



# UEFA Referee Development Programme 2014

Practical Information for Match Officials

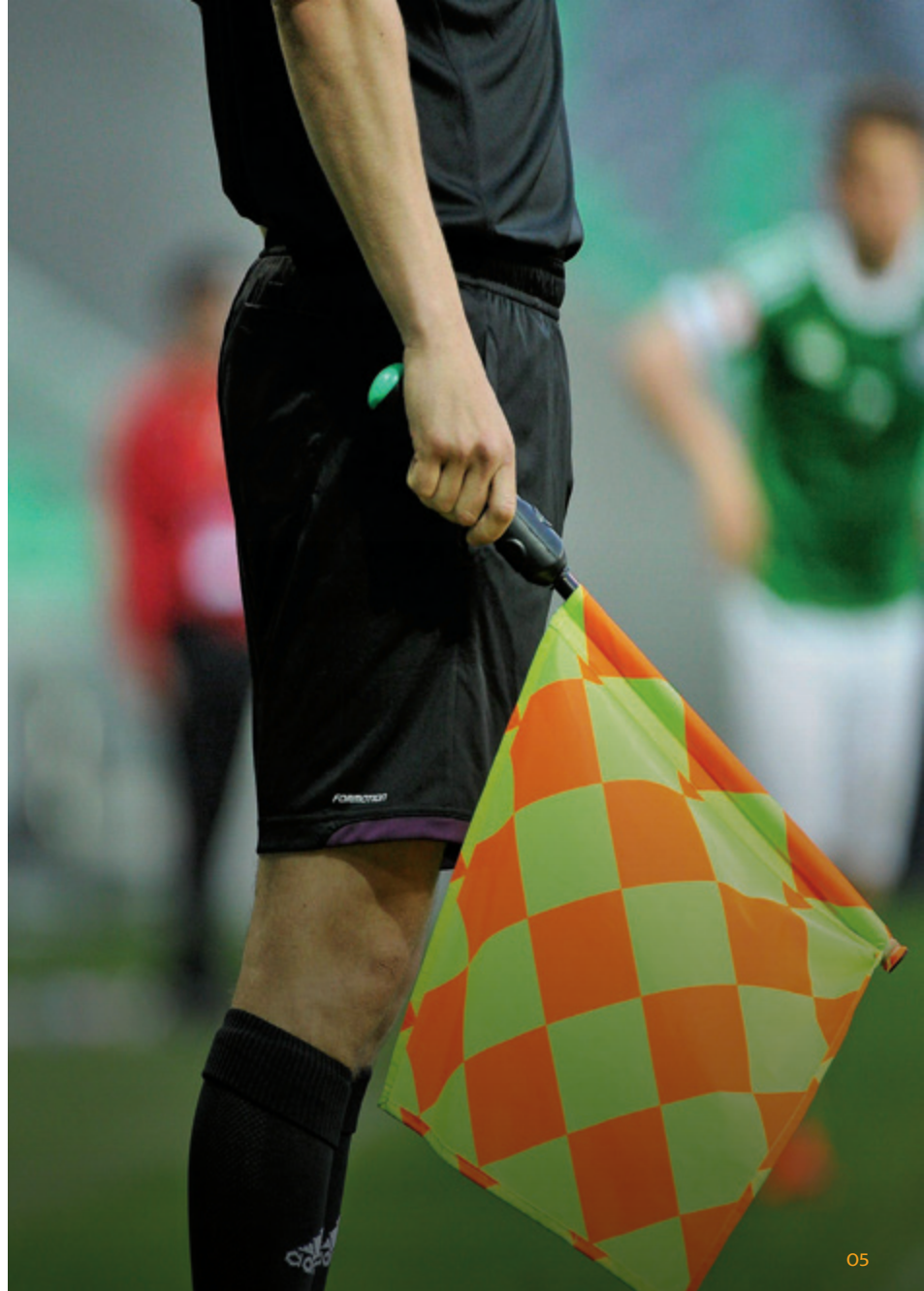
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# TABLE OF CONTENTS

<b>INTRODUCTION</b>	6	Checking Goal Nets	22
<b>GENERAL INSTRUCTIONS FOR UEFA REFEREES</b>	8	Role of Officials at Half-time and Full-time in UEFA Competitions	23
UEFA Refereeing Services	8	Pre-match Warming-up Area	23
UEFA Referees Committee (July 2011 to June 2015)	8	<b>REMINDER OF SOME ADDITIONAL INSTRUCTIONS</b>	
General Terms and Conditions for Referees (Edition 2003)	9	<b>TO BE APPLIED IN UEFA MATCHES</b>	24
Appointments	9	Celebration of Goal	24
FAME	9	Half-time / Break Before Extra Time	24
Availability	9	Liquid Refreshments	24
Match Documents	10	Jewellery	25
Online Referee Report	10	Indication of Additional Time Allowed	25
Team Sheets	11	Procedure when Suspending a Match	26
Procedure for the Referees' Training Sessions on MD-1	11	Management of Injured Players	26
Match abandoned	11	<b>UEFA REFEREES COMMITTEE TECHNICAL RECOMMENDATIONS</b>	28
Organisational Meeting	12	Correct Decision-making; Fouls and Consequences	28
UCL & UEL from Play-off Round	12	Determining the Seriousness of Offences	28
All Other Competitions	12	Circumstances	29
Travel Arrangements	12	Other Unfair Actions (Holding, Handling the Ball...)	30
Payment of Referees	13	Offences Committed when Ball Out of Play	30
Additional Daily Allowance	16	Dangerous Play with Contact	30
Press Interviews	17	Physical Contacts (Use of Hands/arms)	31
Behaviour at the Venue	17	Illegal Challenges with Hands/arms	31
Referees' Equipment	17	Illegal Use of the Arms Prior to Corner Kicks / Free Kicks	32
Language	17	Illegal Use of the Body	33
Conclusions	17	Simulation	33
<b>AT THE UEFA MATCH</b>	18	Handball Considerations	33
Racist Behaviour – Guidelines for match officials	18	Incidents Involving Players' Reactions/confrontations	34
Article 11bis Discrimination and similar conduct	19	Confrontation Between Players	34
Stadium Clocks	21	Confrontation with the Referee – Undermining the Referee's Authority	35
Giant Screens	21	Dealing with Mass Protests ('mobbing')	35
Unfit Fields of Play	21	Communicating and Managing	36
Number of Officials & Players Allowed in the Technical Area	21	Positive Body Language	36
Substitutes	22	The Technical Area	36
Colour of the Players' Socks in UEFA Competitions	22		

