in the same position for training sessions as anticipated for the match, subject to the prevailing weather conditions.

National association must inform UEFA of any constraints preventing their stadium roofs from being closed in specific conditions (e.g. strong wind or rain/snow, or when people are inside the stadium). Furthermore, should closing the roof result in seat losses or view obstructions, this must be factored into the National association's ticketing strategy. For the avoidance of doubt, this would not be considered reason enough to keep the roof open in the event that the prevailing weather conditions require the roof's closure.

National associations must inform UEFA of any proposal to have the roof closed for any MD-1 training session taking place at the stadium and/or the match.

For the match, the FIFA match commissioner in consultation with the referee and the two teams' officials shall decide whether the roof shall be open or closed. This decision must be announced at the match coordination meeting, although it may subsequently be altered by the FIFA match commissioner

at any time prior to kick-off again, in consultation with the referee and the two teams' officials if the weather conditions change. The following conditions apply:

- 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 a decision may only be taken if the weather conditions deteriorate significantly.
- If the referee does order the closure of the roof during the match, it must remain closed until half-time or for the entire match.

3.2.4 Delayed Team Arrivals

Team arrivals must be properly coordinated with the local authorities to ensure the desired stadium arrival time. All relevant timings are to be communicated and agreed at the match coordination meeting.

With this said, team arrivals until 60 minutes before kick-off shall have no impact on the kick-off time, irrespective of the team's planned arrival time e.g. if Team A plans to arrive 90 minutes before a 20:45 CET kick-off but arrives 65 minutes before kick-off due to traffic congestion, the 20:45 CET kick-off time is maintained. This is because 60 minutes (from the moment of the team arrival / bus drop-off) provides ample preparatory and warm-up time for coaches and players. It is important to stress however that in cases of extreme gravity (e.g. a team coach is hit by projectiles), further discussions and escalation to UEFA are required in order to determine the most suitable course of action.

However, in principle, the recommendation for arrivals from 60 minutes before kick-off onwards will be to delay kick-off to allow for 60 minutes of preparation time from the time of the team's arrival / bus drop-off. In such cases the amended countdown to kick-off shall be coordinated by the home match manager in close cooperation with UEFA.

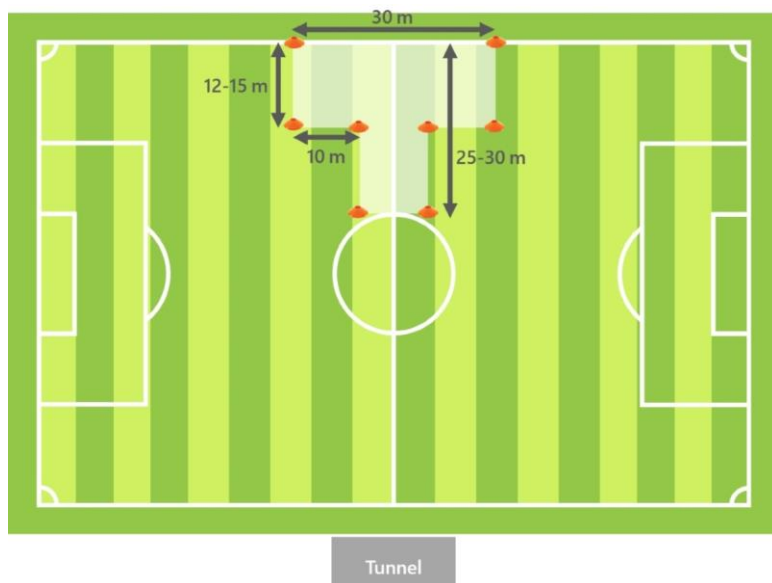
3.2.5 Warm-up and cool-down

Pre-match warm-up

The warm-up sessions prior to matches may take place as from 45 minutes before kick-off to 15 minutes before kick-off. The teams must leave the pitch at the time indicated by the home match manager in order not to delay the countdown to kick-off.

The home match manager must clarify whether each team's warm-up takes place in the half in front of that team bench or on the side closer to the stadium sectors allocated to that team's fans.

Host associations must reserve a specific area for the referees' pre-match warm-up. This area must always be set up on the opposite side from the players' tunnel and be prepared as per the measurements indicated in the diagram below. The host association should install cones to mark the referees' pre-match warm-up area and remove them after the warm-up period.



Substitutes warming up during play

See **Substitutes' warm-up areas** (on page 58) for further information.

Cool-down after the match

If the visiting team requests a cool-down after the match, it must be communicated via the TIME MPF and confirmed at the match coordination meeting. Requests are subject to the approval of the host association, and, in some cases, the relevant competent authorities, who may request further details (e.g. number of players, duration, type of exercises, etc.)

Visiting teams' requests which are in line with the following principles should not unreasonably be refused:

- Short session of light running and stretching exercises for players and subs in the squad
- No balls or other training equipment is needed for a cool down
- Any damaged areas of the pitch that are highlighted in the pitch protection map or ad-hoc are to be avoided
- The session lasts no longer than 20-25 minutes in total

Cool-down sessions may have to be cancelled at short notice in case pitch conditions are severely impacted during the match, or as a result of inclement weather, or due to safety/security reasons.

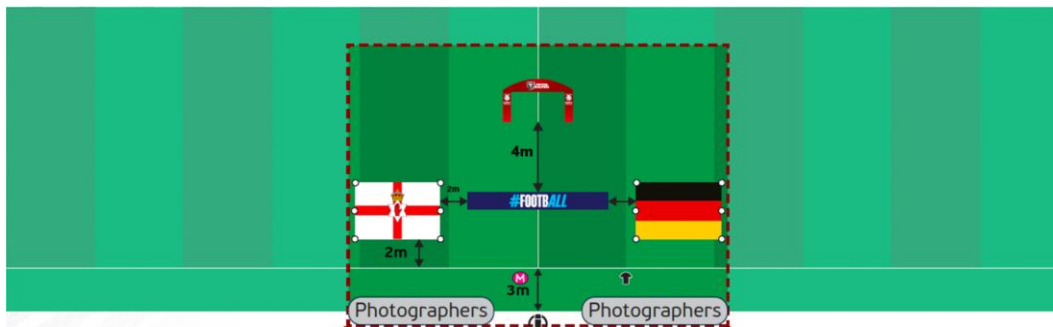
3.2.6 Pre-match ceremony and line-up activities

Ceremony items

After completion of the warm-ups, several UEFA items must be installed on the pitch for the pre-match line-up ceremony, including the #FootbALL campaign pitch banner, EQ arch, and ball plinth (if applicable). Both national team flags must also be in place ahead of players walk-on.

In cases of adverse weather conditions (i.e. strong wind), the National Association should inform UEFA of any potential impact on the pre-match ceremony (e.g. cancellation of the EQ arch due to heavy wind).

Please see below a diagram detailing the position of all elements on the pitch



UEFA item set-up and removal guidelines

Given the cultural/representation importance of the country flags, these should be handled with great care and respect when being carried, unfolded, held and/or removed.

Ideally, the country flags shall be placed in their final line-up position along with the UEFA items ahead of players walk-on (i.e. not carried onto the pitch).



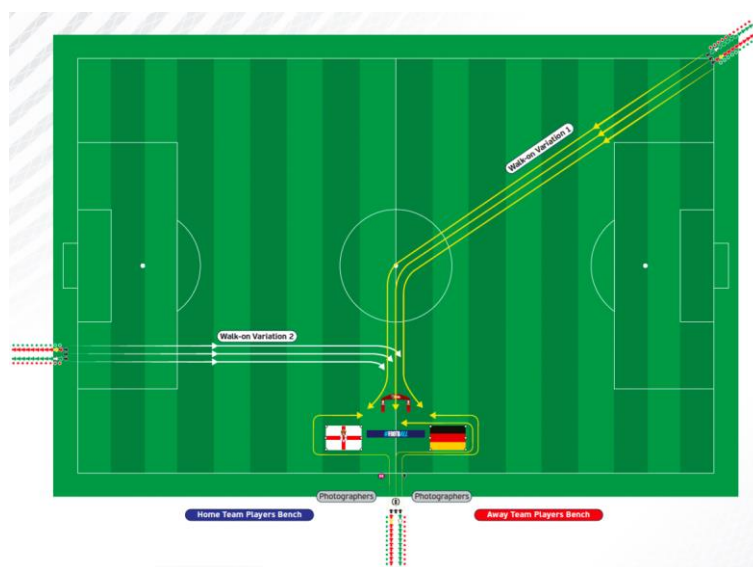
Should the host prefer to have kids carry the flags onto the pitch after the other elements have been put in position, a minimum of 6 children must be used per flag and shall sit or kneel while holding the flags in a low and flat position (not touching the ground).

The #FootbALL pitch banner is to be removed along with the pitch country flags at the end of the national anthem. All pre-match ceremony items must be carefully stored for re-use at subsequent matches.

The host association is responsible for the selection and training of the persons responsible for the timely and orderly installation and removal of all these items.

Walk-on and line-up

The moment when the two teams walk onto the pitch and line up in front of the main stand is a key moment in the countdown to kick-off. It is important that the walk-on and line-up are performed consistently across all matches and venues in order to underline the identity of the match as part of the European Qualifiers. To maintain the same look and feel across all matches, no other element can be present in the area between the EQ Arch and the near touchline. Depending on the stadium configuration, the walk-on path may vary. This must be done in the most natural way, coming from the side or from behind the European Qualifiers flag bearer.



Any specificities/variations should be discussed and agreed between both teams and UEFA before the match.

The countdown to kick-off shall be specific to each match (resulting mainly from the different lengths of the national anthems) but all must respect the following key features of the line-up ceremony implemented in the competition:

- The FIFA music marks the start of the walk-on and is played until the teams are lined up facing the honorary tribune. The FIFA music should not be faded out once the players arrive in their final line-up position
- Players must face the honorary tribune during the national anthems (i.e. not turn their backs to it) regardless of the stadium configuration.
- According to UEFA's usual practice, the order in which the teams line up is the following: the home team lines up on the left (as seen from the main stand), with the visiting team on the right. This order can be adapted with UEFA's approval if the home team has other preferences. In any case, the host association will clarify the allocation of dressing rooms and benches and the line-up sides with UEFA in advance.
- Once the national anthems have been played, the #FootbALL pitch banner is removed along with the pitch country flags. The EQ music is played to initiate the handshake procedure, with the visiting team's captain leading by approaching the match officials first, followed by the home team.
- The player escorts must leave their position on the field of play at the end of the home team's anthem (i.e. when the match ball plinth is removed).
- Once the handshakes are over, the visiting team moves back to their half, walking behind the home team, and takes position for the team photo.
- As soon as the away team has finished their handshakes, the home team players shake hands with the match officials and then move back to their own half to position themselves
- Both captains then meet in front of the referees for the exchange of pennants and the coin toss.

- The home match manager must ensure there are at least two minutes between the end of the second national anthem and kick-off in order to allow the fulfilment of broadcast obligations (e.g. tv commercials).
- Following the coin toss, while players and officials get into match position:
 - EQ arch to be removed.
 - Photographers move to their positions behind the goals accompanied by stewards
 - Home Match Manager takes position by the 4th official and gives the match manager signal to the referees and TV



Camera movements during line-up

1. One Steadicam (2 persons maximum) moves into position to cover the anthems
 2. NB. Match Officials should be briefed to line-up allowing sufficient space (i.e. 3m) for the camera operator to walk between the EQ pitch banner and the line-up. Operators may not step on the EQ banner nor on the country flags.
 3. Camera moves along the visiting team players at an appropriate pace matching their national anthem (max 90 seconds)
 4. Similar action as above, applied to home team
 5. Following the end of the national anthems, the players mascots exit the pitch and the steadicam remains on the pitch to film the handshake
- The steadicam moves into position for the coin toss, without interfering with the teams and the team photos

National anthems

The host association is responsible for the correct playing of the instrumental version of the national anthems, which can be downloaded from the TIME platform. The home match manager will check with the away match manager that the host association has the correct version of the visiting team's national anthem. The host association will decide whether the pre-recorded national anthems should be played over the stadium's public address system or if a live band will perform them on the pitch, subject to UEFA approval. In any case, the home match manager will ensure that proper rehearsals are carried out well in advance of the match and attended by everyone involved.

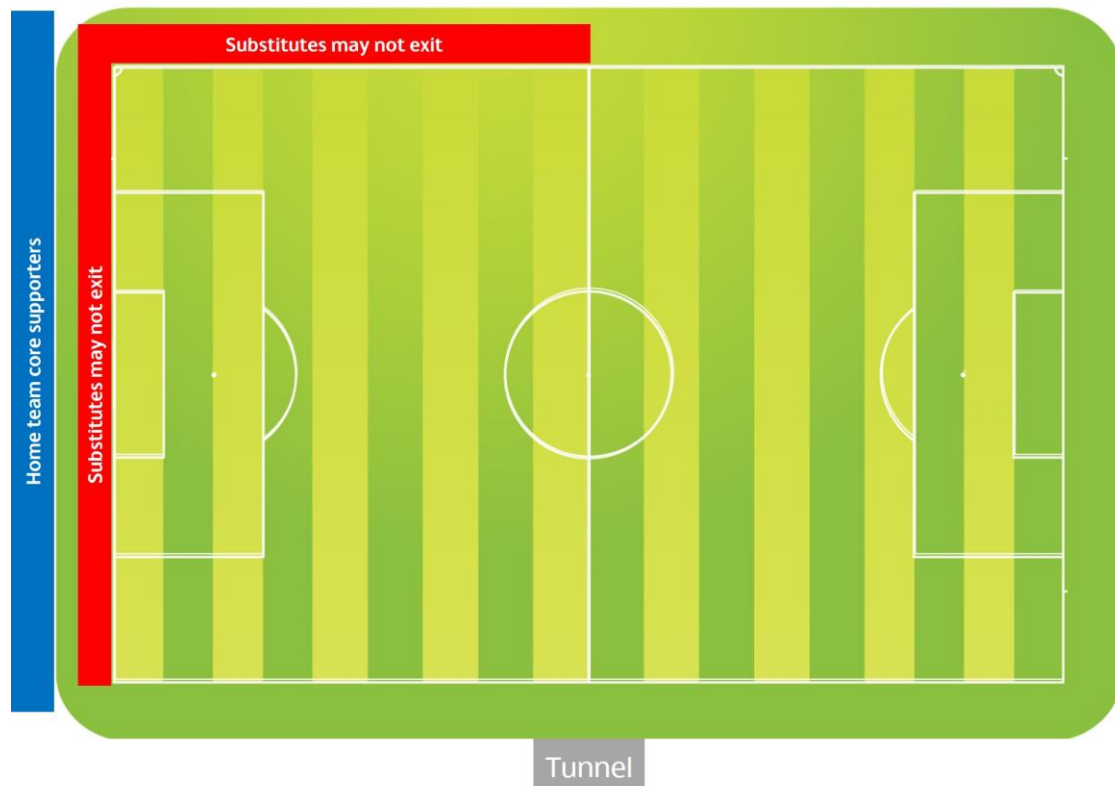
At all matches:

- the visiting team's national anthem is played first;
- the home team's national anthem is played second.

Following standard UEFA procedures aimed at ensuring equal treatment of teams, all national anthems must be between 60 and 90 seconds long.

3.2.7 Substitutes leaving the pitch

In line with the *IFAB Laws of the Game*, substitutes must leave by the nearest point on the boundary line unless the referee indicates that the player may leave directly and immediately at the halfway line or another point, e.g. for safety/security reasons. For EQ matches, the host association must inform both teams and the referees, via the match organisation map, of any specific points around the field of play that may not be used due to safety/security issues (see example below).



3.2.8 Youth programmes

UEFA does not run any youth programmes for the EQ matches and does not allow its partners to do so either. Each host association must decide if and in what form children are selected and trained for the pre-match line-up activities outlined below or for any other ceremony or activity linked with the match. The host association is not allowed to create any link between any such activities and the European Qualifiers.

Player & referee escorts

If national associations decide to use player escorts, the following principles should apply:

- 22 children (i.e. two sets of 11) accompany the players. Alternatively, each team could be assigned only one child (who walks out with the captain).
- If the host association intends to have escort children for the referees, one or three referee escort children may be used.
- The children must be between seven and nine years old (and between 1.05m and 1.35m tall) and capable of performing the task.
- The children wearing the home team attire walk out and line up with the players of the visiting team and vice versa. The two associations concerned should help one another to source attires for the

player escorts. This inversion of attires is not only better for the visual impact but also and more importantly to underline the spirit of fair play that must prevail.

- The player escorts must be adequately briefed by the home match manager or countdown manager to enter the field of play with the teams, to line up in front of the players, to stand still during the line-up and to exit the pitch immediately after the second national anthem has been played, prior to the handshakes.

Sponsor advertising on player escort attire is prohibited (unless expressly approved by UEFA) and the manufacturer identification must be in line with the *FIFA Equipment Regulations*.

3.2.9 Ball Crew

The host association may state its preference (single- or multi-ball system) and in principle this will be accepted, assuming it is a system the host association normally uses and it functions efficiently. However, the referee may take a final decision or ask for a change of system during the match if the system chosen is not functioning appropriately.

Where the ball crew is appointed, it must be comprised of a minimum of eight persons. The balls must be used as follows:

- one ball in play;
- a minimum of eight balls distributed among the ball crew (i.e. one each) placed around the pitch (if more ball persons are appointed, additional balls should be made available accordingly as each should have a ball);
- one ball with the fourth official/home match manager.

During the warm-ups, some ball persons should be positioned behind the goals. Depending on the stadium set-up, more persons may be required.

The ball crew must:

- be appropriately trained and capable of performing the task
- be coordinated by someone from the host association
- be conscious that they operate in sensitive areas, close to the players. At no time are they allowed to request autographs or souvenirs.

In terms of the ball crew's attire:

- The colour of the attire worn by the ball crew must be different from the team colours.
- Unless otherwise agreed during the match coordination meeting, the ball crew must wear the bibs of a distinctive color to be provided by the host association.

- Sponsor advertising on the attire (tracksuits or bibs) is prohibited (unless expressly approved by UEFA/FIFA) the manufacturer identification must be in line with the *FIFA Equipment Regulations* and the *UEFA Equipment Regulations*.



3.2.10 Protocol flags

For each match, the host association is requested to fly the FIFA, FIFA competition, European Qualifiers, UEFA and UEFA Respect flags (green), as well as the country flags of the two teams. The flags must be flown horizontally and in the following order:

EQ - 7 fixing points

Stadium roof						
Home team national flag	FIFA	FIFA competition	European Qualifiers	UEFA	Respect	Away team national flag

Example for 7 fixing points



Further flag specifications:

Flag	Size	Provided by
Home team	180cm x 240cm	Host association
FIFA	200 cm x 300 cm	FIFA*
FIFA competition	200 cm x 300 cm	FIFA*
European Qualifiers	180cm x 240cm	UEFA**
UEFA	180cm x 240cm	UEFA**
UEFA Respect	180cm x 240cm	UEFA**
Visiting team	180cm x 240cm	Visiting team***

* The deviation in size between the flags is acceptable and due to different FIFA and UEFA standards.

** UEFA will not re-supply flags, unless the ones provided are lost or damaged.

*** The visiting association is required to approve its flag design before the host association produces or sources it.

If only six positions are available, the UEFA Respect flag can be displayed in another suitable location within the stadium. The six protocol flags must be flown in the order illustrated below.

EQ - 6 fixing points

Stadium roof					
Home team national flag	FIFA	FIFA competition	European Qualifiers	UEFA	Away team national flag

If only five positions are available, the UEFA Respect flag and the European Qualifiers flag can be displayed in another suitable location within the stadium. The five protocol flags must be flown in the order provided below.

EQ - 5 fixing points

Stadium roof				
Home team national flag	FIFA	FIFA competition	UEFA	Away team national flag

As a rule, the flags of the home and visiting teams must always be the same size. All protocol flags must be clearly visible from the VIP seats in the stadium.

If the host association wishes to display additional flags (e.g. an association flag with logo), these may be flown from another location within the stadium. Any inclusion of additional flags in the protocol flag display must be approved by UEFA.

Flag handling

Protocol dictates a certain etiquette when handling a flag, a nation's foremost symbol.

- No flag should be in a position lower than another flag.
- No nation's flag should be smaller than that of another.
- Flags should be securely fastened so as not to fall when flown.
- When a flag visibly deteriorates, it should be replaced with a new one.

3.3 National association activities

3.3.1 Introduction and general principles

Process

Any activities organised by the national association (i.e. lightshows, activities involving pyrotechnics or similar, activities involving social sustainability campaigns or charitable organisations, distribution of leaflets or fan items, musical performances, tributes to players/coaches, etc.) or the fans (i.e. choreographies, banners, etc.) in and around the stadium, before, during and after EQ matches, must be submitted to UEFA for review.

- Note that UEFA supports activities which contribute to a positive atmosphere in the stadium and encourages, in particular, fan activities which portray a positive message in support of their team.

