



Asean Football Federation

Established 31.1.1984

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21 August 2024

General Secretaries
Member Associations of
Cambodia, Indonesia, Laos, Malaysia, Singapore and Timor-Leste

Dear Sir,

AFF WOMEN'S CUP 2024
7 – 15 NOVEMBER 2024
VIENTIANE, LAOS

I hope this letter finds you well and in excellent health.

Please find attached the following documents for the upcoming AFF Women's Cup 2024 in Laos for your kind reference and action:

- 1) AFF Women's Cup 2024 Tournament Regulations (**Attachment 1**)
- 2) AFF Women's Cup 2024 Registration Form and Team Kit Colours Form (**Attachment 2**)
- 3) AFF Women's Cup 2024 Team Airfare Quotation Form (**Attachment 3**)
- 4) AFF Women's Cup 2024 Participating Team Questionnaire Summary (**Attachment 4**)
- 5) AFF Women's Cup 2024 Participating Team Obligation (PTO) Form (**Attachment 5**)
- 6) AFF Safeguarding Declaration Form (**Attachment 6**)
- 7) AFF Integrity Declaration Form (**Attachment 7**)
- 8) Pre Competition Medical Assessment (PCMA) (**Attachment 8**)
- 9) AFF Member Association Declaration of Agreement to the PCMA (**Attachment 9**)
- 10) Player and Examining Physical Declaration for PCMA (**Attachment 10**)

In addition to the aforementioned documents, we have also included the **Summary of Key Information (SKI)** for the AFF Women's Cup 2024 as per **Attachment 11** which comprises the following key information:

- a. Preliminary Registration
- b. Final Registration
- c. Jersey Colours/Team Equipment
- d. Local Arrangements
- e. Participating Team Questionnaire Summary
- f. Arrival and Departure
- g. Team Expenses
- h. Disciplinary Matters
- i. Briefing to Participating Teams by Lao Football Federation (LFF)

Kindly take note that the Briefing to Participating Teams by LFF will cover the following areas:

- 1) AFF Women's Cup 2024 Tournament Details
- 2) Inbound Entry Requirements
- 3) On Arrival and Airport Transfers
- 4) Accommodation
- 5) Training Venues
- 6) Competition Venues/Stadiums
- 7) Local Transportation
- 8) Tournament Integrity Management Matters
- 9) Tournament Media Management Matters
- 10) Tournament Medical Management Matters
- 11) Tournament Safeguarding Management Matters
- 12) Contact Details of Key Persons
- 13) Outbound/Departure from Laos
- 14) Briefings & Meetings
- 15) Official Match Ball
- 16) Timeline
- 17) Q & A

Please also find below key timeline for your information and necessary action:

No	Items	Key Timeline
1	Official Draw for AFF Women's Cup 2024	To be advised by LFF
2	Deadline for Players to undergo PCMA	By 8 October 2024
3	Briefing to Participating MAs by Host MA	To be advised by LFF
4	Deadline for submission of Tier 1 Participating Forms to Host MA	By 9 October 2024
5	Submission of <ol style="list-style-type: none"> a) Airfare Quotation Form (minimum 3 quotations) b) Registration Forms c) Kit Colours Form d) Questionnaire Summary e) Participating Team Obligation (PTO) Form f) AFF Safeguarding Declaration Form g) AFF Integrity Declaration Form 	By 17 October 2024
6	Submission of <ol style="list-style-type: none"> a) MA Declaration to the PCMA b) Player and Examining Physical Declaration for PCMA c) Copy of Team's Insurance Coverage (medical and travel) 	By 28 October 2024
7	Final Registration	During the Match Coordination Meeting
8	Participating Team Survey	On departure day

Should you have any questions and/or require any further information, kindly contact Mr Chanthavong Sirimanotham, LFF Acting General Secretary at chanthavong.laoff@gmail.com, Ms Noraini Taha at noraini.taha@aseanfootball.org, Ms Andrea Laurel at andrea.laurel@aseanfootball.org, and the undersigned at winstonlee@aseanfootball.org.

Thank you for your kind attention and cooperation.

Yours sincerely,



Winston Lee
General Secretary

c.c.: H.E. Major General Khiev Sameth, President of ASEAN Football Federation

Encl.: As stated