Advantage Considerations	37
Management at Free Kicks	38
Quick Free Kick	39
Penalty Kicks	39
Re-entering the Field of Play	40
Disciplinary Sanctions against Substitutes	40
Positioning	40
Identifying Offending Players	40
Co-operation: The Team of Match Officials	41
Pre-match discussions	41
Offside	41
Ball Out of the Field of Play	44
Offences	45
Obvious Incorrect Disciplinary Decision of the Referee	46
Control of the 9.15m Distance	47
Role of 4th Officials	47
Guidelines for Additional Assistant Referees	47
Penalty Kick	48
Kicks from the Penalty Mark to Determine the Winner of the Match	48
General	48
Assistant Referee Positioning	49
Free Kick Close to the Penalty Area	49
After an Offside	49
Goal Kick and Goal Clearance	49
Corner Kick	49
Penalty Kick	49
Kicks from the Penalty Mark to Determine the Winner of a Match	50
Flag Technique	50
Throw in Responsibility	50
<b>Appendix: Replacement of Players on the Match Sheet</b>	51
1. UCL / UEL / UWCL / EURO qualification / WEURO qualification	51
2. U-17 / U-19 / WU-17 / WU-19 / Regions Cup	52
3. WOWC / U-21 qualification	53



## INTRODUCTION

Since 2002, the UEFA Referees Committee has issued general conclusions and recommendations from all its courses and seminars for elite, new, women, futsal and assistant referees. These conclusions and recommendations are the result of open discussions at the course between referees, assistant referees and members of the UEFA Referees Committee.

This booklet summarises the conclusions from various summer and winter UEFA referee courses and is updated periodically.

The contents of this booklet are intended to assist match officials in their implementation of the FIFA Laws of the Game and should not be seen as contradicting them.

The first section provides a summary of the general instructions given to referees. It provides some further information on the administrative procedure from the moment UEFA appoints a referee to one of its matches. The second section containing some general instructions and advice once on the pitch and is based on *Additional Instructions for Referees, Assistant Referees, Additional Assistant Referees and Fourth Officials* contained in The Laws of the Game booklet, as well as in the UEFA competition regulations.

The UEFA Referees Committee hopes that this booklet will be useful not only for international referees, assistant referees, additional assistant referees, observers and instructors but also all match officials within the UEFA member associations. UEFA also hopes that application of these practices will reinforce the uniform interpretation and application of the FIFA Laws of the Game.

Readers are warmly invited to provide the UEFA Refereeing Unit with their comments, which may help us to improve future editions of this booklet.



# GENERAL INSTRUCTIONS FOR UEFA REFEREES

The following information should provide referees with the necessary knowledge for the procedure and administration that goes hand in hand with refereeing a UEFA match.

## UEFA Refereeing Services

All appointments and information referees receive from UEFA will come from the UEFA Refereeing Services Unit. The Unit works closely in conjunction with the UEFA Referees Committee.

## Referees Committee (July 2013 to June 2015):

### Chairman:

Ángel María Villar Llona (Spain)

### Deputy Chairman:

Şenes Erzik (Turkey)

### Chief Refereeing Officer:

Pierluigi Collina

### Refereeing Officers:

Marc Batta

Hugh Dallas

### Members:

Damkova Dagmar (Czech Republic)

David R. Elleray (England)

Herbert Fandel (Germany)

Bo Karlsson (Sweden)

Nikolay Levnikov (Russia)

Jozef Marko (Slovakia)

Vladimir Sajn (Slovenia)

Jaap Uilenberg (Netherlands)

Kyros Vassaras (Greece)

Kurt Zuppinger (Switzerland)

## General Terms and Conditions for Referees (edition 2003)

A copy of these terms and conditions is given to all European international referees. The relationship between UEFA, the match officials and their national associations is described in these terms and conditions.

Any referee accepting an appointment to officiate at a UEFA match agrees to be bound by and undertakes to respect these terms and conditions.