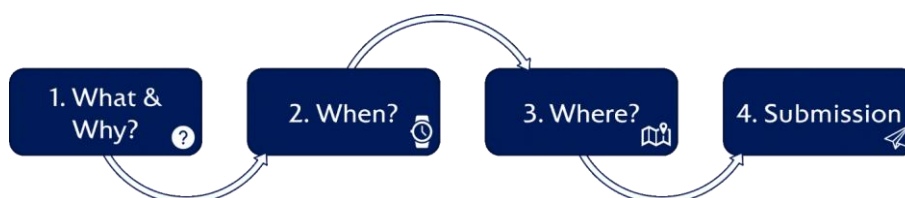
- In addition, in order to achieve a consistent look and feel across all venues and matches, UEFA implements standard procedures and branding elements which may not be impacted by team activities.

Each national association shall be responsible for obtaining health and safety approvals for any such activities as and when required by local or national law, or alternatively a confirmation of the basis on which such activities can be performed without further permission/approvals.

The following process must be considered.

1. Concept

Before submitting any activity request, national associations shall consider the following questions and the corresponding principles and guidelines specific to certain types of activity as outlined below. All questions must be answered with a "yes" before moving onto the next set of questions and only then submitting a request.



Steps	Questions
Step 1: <i>What and why?</i>	<ul style="list-style-type: none"> • Positive/supportive message with no controversial content? • Safe and without impact on teams/officials, pitch, broadcast/media and their respective operations? Commercially "clean"? With no impact on UEFA sponsors and brand elements?
Step 2 <i>When?</i>	<ul style="list-style-type: none"> • Can be incorporated into the standard countdown to kick-off, with no impact on the countdown? • Completed before the teams' walk-on and playing of the national anthems?
Step 3 <i>Where?</i>	<ul style="list-style-type: none"> • Outside the field of play (except for after the match at a time to be agreed)? • Outside any areas that may impact sporting, broadcast, sponsorship or media operations? • In a location that does not impact brand elements such as the line-up arch and banner(s) on the pitch?

National associations are considered to have endorsed any activities/messages put forward to the UEFA administration.

2. Deadline

Any activity request must be submitted by the national association via the UEFA home match manager two weeks before the match at the latest. The following supporting documents must be included:

- Confirmation that a written approval has been obtained from the relevant local authorities concerning the proposed activities and that these are considered safe for all stakeholders (i.e. spectators, teams, officials, staff, broadcasters, photographers, LED suppliers, ceremony children, etc.), with details of any measures that will be taken to ensure safety in the areas concerned;
- Alternatively, if any such activities only need to meet specific requirements that do not require any additional approval or permission by local authorities, the national association shall reference said requirements and confirm that these have been satisfied when submitting any such activity proposals for UEFA's review;
- UEFA countdown to kick-off template incorporating the proposed activities, clearly indicating the start and end of each activity, and any dismantling (if applicable);

- Map indicating the location of the proposed activities;
- Mock-up or demonstration video of the proposed activities.

3. Approval

UEFA reserves the right to refuse activities for which any of the above elements have not been provided by the deadline or that are not in line with the UEFA regulations or principles and guidelines outlined in this manual.

4. Implementation

All activities that are successfully reviewed by the UEFA administration must subsequently be:

- discussed in detail at the national association meeting;
- rehearsed in full by everyone involved (i.e. performers, coordinators and technicians); and
- presented to all stakeholders at the match coordination meeting.

Principles

General Principles

- Activities may not be of a controversial nature (e.g. incite one group of supporters against another), i.e. may not transmit provocative messages that are not fit for a sporting event, particularly provocative messages that are of a political, ideological, religious, or offensive nature.
- Activities (including their dismantling) must take into account the movement and safety of all stakeholders in the concerned area(s) before, during and after the activities.
- Activities may take place during but must not interfere with, or take place to the detriment of, the teams' sporting preparation (e.g. teams' pre-match warm-up, teams' walk on and exit from the field of play, substitutes warming up during the match or at half-time, cool-down sessions after the match, etc.).
- Activities may not interfere with the operations and activities of the host broadcaster, nor of any other official broadcaster or media.
- Activities should take into consideration circular economy principles, minimizing single use materials and considering the second life of all props used.
- Activities undertaken by 100% NAs may not involve or promote third parties (including, for example, the home team's city), nor feature any commercial messaging (e.g. a sponsor or manufacturer logo on a giant match shirt) unless explicitly agreed by UEFA.
- Activities may not interfere with the competition brand elements such as the walk-on music to accompany the players as they walk from the tunnel into the line-up position.
- Activities may not interfere with the teams' walk-on (starting with the last couple of metres on the pitch before reaching the line-up position) and line-up in general since this a key moment of the pre-match ceremony that must be kept uniform across all matches.
- Activities may not interfere with the playing of the national anthems.
- Any use of the competition's brand assets is subject to review by UEFA and compliance with the brand guidelines (e.g. if the competition trophy is represented as part of fan choreography, no fixed elements, logos or text should be placed over the trophy).
- Activities may not affect the running of the match.

Principles in terms of timing

- Activities may not interfere with or take place to the detriment of the preparation of the playing field (e.g. pitch watering).

- Activities may not impact the standard timing for the end of the warm-up window which should be as close as possible to kick-off, i.e. 15 minutes before kick-off (unless there are long distances at the venue).
- Activities may not impact the standard timing for the teams' line-up at 5 minutes before kick-off which is in line with the Multilateral Running Orders (MROs) provided by UEFA to broadcast partners to ensure consistency between matches.
- Activities must be completed prior to the playing of the national anthem.
- Activities may not affect the timely kick-off of the match.
- Activities may not take place during the match (other than activities initiated by the fans in the stands and UEFA reviewed activities linked to goal celebrations).
- Activities may take place after the match at a time to be agreed with FIFA and UEFA, taking into account all of the above principles.

Principles in terms of location

- Activities may not take place in Zone 1 (unless specifically approved by FIFA and UEFA).
- Activities may not affect the quality of the playing field or the line markings in any way.
- Activities may not interfere or be associated with the competition brand elements such as the line-up arch and banners on the pitch.

3.3.2 Social sustainability, award ceremony and recognition / tribute activities

- FIFA and UEFA may run a limited number of social sustainability campaigns, such as anti-racism on specific matchdays as well as award ceremonies and recognition / tribute activities. In particular, a 100-cap award ceremony may take place for any players who are playing their 100th national team match.
- In addition to the principles outlined above, any such activities proposed by national associations:
 - must be related to football or sports in general;
 - must be related to the match / participating teams in question and/or relevant to the date of the match;
 - must be completed in due time before the playing of the national anthems, or alternatively take place at half-time or after the match at a time to be agreed;
 - must comply with the UEFA Equipment Regulations (UEFA Equipment Regulations - https://documents.uefa.com/r/6QUjFvP3mNwqiExm2ZvB_g/root) and therefore not involve the playing attire or any special equipment (unless specifically approved by UEFA);
 - may be shown on the giant screen (subject to any mandatory items to be displayed for UEFA or its partners)
 - may be filmed by broadcasters without any obligation whatsoever for them to do so.

3.3.3 Fan activities

- In addition to the principles outlined above, any so-called fan activities proposed by national associations (unless explicitly authorised otherwise by FIFA and UEFA):
 - must be temporary in nature;
 - must be implemented by the fans in the stands (or if implemented by the national association, fans are actively involved in the execution, e.g. touching, holding up or waving a banner).
- National associations are reminded that they are considered to have endorsed any activity presented to UEFA and/or implemented by the fans.

3.3.4 Flag carriers/wavers

- In addition to the principles outlined above, any such activities proposed by national associations:
 - must be completed with the end of the national anthems during the pre-match ceremony and during the match may be activated for goal celebration purposes only
 - may be allowed pitchside in zone 2 only, unless space in this area is limited and the activity may interfere with broadcast or media operations. In case of the latter, during the pre-match ceremony only, flag wavers/carriers may operate in front of the advertising boards;



3.3.5 National association activations involving the use of pyrotechnics, jet flames, steam or smoke machines or similar

- In addition to the principles outlined above, any such activities proposed by NAs:
 - may not take place in supporter sectors of the stadium, including any area of the stadium that may have an impact on stadium safety or security;
 - may not take place in the vicinity of the technical area or teams' entrance on to the pitch;
 - must be positioned (depending on the type of activity) at an acceptable distance to and take into account the movement and safety of all stakeholders;
 - If taking place near LED boards must be positioned at 2m distance at least; for jet flames the distance is subject to the actual level of heat that the jet flames would produce (i.e. in terms of heat level per meter from the jet flames);
 - must take into account the broadcast exposure in the concerned area(s) and are therefore subject to review by UEFA and the relevant host broadcaster;
 - must not take place during or after the match (since the idea of using such elements to celebrate goals or ultimately a victory could also encourage supporters to use pyrotechnics, smoke bombs or similar in celebration); exceptionally, on particular occasions, firework displays may be implemented within the stadium perimeter (including the stadium roof) but not within the stadium bowl at a time to be agreed at the match coordination meeting (taking into account the position of the visiting team).

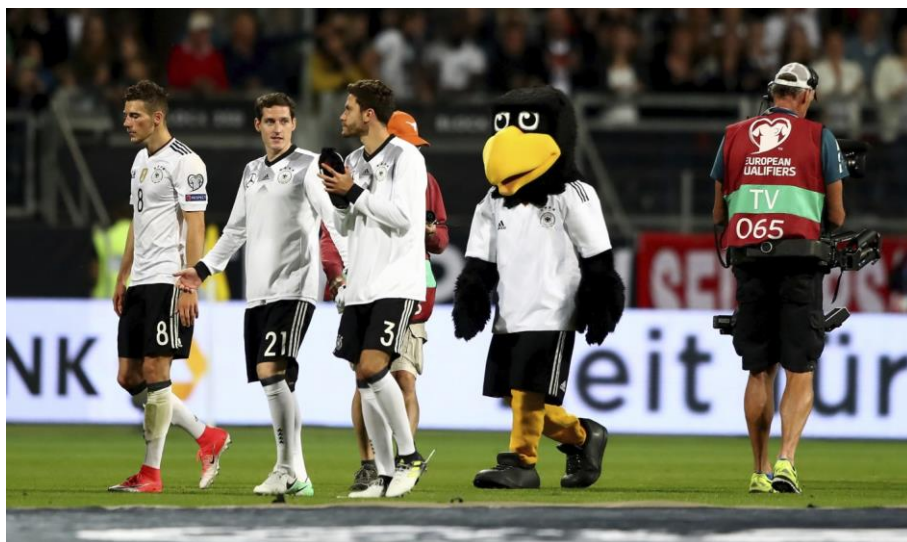
* Notabene for venues where there is not sufficient space behind the advertising boards, such activities may take place in front but must be completed prior to the teams' walk-on.

3.3.6 National association activations involving LED stadium illuminance systems and/or additional lighting

- Traditional illuminance systems with HID lamps may not be used for the purpose of any national association and/or fan entertainment activity, since such systems do not permit the instantaneous control that is required to produce a light show within a stadium environment.
- However, illuminance systems using LED luminaires generally allow for a comprehensive element of control which allow effective light shows to be designed whilst ensuring that the match illuminance conditions will not be compromised.
- Therefore, for LED stadium illuminance systems, in addition to the principles outlined above, any such activities proposed by national associations must follow the UEFA Guide for Stadium Entertainment Lighting.
- If, in addition to the floodlight system ensuring the required match illuminance, specific lights are in place or installed for the purpose of fan entertainment, any such activities proposed by national associations:
 - may take place in the pitch surroundings but must be positioned at an acceptable distance (depending on the type of activity) and take into account the movement and safety of all stakeholders
 - must take into account the broadcast exposure in the concerned area(s) and are therefore subject to review by UEFA and the relevant host broadcaster;
 - may be used during the match solely for the celebration of goals, scanning the stands only.

3.3.7 National association mascots

For the purpose of this section, a national association mascot is a person wearing a costume in the team's colours acting as the team's lucky charm.



- A mascot (i.e. the costume) may only be slightly larger than a normal person.
- The mascot should preferably wear the team's official European Qualifiers playing attire and comply with the UEFA Equipment Regulations (UEFA Equipment Regulations - https://documents.uefa.com/r/6QUjFvP3mNwqiExm2ZvB_g/root).
- Mascots must in principle remain in zone 2 at all times and may only operate in the areas agreed by UEFA.
- Mascots may be visible:
 - before the match (until ten minutes before kick-off);
 - during half-time;
 - after the match.
- Mascots may not be visible during the match.

3.3.8 National association stadium tours

Public stadium tours can be organised from MD-2 until MD+1 (inclusive), but no access must be given to broadcaster areas, signage areas (for 100% associations), or any areas where UEFA or any third party acting on behalf of UEFA is carrying out work for the preparation or organisation of the upcoming match. Such areas are defined by UEFA and the NA is notified accordingly. Any other areas can be used for stadium tours, subject to the following conditions:

- The NA is encouraged to share the tour plan with the venue team for final approval.
- Stadium tours are under the full responsibility of the NA, and the NA must hold UEFA harmless for any claims relating directly or indirectly to such stadium tours.
- Any person taking part in a stadium tour releases UEFA from any responsibility in relation to such a tour.
- In addition to stadium tours, should the NA want to organise private tours they must respect and comply with the privacy of the visiting team and match officials (the away team dressing room, in particular, is off-limits while any away team staff or equipment is on-site).

3.3.9 National association use of general stadium facilities

Scoreboards, giant screens and fan TV



Stadiums with giant screens are encouraged to use the EQ branding as provided in the EQ brand assets portal in FAME and the *European Qualifiers Brand Guidelines*.

National associations must ensure that any scoreboards, giant screens and the internal stadium TV channel are fully available to display match information such as team line-ups, scores (including from other matches), goal scorers, yellow and red cards, substitutions, stadium attendance, time played and the minimum additional time decided by the referee. Clocks must be stopped at 45 minutes and 90 minutes of play.

National associations must allocate one minute of exposure before the match or during the half-time break for UEFA promotions on giant screens and the internal stadium TV channel (and the public address system). This exposure will be used for any UEFA-endorsed campaigns organised throughout the cycle.

- The first pre-match window must start 15 minutes before kick-off.
- The half-time window must start no later than two minutes after the referee has ended the first half and before any NA adverts.

National associations are obliged to assist with the set-up and implementation of these promotions.

In addition to the above, host associations should adhere to the following principles:

- If the EQ logo and other brand elements are used, it should be without creating any third-party association with the European Qualifiers.
- During the match, the scoreboards and giant screens may only be used for replays, delayed footage and simultaneous transmissions of the match being played in the stadium, provided that the national association has obtained all the necessary third-party permissions to transmit such footage, including (without limitation) permission from the UEFA/FIFA match officer and any relevant local authorities.
- If a national association wishes to show live footage of the match on their giant screens in the stadium, then the principle that must be followed is that only positive actions or images of the match should be shown, while any controversial actions or incidents must not be replayed.
- Replays and delayed footage may only be shown when the ball is out of play and/or during the half-time interval.
- Replays and delayed footage may not feature the following:

- Images that may have an impact on the playing of the match
- Controversial action (such as offside situations, fouls or other unfair play), which could encourage or incite any form of crowd disorder
- Any public disorder, civil disobedience or commercial and/or offensive material in the crowd or on the pitch
- Any footage which may be deemed to criticise, undermine or damage the reputation, standing or authority of any player, match official and/or other party at the stadium
- No match footage of VAR incidents may be shown on giant screens.
- National associations wishing to show live footage, replays or delayed footage of the match on the giant screens must do so in line with the *UEFA Giant Screen Guidelines*. However, in order to avoid misunderstandings, each national association is fully responsible for ensuring that replays and/or live transmissions shown on their giant screens are in line with the regulations and do not feature any of the prohibited content listed above.
- Subject to UEFA approval, national associations are permitted to show goal celebration clips on the giant screens (in the same way that they are permitted to play goal jingles on the public address system) as long as they are not specifically linked to any commercial entity, national association or player. Such clips must be celebratory in nature and must not in any way make reference to fans of the visiting team.
- It is up to national associations to decide whether or not to show the results of other matches during the match. Any of the following are possible, and for decisive matches, the home match manager should inform the away match manager of the chosen option prior to matchweek:
 - Show the scores of all matches
 - Show only the score of the other matches in the same group
 - Show the scores of all other matches except the other match in their group
 - Show no scores
- Cabling from the HB van to the giant screen control room must be organised and paid for by the host association.
- Live match footage and replays may be broadcast on internal stadium TV channels.

Fan TV

National associations may deliver live pre-match and half-time productions, including interviews and presentations, to be broadcast on stadium giant screens or internal stadium TV channels, but the production company must work to the same guidelines and is subject to the same approval process as any EQ broadcaster, and the latter retains priority.

- No activities are allowed on the pitch.
- Fan TV promotions (magic camera, games, etc.) are only allowed until the players walk out of the tunnel.
- Fan TV production companies should attend the TV meetings scheduled during matchweek.
- It is forbidden for cameras working for fan TV operations to film during the match.

Public address (PA) system

The announcements made by the stadium speaker must be in line with the agreed countdown to kick-off procedure. The home match manager or countdown manager will organise the necessary briefings for all parties involved.

The host association must arrange for messages to be read out in the language of the visiting team.

Speakers may operate from pitchside in the period before the match but must never interfere or interact with the players and coaches. The speakers may introduce the match and entertain the spectators, always using language that is correct and fair towards all those attending the match, especially the visiting team and its supporters.

In line with the provisions of Article 43 of the UEFA Safety and Security regulations, announcements over the public address system must be of a strictly neutral character. The public address system must not be used:

- for the dissemination of political messages;
- to support the home team;
- for any form of discrimination against the visiting team.

The PA system may not be used for commercial messages, with the exception of EQ partners' competitions and promotions.

National associations may only play NA-specific songs before the players emerge from the tunnel, at half-time or after the match. UEFA will play the official EQ walk-on music to accompany the players as they walk from the tunnel into the line-up position and will play the EQ anthem to accompany the line-up ceremony. If a moment of silence is organised, music may be played if this is the usual procedure in the venue or country, provided that such music is not commercial and the respective rights are cleared by the national association.

During the match, the PA system may only be used for announcements requested by the referee or local security authorities and for announcements related to the match (i.e. goalscorers, substitutions, VAR process, attendance and the minimum additional time decided by the referee).

The scores of other matches on matchnight must not be announced over the PA system while the match is being played (although they may be displayed on scoreboards, giant screens and the internal stadium TV channel). Such announcements must be restricted to the half-time break and the end of the match.

A non-commercial jingle lasting no longer than 15 seconds may be played when a goal is scored. The music/jingle must be approved by UEFA. No jingle may be played during the match for goals scored in other matches.

The volume of the PA system must be fixed to a level that does not disturb the activities of EQ broadcasters.

National associations must arrange for personnel to operate the PA system at the times requested by UEFA, including rehearsals on the days prior to the match.

The national associations are responsible for obtaining any necessary clearances for the playing of incidental music over the PA system in a broadcast and fixed media environment.

Hospitality area with view into the players' tunnel

If stadium hospitality areas have a view into the players' tunnel, the following points apply:

- This hospitality area must have one-way glass so the tunnel can be seen from inside the hospitality area, but the players in the tunnel cannot see the guests.
- The visiting team must always be informed of this hospitality and reminded to inform their players that guests in the hospitality area can see (and potentially film) players, but that the players will not be able to see the guests.
- Post-match flash positions must not be visible from the hospitality area or other areas accessible to guests.
- Guests must not have any access to pitchside positions before, during or after the match.
- The view from the hospitality area must not include any private corridors leading to either team's dressing rooms.
- Guests' access to the hospitality area must be separated from the players' access to the pitch, so that guests cannot stop outside the hospitality area and see players going into or coming off the pitch.

3.3.10 National association media rights

While EQ media rights will be marketed on an exclusive basis by UEFA, certain rights may be exploited by the national associations. The *Media Rights* as set out in the Annex D of the 2022/28 *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches* describe the framework agreed between UEFA and the national associations under which national associations may exploit media rights to their EQ matches.

This section provides a non-exhaustive summary of these guidelines with a lower degree of detail. In order to ensure they are fully compliant, national associations should consult the full guidelines, and in case of any discrepancy between the guidelines and this summary, the guidelines will prevail. For any questions related to media rights, national associations should contact NA.mediarights@uefa.ch.

Production rights

For their own matches, national associations may request the following production facilities/opportunities, subject to availability, safety and security restrictions at the relevant stadium, compliance with notification deadlines/conditions and guidelines from UEFA and UEFA, and the payment of any technical costs:

- Access to their team's official training session beyond the 15-minute section, which is open to the general media
- Pitchview studio
- Pitchside presentation position
- Behind-goal ENG filming position during the match
- Behind-goal Social Media filming position during the match
- Commentary position
- Flash interview position
- Access to the mixed zone
- Access to the press conference

If availability or access is limited, priority must always be given to EQ broadcasters. Once EQ broadcasters' requests have been fulfilled, priority must be given to the national associations followed by non-rights holders.

