



# Asean Football Federation

Established 31.1.1984

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Ref: AFF/Women/Futsal/2024/WL/dl

17 September 2024

General Secretaries

Member Associations of Indonesia, Myanmar, Thailand, Philippines, and Vietnam

Dear Sir,

**ASEAN WOMEN'S FUTSAL CHAMPIONSHIP 2024  
16 -21 NOVEMBER 2024  
MANILA, PHILIPPINES**

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

Please find attached the following documents for the upcoming Asean Women's Futsal Championship 2024 in Manila, Philippines for your kind reference and action:

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

In addition to the above documents, we have also included the **Summary of Key Information** for the Asean Women's Futsal Championship 2024 as per **Attachment 10** 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 FA Philippines

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

1. Asean Women's Futsal Championship 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 the Philippines
14. Briefings & Meetings
15. Official Match Ball
16. Timeline
17. Q & A

Please also find below the key timeline for your necessary action.

No	Items	Key Timeline
1	Official Draw for ASEAN Women's Futsal Championship 2024	To be advised by PFF
2	Deadline for Players to undergo PCMA	By 17 October 2024
3	Briefing to Participating MAs by Host MA	To be advised by PFF
4	Deadline for submission of Tier 1 Participating Forms to Host MA	By 18 October 2024
5	Submission of 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 26 October 2024
6	Submission of 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 6 November 2024
7	Final Registration	During the Match Coordination Meeting
8	Participating Team Survey	On departure day

If you have any questions and/or require any further information, kindly contact the FA Philippines General Secretary, Angelico Gabriel O. Mercader at

[agmercader@pff.org.ph](mailto:agmercader@pff.org.ph), Noraini Taha at [noraini.taha@aseanfootball.org](mailto:noraini.taha@aseanfootball.org), Devin Laksmi at [devin.laksmi@aseanfootball.org](mailto:devin.laksmi@aseanfootball.org), and me at [winstonlee@aseanfootball.org](mailto: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

**Enc.**

- 1) Asean Womens' Futsal Championship 2024 Tournament Regulations **(Attachment 1)**
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- 7) AFF Integrity Declaration Form **(Attachment 7)**
- 8) AFF Member Association Declaration of Agreement to the PCMA **(Attachment 8)**
- 9) Player and Examining Physical Declaration for PCMA **(Attachment 9)**
- 10) Summary of Key Information of Asean Womens' Futsal Championship 2024 **(Attachment 10)**