## Appointments

- Referee appointments are prepared by the Refereeing Officers in cooperation with UEFA Administration under the responsibility of the Referees Committee.
- Assistant referees & additional assistant referees are, in principle, proposed by the referee's national association. However, on occasions, the UEFA Administration may make assistant referee & additional assistant referee appointments directly e.g. to prepare refereeing trios or quintets for final tournaments.

## FAME

This is UEFA's match administration database and all UEFA referees have access to it via a username and password. Referees may update their profiles in it, but more importantly, it is used for submitting documents/ reports and informing UEFA of availability (see below).

## Availability

Referees should inform UEFA directly via FAME of their availability as far in advance as possible. By default in FAME referees are **not available**; therefore the onus is on the referee to enter his/her availability. UEFA will make referee appointments based on who appears as available in FAME. *Referees should not wait to be appointed for a match before giving UEFA this information.*

**Referees should never referee a match with an injury.**

## Match Documents

In recent seasons, the amount of paper documents sent to referees has decreased. Most are available in FAME and the referee report form is now completed and submitted electronically (see below). However, when going to a UEFA match, referees will need the following match documents for each match they referee:

- Referee keycode for the electronic report form (found in the original appointment letter sent to the national association)
- Competition regulations
- Team sheets (copies found in FAME)
- 6 substitution sheets (3 green for the home team and 3 orange for the away team)
- 1 sheet for the fourth official's notes
- UEFA Respect badges

A supply of the regulations, substitution sheets, 4th official notes card and Respect badges is mailed to each referee once a year via their national associations.

## Online Referee Report

Since the beginning of the 2009/2010 season all UEFA referee reports have been completed and submitted online via FAME. To facilitate this process, UEFA appoints a Venue Data Coordinator (VDC) to every UEFA match. The VDC notes electronically,

and often live, all major incidents in a match and then produces an electronic version of the referee report form for transmission to UEFA. Before this report can be transmitted it must be validated by the referee. The VDC will visit the referee before the match and then arrange to come to the referees' changing room shortly after the match. The referee must carefully check all the data (particularly cards, goals, substitutions) and when satisfied that all is correct enter the unique match keycode (see Match Documents above) to verify the report officially. The VDC does not have access to this code and thus only the referee can verify the report.

Yellow card descriptions should be selected from the drop-down menus on the report form. Direct red cards, however, must still be described in detail in the UEFA Match Report. The description should be as precise as the scenario of a film: (who, where, when, what and how); the reader (UEFA Disciplinary Bodies) should have all the elements required to take the appropriate disciplinary decision. If more time is required to write it, the detailed description can be sent by email to the following two UEFA email addresses: **matchcentre@uefa.ch** and **discipline@uefa.ch** *before 09:00 the morning after the match.*

## Team sheets

The team sheets (match sheets) still need to be completed by hand by the team administrators. These should be handed to the referee at least 75 minutes before kick-off, depending on the competition. However, for UCL and UEL group play-offs and group phase, a new electronic form is used and the referee is not involved in the process (he will simply receive a final version from the Venue Director. Please take careful note of the procedure for replacing injured players after the team sheet has been handed in as this may vary depending on the competition. Details of the procedures can be found in the Appendix of this booklet. The team sheets must be faxed to UEFA and referees may give them to the Delegate who can send them with other documents he needs to fax to UEFA.

## Procedure for the referees' training sessions on MD-1

The referee team interested in training at the venue on UEFA Club Competitions matches from Group Stages where there is a Venue Director (VD) should contact the Venue Director on MD-2 to confirm that the training session will take place.

The VD will contact the RLO to offer some slots of time (the session must fit it with those of the clubs) that the referee will have to accept. If the time is not convenient, please ask the RLO on-site if an alternative venue is available.

Remember to wear only the Competition's kit provided or any other adidas kit without sponsor logos for such training sessions.

## Match abandoned

If the referee decides to abandon the match, for example because the field is unfit for play, the remaining match time must be played either the next day, or on a reserve date or other date set by the UEFA administration, unless the case is referred to the UEFA Control and Disciplinary Body. The date on which the match will be completed must be decided within two hours of the referee's decision to abandon the match, in consultation with the two clubs and the associations concerned. In case of dispute, the UEFA administration fixes the date and kick-off time of the match. Its decision is final.

If the remaining time of the match has to be played the next day, or on a reserve date or other date set by the UEFA administration, the following principles apply:

a) the match sheet may contain any of the eligible players who were on lists A and B when the match was abandoned, irrespective of whether they were actually on the match sheet for the abandoned match, with the exception of players substituted or sent off during the abandoned match as well as players suspended for the abandoned match. The players who were in play at the time the match was

abandoned may not be included on the match sheet as substitutes when the match is resumed;

b) any sanctions imposed before the match was abandoned remain valid for the remainder of the match;

c) single yellow cards imposed before the match was abandoned are not carried forward to any other matches before the abandoned match is completed;

d) players sent off during the abandoned match cannot be replaced and the number of players in the starting line-up remains as it was when the match was abandoned;

e) players who were suspended following a match played after the abandoned match in question can be included on the match sheet;

f) the teams can make only the number of substitutions to which they were still entitled when the match was abandoned;

g) the match must restart on the same spot where the abandoned match action occurred (i.e. free-kick, throw-in, goal kick, corner kick, penalty, etc.). If the match was stopped during the normal flow of the game, a dropped ball on the spot where it was abandoned shall be used to restart.