National associations' production activities should not interfere with the operations of UEFA or EQ broadcasters and must comply with UEFA's guidelines and regulations.

Production rights not envisaged in this section are not, in principle, available to national associations. On-site decisions regarding these issues are made by UEFA and UEFA at their sole discretion.

Central marketing

Central marketing is essential for solidarity and for the branding of the European Qualifiers. Accordingly, the core audiovisual EQ media rights are exclusively centrally marketed by UEFA and national associations are not entitled to create a programme and/or product that competes with any national team football programme and/or product centrally marketed by UEFA.

When exploiting delayed audiovisual media rights, it is essential for national associations to respect the embargoes and conditions outlined in the commercial regulations (and summarised below for illustration purposes only) to ensure that the EQ broadcasters can maximise the benefit of their exclusivity. Furthermore, the rights exploited by a national association, including the programmes/products, may not feature content from matches in which that national association is not involved.

National associations should contact their UEFA venue operations and broadcast manager in the first instance or email NA.MediaRights@uefa.ch with any queries regarding their media rights.

Platform neutrality

In recognition of the convergence of technologies with which audiovisual content may be distributed, UEFA has adopted a platform-neutral approach. This means that a EQ broadcaster that has acquired the audiovisual rights to the European Qualifiers may broadcast the footage on television, the internet and mobile devices.

Audio

Besides audiovisual rights, UEFA may also grant audio-only rights (e.g. radio rights) for EQ matches as part of its broadcast agreements. National associations will be informed of the broadcasters to which UEFA has granted such rights. These broadcasters must be provided with appropriate technical facilities and a commentary position free of charge if requested – national associations may not charge these broadcasters any rights fee.

In addition, national associations are entitled to non-exclusively exploit and license live and delayed audio rights (including internet audio rights) to their home matches. Further details are set out in Annex D of the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches*.

Sharing of footage

Any content produced by national associations should be shared with UEFA and UEFA on request (as per UEFA's instructions) prior to exploitation by the national association.

IP assignment

The intellectual property rights to all footage produced by national associations around their matches must be assigned to UEFA in perpetuity, and all UEFA brand elements must remain the exclusive intellectual property of UEFA. Further details are set out in Annex D of the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches*.

Access to the signal

Upon request and subject to conditions, national associations may access the raw feed of matches in which they participate from the OB van or via satellite. For more details regarding on-site access, national associations are invited to contact their UEFA venue team.

Satellite access is provided through Eurovision Services. National associations are responsible for arranging the necessary equipment to receive satellite feeds of their matches (either inhouse or via a third-party supplier) and for registering with Eurovision Services. For more details on the technical set-up needed and registration process with Eurovision Services, national associations should send an email to uefa-competitions@eurovision.net (copying na.mediarights@uefa.ch). Once set up and registered, national associations can book the available match feeds of their matches only, subject to the payment of the associated technical costs, via UEFA's booking system. Alternatively, national associations can enter arrangements with the EQ broadcaster in their territory (who are under no obligation to provide this service).

National associations should not modify or add graphics to the raw feed for the purposes of their exploitation save for the inclusion of their normal association identification logo but not disrupting any graphic or other information included in the raw feed.

Anti-piracy

National associations are responsible for protecting their broadcasts against piracy and for ensuring a high-level encryption of all related technical transmissions.

Sponsorship




Programming may carry sponsorship from a third party but not in such a way that creates a direct or indirect association with the European Qualifiers.

Platform definitions

Platform	Description	Examples
NA-branded content services	Official NA platforms	<ul style="list-style-type: none"> NA TV channel NA radio station NA website NA mobile app
	Third-party digital services	<ul style="list-style-type: none"> NA X account NA Facebook page NA YouTube channel
NA media partners	A third party with whom the NA contracts to exploit a NA-dedicated programme, fixed media or audio rights	<ul style="list-style-type: none"> TV channel Radio station

Embargoes summary

In recognition of the convergence of technologies over which audiovisual content may be distributed, a platform-neutral approach has been implemented by UEFA. In addition, media rights available to national associations are characterised using a time-window approach with the availability of rights during different time windows being dependent on both the type of content and the platform of exploitation. If the kick-off time of any of the matches changes, then the relevant embargo periods must be adapted accordingly, unless instructed otherwise by UEFA.

Footage embargo summary

Platform / embargo*	KO - 15:00	KO	Later of: Midnight CET or Midnight in country of exploitation	Midnight CET of the day following the relevant match	Midnight CET Friday of relevant international match week	In perpetuity (subject to the then current Media Rights Guidelines)
Owned official NA platforms (NA owned and controlled services/platforms e.g. app, website, TV channel)	Open media activities (e.g. open training sessions, press conferences, mixed zone) only Length/duration: unlimited					
	Pre-match in stadium (e.g. pitch presentation, 1-on-1 interview, team arrival) if requested and approved Length/duration: unlimited			Match action footage Length/duration: +3:00 minutes per match	Match action footage Length/duration: unlimited	
Third-party digital services (e.g. NA isolated and operated channels on social media platforms)				Non-match action footage Length/duration: unlimited		
NA media partner platforms/fixed media				Match action footage Length/duration: +1:20 seconds total		
				Non-match action footage Length/duration: unlimited		
						All footage Length/duration: - unlimited for Fixed Media - max 30% of Match/Competition related content (footage and editorial) per Programme for NA media partner

*Please refer to Annex C of the Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches 2022-28 for further information or send an email to na.media@uefa.ch.

Third-party digital service requirements

Each national association acknowledges and agrees that the right to make relevant content available on any third-party digital service is subject to compliance with any conditions imposed by UEFA including the following.

Condition	Description
Approval	Subject to UEFA approval (and any additional conditions) via NA.mediarights@uefa.ch.
Individual arrangements	National associations must endeavour to negotiate an individual arrangement with each third-party digital service provider which is consistent with the <i>Media Rights</i> as set out in the Annex D of the 2022/28 <i>Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches</i> .
Rights assignment	No rights are assigned to the end user to reproduce the content.
IP rights	No IP rights are transferred to the platform (other than the minimum required for technical carriage).
Branding	The dominant branding of the page must be of the national association (rather than the platform), and no association may be created between the platform and UEFA or the competition.
Embedding	Any content exploited may not be embeddable to other sites.
Take down	National associations must have the ability to immediately take down the content upon request by UEFA.
Liability	National associations must remain fully liable to UEFA and UEFA in respect of any liability which flows from the availability of any content.

National associations also acknowledge and agree that UEFA may at any time (at its sole discretion) notify the national associations that they are no longer permitted to make certain relevant content available on a specific third-party digital service.

UEFA actively monitors third party digital services and may take down content that has been posted without UEFA's consent. It is the responsibility of the national association to inform UEFA of any platform on which it intends to exploit its rights, providing all relevant details in a timely manner by email to NA.mediarights@uefa.ch.

3.3.11 Filming and video analysis

National associations may ask to conduct filming or video analysis and to record tracking data of their home and away matches (and training sessions) for tactical, coaching or medical purposes, i.e. for analysis by coaching or medical staff.

National associations must inform UEFA through TIME of the intended use of such filming or video analysis by the Wednesday prior to matchweek and approval may be granted in one of four forms:

- National associations may film matches and training sessions with their own camera systems. For this purpose, subject to the availability of the space required for each match, UEFA will reserve a suitable position (e.g. commentary position) for each home and visiting team. Such installations must not impact broadcast operations and may therefore be subject to UEFA's approval.
- National associations may request a video feed (main camera or multi-feed) to the team benches, to the flash interview area or to the commentary positions area or another analyst position, subject to the availability of the space required for each match and the host broadcaster being able to provide such a service. The host broadcaster may charge up to €300 per feed per position as well as other fees should national associations ask for a partially equipped commentary position. If it is able to provide the requested feeds, the host broadcaster will provide the BNC cables and it is the teams' responsibility to provide any connectors required to connect the cable to their chosen device, e.g. laptop, tablet, etc.
- National associations may ask to use installed tracking systems, i.e. a league-installed tracking system. This is subject to the approval of the owner of the tracking system, as well as the permission of the host association if this is the request of the visiting team. Permission from the system owner must be sought via the host association in case of a visiting team request.

- National associations may ask to install their own tracking systems for matches. Such an arrangement must be agreed in advance between the national associations and it is subject to available space. Installations must not impact on broadcast operations or UEFA's own chosen tracking supplier system and therefore are also subject to UEFA's approval. If pitch access is required for calibration, this is subject to the approval of the home team (and also UEFA in case of concerns regarding the pitch condition). National associations that wish to use a third-party tracking supplier are responsible for coordinating with the home match manager and VOBM on the supplier's behalf e.g. accreditations, etc. Any camera or equipment setup should be completed by MD-1 at the latest.

Notabene: teams may not use drone cameras during official MD-1 training sessions.

3.3.12 Use of technical devices in the pitchside competition area

In order to enforce the *IFAB Laws of the Game*, notably the provisions related to use of electronic communication, the following guidelines apply:

- The use of electronic or communication equipment by team officials is permitted where it directly relates to player welfare or safety or for tactical/coaching reasons.
- Only small, mobile, handheld equipment (e.g. microphone, headphone/earpiece, mobile/smartphone, tablet or laptop) may be used. The size is described as "handheld" to ensure the devices do not take up too much space within the technical area and can be looked after at all times by individuals in that area.
- If the devices (e.g. electronic, communication, antennas) are fixed to anything (including receiving devices such as antennas), even temporarily, e.g. to a tripod, these are installed at the national association's own risk. The national association's staff in the technical area must ensure that such items do not become a danger to any players and officials by blocking passageways or becoming a physical hazard.



In addition, when it comes to pitchside tracking devices/receivers, the following rules apply:

- Receiving devices only (i.e. no camera filming)
- Any antenna installations (including any cabling) outside the technical area are subject to approval by the host/authorities/FIFA officials with regards to:
 - safety and security;

- access and matchday operations;
- obstructions to spectators' view;
- sporting operations;
- TV and media operations;
- etc.

3.3.13 Public screening

Simultaneous transmissions on giant viewing screens outside the stadium are only allowed with the authorisation of:

- UEFA and UEFA;
- the EQ broadcaster in the territory of the screening, as identified by UEFA;
- the relevant public authorities.

In order to hold a public screening, a national association must obtain an appropriate licence from UEFA at least five working days prior to the screening. If a national association is aware of any other public screening, it should inform UEFA and UEFA immediately.

3.4 Disciplinary Matters

This section aims to clarify the operational implementation of key disciplinary provisions which teams may encounter during the season. For the avoidance of doubt, teams are always advised to consult the latest version of the FIFA Disciplinary Code as a first step or alternatively to contact FIFA's Disciplinary unit.

3.4.1 Disciplinary provisions affecting players, managers/coaches and other team officials

Sent-off players, managers/coaches and other team officials

The following provisions apply to players, managers/coaches and other team officials who are sent off by a referee:

1. A player who has been sent off
 - a) shall stay in the team dressing room or the doping control room, accompanied by a chaperone, until the names of the players selected for the doping test are communicated. The player may be allowed to sit in the stands, provided their integrity and security are safeguarded, they are not picked for doping control and are no longer wearing their football equipment.
 - b) is not entitled to attend the post-match press conference or any other media activity held in the stadium
2. A team manager/coach or other team official who is sent off
 - a) may be allowed to sit in the stands, but not in the immediate vicinity of the field of play, provided their security and integrity are safeguarded;
 - b) shall not enter the dressing room, tunnel or technical area, or communicate with or contact any person involved in the match – in particular, players or technical staff – by any means whatsoever prior to or during the match
 - c) is not entitled to attend the post-match press conference or any other media activity held in the stadium.

Suspended players, managers/coaches and other team officials

The following provisions apply to players, managers/coaches and other team officials who are suspended for the match in question:

1. A suspended player
 - a) may be allowed to sit in the stands, but not in the immediate vicinity of the field of play, provided their security and integrity are safeguarded;
 - b) shall not enter the dressing room, tunnel or technical area, before or during the match, attend the warm-up, or sit on the team bench. After the final whistle, a suspended player may join their team in the dressing room;
 - c) is not entitled to attend any media activity held in the stadium
2. A suspended team manager/coach or other team official
 - a) may be allowed to sit in the stands, but not in the immediate vicinity of the field of play, provided their security and integrity are safeguarded;
 - b) shall not enter the dressing room, tunnel or technical area, or communicate with or contact any person involved in the match – in particular, players or technical staff – by any means whatsoever prior to or during the match
 - c) is not entitled to attend any media activity held in the stadium

Each member association must include at least one medical doctor (two are recommended) in its delegation for every match. If one doctor is suspended or sent-off, the other will assume full responsibility

[For any other questions related to disciplinary matters, please liaise with FIFA.](#)

3.5 Safety and security

NAs are responsible for all the safety and security aspects of match organisation. In the weeks prior to the match, both teams must provide all the required information in the TIME Match Preparation Form, with special attention to the 'Security and Supporter Information' sector.

This section highlights some key issues for consideration from both a regulatory and a good practice perspective. For fuller regulatory guidance, refer to the FIFA Stadium Safety and Security Regulations.

3.5.1 Key regulatory provisions

- The number of travelling stewards should be proportionate to the number of travelling supporters. Two travelling stewards must be provided for each 500 supporters up to a total of 1,000. A further four travelling stewards must be provided for each additional thousand or part of one thousand travelling supporters. Supporter liaison officers can be included in the total number of travelling stewards.
- The host association must take measures to ensure that all public passageways, corridors, stairs, doors, gates and emergency exit routes are kept free of any obstructions which could impede the free flow of spectators.
- Tickets must provide holders with all the information they may need, i.e. the name of the competition, the names of the participating teams, the name of the stadium, the date and kick-off time and a clear seat location (sector, row and seat number).
- The stadium must have a control room that provides a good overview of the stadium and is equipped with communication facilities (it is good practice to have a single control room where all key decision-makers are located). The public announcement, closed-circuit television (CCTV), electronic ticket control and scoreboard/giant screen systems should ideally be operated from the control room.

- The stadium must be equipped, both inside and outside, with a permanent CCTV system and images should be retained for at least 28 days.
- The most sophisticated anti-counterfeiting measures must be incorporated into match tickets. All police, security forces and stewards on duty in and around the stadium must be familiar with these measures in order to facilitate the rapid identification of counterfeit tickets.
- The NA's safety and security officer must have immediate access to the real-time analysis of data and crowd flows and spectator attendance from the access control (entry counting) system.
- The host association must seek the cooperation of the local police to ensure the safety of the visiting team and officials at their hotel during their entire stay at the match venue and when travelling to and from training and the match.

3.5.2 Staff and vehicles around the pitch

Only staff who are strictly required to stay pitchside to fulfil their duties are allowed to remain around the pitch when the match is about to start and during play. All other staff must take their seats in the stands or move to rooms from where they can attend to their duties when needed. The host association must also give particular attention to the players' tunnel and ensure that this area is cleared as soon as the match starts.

The same applies to vehicles: no vehicle should be given access to move around the pitch shortly before or during the match, unless there is an emergency. The same principle applies to vehicles that are parked pitchside. Whenever possible, emergency vehicles should always be parked discreetly (hidden by stadium walls) and should not be in permanent view of spectators in the stadium or on TV.

3.5.3 Good practice

In addition to the regulatory issues highlighted above, the current security context across Europe places a responsibility on national associations to take into account recognised good practices in terms of safety, security and service. The following list is not exhaustive but illustrates the issues which national associations are advised to consider:

- The command, control and communication infrastructure for stadium safety, security and service should be clearly defined, showing who is in overall charge (e.g. police or NA security). If it is the national association, are there arrangements in place to transfer responsibility if necessary? It is desirable that all key decision-makers be located together in a single control room if possible.
- Match-specific threat and risk assessments should be carried out to identify particular safety and security concerns and allocate appropriate resources to manage them.
- There should be multi-agency emergency and contingency response plans in place for major incidents affecting the match and its key safety, security and service operations.
- There should be tried and tested emergency evacuation plans in place.
- There should be a fire safety plan and a medical plan in place, including the number of staff and amount of equipment required/available.
- Consideration should be given to the overall crowd management and access control procedures and whether additional measures such as an outer perimeter body search are going to be implemented. National associations should communicate with supporters and encourage them to arrive early.
- In ensuring the overall safety and security of the stadium, particular attention should be paid to the most vulnerable points, including the stadium roof. A sufficient number of stewards must be deployed to cover these points even if this is not part of the normal procedure or necessitates additional staff.
- All safety and security personnel should be trained and briefed to a recognised standard.
- Safety and security staff must also understand the accreditation system. Adherence to the accreditation system is critical and everyone in the match event organisation has a role to play, not just the safety and security personnel. If someone is not wearing accreditation, it should be reported

immediately. It is better to raise a false alarm than not to mention something that turns out to be serious.

There should be special and effective procedures for preventing or mitigating the risk of the following incidents:

- Pitch incursion – good pitchside protection plan and the deployment of special intervention teams (runners with football shoes)
 - Use of pyrotechnics – thorough access control and body search as well as clear instructions on how to react if pyrotechnics are used in the stands or thrown onto the pitch level
- Ticketless fans/tourists – clear and controlled ticket allocation and only to known and trusted ticket purchasers as well as effective procedures to tackle ticketless fans travelling to the away fixture. Visiting national association must provide information on the number of people believed to be traveling as tourists or without tickets.

3.6 Accreditation and access

3.6.1 Accreditation and zoning system

The host association is responsible for the security concept for all its home matches. UEFA has established a well-known and standardised colour-coded zoning system that provides access to certain areas of the stadium. This zoning system must be integrated in the overall security concept and enable UEFA accreditation holders to access the relevant areas. A UEFA zoning card alone does not give access to the stadium itself (unless expressly agreed by the host association), except to specific areas such as the broadcast compound or UEFA offices on non-matchdays, as agreed by the host association and UEFA.

National association accreditation system

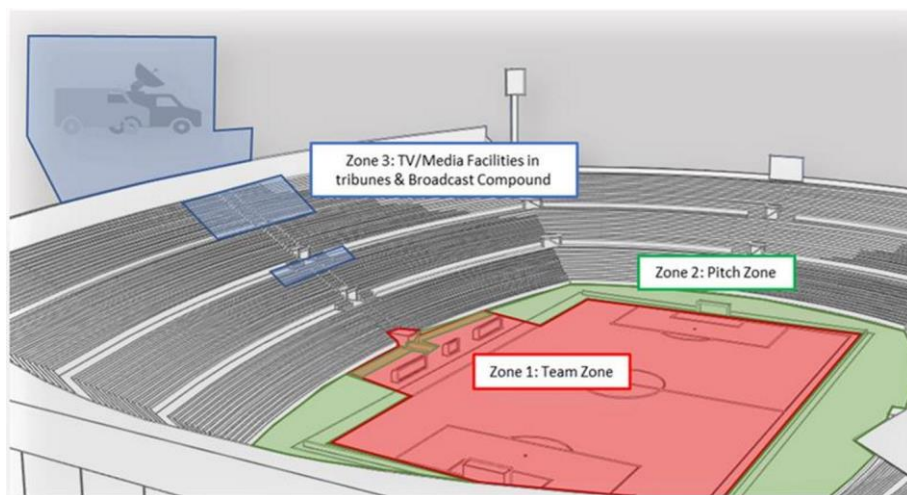
The host association is responsible for granting access to everyone required to enter the stadium. It must therefore determine how each person who is required to work can enter the stadium, using either UEFA's or the host association's accreditation system. It is up to the host association to ensure smooth access to the stadium for all EQ partners. UEFA can provide specific information needed in advance to create NA accreditation devices; however it is the host association's responsibility to ensure this information is integrated into the relevant systems and suitably processed without creating any delays.

In particular and when applicable the host association must ensure that the following groups are covered by the defined system:

- Stadium staff (the UEFA zoning system applies for access to the pitch and/or the competition area)
- Stewards
- Visiting team staff who need access to areas other than those covered by the UEFA zoning system (e.g. visiting NA stewards or security staff located in the visiting sector)
- Representatives of the press
- Photographers (accreditations provided by the host association, bibs by UEFA)
- Audio reporters
- Non-rights-holding broadcasters

UEFA zoning system

The UEFA zoning card is the only device that gives access to the three main stadium zones defined hereunder. All persons requiring access to these areas, including team staff, will have to request a UEFA zoning card. The UEFA zoning card must also be used to access to all broadcaster-specific areas (broadcast compound, commentary positions etc.).



The exact timing of the activation of the UEFA zoning system shall be agreed between the host association and the UEFA venue team. When it comes to the activation of Zone 1 (team zone) in particular, the following principles apply:

- On MD-1:
 - All indoor and outdoor Zone 1 areas shall be activated when players/match officials arrive at the stadium.
- On MD:
 - All indoor Zone 1 areas (i.e. dressing room areas, player tunnel, etc.) shall be activated in the early afternoon at a time to be agreed with the UEFA venue team.
 - All outdoor Zone 1 areas (i.e. pitch, team benches including any additional seats behind or to the side - reserved for subs and team officials selected on the start list etc.) shall be activated when players/match officials arrive at the stadium.

Zoning cards will be produced by UEFA for all its representatives, UEFA partners, service personnel and the participating teams. The UEFA venue operations and broadcast manager (VOBM) will distribute them to all persons requiring access to those areas, including NA staff. In addition, zoning posters and other relevant zoning devices (bibs, etc.) will be provided by UEFA.

The following principles apply in relation to the operation of the UEFA zoning system:





- All zoning cards include a match-specific code.
- A zoning card (even without a ticket) allows the holder to access the areas specified on that card. It does not give access to the stadium by default.
- Zoning cards do not allow access to a seat in the stadium, except for commentators or members of a team delegation sitting in certain pre-defined areas (i.e. seats in the stands reserved for appropriately accredited team delegation staff that is not listed on the start list, e.g. additional technical staff, unlisted/suspended players, etc.).
- All zoning cards are non-transferable and must be worn visibly at all times.




It is the responsibility of the host association to clarify the procedure and facilitate the entrance into the stadium of all persons accredited through the UEFA zoning system and ensure unhindered access to the relevant areas within the stadium. During the official stadium site visits, the UEFA venue operations and broadcast manager will work together with the home match manager to establish the UEFA organisational areas, identify the access routes and implement the zoning concept accordingly.

3.6.2 UEFA accreditation devices

Zoning cards



Zones

Zones	Card type
<p>Zone 1 – Team areas</p> <ul style="list-style-type: none"> • Pitch • Substitute warm-up areas • Dressing room areas (teams and referees) • Doping control station • Medical room • UEFA Delegate's room • Players' tunnel • Team benches • Seats : <ul style="list-style-type: none"> • team benches including any additional seats behind or to the side - reserved for subs and team officials selected on the start list • seats in the stands reserved for appropriately accredited team delegation staff 	 
<p>Zone 2 – Pitch surroundings</p> <ul style="list-style-type: none"> • The area between the pitch perimeter advertising boards and the stands • The pitch, provided the players/referees are not at the stadium and the outdoor Zone 1 areas have not been activated 	 

Zones	Card type
<p>Zone 3 – Broadcast and media areas</p> <ul style="list-style-type: none"> • Commentary positions • Media tribune • Media and photographer working areas • Camera positions in the stadium stands 	  

Target groups

Card type	Target groups
	<ul style="list-style-type: none"> • FIFA and UEFA officials • UEFA venue staff • Home team staff (to be agreed) • Visiting team staff (maximum 20)
	<ul style="list-style-type: none"> • Home team players and technical/coaching staff (maximum 45) • Visiting team players and technical/coaching staff (maximum 45) • Referee team

Card type	Target groups
	<ul style="list-style-type: none"> • EQ broadcast partner staff • Home team staff • UEFA service staff
	<ul style="list-style-type: none"> • EQ broadcast partner staff • UEFA service staff • NA service staff

Bibs

Various types of bibs will be produced by UEFA, each to be worn by a specific group. All bibs must be returned to the host association after each match.

Visiting fan support bibs



For stewards accompanying visiting supporters

Pitch bibs



For groundskeepers and any additional suppliers working on and around the pitch

HB/TV bibs



HB = Host broadcaster bibs (with the appropriate UEFA zoning card)

TV = All EQ broadcast partner camera operators, ENG crews and broadcast technicians working in the pitch surroundings during the match (with the appropriate UEFA zoning card). This also applies to official NA platform staff who should also wear the appropriate bib card.

Photographer bibs



For all (including NA) photographers.

Each bib must be accompanied by the appropriate UEFA bib card (Official NA Platform). The host association accreditation may also be required.

Doping control bibs

No doping control bibs are provided by UEFA, so host associations have to produce neutral, numbered bibs that include wording ('Doping Control'), as shown in the example below.



Supplementary access devices (SAD)

Additional zoning stickers may be distributed to EQ broadcasters on a venue-by-venue basis to provide access to sensitive areas (e.g. players' tunnel, flash interview area and commentary positions).

FIFA doping control officer ID

Stewards at the main stadium gates must be informed that persons who identify themselves as doping control officers (DCOs) and who show the FIFA doping control officer photo ID are to be granted free access to the stadium without delay.



3.6.3 Implementation of UEFA and national association accreditation systems

The teams must use the TIME Match preparation form to request the following UEFA zoning cards:

- Home team:
 - Gold zoning card for players and technical/coaching staff

- Red zoning card for home team staff needing competition area access
- Green zoning card for home and visiting team staff needing pitch access
- Blue zoning card for home and visiting team staff needing access to broadcast or media areas
- Visiting team:
 - Gold zoning card for players and technical/coaching staff
 - Red zoning card for visiting team staff needing competition area access

In principle, visiting teams should not request green or blue zoning cards from UEFA. Visiting team staff needing access to the pitch should be included in the visiting team's red zoning card request list (limited to 20 requests) or, if additional staff have working roles that require pitch access, the request should be made to the host association, in order to avoid visiting team staff operating in areas the host association is not aware of. The host association can then make additional zoning card requests to UEFA to cover these visiting team staff.

Requests for visiting team staff who need to access other areas of the stadium covered by the host association's security concept (e.g. stewards operating in the visiting sector) should also be made through the host association (see table in Production and distribution overview (on page 164)).

UEFA, in coordination with the host association, will fully inform all parties about the access rights applicable to their zoning cards within the stadium complex. It is the responsibility of the host association to ensure that persons accredited through the UEFA zoning system obtain unhindered access to the relevant areas within the stadium.

3.6.4 Production and distribution overview

The following table summarises the responsibilities for producing, distributing and retrieving (after the match) zoning and access devices for the different target groups attending EQ matches:

	Produced by	Distributed by	Retrieved by
UEFA zoning cards	UEFA	UEFA	-
Host association accreditation cards	Host association	Host association	Host association
Non-rights holder accreditations	Host association	Host association	Host association
Audio reporter/written press/other media accreditations	Host association	Host association	Host association
Steward bibs	Host association	Host association	Host association
HB/TV bibs	UEFA	UEFA	UEFA
Photographer bibs	UEFA	Host association	Host association
Ball kids and pre-match ceremony bibs	UEFA	Host association	Host association
Doping control bibs	Host association	Host association	Host association

The host association is also responsible for providing special accreditation devices for the press conference and/or the mixed zone if necessary.

3.6.5 Media access rights and accreditation procedures

EQ broadcasters

Zoning cards for EQ broadcasters will be centrally managed by UEFA, and a list of accredited personnel must be provided to the host association in advance of the match, if requested.

Only EQ broadcasters may access matches for the purpose of recording within the stadium. Any EQ broadcaster requests received by national associations must be forwarded to UEFA.

The host association must provide one entrance for accredited EQ broadcasters to access the stadium with their cameras. Only accredited EQ broadcasters may be allowed access. All non-rights-holding broadcasters must be guided to a specially designated room where they must deposit their cameras (see Camera storage for broadcasters (on page 111)).

Non-rights-holding broadcasters

All broadcasters other than EQ broadcasters are categorised as non-rights-holding broadcasters (whether they broadcast the footage on TV, the internet and/or mobile devices).

Access rights

All non-rights-holding broadcasters' ENG cameras must be deposited in a designated safe storage room upon entry to the stadium and can only be collected after the final whistle for use in the press conference and the mixed zone. The host association is responsible for managing this facility.

Non-rights-holding broadcasters may not:

- conduct any activities (e.g. filming) within the stadium bowl or broadcast and media areas at any time, with the exception of:
 - MD-1 official training sessions for as long as they are open to the media (min. 15 minutes)
 - MD-1 press conferences
 - post-match press conferences
 - post-match mixed zone activities
- access any part of the stadium on matchday (with the exception of the dedicated media working area, the press conference room, the mixed zone, and the media tribune during the match, if a seat is provided by the host association).

Accreditation process

The host association manages all media and non-rights-holding broadcaster accreditation and access processes and procedures.

Accreditation application deadlines need to be agreed between both national associations and ideally be published on their websites.

All non-rights-holding broadcasters' accreditation requests must be sent in advance to the host association's press officer.

The host association may grant desk or observer seats, space permitting.

Official NA platforms

Official NA platforms are classed as non-rights-holding broadcasters, but are entitled to certain additional benefits as described in the *Official NA platforms*.

Non-affiliated audio reporters, written press representatives and photographers

Access rights

- Audio reporters, representatives of press and photographers must not enter the competition area or flash interview area at any time.
- Audio reporters and press may cover training sessions from the media tribune (when open to the media), as well as the official press conferences and the mixed zone.
- Photographers may cover training sessions from pitchside (when open to the media) and, if authorised by UEFA, attend the pre- and post-match press conferences.
- Prior to the match, photographers are permitted to gather on the appropriate touchline for the line-up ceremony and team photos.
- During the match, photographers may work from positions behind the advertising boards along both goal lines, with the exception of the areas reserved for EQ broadcaster cameras. If space and safety considerations allow, they are also permitted to work from behind the advertising boards along the touchline opposite the team benches.
- Photographers may only change ends at half-time or in the case of extra time and in case a match is decided by penalty kicks.
- Photographers must never disturb broadcast operations.

Media accreditation process

- All requests for media accreditation from non-affiliated audio reporters, press, websites and photographers must be handled by the host association's press officer, in cooperation with the visiting team's press officer.
- The host association is responsible for the production and distribution of all accreditation passes for non-affiliated audio reporters, press and photographers in accordance with the print material guidelines, as well as for organising the appropriate technical support and seating.
- The host association is also responsible for providing special accreditation devices for the press conference and mixed zone if necessary.
- UEFA is responsible for producing photographer bibs, and the host association is responsible for assigning sufficient personnel to distribute them prior to the match and retrieve them before photographers leave the stadium (during or after the match).
- Upon request, national associations must provide UEFA with an accreditation list for information or approval, as appropriate.
- The visiting team's press officer must provide the host association with a full list of media accreditation requests prior to the match.
- The host association's press officer must provide the UEFA venue media manager (VMM) with a full media attendance list for the match by MD+2.

3.7 Medical requirements

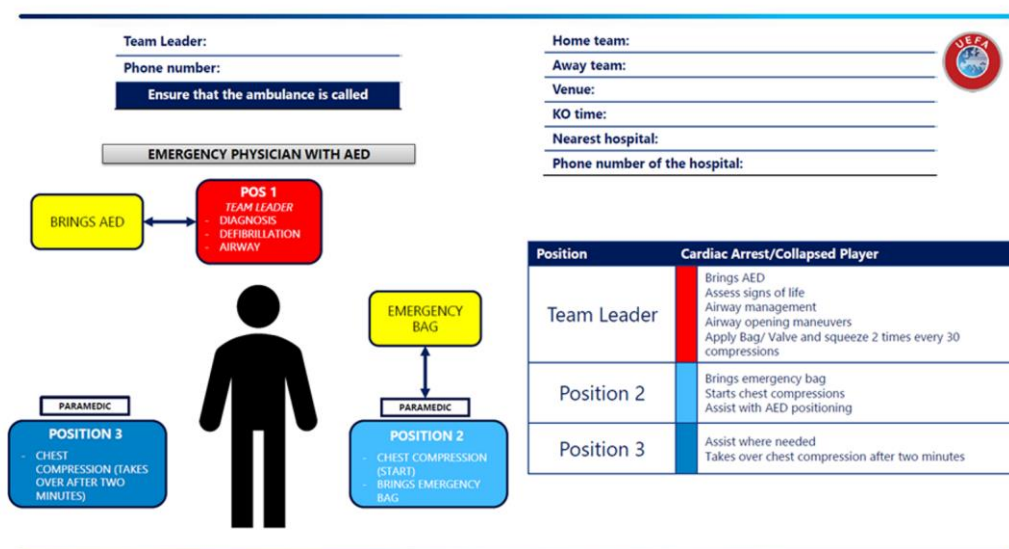
In addition to the pre-match information set out in the *UEFA Medical Regulations* that must be provided to the visiting team at least two weeks before the match, the host association must make sure that the minimum medical requirements (MMR) as defined in these medical regulations are implemented on MD-1 and matchday. The FIFA match commissioner will inspect the medical arrangements at the stadium together with the stadium medical coordinator and the host association on MD-1 (before any team training session) and again on MD (before the match).



Of the other requirements set out in the *UEFA Medical Regulations*, these are the main points to be considered:

- A qualified pitchside emergency doctor who is trained to provide ALS treatment as well as to recognise and manage life-threatening conditions, a fully equipped ALS ambulance staffed by at least one paramedic and a driver, and a stretcher team with a spinal board and at least two carriers must be present at pitchside throughout the MD-1 training sessions, the pre-match warm-ups and the match.
- Both team doctors must bring their own emergency medical bag, including a defibrillator
- The host association must ensure there is a medical doctor present with the pitchside emergency equipment, even if the teams are not training at the match stadium/hall or not at the same time.
- A full range of emergency medical equipment must be present at pitchside during the MD-1 training sessions (i.e. teams and referees), the pre-match warm-ups and the match. These include but are not limited to the following:
 - An automated external defibrillator (AED)
 - A spinal board
 - A bag valve mask
 - A fully equipped emergency medical bag with breathing, airway and circulation equipment, and emergency medication as detailed in the *UEFA Medical Regulations*
- If the ambulance has been used to evacuate a player, it must be replaced as quickly as possible
- The items in an ambulance cannot be used at pitchside or medical room. There must be a set of medical equipment in each location. (i.e. ambulance, pitchside, medical room)
- All medical kit items/medication must be tested and fully functioning (i.e. batteries, oxygen tank) and have valid expiry dates.
- Good communication is needed between all medical personnel

- Everyone (pitchside doctor, stadium doctor, ambulance paramedics, stretcher crew, team doctors) should know what happens in case of medical incident and who does what
- Home team should make visiting team aware of any national medical particularities
- It is important that the role of each Team Doctor and Pitchside Emergency Doctor during the match is established. This is why UEFA has created the Pitch Side Emergency Briefing in order to be as reactive as possible in cases of extreme emergencies and sudden cardiac arrest. The form can be downloaded from the Medical section in TIME Documents.



In order to support the Medical team at the stadium, UEFA developed a specific briefing that can be used to brief the Pitch side Emergency staff. This briefing is available on the Medical section in TIME Documents (i.e. a PowerPoint presentation).

3.7.1 Concussion Charter

The president/CEO, head coach and team doctor of every team that qualifies for a UEFA competition must sign and implement the UEFA Concussion Charter (Annex C of the UEFA medical regulations).

- In the event of suspected concussion, the following procedure will apply:
 - The referee will stop the game to allow the injured player to be assessed by the team doctor. Players should remain calm during the situation and not interfere with the assessment.
 - The assessment should in principle not take more than three minutes, unless a serious incident requires the player to be treated on the field of play or immobilised on the field for immediate transfer to hospital.
 - If the assessment cannot be made after the three minutes and/or a suspicion for a concussion arises, the player should not be allowed to continue playing.
 - A player suffering a head injury that requires assessment for potential concussion will only be allowed to continue playing on specific confirmation by the team doctor to the referee. Coaches, referees, and players are not allowed to interfere in the assessment and decision of the doctor.
- The decision remains entirely with the team doctor.

3.7.2 Cooling and drinks breaks

Cooling/drinks breaks may be implemented if high temperatures are expected. In such cases,

- the FIFA match commissioner will take the temperature using ideally a digital wet bulb globe temperature (WBGT) thermometer or in exceptional circumstances a similar device, such as a normal thermometer, at head-height at least one metre inside the pitch.

- This measurement should be taken at the end of the teams' warm-up.
- If the temperature exceeds 32°C WBGT / 35°C cooling breaks will be implemented by the FIFA match commissioner and/or the referee, at approximately 25 minutes into each half of the match (i.e. around 25th minute and 70th minute respectively) lasting between 90 to 180 seconds, as per Law 7 of the *IFAB Laws of the Game*.

Any other drinks breaks when the temperature is below those thresholds remain at the discretion of the referee but may not last longer than one minute.

For any such breaks the following procedure applies:

- The ball must be out of play for the break to commence.
- The referee will signal the start of the break (informing both teams, assistant referees and the fourth officials bench).
- All players will go to their respective bench / technical area. For cooling breaks, the following elements should be put in place:
- Crushed ice and fresh wet towels should be made available for the teams and referees.
- If in direct sunshine and possible, shading should be provided for the team benches (e.g. UVA and UVB protective umbrellas, sunshades, etc.).
- The stadium clock will continue to run.
- The referee will signal the conclusion of the break and the match will restart.
- The duration of the break will be added to stoppage time.

3.8 Player registration

Each association must provide the FIFA administration with a provisional list of prospective players no later than 30 days before MD1. The list of players is not binding and can be updated at any time until the day before the match in question. The UEFA administration will provide you with further details regarding the registration of the list.

A list of 23 players (three of which must be goalkeepers) must be submitted in TIME by 23:59 CET the day before each match, after which it will be published.

On matchday, the start list will be automatically generated from the list of 23 players in TIME.

3.9 Equipment items

3.9.1 Attire and special equipment

All equipment items used in connection with EQ matches (including any activities in the stadium on MD-1, the official training sessions and media activities, and from arrival at until departure from the stadium on matchday) must comply with the *FIFA Equipment Regulations*. Below is a summary of the key aspects of these regulations applicable to the European Qualifiers. Refer to the *FIFA Equipment Regulations* for further details, including definitions of all terms used below.

Playing attire

Playing shirt	
Sponsor advertising	• No

Playing shirt	
Manufacturer identification (MI)	<ul style="list-style-type: none"> • One MI on chest (maximum 20cm²) • One or more 'design marks' on a band/strip maximum 8cm wide on each sleeve (but leaving a free zone 12cm long)
Quality seal and technology label	<ul style="list-style-type: none"> • A seal of quality may appear once on the front or back of the right or left side of the shirt. However, it may not exceed 10cm². The top edge of the seal of quality must not be positioned more than 15cm above the bottom edge of the shirt. • A second smaller seal of quality, not exceeding 5cm², is allowed once on the shirt anywhere other than the collar zone, chest or sleeves. • A technology label of up to 10cm² may be positioned with the top edge no higher than 15cm above the bottom edge of the shirt.
Team identification	<ul style="list-style-type: none"> • Team emblem: once on the front of the shirt at chest height (maximum 100cm²). • Team/country name: <ul style="list-style-type: none"> ▪ once on the front of the shirt (maximum 12cm² and any lettering must not exceed 2cm height). If no emblem used, size maximum 100cm² and any lettering must not exceed 5cm height. • National flag/symbol: <ul style="list-style-type: none"> ▪ once on the front of the shirt at chest height (national flag: maximum 25cm²; symbol: maximum 100cm²); and ▪ national flag only, once on each sleeve, maximum 25cm² per sleeve and positioned outside the 'sleeve free zone'. • The team may incorporate one of its types of identification (emblem, mascot, symbol, team name or team nickname) or parts thereof, using one of the following technical solutions (size and position free): <ol style="list-style-type: none"> a) jacquard weave; b) tonal print; c) embossing; or d) any other technical solution subject to prior written approval of the UEFA administration.
Collar zone	<ul style="list-style-type: none"> • One team identification (official symbol, national flag, team name, country name, official nickname, foundation year) with each item maximum 20cm² and any lettering not exceeding 2cm in height

Playing shorts	
Sponsor advertising	<ul style="list-style-type: none"> • No
Manufacturer identification (MI)	<ul style="list-style-type: none"> • One MI in any position on either leg (maximum 20cm²). • One or more 'design marks' on a band/strip maximum 8cm wide on the bottom edge or outer seam.

Playing shorts	
Quality seal and technology label	<ul style="list-style-type: none"> • A seal of quality may appear once on the front or back of the right or left side of the shorts (maximum 10cm² and positioned not more than 15cm above the bottom of the hem of the shorts). • A second smaller seal of quality, not exceeding 5cm², is allowed once on the shorts in any position. • A technology label (maximum 5cm²) may be positioned with the top edge no higher than 5cm above the hem of the shorts or not lower than 5cm below the top of the shorts.
Team identification	<ul style="list-style-type: none"> • Team emblem: once on the front of the left or right leg (maximum 50cm²). • Team/country name: positioned anywhere on the shorts (maximum 12cm² and any lettering must not exceed 2cm height). • National flag/symbol: once on the front of the shorts (symbol: maximum 50cm², flag: maximum 25cm²). • The team may incorporate one of its types of identification (emblem, mascot, symbol, team name or team nickname) or parts thereof, using one of the following technical solutions (size and position free): <ul style="list-style-type: none"> a) jacquard weave; b) tonal print; c) embossing; or d) any other technical solution subject to prior written approval of the UEFA administration.