## Organisational Meeting

### UCL & UEL from play-off round

It is the responsibility of the match referee to ensure the officials

representing the referee team can deliver a clear message in "fluent" English.

In the UCL & UEL matches the AAR1 and 4th official shall attend the meeting.

The AAR1 shall deliver the message during the meeting.

### All other competitions

The main referee attends the match day organisational meeting, as often the venue is new and there is no Venue Director and therefore the organisation is normally as well organised in UCL / UEL group stage.

## Travel arrangements

### Single matches

UEFA Administration arranges the international travel for all neutral referees, assistant referees, additional assistant referees and fourth officials appointed for any UEFA match.

Travel arrangements are negotiated directly between the referee's national association and the UEFA travel agent Carlson Wagonlit. However, for "confidential" matches i.e. UEFA Champions League, UEFA Europa League and EURO qualifying matches, where the names of the referees are not made public until two days before the match, all travel is arranged directly by email with the main referee.

Flights are usually arranged in Business Class. The referee team should always arrive before 17.00 on the day prior to the match and depart the day after in the late morning: **3-day principle**.

Travel by car or train may be authorised by UEFA in exceptional circumstances, but only with the prior written permission of UEFA.

### Mini-tournaments

Arranged as above by UEFA. Arrival the day before the first match and departure the day after the last match: **8-day principle**.

### Other travel requirements

- The referee's national association should arrange visas. However, the referee must take final responsibility for ensuring his referee team has the necessary visas.
- Referees should not be accompanied by any family members or friends (only the referee team).
- Referees should not accept or seek excessive hospitality (hotels will usually be 4 or 5 star with meals included).
- Hotel extras such as mini-bar, laundry, telephone calls, internet access... must be paid for directly by the referees before leaving

- A mobile phone is recommended (in case of emergency)
- **UEFA 24 hour emergency number: +41 22 707 27 77**

## Payment of Referees

Match official payments comprise:

1. Daily allowances

The daily allowance amounts to **200 euros** and is calculated from the day of departure up to and including the day of the return journey.

2. Lump sum to cover domestic expenses

Domestic costs (local transport, parking, visas, hotel near the airport before departure or after arrival, etc.) are covered by a lump sum of 200 euros per match official.

3. Single match fee (based on referee categories)

Single match fees are paid to referees, assistant referees, additional assistant referees, and fourth officials and depend on the category of the referee in question. As before, no match fees are paid to futsal officials, or fourth officials at women's matches, although they still receive payments 1. and 2.

The amounts per appointment are paid by direct bank transfer to each official in one combined payment.

Referee Category	Single match fees per match per official			
	Referees	Assistant Referees	Additional Assistant Referees	4th Officials
Men Elite	EUR 4,800	EUR 1,440	EUR 1,440	EUR 720
Men Elite Dev.	EUR 3,600	EUR 1,080	EUR 1,080	EUR 540
Men First	EUR 2,300	EUR 690	EUR 690	EUR 345
Men Second	EUR 1,200	EUR 360	EUR 360	EUR 180
Men Third	EUR 1,100	EUR 330	EUR 330	EUR 165
Women Elite	EUR 750	EUR 225	EUR 225	n/a
Women Elite Dev.	EUR 600	EUR 180	EUR 180	n/a
Women First	EUR 600	EUR 180	EUR 180	n/a
Women Second	EUR 400	EUR 120	EUR 120	n/a
Women Third	EUR 300	EUR 90	EUR 90	n/a

#### Increased payments from the Quarter Finals (UEL and UCL only)

There are increased fees from the Quarter-Finals of UEFA Europa League and UEFA Champions League for the Elite category officials, as follows:

Referee category (men)	Match fees
Elite referees	EUR 5,800
Assistant referees with elite referee	EUR 1,740
Additional assistant referees with elite referee	EUR 1,740
4th officials with elite referee	EUR 870

Referee category (men)	Match fees
Elite Development referees	EUR 4,600
AR with elite development referees	EUR 1,380
AAR with elite development referees	EUR 1,380
4th officials with elite development referees	EUR 690

#### UEFA Youth League

This competition is seen as being one of development for players and match officials. As a consequence of this no match fees are paid to the match officials and only parts 1 and 2 of the match official payments are made.

#### Mini-tournaments

There will be a flat fee per mini-tournament, again based on the category of the referee. Note that payments for Assistant referees and any Additional assistant referees are not dependent on the category of referee they are appointed with, as during tournaments, these officials usually receive one more match than the referee. There is no match fee for 4th officials, but all officials receive the daily allowance and lump sum.

Referee Category	Mini-tournament fee
Men second referees	EUR 1,600
Men third referees	EUR 1,500
Men assistant referees (Elite, Elite Dev., First, Second, Third)	EUR 500
Men additional assistant referees (Elite, Elite Dev., First, Second, Third)	EUR 500
Women Elite referee	EUR 1,100
Women Elite Dev. referee	EUR 800
Women first referee	EUR 800
Women second referee	EUR 600
Women third referee	EUR 600
Women assistant referees (Elite, Elite Dev., First, Second, Third)	EUR 400
Women additional assistant referees (Elite, Elite Dev., First, Second, Third)	EUR 400



### *Final tournaments*

EURO and WEURO will be treated separately. For the other Final Tournaments, match officials will be paid per match, as some have more matches than others, unlike mini-tournaments where it is the same number of matches for all. To ensure equitable payments to AR and AAR, the UEFA administration will set an average fee for each tournament, depending on which category of referees are appointed (often it is more than one category at final tournaments). They will also receive daily allowance + €200 domestic travel lump sum.