Playing socks	
Sponsor advertising	<ul style="list-style-type: none"> • No
Manufacturer identification (MI)	<ul style="list-style-type: none"> • Up to two different MI used once each (maximum 10 cm² each) between ankle and top edge of each sock. • In addition, one MI is allowed (maximum 20cm²) on the foot part of each sock (beneath the ankle, not visible when the boots are worn over the sock). • One or more 'design marks' on band of maximum 5 cm width across top edge of each sock.
Quality seal and technology label	<ul style="list-style-type: none"> • No
Team identification	<ul style="list-style-type: none"> • Team emblem: once in any position on each sock (maximum 50cm²). • Team/country name: once on each sock (maximum 12 cm² and any lettering must not exceed 2cm height). • National flag/symbol: once on each sock (maximum 25cm²).

Special equipment used on the field of play

Undershirt (worn under playing shirt)	
Sponsor advertising	<ul style="list-style-type: none"> • No
Manufacturer identification (MI)	<ul style="list-style-type: none"> • Up to two MIs, one on the front and one on the back (maximum 20cm² each), but not within the collar zone

Undershirt (worn under playing shirt)	
Quality seal and technology label	<ul style="list-style-type: none"> • Same as playing shirt
Team identification	<ul style="list-style-type: none"> • Same as playing shirt
Colour	<ul style="list-style-type: none"> • Long-sleeved undershirts must be the same colour as the main colour of the shirt's sleeve.
Undershorts/trousers	
Sponsor advertising	<ul style="list-style-type: none"> • No
Manufacturer identification (MI)	<ul style="list-style-type: none"> • One MI either on the right or the left leg (maximum 20cm²)
Quality seal and technology label	<ul style="list-style-type: none"> • Same as playing shorts
Team identification	<ul style="list-style-type: none"> • Same as playing shorts
Colour	<ul style="list-style-type: none"> • Undershorts must be the same colour as the main colour of the shorts or the lowest part of the shorts.
Undersocks/ankle guards	
Sponsor advertising	<ul style="list-style-type: none"> • No
Manufacturer identification (MI)	<ul style="list-style-type: none"> • MI may be used but total visible number and/or size of such identifications including those visible on the playing sock may not exceed those normally permitted on a playing sock.
Quality seal and technology label	<ul style="list-style-type: none"> • No
Team identification	<ul style="list-style-type: none"> • Team identification may be used but total visible number and/or size of such identifications including those visible on the playing sock may not exceed those normally permitted on a playing sock.
Colour	<ul style="list-style-type: none"> • If visible, same colour as the corresponding part of the playing sock
Tape and strapping	
Sponsor advertising	<ul style="list-style-type: none"> • No
Manufacturer identification (MI)	<ul style="list-style-type: none"> • No
Quality seal and technology label	<ul style="list-style-type: none"> • No
Team identification	<ul style="list-style-type: none"> • No
Colour	<ul style="list-style-type: none"> • If visible, same colour as the corresponding part of the playing attire it is applied to
Outfield player gloves and wristbands	
Sponsor advertising	<ul style="list-style-type: none"> • No

Outfield player gloves and wristbands	
Manufacturer identification (MI)	<ul style="list-style-type: none"> One MI in any position (maximum 20cm²) on each glove
Quality seal and technology label	<ul style="list-style-type: none"> Same as goalkeeper gloves
Team identification	<ul style="list-style-type: none"> One team identification in any position (maximum 12cm²) on each glove
Goalkeeper gloves	
Goalkeeper's name	<ul style="list-style-type: none"> The name of the goalkeeper may be written in upper or lower case, or a combination of the two, on either or both glove(s), in lettering no more than 2cm high.
Sponsor advertising	<ul style="list-style-type: none"> No
Manufacturer identification (MI)	<ul style="list-style-type: none"> One MI in any position on each glove (maximum 20cm²)
Quality seal and technology label	<ul style="list-style-type: none"> One quality seal and/or technology label (maximum 10cm²) on each glove. Alternatively, two quality seals on each glove maximum 5cm² each. One additional quality seal, technology label or MI is also permitted in any position on each goalkeeper glove. Whichever is used, it must not exceed 5cm²
Team identification	<ul style="list-style-type: none"> One team identification not exceeding 20cm² in any position on each glove
Headgear	
Sponsor advertising	<ul style="list-style-type: none"> No
Manufacturer identification (MI)	<ul style="list-style-type: none"> One MI in any position (maximum 20cm²)
Quality seal and technology label	<ul style="list-style-type: none"> No
Team identification	<ul style="list-style-type: none"> One team identification: <ul style="list-style-type: none"> emblem (maximum 50cm²); symbol (maximum 50cm²); team name (maximum 12cm²); national flag (maximum 25cm²); or country name (maximum 12cm²) in any position.
Captain's armband (the word 'captain', or an abbreviation thereof is permitted)	
Sponsor advertising	<ul style="list-style-type: none"> No
Manufacturer identification (MI)	<ul style="list-style-type: none"> No
Quality seal and technology label	<ul style="list-style-type: none"> No
Team identification	<ul style="list-style-type: none"> National flag only (maximum 50cm²)

Medical equipment (e.g. headguard or facemask)	
Sponsor advertising	<ul style="list-style-type: none"> No
Manufacturer identification (MI)	<ul style="list-style-type: none"> No
Quality seal and technology label	<ul style="list-style-type: none"> No
Team identification	<ul style="list-style-type: none"> No
Colour	<ul style="list-style-type: none"> Single colour

Captains must wear an armband that complies with article 13.8 of the FIFA Equipment Regulations (ed. 2025)

- must be of a colour or colours so as to ensure a clear contrast with the sleeve on which it is worn;
- may not be incorporated into but rather must be separate from the shirt itself;
- must not include any manufacturer identifiers, sponsor advertising or decorative elements;
- may display the word "captain" (or an abbreviation or translation thereof) in a legible font and with lettering no higher than 5cm;
- must not display any political, religious, commercial or personal slogans, messages, statements or images of any kind in any language or form.



Shirt sleeve badges



The following three types of badges will be used for the European Qualifiers:

EQ competition badge (on the left arm)



UEFA Respect badge (on the left arm, below the EQ badge)



FIFA competition badge (on the right arm)



Each participating association will receive 70 EQ badges, 70 UEFA Respect badges and 70 FIFA competition badges per match. The UEFA administration will send out the UEFA badges in January 2024.

For additional UEFA badges orders, please contact the supplier Sporting ID(l.hunt@sporting-id.com, +353(0)214779718), with NAMatchOps@uefa.ch in copy.

For additional FIFA badges orders, please contact qualifiers@fifa.org, with NAMatchOps@uefa.ch in copy.

Players' badges – instructions for use

Method:	Press or iron	If hand-ironed, press down firmly with the tip of the iron. Leave to cool and wait 48 hours before first wash.
Temperature:	170°C	
Pressure:	2 – 2.5 bar	
Time:	25 seconds	

The team captain must wear a captain armband that complies with art. 13.8 of the FIFA Equipment Regulations ed. 2025 (see also explanations provided in chapter 3.9.1 of this manual). UEFA's Respect armbands are not used for this competition.

Additional information regarding playing attire and team colours

- Shirt numbers must be between 1 and 23.
- The playing attire (shirt sleeves) must include the badges provided by UEFA/FIFA.

The UEFA administration will be in contact with the national associations to agree on the choice of playing attire colours and bibs in good time before each match; once the playing attire colour agreement has been finalised, only the referee may ask for a change.

Non-playing attire

Sponsor advertising is allowed on tops and bottoms (jackets, rainwear, coats, sweatshirts, training shirts, tracksuit trousers, training shorts, etc.) with no restrictions in terms of size, position or frequency. However, the use of sponsor advertising is subject to restrictions or bans imposed by the domestic legislation of the host country.

In addition, the following guidelines need to be considered.

- Manufacturer identification must be in line with the *FIFA Equipment Regulations*.
- All players may wear such attire during the pre-match warm-up and to cool down on the field of play after the match.
- Substitutes and team officials may wear such attire on the bench during the match.
- Commercial activities are allowed until the teams are ready to kick off, meaning teams are allowed to enter the field of play and to line up wearing national team tracksuit tops with sponsor advertising.
- During the match, the prohibition of commercial activities strictly applies. This includes team doctors who intervene on the field of play during the match, who may not display any sponsor advertising.

Warm-up bibs

UEFA will provide each association with an appropriate number of warm-up bibs in four different colours. Associations are requested to use these bibs when warming up before and during matches. Exceptions in this regard have been expressly granted to selected national association in their marketing agreements with UEFA.



The away team is required to travel to the match with their own set of warm up bibs received from UEFA. The colour to be used by each team (out of the four colours available) will be included in the playing attire colour agreement and confirmed at the match coordination meeting (when the location of the warm-up area during the match and the maximum number of substitutes allowed to warm up simultaneously is also agreed).

If deemed necessary due to colour clashes, the referee or the FIFA match commissioner may order the substitutes to wear the warm-up bibs over their shirts or tracksuit tops also when sitting on the bench.

Ball children, player escorts and flag carrier attires

Sponsor advertising is prohibited on attire used by ball children, player escorts and flag bearers (unless expressly approved by UEFA/FIFA).

3.9.2 Official match balls and other equipment items

Official match balls

UEFA has appointed adidas as the EQ official match ball supplier for the European Qualifiers. Under this agreement, adidas will supply EQ official match balls of the highest standard to all competing teams. If the national association has opted into the centralised official match ball agreement with UEFA, the EQ official match balls must be used for all matches, as well as for all official training sessions.

Ball supply and distribution procedures

Balls will be supplied to the national associations directly by the official match ball supplier, and receipt of the balls must be acknowledged and communicated to UEFA.

For the 2024–26 season, each national association concerned will receive the following quantities of balls:

Delivery	Number of balls
January 2025	Centralised national associations will receive 150 EQ official match balls + 24 EQ severe weather match balls Non-centralised national associations will receive 30 EQ official match balls (for training purposes)

Non-centralised national associations need to keep in mind that it is an obligation to also provide severe weather match balls (fluorescent) at the referee's request in the event of adverse weather conditions.

In all cases, the host association is responsible for providing match balls for the visiting team's training sessions.

Other equipment items

Bench material such as sports bags, drinks bottles, drinks-bottle holders, ice boxes, drinks coolers, towels, etc. may contain sponsor and manufacturer branding but must be kept off the field of play during the match.

Substitution boards

The host association must provide two electronic, two-sided substitution boards, one for each team. The team staff must prepare the board for each substitution and pass it (together with the duly completed substitution sheet) to the fourth official to display. The fourth official will ask for one of the team boards to display the additional time at the end of each half.

For each match, the EQ and UEFA.com stickers must be displayed on both substitution boards (for substitution boards with only one space on each side, only EQ artwork must be used). No other

commercial branding may appear on the boards (exceptions in this regard have been expressly granted to selected national associations in their marketing agreements with UEFA). The stickers must be positioned on both the front and the back side, above or below the display area.

3.9.3 Memorabilia

UEFA memorabilia collection and UEFA Foundation for Children memorabilia

In recent years, the UEFA administration has actively been trying to enhance the legacy and tradition of its competitions. Its objective is to research, build up and exhibit the finest collection of European football memorabilia and artefacts in relation to all UEFA competitions. Furthermore, the UEFA Foundation for Children is very active in the humanitarian field, using the power of football to help children that need it most. The foundation supports many projects in the fields of health, education, access to sport, personal development and integration of minorities in accordance with the United Nations Convention on the Rights of the Child. The UEFA Foundation for Children uses team memorabilia for auctions to generate funds with which to support projects in favour of disadvantaged children around the world.



Furthermore, if a player scores an outstanding goal or makes another notable contribution during the campaign, UEFA may approach their NA with a specific request to provide an additional item, e.g. signed shirt or ball.



3.10 Marketing materials

3.10.1 European Qualifiers marketing and print materials

Logos

The competition logo



For the duration of the EQ cycle, national associations are encouraged to use the EQ logo and name for their own non-commercial promotional purposes and for the non-commercial promotion of EQ matches. Permitted forms of the EQ logo and name for usage by the teams in this context are defined in the *European Qualifiers Brand Guidelines* provided to all national associations. The brand guidelines are also available online via the EQ brand support centre. All use of the EQ logo is subject to prior approval by UEFA.

National association logos

NA logos will also be used by UEFA in conjunction with the EQ logo mark for the promotion of EQ matches. NA logos may be used in various places in this regard, including the following:

- On-screen graphics
- Official UEFA print materials
- EQ broadcaster studio programmes
- Promotional items

UEFA will not use NA logos for commercial purposes without the NA's prior consent.

Approval procedure for print material

For any EQ-branded material, the *European Qualifiers Brand Guidelines* must be respected (including exclusion area around the logo, text or imagery not placed on top of the EQ design and colour of artwork not altered in any way).

All EQ logos and other design elements must be used exactly as shown in the brand guidelines. Colour references are also provided and artwork is to be reproduced only in the official colours shown.

The final layout of tickets (front and back) and other official print materials that use the EQ brand, including (ticket) vouchers, must be submitted to UEFA (Brand@uefa.ch) for approval before printing. Any national association failing to do this may have to reprint and distribute the materials in question at its own expense.

UEFA agrees to provide feedback within three working days. Please note that feedback does not necessarily mean approval. It is the NA's responsibility to plan its work schedule and submissions accordingly.

Tickets

Design and production

The national associations may use the EQ brand ticket template to produce the official entrance tickets for EQ matches. This process is to take place in accordance with the guidelines set out below.

The EQ ticket design template is available in the brand assets portal in FAME.

The main section of the front of the ticket should ideally include:

- the EQ logo;
- the UEFA.com web address;
- the host association's logo (in colour or black and white);
- the visiting team's logo (optional);
- the official name of the home team;
- the official name of the visiting team;
- the date and time of the match (including the stadium opening time);
- venue details (the name of the stadium);
- seating information;
- ticket price (complimentary tickets without price);
- a security feature such as a hologram;
- the national associations' websites (optional).

This information must be printed on the blank space available and only the host association logo may be printed over the EQ design.

The tear-off section must include:

- the EQ logo (top of tear-off);
- match-specific information (optional).

The back of the ticket may include:

- stadium diagram (optional);
- legal information (optional).

No other advertising or third-party branding, including the ticket manufacturer or security features, should feature on the front of the ticket if the EQ brand is used.

Approval

Provided that the EQ brand is used, a photocopy, scanned ticket or PDF file must be sent to UEFA (Brand@uefa.ch) as an email attachment containing all the information that will be printed on the front and back of the ticket for approval no later than three working days prior to the print deadline.

UEFA reserves the right to review, approve or request changes to the submitted layout, normally within three working days of receipt.

Matchday programme

If a national association produces a matchday programme, it must provide some complimentary copies to UEFA for distribution to EQ partners and the media.

Matchday programmes must be produced in accordance with the guidelines set out below.

Specifications

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

Language

Programmes may be printed in the local language. However, the EQ brand must always be used in its entirety and written in English. The host association is responsible for any translations required.

Design

If a national association wishes to use the EQ design for the style of the programme, the branding guidelines should be respected, i.e. exclusion area around the logo, text or imagery not placed on top of the EQ design and colour of artwork not altered in any way.

No association may be made with any third parties other than EQ partners on any page where the EQ name and/or logo are included.

Content

There are no restrictions on the editorial contents of the programme. Information about the European Qualifiers, such as results tables, is available from UEFA on request.

National associations will provide UEFA with one page (free of charge) in any matchday programme to help promote the European Qualifiers or a pan-European football initiative such as the Respect campaign.

Advertising

No third-party sponsorship and/or association with the European Qualifiers is permitted.

General promotions for NA shops (including e-shops) and social media platforms are permitted.

Approval

National associations are asked to upload a photocopy or PDF file of the front and back of the programme plus all interior pages including inside covers of the programme to the TIME platform for approval no later than the Thursday prior to matchweek.

UEFA reserves the right to review, approve or request changes to the submitted layout within three working days of receipt, regarding the use of the EQ brand or UEFA's promotional one-page advert.

Additional materials

National associations wishing to produce match promotion materials (posters, postcards, etc.) for EQ matches may require prior approval of content and layout from UEFA.

3.10.2 Non-commercial use of EQ marks on digital NA platforms

NA websites and other digital NA platforms

For the duration of the EQ cycle, national associations are permitted to use the EQ marks for non-commercial promotional purposes on NA-branded and dedicated digital platforms. Permitted forms of the EQ marks for use by the national associations in this context are defined in the *European*

Qualifiers Brand Guidelines provided to all participating national associations. The following principles apply:

- There should be no third-party association.
- No third-party advertising should appear in sections of the website or platform where the EQ marks are used.
- National associations may not use the EQ marks to create dedicated EQ websites or digital products.
- National associations are allowed to create a EQ-specific section within the broader NA website or platform to promote their participation in the competition.
- Platforms should not be positioned as official EQ communication channels.
- All usage of the EQ marks (and each NA digital platform upon which any EQ mark(s) are to be used) should be sent to Brand@uefa.ch for UEFA approval.

National associations are reminded that the above does not apply to NA media rights, all use of which is governed by Annex D – Media rights guidelines of the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches*.

Social media

National associations may promote the European Qualifiers on social media platforms, such as:

- Facebook
- X
- TikTok
- Foursquare
- YouTube
- Google+
- Instagram

UEFA reserves the right to rescind its approval of any such social media platforms.

The following general principles apply to such promotion:

- Any use of the European Qualifiers marks should be agreed in advance with UEFA. National associations should send the promotion concept and design proposal for UEFA's approval.
- The EQ logo and trophy should not be used on a stand-alone basis.
- National associations may refer to the European Qualifiers in writing.
- National associations may use EQ photos, but they are responsible for clearing any third-party rights.
- Promotions must not be run in conjunction with third parties.

National associations are reminded that the above does not apply to NA media rights, all use of which is governed by Annex D – Media rights guidelines of the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches*.

4 Broadcast and media activities

4.1 General provisions

The UEFA media operations and services unit will be the national associations' main point of contact for media-related matters before and during the EQ cycle. National associations may ask for clarification on media-related issues at any time by contacting media.ops@uefa.ch.

4.1.1 Press conferences

Both teams involved in each match are required, in coordination with UEFA/FIFA, to stage a press conference on MD-1 and after the match.

- It is up to the participating associations to reach an agreement, before travelling to the match, on which backdrops will be used for MD-1 press conferences. This should be done reciprocally for the home and away ties.
- Each press conference is conducted by the press officer of the team concerned. Each sector of the media must be given an equal opportunity to ask questions.
- In principle, and unless alternative arrangements have been agreed beforehand by the two teams, the host association is responsible for providing a qualified interpreter with a strong knowledge of football.
- In principle, all press conferences are open to all media representatives accredited for the match. Any limiting of media access must be agreed in advance by the national associations and UEFA.
- Coaches and players attending press conferences must comply with the provisions of the *FIFA Equipment Regulations*.
- The national association is responsible to install the EQ table signs for both the home and visiting national association's MD-1 and post-match press conferences. When present, the UEFA signage team will install the backdrop and table signs.
- National associations are reminded that press conferences may be broadcast live by all media representatives present, regardless of location. In addition, no embargoes or other restrictions are imposed on the use of press conference content.

4.1.2 Interpreters

In order to ensure the best possible interpretation service at press conferences, national associations are advised to observe the following guidelines:

- Simultaneous interpretation is the preferred option but only consecutive interpreting is mandatory.
- Media representatives must use wireless microphones to ask questions.
- When consecutive interpreting is provided, questions from the media should always be interpreted before the coach or players answer.
- The interpreter should wait until the coach or players have finished talking before interpreting their answer.

4.2 Matchday-1 activities

4.2.1 MD-1 press conferences

MD-1 press conferences are to be attended by the head coach and at least one player.

- MD-1 press conferences must be held between 12:00 and 20:00 local time. Any alternative timing requires UEFA's approval.
- The press conferences must take place in the stadium where the match will be played unless the host association wishes to stage its press conference at its own training ground (provided that it is located no more than a one-hour drive from the match stadium). In exceptional circumstances, if a visiting team wishes to stage its press conference in an alternative location, these arrangements must be approved in advance by UEFA.
- If a press conference is held in a location other than the stadium, the NA is responsible for providing and paying for the necessary technical infrastructure and services, including a qualified interpreter with a strong knowledge of football, at its chosen venue. This includes facilities for live broadcasts, such as cable routes and parking that allows satellite trucks to transmit their broadcasts, and a backdrop according to artwork provided by UEFA.
- If a national association organises additional pre-match media activities – a mixed zone, for example – such activities may supplement, but not replace, the MD-1 press conference and interviews.
- It is up to the participating associations to reach an agreement, before travelling to the match, on which backdrops will be used for MD-1 press conferences. This should be done reciprocally for the home and away ties.
- 100% associations playing at home will use the UEFA sponsored backdrop for MD-1 press conference
- NAs travelling to national associations with 100% commercial mandates cannot use their own press conference backdrop; nevertheless, 0% NAs can use their own backdrops for MD-1 press conference.

4.2.2 MD-1 training sessions

Both teams must open up their MD-1 training sessions to the media for at least 15 minutes, regardless of the location. Training sessions that start earlier than scheduled must nevertheless be open to the media during the pre-advertised time frame.

- Host associations must provide additional support to secure the host broadcaster a preferential filming position at their MD-1 training sessions.
- Walk-arounds at the stadium on MD-1 must be open to media and not be considered as a substitute for the mandatory media access to training described above.

- Training sessions on the day before the match may be broadcast live regardless of location, and national associations must provide facilities for such live broadcasts, including cable routes and parking for TV vehicles.



4.2.3 Coordination of MD-1 press conferences and training sessions

The national associations' press officers must use the TIME platform to communicate the times of their MD-1 press conferences and training sessions to UEFA and the opposing team no later than 12:00 CET on MD-6.

UEFA will compile a complete schedule of MD-1 activities for all matches and communicate this information to the national associations, media and broadcasters.

National associations should respect the communicated timings and media deadlines and must work together to coordinate the timing of their MD-1 press conferences and training sessions, so that the media are able to cover the activities of both teams.

If both training sessions take place at the stadium, the national associations need to make sure that there is a gap of at least 30 minutes between the end of the first training session and the start of the second.

In cases where national associations are unable to reach an agreement, the visiting club will have first choice of timing for its press conference and training session, provided that these times are confirmed by the deadline set by UEFA. In the event of a dispute, UEFA's decision is final.

National associations may not change their MD-1 plans any later than 48 hours prior to the match, other than on account of force majeure and with the agreement of UEFA.

4.2.4 MD-1 interviews

Teams must make their head coach and a player available for interview by the main EQ broadcaster of their country, the country of their opponent and other audiovisual rights holders. These interviews normally take place before or after the MD-1 activity. Two additional interviews must be provided to other audiovisual rights holders, providing that the overall duration of all interviews with a player does not exceed 15 minutes.

If the main audiovisual rights holder of the country of either national association does not take up this opportunity, this opportunity passes to other audiovisual rights-holders as determined by UEFA.

The player(s) made available for interviews must be confirmed to UEFA no later than MD-1, 10:00 local time



4.3 Matchday activities

4.3.1 Dressing room filming and presentations

UEFA-approved audiovisual rights holders may enter the teams' dressing rooms prior to the arrival of the team to film the players' shirts and equipment. In addition, broadcasters may conduct a brief presentation in the teams' dressing rooms and/or film the players inside the dressing room, subject to the respective team's agreement. All such filming is organised by UEFA.



4.3.2 Team arrivals filming

Cameras pre-approved by UEFA are permitted to film both teams' arrivals in the following locations:

- Point at which the players get off the team buses
- On the way to the dressing rooms
- Inside the dressing rooms (subject to the national association's respective agreement).

The exact location of these cameras is subject to UEFA approval. Other EQ broadcasters may be permitted to film team arrivals subject to space and security considerations and UEFA approval.



4.3.3 Pre-match interviews

- Each national association must make its head coach and a player from the start list available for a short interview before the match, related exclusively to the match in question. In principle, this interview is conducted by the main audiovisual rights holder of the country of the national association.
- All interviews must take place in the designated broadcast areas.

Subject to the team's and UEFA's approval, EQ broadcasters can equip a player/interviewee with a microphone and an earpiece to conduct an interview during the team's pitch inspection.

4.3.4 Interviews during the match

- Interviews during play are not permitted with players or team officials listed on the official start list. This includes head coaches, players who have been substituted or sent off and unused substitutes.
- Interviews during play are permitted only with celebrities, studio guests and non-participating officials and players.

4.3.5 Half-time interviews

Broadcast partners may conduct a half-time interview subject to team's approval. This includes the head coach, the assistant coach or players.

- Interviews may be conducted at the beginning or end of half-time.

- The interviews can be conducted in the super-flash position, flash position or indoor studio close to the dressing rooms.

4.3.6 Extra-time and penalties interviews

If a match goes to extra time and/or penalties, interviews are permitted between the end of normal time and extra time (with individuals not on the start list). They are not permitted at half-time in extra time or during the period between extra time and penalties

4.3.7 Super-flash interviews



Post-match super-flash interviews are conducted immediately after the final whistle in a designated area located on or next to the pitch, if requested by the host or main visiting broadcaster.

The host and main visiting broadcasters may each request two super-flash interviews from the team of their territory. The first interview is obligatory – all teams must make their head coach or a key player (i.e. a player who had a decisive influence on the result) available. If the host and/or main visiting broadcaster does not wish to conduct super-flash interviews, this option may be transferred to other broadcasters as determined by UEFA.

4.3.8 Post-match interviews

For EQ broadcasters and their viewers around the world, obtaining a reaction to the match shortly after the final whistle is an essential component of programming and an important part of why rights holders invest in on-site productions at EQ matches. Such post-match interviews are obligatory.



Given the interest in the competition worldwide, the objective for both UEFA and the teams is to provide the best possible post-match service to EQ broadcasters by adhering to the following principles:

- Each national association must provide three interviews with the main audiovisual rights holder of the country of the national association, two interviews with each of the other unilateral audiovisual rights holders, and one interview with each of the audiovisual rights holders operating in any multilateral flash interview position. The head coach, if requested, must be available for at least five of the above interviews, including at least one with an audiovisual rights holder operating in a multilateral flash interview position.
- The UEFA player of the match (if applicable) must be one of the players made available for post-match interviews, except in exceptional circumstances
- Players exclusively provided for post-match super-flash interviews are not considered as fulfilling the minimum requirements for flash interviews and indoor studio interviews.
- UEFA will advise national associations on the requested timings for interviews, but national associations must ensure that the head coach and two players are available for such interviews within 15 minutes of the end of the match.
- National associations must ensure that players do not repeatedly refuse to give post-match interviews with EQ broadcasters or otherwise fail to meet their media obligations. This applies particularly to the UEFA player of the match (if applicable) and other players who have had a decisive influence on the result. If there is a valid reason why a requested head coach or player cannot be provided to a particular EQ broadcaster, a suitable replacement must be made available.
- Subject to the approval of the UEFA doping control officer, players selected for doping controls may be interviewed after the match if escorted by a UEFA match officer or a doping control chaperone.
- Any of the above interview opportunities granted to official NA platforms must first be granted to audiovisual rights holders determined by UEFA.
- A head coach or player who has been sent off or is serving a suspension is not entitled to attend the post-match press conference or any other media activity held in the stadium. If the head coach does not fulfil this obligation, the assistant coach must do so in their place.
- In regards to backdrops for interviews, for Unilateral flash positions:

- 0% NAs can bring their own backdrop when visiting 0/50/100% NA
- 50% NAs can bring their own backdrop when visiting 0/50% NA
- 100% NAs to use backdrop with UEFA sponsors for home matches

Official NA platforms

- If the official NA platforms have a flash interview position, all broadcasters should in principle be guaranteed at least one interview before the official NA platforms are able to conduct interviews.
- Any player offered to the official NA platforms must have been first offered to all other broadcasters.
- The player must have conducted (if requested) at least three interviews with the broadcasters.

4.3.9 Post-match press conference

- The press conference must be attended by the head coach of the team concerned.
- The first post-match press conference, as determined by UEFA, must start within 20 minutes of the end of the match.

4.3.10 Mixed zone

- After the match, a mixed zone is set up for the media in an area conveniently accessible from the dressing rooms or the exit used by the teams.
- Teams must ensure that several players who have participated in the match, including fielded substitutes, must pass through the entire mixed zone in order to conduct interviews with the media, unless otherwise agreed with UEFA.
- This area must be accessible only to coaches, players and representatives of the media (excluding photographers).
- In principle, all accredited media representatives (except photographers) are allowed access to the mixed zone, space permitting. Any limiting of media access must be agreed with UEFA in advance.
- The section of the mixed zone nearest the dressing rooms must be reserved for EQ broadcasters, UEFA and official NA platforms.

4.4 Presentation positions

EQ broadcasters may have a presenter near the pitch, subject to UEFA approval. This presenter may introduce the programme, interview guests or deliver news stories before the match, at half-time or after the match. Additional pitchside presentations may take place prior to any extra time during EQ play-off matches, if approved by UEFA.

Stand up position(s) with a view of the tunnel may be set up in proximity to where players are lining up before the match or at the end of half-time subject to the availability of space, non-interference with match operations, host broadcast operations, venue operations, and UEFA's approval (in case of multiple requests). A maximum of three people (including the reporter) are allowed to operate at the position. The reporter must stand at least 2 m away from the players, and there must be no interactions with the teams (players or staff) at any time.



A presentation may also take place between the pitch and the advertising boards upon approval by UEFA. Such presentation shall be limited to 3 persons (including presenters, talent, etc) with the camera and all other equipment to remain behind the advertising boards. The exact location of the presentation is to be agreed with the on-site UEFA representatives.

Additionally, EQ broadcasters can perform a walk & talk presentation in the technical area until the start of the team's warm-up window.

4.4.1 On-Pitch Presentations

Broadcasters may conduct a presentation on the pitch during the teams' warm-up unless it is exceptionally agreed between either team and UEFA that such presentations may present a risk to the match operations. These presentations must be conducted for a maximum of 15 minutes (shared amongst the broadcasters) until 15 minutes prior to kick-off. These presentations are subject to the following guidelines:

- Only one broadcaster is permitted on the pitch at a given time
- This position must be fixed and in front of the centre circle, not in the teams/referees warm-up area nor on top of the centre circle or any other banner. If there is no banner, this activity can take place in the centre circle.
- A maximum of 6 persons per broadcaster are allowed to operate at this position (1 cameraman, 3/4 reporter-consultant/pundits, 1 technician)
- No interaction with players, coaches or team staff, except in the case of an approved interview
- No additional equipment must be brought on the pitch (desks, etc.)
- There should be no interference with the teams' warm-up
- The presentation should not impact or interfere with the pitch maintenance and/or condition (pitch watering, groundkeepers, etc.)
- There should be no impact on the Steadicam covering the warm-up

- Only wireless cameras and microphones are permitted on the pitch



A broadcaster may also conduct a presentation on the pitch prior to the warm-up window (see Countdown to kick-off (on page 27)) or after the conclusion of the match subject to the following guidelines:

- In principle, all players and team staff should have left the pitch definitively (if done post-match)
- The presentation should not impact or interfere with the pitch maintenance and/or condition (pitch watering, groundkeepers, etc.)

4.5 Media information

4.5.1 UEFA Media Channel

The UEFA Media Channel provides registered media with a dedicated (password-protected) platform featuring operational information about matches in UEFA competitions. Depending on the competition, the content may include:

- Video of MD-1 and post-match press conferences (live and/or replay)
- Photos of press conferences and other media activities
- Press officer contact details
- Media activity calendar
- Media resources (competitions logo, regulations, etc.)

Throughout the season, national associations are invited to share video and photographic content with UEFA for inclusion on the Media Channel, especially in cases where media and broadcasters access will be limited, to enhance the service provided to media.

For more information regarding the UEFA Media Channel, please contact media.channel@uefa.ch.

4.5.2 Information kit

UEFA prepares an online information kit for each match, which includes a selection of the following information:

- information on previous meetings between the two teams;
- the match background (historical information and links between teams);
- team facts (honours and records);
- the squad lists;
- head coach profiles;
- information about the match officials;
- information about other relevant fixtures and results;
- match-by-match line-ups;
- group standings;
- competition facts (bullet-pointed information on the European Qualifiers).

NA press officers are asked to assist with the checking and electronic distribution of the information kits.

The press kits will be available in multiple languages on the UEFA website for distribution to accredited media as emailed links. Post-match statistical information will also be available for distribution.

All documents are available online in HTML format and can be printed off as PDFs. Full versions are available in English for all matches and in French, German, Italian, Spanish, Portuguese or Russian as appropriate. Data-only versions are available in French, German, Italian, Spanish, Portuguese and Russian for all other matches.

All documentation related to matches will be available from individual match pages on UEFA.com.

4.5.3 Team line-ups

The player lists submitted in TIME by each team within the given deadline must include amongst other information the surname, shirt number and shirt name of all players to be fielded in the UEFA Tournament in question, as well as the surname and first name of the head coach and first assistant coach.

NA press officers should verify the correct spelling of all players' first and last names as well as their "shirt names" (name on jersey) prior to the player list being submitted by the relevant person in TIME. The official media names should be used in all cases, in addition to the shirt name for use on TV.

NA press officers are also requested to check the spellings of players' names with the UEFA venue team after the match coordination meeting on the morning of matchday at the latest.

No later than 90 minutes before kick-off, each team must confirm, using the start list, the 23 players in the team and up to 11 team officials. The start list must indicate the number and the shirt name that each player will wear during the match. The players indicated on the start list as forming the starting 11 commence the match, and the goalkeeper and team captain must be identified among these players. All other players listed on the start list are designated as substitutes.

For the benefit of the TV audience, NAs are encouraged to provide UEFA or the host broadcaster with accurate tactical line-ups for their team.

UEFA will prepare team line-up sheets and the NAs are requested to assist with the physical or electronic distribution of these sheets to all media representatives.

4.6 UEFA digital content

Information

National associations may be asked to provide information to UEFA. National associations are requested to meet the deadlines given and provide the requested information free of charge. This may include:

- NA history and records;
- profiles of each individual player;
- a profile of the NA president;
- a profile of the head coach;
- a history of and background information on the national association's stadium(s);
- a complete list of national fixtures;
- team line-ups and substitutions;
- information from the national association's official website and any official social media accounts (team and player).

Photos

National associations will be asked by UEFA to provide a variety of photographs via the UEFA Digital Library. The required material must be provided free of charge and may include photos of:

- players;
- the head coach;
- the assistant coach;
- the stadium(s) (i.e. the home ground used for EQ matches).

These photos will be used for non-commercial promotional and/or editorial purposes, such as UEFA.com, statistics handbooks and other official publications. The individual player and head coach photos will also be provided to EQ broadcasters to be used for the pre-match line-up graphics.

National associations will be asked to provide individual player shots of new players added to their player lists.

UEFA will not directly associate individual players or national associations with any EQ partners. On request, national associations must supply, free of charge, all appropriate material and the necessary documentation to allow UEFA to make full use of its rights in this regard.

Official UEFA photographer

At selected matches, UEFA will send an official photographer, who will be briefed to take a selection of photographs for use in official UEFA publications and by EQ partners (subject to EQ partners obtaining the appropriate rights clearance). National associations are asked to cooperate by making suitable arrangements for such a photographer.

A number of these photographs may be behind-the-scenes shots, for which UEFA will provide the official photographer with the appropriate accreditation. During the match, the photographer will wear a photographer's bib and cover the match from the normal pitchside working positions.

UEFA will discuss the list of shots required with the national associations involved to ensure that suitable arrangements can be made and national associations are not inconvenienced in any way. National associations can access these photographs on the UEFA Digital Library.

UEFA.com

UEFA.com and the National Team Competitions app provide comprehensive coverage of the competition through text, video and photo, as well as live data and statistics for all matches. The official website and mobile application are available in English, French, German, Italian, Portuguese, Russian, and Spanish.

Social media

The European Qualifiers are serviced by our European national team competitions accounts.

- Facebook: EURO2024
- Instagram: EURO2024
- X: @EURO2024
- TikTok: @Euro2024

YouTube: UEFA



5 Annex

5.1 Double production

Double production is a separate audiovisual coverage of a match that is either physical, involving the implementation of perimeter boards, or digital – concerning virtual board replacement (VBR).

5.1.1 Double production at EQ matches

In line with Article 7.01 of the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches*, the double production rights for all EQ games rest solely with UEFA and the host NA will make the relevant LED inventory available free of charge to UEFA. Host associations may not sell or otherwise commercialise any double production LED inventory with third parties. Upon request and subject to these guidelines, UEFA may then make such double production inventory available to visiting associations.

Commercial Framework

Pursuant to their agreement with UEFA (declaration on national team football 2022–28) each NA is able to exploit certain marketing rights for EQ games. The same principle applies as for the 2018–22 period - i.e. each NA has given either 0, 50, or 100% of its rights to be centrally marketed by UEFA.

UEFA has defined the following situations in which NAs may request to use the double production option at their European Qualifiers away matches.

Commercial Mandate			Yes/No	Notes
0% NA	Visiting	0% NA	Yes	100% inventory for visiting NA
0% NA	Visiting	50% NA	Yes	Split of the inventory (50/50) between visiting NA and UEFA
0% NA	Visiting	100% NA	No	
50% NA	Visiting	0% NA	Yes	Split of the inventory (50/50) between visiting NA and UEFA
50% NA	Visiting	50% NA	Yes	Split of the inventory (50/50) between visiting NA and UEFA
50% NA	Visiting	100% NA	No	
100% NA	Visiting	0% NA	No	
100% NA	Visiting	50% NA	No	
100% NA	Visiting	100% NA	No	

In summary:

- If a 0% NA is visiting a 0% NA and wishes to organise a double production, the visiting NA can use 100% of the double production LED inventory made available by the host association.

- If a 0% NA is visiting a 50% NA and wishes to organise a double production, the visiting NA will have to offer (free of charge) 50% of the double production LED inventory made available by the host association to UEFA.
- If a 50% NA is visiting a 0% and wishes to organise a double production, the visiting NA will have to offer (free of charge) 50% of the double production LED inventory made available by the host association to UEFA.
- If a 50% NA is visiting a 50% and wishes to organise a double production, the visiting NA will have to offer (free of charge) 50% of the double production LED inventory made available by the host association to UEFA.

NB:

1. When a 0% NA is playing against another 0% NA, the host and the visiting associations shall agree on all relevant commercial aspects to maximise the value of the double production. For example:
the restrictions on the product categories that can be exploited; and
how commercially clean the side with the double production boards should be, e.g. no pitch mats or other commercial branding in front of the boards and no commercial branding above the boards up to the first stadium tier. If the host NA agrees, and if there are related costs, i.e. covering branding visible from the double production side, those will have to be covered by the visiting NA.
2. When the inventory is split between NA and UEFA sponsors, home and visiting NAs will have to accept UEFA sponsor categories.

Requesting a double production at European Qualifiers matches

Following the European Qualifiers qualifying draw, UEFA will inform the participants of the organisational deadlines for such announcements.

National associations that would like to organise a double production at their matches must inform UEFA and the relevant host association of their intention to implement a double production as soon as possible following the draw (whilst taking into account the rights as per the table above). Notifications received after the deadline may result in difficulties in the organisation of a double production that in turn may prevent it or increase the costs, for example due to the venue configuration.

Contractual arrangements and costs

Associations shall agree between themselves on the number of metres available for the double production LED system. Alternatively, visiting associations may choose to implement a double production over the pitchside advertising boarding installed in the stadium by using Virtual Board Replacement technology.

The associations shall also agree between themselves on all practical elements related to the double production, including (but not limited to) the use of existing LED systems, or the installation of temporary LED systems, other stadium infrastructure requirements, seat-kill etc.). For information on boarding requirements, please see the section on Board height and positioning for further details.

In coordination with UEFA, the visiting association shall be responsible for implementing the broadcast production of the double production (see Broadcast production and facilities (on page 201)) and the distribution of the feed. UEFA may issue the visiting NA with a standard agreement governing the broadcast production of the double production.

Except for the host NA's obligation to make the double production LED inventory available free of charge to UEFA, all costs for the implementation of a double production (for example, but not limited to, the installation and operation of the LED systems, the broadcast production and other associated costs, including potential seat-kill, stadium infrastructure modifications etc.) shall be borne by the visiting association.

5.1.2 Double production at friendly matches

In line with Article 7.22 of the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches*, all national associations can request for the double production

LED inventory of their away friendly matches to be made available to them by the host association at no charge.

Commercial framework

Host associations are obliged to make any double production inventory available to the visiting association upon request on a free of charge basis and should not sell or otherwise commercialise any double production LED inventory with third parties.

Requesting a double production at friendly matches

Following the European Qualifiers qualifying draw, UEFA will inform the participants of the organisational deadlines for such announcements.

Visiting associations that have agreed with the relevant host association of their friendly match that a double production will be implemented must inform UEFA of their intention to implement a double production as soon as possible. Notifications received after the deadline may result in difficulties in the organisation of a double production that in turn may prevent it or increase the costs, for example due to the venue configuration.

Contractual arrangements and costs

Associations shall agree between themselves on the number of metres available for the double production LED system. Alternatively, visiting associations may choose to implement a double production over the pitchside advertising boarding installed in the stadium by using Virtual Board Replacement technology.

The associations shall also agree between themselves on all practical elements related to the double production, including (but not limited to) the use of existing LED systems, or the installation of temporary LED systems, other stadium infrastructure requirements, seat-kill etc.). For information on boarding requirements, please see the section on Board height and positioning for further details.

In coordination with UEFA, the visiting association shall be responsible for implementing the broadcast production of the double production (see Broadcast production and facilities (on page 201)) and the distribution of the feed. UEFA may issue the visiting NA with a standard agreement governing the broadcast production of the double production.

Except for the host NA's obligation to make the double production LED inventory available free of charge to UEFA, all costs for the implementation of a double production (for example, but not limited to, the installation and operation of the LED systems, the broadcast production and other associated costs, including potential seat-kill, stadium infrastructure modifications etc.) shall be borne by the visiting association.