All payments to match officials are paid directly to the individual match official's bank account. It is therefore imperative that UEFA has the full bank details of each appointed official and UEFA must be informed of any changes in bank details.

### **Additional daily allowance**

Carlson Wagonlit Travel will inform UEFA every time a trip exceeds three days for a match or eight days for a mini-tournament due to long travelling distances or the most suitable flight arrangements. The additional daily allowances will be added to the amount paid to each match official.

### **Press interviews**

On no account should interviews be held with the press on matters related to the match. The referee is fully responsible for any statements made.

### **Behaviour at the venue**

Match officials must act professionally at all times during their stay in the venue city of a UEFA match/tournament. They should avoid being over-friendly with players and officials of teams, even if they know them well. Social contact should be minimal and match officials should always be aware of how this contact might be perceived by onlookers. Match officials are also reminded that they will have to referee the players during the match and must therefore always portray a neutral and professional image; activities such as being photographed with players, asking for players' shirts or autographs and excessive purchases of team souvenirs in the club shops should be avoided.

Each club receives a very limited number of UCL or UEL match balls for the matches it hosts. Consequently do not request, and definitely do not take, any of these as souvenirs. When finished with, these balls are usually reserved for local schools and charities, as well as for some marketing promotions.

As regards ticket requests, we have to remind you of our "Zero Tolerance" policy. Tickets requests are dealt with directly by the clubs so it means you are asking them for tickets (no matter who you make the request to) and this puts them – and you – in a difficult position. If you really must have tickets for one of your matches, please contact the Refereeing Unit first.

### **Referees' equipment**

Referees must wear the adidas kit – the latest version – they received from UEFA; nothing from a competitor manufacturer should be visible on the referees' equipment. Furthermore, no other adidas logos, other than the ones on the match kit, should be visible e.g. on an undershirt as this contravenes UEFA match kit regulations. Any visible logos should be covered with tape. The fourth official should wear the UEFA tracksuit jacket (with the UEFA logo). If necessary, the referee will lend his/her UEFA jacket to the fourth official.

### **Language**

English is the language used by UEFA for refereeing matters.

### **Conclusions**

Be well prepared and use common sense. Enjoy the match and your time away on UEFA duty.

# AT THE UEFA MATCH

## Racist Behaviour – Guidelines for match officials

### 1. Serious racist incidents – First step: Stop the match

1 When the referee becomes aware (in particular if he is informed by the official UEFA match delegate through the fourth official) of racist behaviour (especially racist chants, insults and screams, banners, etc.) and if, in his opinion, this racist behaviour is of a strong magnitude and intensity, he shall, in application of Law 5 of the Game, stop the match and ask for an announcement to be made over the public address system (in the languages of both teams) requesting the public to immediately stop such racist behaviour.

2 The match may resume only after the announcement has been made.

### 2. Serious racist incidents – Second step: Suspend the match

1 If the racist behaviour does not cease once the game has restarted (i.e. step 1 was ineffective) the referee shall suspend the match for a reasonable time period (for example 5 to 10 minutes) and request the teams to go to the dressing rooms. The official UEFA match delegate shall, through the fourth official, assist the referee in determining whether the racist behaviour has ceased following step 1.

2 During this time period, the referee

shall again ask for an announcement to be made over the public address system requesting the public to immediately stop such racist behaviour and warning them that this may even result in the match being abandoned.

3 During this suspension, the referee shall consult with the official UEFA match delegate, the UEFA security officer and the relevant police and stadium security authorities on the possible next steps, in particular the possibility to abandon the match.

### 3. Serious racist incidents – Third step: Abandon the match

1 If the racist behaviour does not cease after the game has restarted (i.e. step 2 was ineffective), the referee shall, as a very last resort, definitively abandon the match. The official UEFA match delegate shall, through the fourth official, assist the referee in determining whether the racist behaviour has ceased following step 2.

2 However, any decision by the referee to abandon a match in such circumstances shall only be taken after all other possible measures have been implemented and the impact of abandoning the match on the security of the players and the public has been assessed by means of a full and extensive consultation with the official UEFA match delegate, the UEFA security officer and the relevant police and

stadium security authorities. In principle, an abandonment of the match is subject to the agreement of all parties involved.

### 4. Disciplinary consequences

The disciplinary consequences (such as forfeit, stadium suspension, fines or others) shall be dealt with by the UEFA Disciplinary Bodies in accordance with the relevant regulations, in particular article 11 bis of the UEFA Disciplinary Regulations.

### Article 11bis Discrimination and similar conduct

1 Anyone who insults the human dignity of a person or group of persons, by whatever means, including on grounds of colour, race, religion or ethnic origin, shall incur a suspension for five matches or for a specified period.

2 Any member association or club whose supporters engage in the behaviour described in paragraph 1 shall incur a minimum fine of EUR 20,000.

3 If particular circumstances so require, the disciplinary body may impose additional sanctions on the member association or club responsible, such as the playing of one or more matches behind closed doors, a stadium closure, awarding of a match by default, deduction of points or disqualification from the competition.