5.1.3 Broadcast production and facilities

At matches for which double production rights will be exploited, a TV production plan will be implemented on both sides of the stadium to meet the commercial obligations, save that for double productions implemented by using VBR technology, normally only a main host broadcast production plan is implemented.

As a minimum, the double production feed must meet UEFA's required minimum standards for the regular feed.

Broadcast production supplier(s)

In the first instance, the relevant visiting association and the main visiting broadcaster should try to reach an agreement for the relevant broadcast production.

If no agreement between the visiting association and the main visiting broadcaster can be reached, the visiting association may, subject to the requirements set out below, appoint a third-party service provider (for example, the host broadcaster of the match).

The appointment of any service provider that is not a member of the UEFA broadcast family (i.e. the main visiting broadcaster or host broadcaster of the match) is subject to UEFA's approval. This approval may require the provision of additional information on the company involved (i.e. previous football production experience, staffing information, etc.) in order to ensure smooth on-site operations and a delivery of the feed in line with UEFA's standards.

For a double production using VBR technology, it is the visiting association's responsibility to ensure that the MVB (as its broadcaster partner(s)) are informed and provide their written confirmation of the same to UEFA.

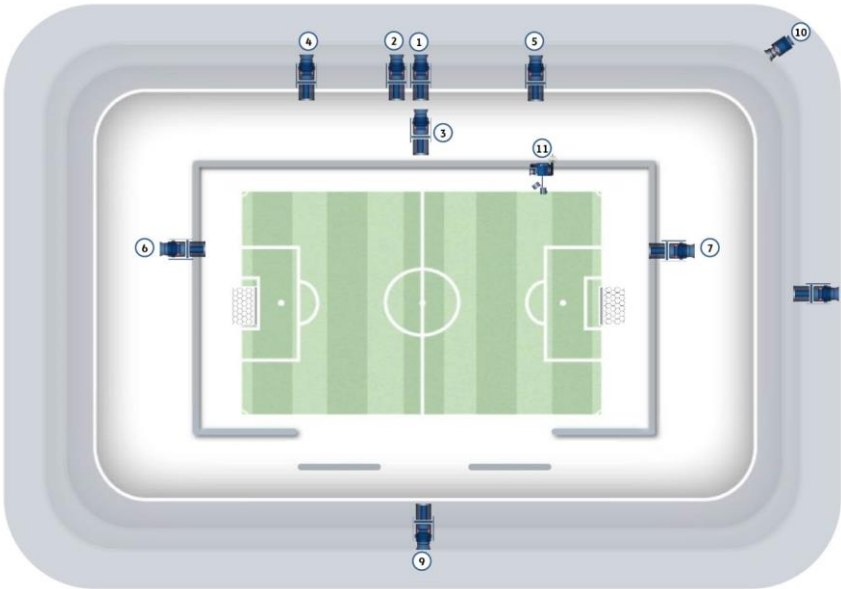
Feed distribution

For all double productions it is the responsibility of the association implementing such production that the final broadcast feed is made available to the broadcaster(s) and UEFA. Unless otherwise agreed with UEFA and the relevant broadcaster(s) involved this means that the relevant feed should be made available on a satellite with a European footprint and access for downlinking of the signal is granted free of charge (and a transmission synopsis is shared well in advance).

Cameraplan and feed requirements

The double production feed must, as a minimum, meet UEFA's required minimum standards for the regular feed, including (but not limited to) the format (HD minimum), the number of cameras used, and respecting the running order (including graphic insertions).

The illustration below shows the minimum double production camera plan. Additional camera positions may be added for an enhanced double production. For a detailed explanation of all possible positions and for any additional double production camera positions, please refer to the standard camera position descriptions (see the section on Camera position specifications) but note that the majority are on the reverse side of the stadium and all are in addition to the cameras for the standard production on the main HB production.



Camera positions	
Main camera platform (1 and 2)	High behind-goal camera (8)
Pitchside halfway camera (3)	Reverse camera (9)
16 m cameras (4 and 5)	Beauty camera (10)
Low behind-goal cameras (6 and 7)	Steadicam 11)

NB: This camera plan only shows the double production cameras. The main production cameras are not indicated, for the sake of clarity. See Board height and positioning for further details on the positioning of the boards along the pitch. In coordination with the Host Broadcaster, and subject to any conditions imposed by it, double production service suppliers may request access to iso-feeds of selected HB cameras (e.g. beauty and high behind goal) as well as a clean output of the multilateral signal.

Commentary positions

Up to three covered commentary positions must be provided, located in the reverse stand, centrally, on the same side as the main double production camera platform and with an unobstructed view of the pitch. Construction and facilities should be to the specifications of the commentary positions in the main stand (see Commentary positions).

Broadcast compound

If the existing broadcast compound used for the standard production cannot accommodate the additional double production vehicles or is not suitable for other reasons (e.g. distance), an alternative location needs to be provided.

Site visit

From an implementation point of view, national associations should note that not all stadiums have space for enhanced double productions. As such, it is of utmost importance that the visiting association agrees the production setup for the implementation of the double production with the host association and UEFA, including through the organisation of a site visit. For double productions at EQ matches and friendly matches, the national associations concerned should coordinate the double production site visits with the UEFA commercial operations unit (ComOpsNA@uefa.ch).

Please note that additional key requirements related to double productions (if any) may be communicated to all national associations in separate guidelines.

5.2 Friendly matches

5.2.1 Introduction

Centralised friendly matches have been an integral part of UEFA's national team landscape since the introduction of the centralisation of rights. The same principles as for previous national team competition cycles will apply for the 2022-28 cycle.

- National associations agree to arrange and play friendly matches on the dates that remain available after UEFA has established the relevant competition matches' fixture list.
- Under the supervision of the UEFA administration, the participating teams must make the necessary arrangements to ensure friendly matches are played in accordance with the relevant rules and regulations.

This annex is intended as a practical tool for the organisers of friendly matches, covering the main procedures and points that require attention.

Through their respective Declarations, each NA has committed to play a minimum of 60 matches in the 2022-28 commercial cycle. Between March and November 2025, 10 of them will be played over five international windows, i.e. two matches per window for each NA.

Friendly matches between March and June 2025

In the March and June windows, friendly matches can't be played the same days as the UNL QF/SF/PO, i.e. on Thursdays and Sundays. Wednesday is possible for a friendly match if FIFA approves the fixture.



March 2025

Wed*	Thu	Fri	Sat	Sun	Mon	Tue
	UNL QF 1 st leg	EQ MD1	EQ MD1	UNL QF 2 nd leg	EQ MD2	EQ MD2
FM	UNL PO 1 st leg	FM	FM	UNL PO 2 nd leg	FM	FM

June 2025

Wed	Thu	Fri	Sat	Sun	Mon	Tue
UNL SF1	UNL SF2	EQ MD3	EQ MD3	UNL Final	EQ MD4	EQ MD4
		FM	FM	UNL 3 rd place	FM	FM

Friendly matches between September and November 2025

2025				
March	June	Sept	Oct	Nov
				
UNL	UNL	UNLF		
EQ MD 1	EQ MD 2	EQ MD 3	EQ MD 4	EQ MD 5
				EQ MD 6
				EQ MD 7
				EQ MD 8
				EQ MD 9
				EQ MD 10
12	12	12	12	24
16	16	2	2	24
6-8	22-26	6-8	6-8	6-8

EQ PO = European Qualifiers play-offs
UNL POT = UEFA Nations League play-outs
FM = Friendly Matches

National associations play friendly matches on the dates that remain free from competition matches. The teams which are available to play friendly matches during European Qualifiers ("EQ") windows will thus be known once the relevant fixture list has been published after the draw.

5.2.2 Regulatory framework

FIFA regulations

The *FIFA Regulations Governing International Matches* provide the regulatory framework for all friendly matches; including UEFA centralised friendly matches. National A-team matches are always referred to as tier 1 matches, meaning that they must be authorised by FIFA and the confederation(s) and NAs concerned.

In accordance with the procedures laid down in the *FIFA Regulations Governing International Matches*, the two national associations involved and, in case of a neutral venue, the national association on

whose territory the match is taking place must obtain the relevant authorisations for each match from UEFA and/or any other confederation, if applicable, as well as from FIFA following the below procedure:

- The host association must submit the "FIFA application form for hosting a 'tier 1' international match or competition" to its relevant confederation at least 21 days before the match in question.
- The visiting association must submit the "FIFA application form for participating in a tier 1 international match or competition" to its relevant confederation at least 21 days before the match in question.
- In case of a neutral venue, the association on whose territory the match is planned must submit the "FIFA application form for hosting a tier 1 international match or competition" and both teams participating in the match must submit the "FIFA application form for participating in a tier 1 international match or competition" to their relevant confederation at least 21 days before the date of the match.
- The host association must collect the above-mentioned and duly signed application form(s) and submit a final authorisation request containing all required authorisations to FIFA at least 14 days before the match in question.
- Application forms to be authorised by UEFA must be duly completed and submitted via the UEMA platform or sent to UEMA@uefa.ch. The final authorisation request must be sent to FIFA (FIMA@fifa.org).

The *FIFA Regulations on the Status and Transfers of Players* (ed. June 2024) govern the release of players and contain the essential rules for the scheduling of A-team friendlies during the international windows.

UEFA regulations

Apart from the Declarations between the NAs and UEFA, the commitment to arrange friendly matches is stipulated in UEFA's *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches 2022–28* and the relevant competition regulations (e.g. *Regulations for the FIFA World 26™ Preliminary Competition*, paragraph 5.01(k)).

The key principles are:

- Associations agree to arrange and play friendly matches on the dates that remain available after UEFA has established the competition matches' fixture list.
- Host associations select the stadium for their friendly matches in accordance with the *UEFA Stadium Infrastructure Regulations*, which summarise the requirements for match venues.

5.2.3 Friendly match arrangements

Choice of opponents

NAs are free to choose their opponent for a centralised friendly match. They can either choose from a list of free UEFA teams or choose to play against a team from another confederation. For the avoidance of doubt, the opponent must be an A-national team from a FIFA-affiliated member association. 'Scratch teams' (a squad brought together on a one-off basis), Under-21 squads or clubs must not be chosen.

The appointed consultant and the UEFA administration (see UEFA contacts (on page 219) below) are happy to provide the association with a list of potential non-UEFA opponents.

The contract between the two friendly match opponents is established bilaterally between the two associations. Please refer to Contractual matters (on page 207).

Choice of match date

While in most cases the available match dates are determined by preceding or subsequent competition matches (requirement to ensure two rest days), there is some flexibility in the choice of match dates within the dates given in FIFA's *International Match Calendar*.

In the absence of viable alternatives, matches can be scheduled on the first Wednesday of an international window, provided that FIFA approves the fixture.

Kick-off times

Friendly matches are expected to be played during the standard kick-off times for reasons of consistency/uniformity and to help to attract a large TV viewership.

Matchday	Kick-off time		
(Wednesday)	-----	18:00 CET (exception)	20.45 CET
Thursday	-----	18:00 CET (exception)	20.45 CET
Friday	-----	18:00 CET (exception)	20.45 CET
Saturday	15.00 CET	18.00 CET	20.45 CET
Sunday	15.00 CET	18.00 CET	20.45 CET
Monday	-----	18:00 CET (exception)	20.45 CET
Tuesday	-----	18:00 CET (exception)	20.45 CET

If an NA wishes to propose a non-standard kick-off time, the relevant commercial partners must be consulted before presenting the proposal to UEFA and the NA shall provide UEFA with a compelling justification for the kick-off time.

The following steps shall be undertaken for the determination of the kick-off time:

1. Both NAs shall pre-discuss the desired kick-off time and consult their broadcast partners.
2. Once a preliminary agreement has been found by the NAs and their broadcasters, the proposal shall be communicated to the UEFA administration (NAMatchOps@uefa.ch) for approval. When requesting a non-standard kick-off time, please include a summary of the situation to help the UEFA administration with its assessment.
3. UEFA will assess the kick-off time and provide feedback. UEFA may consult with the broadcast partners of the territories to confirm that they agree to the proposed kick-off time.
4. The kick-off time will be published via FAME/TIME and on UEFA.com.

Venue selection

In principle, the sporting, TV and media requirements are the same as for UEFA competition matches.

Stadiums must comply with the requirements set out in the *UEFA Stadium Infrastructure Regulations* for a Category 4 stadiums (or a Category 3 stadiums where no Category 4 stadium is available in the host country and provided that certain infrastructure elements exist).

Newly constructed or renovated venues can be chosen provided they comply with the above-mentioned requirements. They require the explicit acknowledgement of the UEFA administration, which will issue the necessary terms and conditions (e.g. additional documentation to be submitted). Generally, any costs and expenses required for making a stadium compliant must be borne by the host association.

Key points to be ensured for new or renovated venues are:

- Top-class sporting facilities (pitch, team benches, pitch surroundings, dressing room areas for players and officials)
- Stands and spectator facilities with appropriate access routes and parking spaces
- Adherence to requirements for media and broadcast facilities (including the media tribune and camera positions)
- Valid safety and security certification
- Valid artificial turf certificate, if applicable
- Adherence to floodlight requirements
- No standing accommodation for spectators, no benches or seats without backrest

Venue announcement

The same procedures apply as for UEFA competition matches. The match stadium must be announced to UEFA 120 days before the match in question :

Friendly match window
MD1-2: 17–25 March 2025*
MD3-4: 2–10 June 2025*
MD5-6: 1–9 September 2025*
MD7-8: 6–14 October 2025*
MD9-10: 10–18 November 2025*
Play-offs: 23–31 March 2026*

* It is possible to play on the first Wednesday of those international windows), provided that FIFA approves the fixture. No friendly match fixtures should be arranged on 14/15 June if possible, due to the semi-final of the UEFA Nations League 2024/25 on those days.

Public announcement of matches

The publication date of friendly match fixtures must be coordinated with UEFA (NAMatchOps@uefa.ch).

NAs are kindly requested to publish their friendly match fixtures in parallel with UEFA's official communication to commercial partners. This is particularly important to be able to inform all broadcast partners simultaneously and centrally.

Site visits

Visiting teams, broadcast partners and all other stakeholders expect the same level of delivery and facilities as for EQ or UNL matches. Site visits can be organised remotely or with on-site attendance, as needed.

5.2.4 Contractual matters

Friendly matches are arranged bilaterally between the two opponents.

While there is no standard match contract and teams are free to formulate their contracts as they wish, UEFA recommends that the following topics are clarified contractually.

(1) Financial compensation for the visiting team

As centralised friendly matches are typically one-off matches without the possibility for a rematch in the near future, an appearance fee for the visiting team is common practice. However, a considerable number of friendly matches are arranged without such compensation.

There are no fixed, pre-determined amounts for appearance fees. UEFA will only act and mediate in the event that a bilateral agreement cannot be reached. If offered, appearance fees must naturally be oriented based on the revenue that the host can effectively create from the match (from ticketing/hospitality and sponsoring), and they shall as a minimum cover the visitor's international travel costs.

In past instances, the UEFA administration has issued non-binding ranges of maximum amounts, based on the UNL league the visiting team belongs to. Those amounts are clearly only indicative and cannot reflect the unique setting of each friendly match. For example, a team from Category 3 might have extraordinarily high travel costs for a particular game, which means that an appearance fee of € 75,000 would not be enough to at least cover those.

- Category 1 (EQ draw pot 1): €150,000 – €300,000
- Category 2 (EQ draw pots: 2/3): €75,000 – €150,000
- Category 3 (EQ draw pots: 4&5): €25,000 – €75,000

(2) Accommodation and local transport

The host association usually covers accommodation and local transport for the visiting team's delegation, i.e. for a defined number of persons and nights. Such an arrangement is often concluded for 50 people and two nights.

Accommodation is generally understood as full-board accommodation, and thus usually includes:

- all standard meals (breakfast, lunch, dinner, snack plus pre-match meal)
- a certain number of meeting and function rooms (e.g. massage or kit rooms, dining areas)
- access to key facilities (such as gym or spa areas if available, parking spaces).

It is not uncommon for the host to also offers to pay for accommodation and transport during site visits, or for the guest's VIP delegation.

Any arrangements for persons beyond the agreed quota, and any extras (laundry, alcoholic drinks, VIP transport etc.) are then covered by the visiting NA.

(3) Training facilities

The host association typically organises training facilities and training equipment according to a list of criteria from the visiting team.

It is recommended to discuss and agree on the timings for an official training session on MD-1 at the match stadium as well as at an alternative venue, in case the field of play at the match stadium needs to be preserved for the match itself.

(4) Ticketing

National associations (NAs) typically agree on a given number of complimentary VIP and Category 1 tickets to be offered to the visiting team, and on the procedure for standard tickets.

Although not directly applicable to friendly matches, we refer you to the *FIFA Stadium Safety and Security Regulations* for further details.

(5) Media rights arrangements (if applicable)

The media rights situation between both NAs and between the NAs and UEFA requires detailed analysis when playing against non-UEFA teams, when matches are played on neutral ground or in case of a double production (see Double production (on page 199)).

The UEFA administration recommends that the media rights matters are tackled early in the process with the objective of settling the agreements into a written contract well in advance of the match. Any specific questions on media rights related to friendly matches can be addressed to NA.mediarights@uefa.ch.

(6) Contract template

The UEFA-appointed consultant (see UEFA contacts (on page 219) below) may provide the associations with a contract template that contains possible standard clauses for the above-mentioned points. They are in no way binding and NAs are free to formulate these clauses as they wish.

5.2.5 Match organisation

The level of preparation for friendly matches shall be the same as for competition matches.

As a rule, the same requirements and procedures apply as for competition matches, unless expressly stated in the present document or communicated in writing by the UEFA administration.

Responsibility for match organisation

The host, represented first and foremost by the home match manager (HMM), is considered primarily responsible for the preparation and delivery of the match.

UEFA considers the HMM to be the main contact for all match organisation matters. This also applies to matches coordinated by a FIFA-licensed match agent, matches held on neutral ground, and away matches against non-UEFA opponents.

Match location	UEFA NA v UEFA NA	UEFA NA v non-UEFA NA
Home team territory	Home match manager	Home match manager
Neutral ground on UEFA territory	Home match manager of designated home team	Home or away match manager of UEFA team
Neutral ground outside UEFA territory	Home match manager of designated home team	Home or away match manager of UEFA team

Both the home and away match managers will be at the centre of all operations, in close cooperation with UEFA and liaising between all international and national stakeholders involved.

Overview of match organisation matters

Topic	UNL/EQ competition match	Friendly match
TIME Match Preparation Form	Obligatory	Obligatory
MD-1 training sessions and press conferences	Obligatory	Obligatory (strongly encouraged for non-UEFA teams)
Match coordination meeting	Obligatory (chair: UEFA delegate)	Obligatory (chair: home match manager)
Match countdown	To be submitted via TIME	To be submitted via TIME
Player list and match sheet	To be submitted via TIME	To be submitted via TIME
Number of players on the match sheet	23 (implying 12 substitutes), numbered from 1–23	26 (implying 15 substitutes), numbered from 1–26
Number of substitutions	5 (max. of 3 stoppages in play)	Max. 6 (no restriction on stoppages), NAs to agree on maximum and to communicate to refereeing team before the match
Concussion Substitution	No	Yes, in accordance with the relevant provisions in the IFAB Laws of the Game 2024/25 (IFAB Laws of the Game - https://www.theifab.com/laws-of-the-game-documents) (Law 3), an additional permanent concussion substitutions may be used in accordance with the protocol listed under 'Notes and modifications'
Number of technical staff on the bench	6+5	6+5
Match reports	Validated by referee & VDC	Validated by referee & VDC Host association to provide FIFA with the match report within 48 hours
Kit colour agreement	Approved by UEFA in TIME	Approved by UEFA in TIME

Match ball	Relevant official balls designated by UEFA (except where expressly stated otherwise in the NA Declaration)	To be provided by the host association or as agreed between the two teams; balls must comply with the <i>IFAB Laws of the Game</i> and the <i>UEFA Equipment Regulations</i>
Ball system and ball children	Multiple ball system with 8 ball children, as outlined by UEFA in the relevant NA manual	Multiple-ball system with trained ball children, located appropriately around the field of play
Ball plinth	UNL/EQ ball plinth	No plinth or plinth designed by the NA
Warm-up bibs	Competition bibs are mandatory	FM bibs shall be used
Player badges	Competition badge (right) + UEFA Respect badge (left)	No badges
Captain armbands	Armbands in accordance with art.13.8 of the FIFA Equipment Regulations (ed. 2025).	Armbands in accordance with art.13.8 of the FIFA Equipment Regulations (ed. 2025).
Protocol flags	Host association, FIFA, Competition, UEFA, Respect, Visiting association	Host association, FIFA, UEFA, Respect, Visiting association
Pitch banners	#FootbAll banner	#FootbAll banner
Player bench inserts	Obligatory	Not obligatory
Multi-flash backdrop	Provided by UEFA	Provided by UEFA
Microphone windshields	Provided by UEFA	Provided by UEFA

Summary of UEFA officials appointed to friendly matches

Person	Appointments
UEFA VOBM	Appointed
UEFA VDC	Appointed
Football operations specialist	Can be appointed on a case-by-case basis
UEFA venue media manager	Can be appointed on a case-by-case basis
FIFA match commissioner	Not appointed
UEFA safety and security officer	Not appointed
FIFA doping control officer	Can be appointed on a case-by-case basis and without being announced beforehand
UEFA technical observer	Not appointed
FIFA referee team	Appointed by the host association
FIFA referee assessor	Not appointed
Referee liaison officer	Appointed by the host association

Referee appointments

As indicated in the table above, the host association is responsible for the appointment of the referees.