4 Any form of extremist ideological propaganda is banned before, during and after matches. The sanctions laid down in paragraphs 1 to 3

### 5. Briefing at organisation meeting

The referee shall, together with the official UEFA match delegate, brief both teams, as well as the relevant police and stadium security authorities, of these steps at the official organisation meeting before the match.

### 6. Entry into force and communication

These guidelines have been approved by the UEFA Executive Committee on 1/2 July, 2009, in Vilnius.

They enter into force with immediate effect. They are communicated to all concerned referees, official UEFA match delegates and UEFA security officers, as well as to all national associations and clubs participating in UEFA competitions.

### Announcements

At the organisational meeting before the game, the match delegate should make sure that the announcements in case of racist incidents are ready, in the languages of the home and visiting fans, and, if necessary, in English, for the match officials and refereeing team.

The messages will have to be brief (in particular if they are to be read up to three times in a row in three different languages) and address the fans firmly.

We suggest the following announcements that can be tailored at the organisational meeting in consultation with the UEFA security officer, the relevant police and stadium security authorities and the UEFA match delegate.

### Pre-Game announcement

Welcome everybody to our football stadium. Please remember that in football there is no place for racism. Enjoy the match.

### First Announcement

Attention please – This is an important security announcement:

Because of racist behaviour amongst spectators which is interfering with the game, the referee has indicated that he may have to suspend the match.

Racism in football stadiums will not be tolerated. Please be in no doubt that the game will be suspended, and may be abandoned, if racist behaviour continues amongst spectators.

Help everyone enjoy the game and say No to racism!

Thank you.

### Second Announcement

Attention please – This is an important security announcement:

Because of continuing racist behaviour amongst spectators, the match has been suspended for X minutes (5 to

10). The teams will go back to their dressing rooms.

We remind you once again that racism in football stadiums will not be tolerated. If racist behaviour amongst the crowd continues, then the match will be abandoned and appropriate disciplinary or criminal sanctions will be taken against the spectators and clubs involved.

We repeat that this match will be abandoned if there is continuing racist behaviour amongst spectators.

Thank you

### Third Announcement

Attention please – This is an important security announcement:

We regret to inform you that, because of continuing racist behaviour amongst spectators which is interfering with the game, the referee has decided to abandon the match. We repeat: this match has been abandoned. All spectators are now requested to leave the stadium in an orderly fashion.

In the interests of safety, all spectators are also asked to take their time when leaving the ground and to follow the instructions of the stewards and security personnel.

***Further statements on the consequences of the abandonment of the match will be made by the club on its website the following day***

### Stadium Clocks

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

### Giant screens

Simultaneous transmissions on giant viewing screens are allowed inside the stadium in which a UEFA match is played. Replays are **authorised** although stadium managers have been informed by UEFA to avoid showing potentially controversial replays for security reasons.

Should this rule not be respected, the match officials should report the facts to UEFA, usually after consultation with the UEFA Delegate.

### Unfit fields of play

If any doubt arises as to the condition of the field of play after the visiting club's departure from home, the referee will visit and inspect the field of play and then decide whether or not it is fit for play. It is advisable, where possible, to consult the UEFA Delegate and/or UEFA Referee Observer before making and publicising a decision relating to the fitness of the field of play.

### Number of Officials & Players allowed in the Technical area

In UEFA competitions only seven team officials and seven substitute players are allowed to sit on the substitutes' bench, i.e. **a total of 14 persons**. The names of all these persons and their functions must be listed on the match sheet. If space permits, up to **five additional technical seats** are allowed for team staff providing technical support to the team during the match (kit manager, assistant physiotherapist, etc.). Such seats shall be outside the technical area and positioned at least five metres to the side or behind the benches but with access to the dressing rooms. The names of all persons occupying these seats and their functions must be listed on the match sheet. These persons occupying these seats may take no part in the game e.g. they may not convey instructions to the players, assist players who are warming up etc.

## Substitutes

In UEFA competitions each team is allowed to substitute **three players** per team in the course of the match. The use of numbered substitution boards to indicate the substitution of players is compulsory. To allow good communication, the boards should be numbered on both sides.

During the game, substitute players are allowed to leave the technical area to warm up. No other person is allowed to warm up or coach the substitutes during their warming up except in UCL and UEL matches where the fitness coach is allowed to supervise the substitutes during their warming up.

At the match day organisational meeting, the referee will determine exactly where the substitutes should warm up (behind the first assistant referee or behind the advertising boards behind the goal) and how many substitute players are allowed to warm up simultaneously. *It is recommended that only three substitutes per team be allowed to warm up at the same time.*

For UEFA matches when substitutions take place, they shall be supervised by the fourth official in co-operation with the referee. The assistant referee does not need to move to the halfway line.

## Colour of the players' socks in UEFA competitions

Some players use white strapping (tape, bandages) or even a second pair of socks over their match kit socks. Some of this strapping obviously changes the colour of the socks, potentially causing confusion with the socks of the players of the opposing team e.g. in cases of deflection of the ball.

For this reason **the strapping (or second pair of socks) must be either underneath the socks or of the same colour as the part of the socks it is applied to.**

Referees in UEFA matches are instructed to check that the colour of the socks is clearly recognisable. **In all UEFA competitions**, the referee should mention this directive at the organisational meeting and enforce it for all matches.

## Checking goal nets

Goal nets should be checked after teams have warmed up and left the field before the start of the match and again at the end of the half-time interval. Following the warming up session of the players, the 4th official will go to the field to carry out a final inspection of the goal nets to ensure no delay to the kick off.

The nets however shall still be inspected prior to the beginning of the match and second half by the AAR where appointed or the AR when AAR's are not appointed.

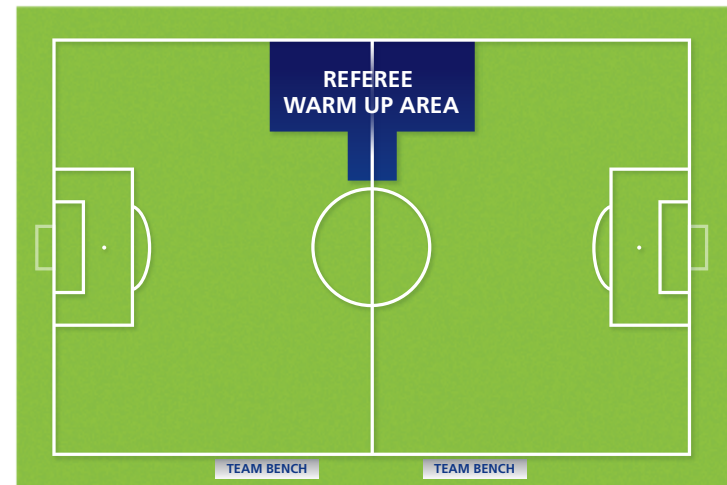
## Role of officials at half-time and full-time in UEFA competitions

The UEFA Referees Committee recommends the following procedure for match officials at the end of each half:

1. The assistant referee closest to the players' tunnel goes into the tunnel immediately at half-time and full-time to supervise that area.
2. The fourth official remains in his 'working' position to monitor the occupants of the technical areas and to supervise the players' exit from the field of play.
3. The referee, other assistant referee and, where appointed, the additional assistant referees remain in the centre circle until all the players have departed the field of play.

## Pre-match warming-up area

Clubs have been asked to reserve a specific area for the referees' pre-match warm up as shown in the following diagram. Nevertheless they are not obliged to mark it with cones or any other means.



# REMINDER OF SOME ADDITIONAL INSTRUCTIONS TO BE APPLIED IN UEFA MATCHES

(Please refer to the Laws of the Game and to UEFA competitions regulations)

## Celebration of Goal

A player must be given a yellow card when:

- in the opinion of the referee, he makes gestures which are provocative, derisive or inflammatory;
- he climbs on to a perimeter fence to celebrate a goal;
- he removes his shirt over his head or covers his head with his shirt.
- he covers his head or face with a mask or other similar item.

Leaving the field of play to celebrate a goal is not a yellow card offence but it is essential that the players return to the field of play as soon as possible.

Players must also not reveal undershirts that contain or display any form of slogan or advertising. The basic compulsory equipment must not contain any political, religious or personal statements. However, referees should note that lifting a shirt to reveal slogans or advertising is not a yellow card offence, but the player must be reported to UEFA by the referee so the Disciplinary Bodies have all data to take a decision.

Referees are expected to act in a preventative manner and to exercise common sense in dealing with the celebration of a goal.

## Half-time / break before extra time

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

## Liquid Refreshments

Players are entitled to take liquid refreshments during natural stoppages in the match but only on the touchline. It is not permitted to throw plastic water bottles, bags or any other water containers onto the field.

As per normal, players may drink from plastic bottles handed (not thrown) to them from the technical area

In addition, with the agreement of the referee, water bottles may be placed around the field at 1.5 meter behind **both** touchlines for players to use

during natural breaks in play e.g. free-kicks, substitutions. In such condition referees will be lenient regarding players picking up bottles outside the field of play. It must be made clear that the teams must use their own bottles as there are possible implications for anti-doping controls.

## Jewellery

Referees are reminded that, in accordance with Law 4, players must not wear any kind of jewellery; it has to be removed and therefore cannot be taped.

## Indication of Additional Time Allowed

Fourth officials are reminded that when, on the instruction of the referee, the **minimum** additional time to be allowed at the end of each half is being indicated, this indication should only be made at the end of the final minute in each period of play.

The allowance for time lost is at the discretion of the referee. Referees are reminded that they must allow at least the full additional time indicated and not stop play before this time expires. If substitution(s), assessment of injury to players, removal of injured players from the field of play for treatment, time wasting or any other delay occurs during the additional time, the referee must make allowance for this time lost but it will not be indicated by the fourth official.

- When calculating additional time, referees should make allowance for the time 'lost' for substitutions and injuries, (an approximate guide of 30 seconds and 1 minute are respectively recommended for "normal" situations, otherwise the exact 'lost' time shall be considered) as well as for other incidents
- Referees should go to next (highest) minute when calculating additional time (e.g. 1 minute 25 seconds becomes 2 minutes)
- Referees will blow the whistle when the additional time is over (with a small flexibility, 3-4 seconds), if no time was 'lost' during the additional time. However, if a free kick or a corner kick is awarded just before the additional time is over, particularly when a YC or a RC is given), it should be taken and the referees will end the match when the free kick or corner kick is completed, (as is the case for a penalty kick according to the LotG)
- Referees must respect the additional time shown as the minimum time to be played. Therefore, they must never blow the whistle early (e.g. after 1 min 55 seconds when 2 minutes have been displayed)

## Procedure when suspending a match

- Referees are reminded that when a match is suspended due to unforeseen circumstances they should only “stop” their watch when they find it necessary to remove the players from the field of play. Prior to the match restarting the referee should check with the Venue Director / Match Delegate before restarting his watch.
- Any time lost between the match being stopped and the players leaving the field should then be shown as additional time on the electronic board at half time/full time.