All appointed match officials must be FIFA-listed officials and be announced to UEFA and FIFA at the latest 14 days before the match in question. The appointment of a fourth official, who may be a FIFA

referee from the host country, is mandatory. The following information must be provided to UEFA (NAMatchOps@uefa.ch) and FIFA (FIMA@fifa.org):

- Full name and nationality of the main referee
- Full names and nationalities of the two assistant referees
- Full name and nationality of the fourth official

The following FIFA requirements are applicable for all tier 1 international friendly matches; the match officials must be appointed as follows (VAR/AVAR when requested):

- Referees: FIFA-listed from a neutral country
- Assistant referees 1 and 2: FIFA-listed from a neutral country
- 4th official: FIFA-listed or from the top division of a neutral country or a local official
- VMO (VAR/AVAR): FIFA-listed or from the top division of a neutral country
- If video match officials are to be used, it must be ensured that the appointed on-field match official, VAR and AVAR(s) are certified in accordance with FIFA's Implementation Assistance and Approval Programme.

The host association must communicate any changes to the referees' appointments immediately, and in all cases before the match, to UEFA, FIFA and the opponent.

Referees must be compensated by the host association and the host covers accommodation and transport for the referee team.

A liaison officer (RLO) must be appointed to look after the referee team while they are on-site.

Matchweek schedule and countdown to kick-off

The same procedures and timings as for UNL/EQ matches apply for the matchweek schedule (mandatory MD-1 training sessions, MD organisational meeting, etc.).

All meetings that are chaired by the UEFA delegate for UEFA matches (e.g. matchday organisational meeting) must be chaired by the HMM for friendly matches.

There is an unbranded template for the countdown to kick-off that can be downloaded from TIME.

Player lists and start list

The player lists and start list must be entered in TIME.

For A-team friendly matches, the *IFAB Laws of the Game* (ed. 2023/24) allow for 26 players on the start list (wearing the shirt numbers from 1 to 26), compared to 23 players for a UEFA competition match. The start list must be submitted 90 minutes before kick-off at the latest.

When a team is playing against a non-UEFA opponent, we ask the home or away match manager of the European team to provide UEFA (NAMatchOps@uefa.ch) with the away team's player list ahead of the match, as no credentials for TIME will be given to non-UEFA association staff.

On matchday, the venue data coordinator (VDC) will need to receive the start list that will be handed over on paper by the representative of the non-UEFA team. We kindly ask the HMM or AMM of the European team to facilitate this exchange. This is crucial for the production of the official line-up document and the TV graphics.

Match report

As usual, the appointed VDC will meet the referee after the match to check the times of match incidents and to validate the match data.

However, the host association is still responsible for submitting the relevant report to FIFA (see Article 12 of *FIFA Regulations Governing International Matches*).

Line-up ceremony

As for a competition match, players and officials will line up in front of their national flag, which will be displayed on the ground or held by flag carriers in front of them. This area must therefore be kept clear of any other activity.

No pitch elements from the EQ or UNL pre-match ceremonies shall be used (EQ arch or carpet, UNL flag carrier, etc). However, a UEFA pitch banner will be provided and should be positioned on the pitch between the national flags and the player line-up position (see the pre-match ceremony document for more information).

In principle, the AMM is responsible for bringing their country's pitch flag, and the HMM must ensure this topic is discussed and confirmed prior to the match.

The EQ or UNL branded match ball plinth should not be used. Either the NA may create their own branded ball plinth, or the referee should walk out with the official kick-off match ball.

The EQ or UNL anthem music must not be used.

In case of a match in Europe against a non-UEFA team, the UEFA administration will produce the away team's pitch flag and ship it to the host association.

Protocol flags

A slightly different protocol flag set-up is used for friendlies (Host association, FIFA, UEFA, Respect, Visiting association).

As for the pitch flag, the away team's protocol flag shall be brought to the match by the away match manager.

The blue Respect flag shall be used for friendly matches.

In case of a match in Europe against a non-UEFA team, the UEFA administration will produce the away team's protocol flag and ship it to the host association.

Playing attire

As the *FIFA Regulations Governing International Matches* apply, UEFA is not responsible for the approval of the playing attires used in friendly matches. UEFA will, however, prepare the playing attire colour agreements ahead of friendlies as a service to the broadcasters.

If a team wishes to use a new playing attire, UEFA will need to be informed and receive pictures of the new attire at least four weeks ahead of the given fixture.

No badges should be worn on playing shirts.

Warm-up bibs are provided by UEFA and must be used by both teams (exceptions in this regard have been expressly granted to selected national associations in their marketing agreements with UEFA).

Match material

As usual, the home match manager must coordinate the match material and make sure it is ready to be used. The following items should be reused or taken from the existing stock as needed:

- Home team country flag
- Away team country flag – away match manager should bring their pitch flag for the pre-match ceremony (excl. non-UEFA teams)
- Existing, blue Respect flag
- Multilateral flash interview backdrop structure
- Bibs (warm-up, HB, TV, PHOTO)
- Accreditation items (cards, lanyards, posters, stickers)
- Unbranded stationery
- Lanyards

- Clapboards
- Captain armbands
- Gift bags
- Envelopes

Please contact the UEFA administration (NAMatchOps@uefa.ch) in case you need to replenish your stock.

Note: the green Respect flag should not be used. The existing blue Respect flag continues to be used for friendlies.

UEFA will also provide the visiting team country flags (6m x 4m) of non-UEFA teams, if needed.

Commercial inventory

As friendly matches are prepared and delivered in the same way as competition matches, the same processes are in place to organise and prepare them on the commercial side.

The main difference is that FM templates are used for documentation.

- As usual, VOBMs manage the broadcast activities on-site. Broadcasters use the same booking system (FAME) and have access to the same facilities as for competition matches.
- There is no commercial exclusivity, meaning all sponsorship rights lie with the host association. There is no UEFA commercial inventory and very limited UEFA promotional (non-commercial) inventory to be used.

That means the host association will provide:

- Centreboard
- LED or static perimeter boards
- Backdrops for press conferences and flash interviews (nb: UEFA provides a neutral backdrop fabric that can be used for the multilateral position)

5.2.6 UEFA support on match making and on match organisation matters

UEFA offers its support to its NAs for the arrangement, preparation, and delivery of friendly matches.

In the interest of finding the best-possible opposition according to the wishes of the NA, UEFA may provide NAs with a list of available UEFA opponents, or identify and propose available non-UEFA teams, including their terms and conditions for matches in Europe.

Other services include:

- mediation in case UEFA NAs cannot find bilateral agreements by the given deadlines;
- assistance with the organisation of matches on neutral ground;
- guidance on sporting aspects and stadium matters (such as questions of compliance with the regulations or suggestions for neutral venues);
- support for questions related to media rights (e.g. guidance on how to deal with media rights to matches against non-UEFA teams);
- support with the contractual work, including the negotiation of terms and conditions and their practical implementation.

List of contacts

The two main contacts for friendly match matters are as follows:

- Arrangement of friendly matches and match agreements: Christina Wiechel, UEFA-appointed consultant // mobile: +49 179 22 46 253, email: cf@one-two-play.com
- Main contact within the UEFA Administration: Sylvain Boisot, National Team Competitions Supervisor // mobile: +41 79 829 28 72, email: sylvain.boisot@uefa.ch

UEFA's subject matter experts are at your disposal:

- Match operations, announcement of fixtures, venues and kick-off times: NAMatchOps@uefa.ch
- Stadium matters: stadiumoperations@uefa.ch
- Commercial operations, VOBM matters: ComOpsNA@uefa.ch
- Media Rights: NA.mediarights@uefa.ch
- Double production: DoubleProdNA@uefa.ch

5.2.7 Friendly matches on neutral ground

The host association is responsible for all communications with UEFA in respect of the match organisation and shall ensure that any UEFA instruction in accordance with Articles 2.02 and/or 2.03 (as applicable), or any other organisational element (for example, broadcast and media coverage of such match for the benefit of UEFA-appointed rightsholders), is implemented.

The host association is responsible to ensure the stadium is available and does not create a stadium or city clash with other major national or UEFA events but also to collaborate with host country association the stadium passport is up to date (safety certificate, floodlight certificate as well as Artificial turf certificate).

As per the usual friendly match requirements, the host association must assign a home match manager that will be responsible for the match organisation on site and in the lead up to the match. The home match manager will :

- act as the main counterpart for UEFA and UEFA's stakeholders
- ensure that all the relevant materials are brought onsite as per UEFA's requirements.

Where a third party is involved in the origination of the match (e.g. a promoter), the host association as designated by the match fixture (via its HMM) remains the sole and only counterpart to UEFA and UEFA's stakeholders!

However, UEFA retains the relevant media rights' for benefit of its appointed rightsholders. It is therefore highly recommended to clarify the media rights situation with the potential opposition, as well as any other third party involved, and UEFA before concluding an arrangement.

As per the *FIFA Regulations on the Status and Transfers of Players (ed. June 2024)*, if a representative team's two matches are not played on the territory of the same confederation, the distance between the venues must not exceed a total of five flight hours and two time-zones.

To obtain FIFA's approval for a match on neutral ground you will also need to reach out to the NA on whose territory the match takes place.

Please note that when a match takes place outside the territory(-ies) of the relevant UEFA member association(s) involved in the match, it becomes the responsibility of the relevant association(s) to ensure the production of a match feed and appropriate servicing of UEFA-appointed broadcast partners. In short, national associations are responsible for:

- ensuring and paying for the production of a worldfeed in line with UEFA standards (e.g. minimum number of cameras, inclusion of English language graphics using UEFA's graphic templates etc.);
- ensuring and paying for the uplink to a satellite with a European footprint (including relays as applicable to reach such satellite, e.g. when playing in a different continent);

- ensuring and paying for appropriate multi and unilateral production facilities for the relevant UEFA appointed broadcast partners. This includes but is not limited to commentary positions, interview and pitch side positions and broadcast compound space;
- any and all communication in respect of the above with the UEFA administration.

5.2.8 Frequently asked questions

A. Arrangement and scheduling

Can friendly matches take place outside of international match weeks?

FIFA can approve friendly matches that take place outside of the international calendar.

The Declarations signed between the national associations and UEFA cover all matches played between June 2022 and June 2028. Therefore, any matches played outside the official international windows are also centralised from a media rights perspective, may not be marketed by the relevant national association and are part of the rights granted to the appointed broadcast partners.

However, the total guaranteed number of matches played by each national association during the 2022–28 commercial cycle (i.e. the minimum of 60 matches to be played by each national association) must be arranged in the official international windows. Matches outside the international windows are considered additional matches.

Can friendly matches be scheduled on the first Wednesday of an international matchweek?

Yes, provided that FIFA approves the match arrangement.

The *FIFA Regulations on the Status and Transfers of Players* (ed. June 2024) stipulate that matches can be scheduled any day as from Wednesday during the international window, provided that a minimum of two full calendar days are left between two matches in that window.

What key points shall be considered when inviting a non-UEFA team?

Please make sure the media rights situation is clarified in advance with UEFA. Through the Declarations all first, second and third-party media rights have been centralised by UEFA. Therefore, as a principle, no media rights can be retained by or granted to a non-UEFA team.

Please coordinate the start list procedure with the venue data coordinator, as the non-UEFA team will not use TIME but rather the list of players from the *FIFA Regulations Governing International Matches*.

B. Stadium matters

Is it possible to play a friendly match in a stadium that is neither a Category 4 stadium nor usually used for national A-team matches?

The chosen venue must comply with the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches* and the *UEFA Stadium Infrastructure Regulations*. A venue that does not fulfil those criteria cannot be proposed unless the NA can guarantee that the minimum requirements are met (e.g. by undertaking additional works or by installing temporary structures).

The UEFA administration will review the request in good faith, approve if the stadium is considered suitable and stipulate the terms and conditions for such approval.

C. Match organisation matters

The referee team for friendly matches must be appointed by the host association. Are there any further points to be considered?

Please make sure the referee team appointment is communicated to FIFA and UEFA in advance, at the latest 14 days before the match in question and complying with the FIFA requirements in this field.

The referee team shall enjoy the same professional conditions as for a competition match (e.g. accommodation, transport, on-site assistance by RLO), and must be paid by the host association.

The host association informs the referees about the proposed kit colours and arranges their MD-1 training session.

Since there is no UEFA match delegate/FIFA match commissioner appointed, who performs their key tasks around the matches?

The home match manager (HMM) takes over most administrative responsibilities, such as chairing the match coordination meeting. The preparation of the medical room and the doping control station is also completed by the HMM.

If guidance is required, the host can always reach out to the Match Command Centre.

Can we choose the match ball we play with?

Yes, however the balls must comply with the *IFAB Laws of the Game* and the *FIFA Equipment Regulations*.

It is possible to play with the same UNL- or EQ-branded balls as usual, but no extra official match balls will be delivered for that purpose by UEFA or adidas.

Is the UEFA Match Command Centre (MCC) open for A-team friendlies?

Yes, the MCC is operational during all international match windows and can thus be contacted on matchnights as usual.

Is it mandatory to offer the usual quantities of complimentary tickets to UEFA and its partners?

Yes, as stipulated in the Commercial Regulations, the same ticket quantities as for competition matches (i.e. 40 complimentary VIP tickets, 30 complimentary Cat1 tickets, 30 purchase Cat1 tickets) shall be offered to UEFA and its partners.

Is it mandatory to offer the 5% ticket allocation to the visiting team?

There is no obligation, but it is common to do so. Teams may, of course, agree to a different quota for the away team.

Regarding the handling of such tickets, it is recommended to follow the *FIFA Stadium Safety and Security Regulations* as guidance.

D. Contractual matters

Once established, does the match contract have to be sent to UEFA or FIFA?

No, the contract for a friendly match is done bilaterally by the two NAs concerned.

Can the match be organised involving a FIFA-licensed match agent?

Yes, involving a match agent is common practice. It is advisable to regularly check the FIFA match agents' list to avoid any confusion with unlicensed agents at a later stage.

For UEFA it is, however, key that the home match manager remains the point of contact and main person responsible for all match organisation matters. The UEFA administration will only communicate with the home and away match managers, but not with match agents.

E. Commercial operations

Can the host sell all sponsorship (stadium branding, LED boards, backdrops) for a friendly match?

Refer to sections 7.22 and 7.23 of the *Commercial Regulations governing the European Qualifiers, UEFA Nations League and friendly matches 2022–28*.

F. Player matters

Is it mandatory to release a player for an A-team friendly match mandatory?

Yes, provided the friendly match takes place in the official release period determined by FIFA and the player has been called up within the deadlines stipulated in the *FIFA Regulations on the Status and Transfer of Players*.

In case of any difficulties with the release of players please contact FIFA's Disputes & Regulatory Applications Department for assistance via the FIFA Legal Portal.

Does the insurance policy of the FIFA Club Protection Programme (CPP) cover friendly matches?

A friendly match played within the official release period of FIFA's International Match Calendar is covered by the CPP insurance that covers the injury risk of national team players.

Can a national association expect to receive compensation for releasing a player for an national A-team friendly match, such as for UNL/EQ matches?

No, there are no benefits for releasing players for a friendly match.

Who shall be contacted regarding a player's disciplinary situation?

Please contact the FIFA disciplinary unit (disciplinary@fifa.org).

5.2.9 Summary of differences between EQ and friendly matches

		EQ	Friendly match
Playing equipment	Warm-up bibs	EQ bibs – compulsory	FM bibs provided by UEFA should be used
	Player badges	EQ badge (left) Respect (left, below EQ badge) – compulsory	No badges
	Official match balls	EQ official match balls must be used for all teams participating in the official match ball concept	The match balls shall conform with the provisions of the Laws of the Game. They shall bear one of the following three designations: <ul style="list-style-type: none">• the official "FIFA QUALITY PRO" logo,• the official "FIFA QUALITY" logo• or the official "FIFA BASIC" logo. The EQ official match ball can also be used.
Match preparation	Referees appointment	UEFA appoints referees centrally. Published in TIME ahead of match.	Host NA appoints referees and must notify FIFA and UEFA 14 days before the match
	Referees match	Prepared by VDC and confirmed by	FIFA match report to be completed by referees before being submitted to

		EQ	Friendly match
Pre-match ceremony	report	referees after match online.	FIFA
	HMM and AMM communication	Communication in TIME and on-site – compulsory	Communication in TIME and on-site - compulsory
	EQ music	Played during handshake– compulsory	No music provided by UEFA. EQ music cannot be used.
	FIFA music	Played as teams exit onto the pitch	Played as teams exit onto the pitch
	Pitch items	#FootbAll pitch and arch	#FootbAll pitch banner
	Country flags (pitch)	In front of team line-up position and team bench – compulsory	In front of team line-up position and team bench – compulsory
	Country flags (protocol)	Home team, FIFA, FIFA competition, EQ, UEFA, UEFA Respect, visiting team	Home team, FIFA, UEFA, UEFA Respect, visiting team
	Match ball plinth	To be used for all teams participating in official match ball concept	Cannot be used with EQ branding
TIME/FAME	Countdown to kick-off	To be agreed with UEFA	To be agreed with UEFA
	Player lists and start lists	To be completed and submitted in TIME – compulsory	To be completed and submitted in TIME as for EQ (shirt numbers 1–23 and 3 goalkeepers)
	Pre-match reports	Compulsory	Compulsory
Signage	Site visit reports	In VistaSuit– compulsory	In VistaSuit– compulsory
	Perimeter boards	100% associations: the UEFA signage team will install all commercial pitchside perimeter boards. 50% associations will receive artwork for the centralised commercial partner perimeter boards and standard running orders for LED systems. 0% associations: not applicable (except for centre board and end-of-goal-line board requirements)	No centre board or promotional messages
	Player bench insert	Compulsory	Not compulsory
Venue	Floodlights	Category 4 requirements	Category 4 requirements
	Announcement	120 days before the match	120 days before the match

5.3 Contact information

5.3.1 UEFA contacts

Address

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

Main tel.: + 41 848 00 27 27
www.Uefa.com

Services

Service	Contact
NA media rights	NA.MediaRights@uefa.ch
Commercial operations	ComOpsNA@uefa.ch
Disciplinary	Discipline@uefa.ch
Football operations	NAMatchOps@uefa.ch (+41 22 707 22 02 matchweeks only)
Media desk	Media@uefa.ch (+41 848 04 27 27)
Media operations and services	Media.Ops@uefa.ch
Player registration	Players@uefa.ch
Ticketing	ComOpsTicketingNA@uefa.ch

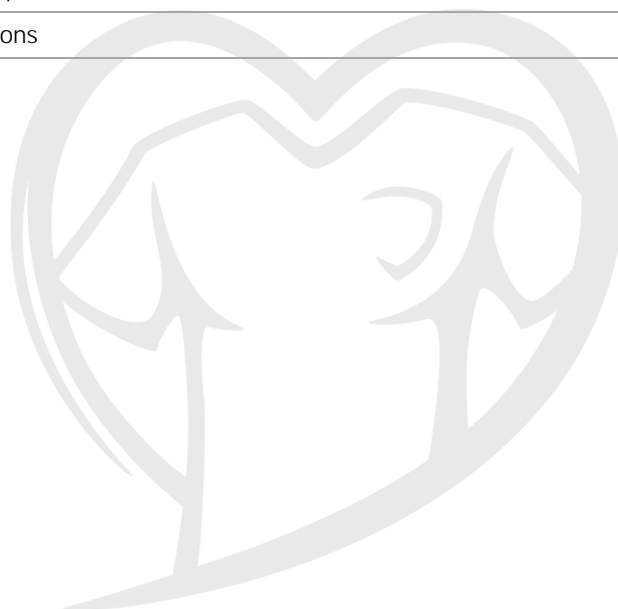
Chiefs and heads of unit

Name	Unit
Marcello Alleca	Head of Men's National Team Competitions
Keith Dalton	Chief of Football Operations
Christoph Jung	Head of Commercial Operations
Christopher Gibbons	Chief of Event Operations

5.3.2 FIFA contacts

Fédération Internationale de Football Association
FIFA-Strasse 20
P.O. Box 8044 Zurich
Switzerland

Main tel.: +41 43 222 7777
Main email address: qualifiers@fifa.org
www.fifa.com



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