## Management of Injured Players

The Laws of the Game are clear that the referee should only stop play if a player is seriously injured and that players should not be treated on the field of play. The referee should assume sole responsibility for stopping the match and players should not be encouraged to put the ball out of play. Players who do so should not expect the ball to be returned to them by their opponents at the restart of play. Referees must observe the following instructions below when dealing with injured players:

- Play is allowed to continue until the ball is out of play if a player is, in the referee’s opinion, not seriously injured.

- Play is stopped immediately if, in the referee’s opinion, a player is seriously injured.
- **After questioning the injured player**, the referee authorises one or, at most, two doctors to enter the field to assess the injury and to arrange the player’s safe and swift removal from the field.
- Stretcher bearers should only enter the field of play with a stretcher following a signal from the referee.
- The referee should ensure that an injured player is safely removed from the field of play.
- A player is not allowed to be treated on the field, unless the injury is exceptionally serious and may be made worse by the player being moved.
- A player bleeding from a wound must leave the field of play and may not return until the referee is satisfied that the bleeding has stopped. A player cannot wear clothing with blood on it.
- If the referee has authorised the doctors to enter the field, the player must leave the field, either on the stretcher or on foot. If a player does not comply he is given a yellow card for unsporting behaviour.
- An injured player may only return to the field of play after the match has restarted and he receives a signal from the referee.
- An injured player may only re-enter the field from the touchline when the ball is in play. When the ball is out of play, an injured player may re-enter from any of the boundary lines.
- The referee alone is authorised to allow an injured player to re-enter the field, whether the ball is in play or not.
- However, the referee may give permission for an injured player to return to the field of play if an assistant referee or the fourth official verifies that the player is ready.
- If play has not otherwise been stopped for another reason, or if an injury suffered by a player is not the result of a breach of the Laws of the Game, the referee restarts play with a dropped ball.
- The referee must allow the full amount of time lost through injury to be played at the end of each period of play.
- When the referee has decided to issue a card to a player who is injured and has to leave the field of play for treatment, the referee must issue the card before the player leaves the field of play.

**Exceptions:** Exceptions to this ruling are made only:

- for injury to a goalkeeper;
- when a goalkeeper and an outfield player have collided and need immediate attention;
- when players from the same team collide and need immediate attention;
- when a severe injury has occurred e.g. swallowed tongue, concussion, broken leg etc.

A player who has blood on his shirt is not allowed to remain on the field of play and must replace his shirt immediately. The Laws of the Game do not say that he can re-enter only wearing a shirt with the same number as before. If for any reason only a shirt without any number on the back is available, then the player is allowed to re-enter the field of play after the referee’s permission wearing this shirt. Then, when possible, a replacement shirt with the original number should be provided to the player as soon as possible.

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# UEFA REFEREES COMMITTEE TECHNICAL RECOMMENDATIONS

After discussions between the UEFA Referees Committee and referees and assistant referees attending UEFA referee courses, it was felt that the following advice would reinforce the uniform interpretation and application of the Laws of the Game.

## Correct decision-making; Fouls and consequences

The following criteria have been established to determine the seriousness of an offence and when an offence prevents an obvious goal-scoring opportunity or stops a promising attack (as well as the appropriate punishment in such situations).

## Determining the seriousness of offences

In determining the seriousness of an offence (such as kicking, tripping, jumping at, striking, pushing, charging an opponent), referees are reminded that they should take into account:

- The element of intent or malice;
- The speed of the player's action (intensity);
- The tackler's chance of playing the ball;
- Direction of the feet and tackling with studs/sole;
- Is a player endangering the safety of the opponent?

Particular emphasis should be placed on the elimination of challenges where a player gives no consideration to the safety and welfare of an opponent, including when contact is made with the ball and opponent at speed. Referees must take firm action when they identify uncontrolled physical challenges made at speed and without thought or consideration for the possible consequences and safety of the opponent. When judging the element of intent or malice, referees should be especially alert to the direction of the tackler's feet and any use of studs.



A tackle may still be considered as reckless (or even involving excessive force) even though the ball is played. Where contact is made with the ball and opponent at speed and without consideration for the potential danger to the opponent, it should be punished appropriately – normally with a yellow card and, in cases of serious foul play, with a red card.

Any challenge involving excessive force, and therefore endangering the safety of an opponent, must be considered as serious foul play and the offender must be sent off. Brutality must always result in a red card.

If a player uses excessive force or endangers the safety of an opponent, it does not matter whether the tackle is from behind, the front or from the side.

Referees are reminded that they must allow hard/fair challenges, and only punish unfair actions.

### Circumstances

In addition to determining the seriousness of an offence, referees must take into account the circumstances (including position on the field of play) in which the offence has been committed:

- Was an obvious goal-scoring opportunity denied (red-card offence)?
- Was a promising attacking move prevented (yellow-card offence)?

The following criteria should be used to determine if an offence denied an obvious goal-scoring opportunity:

- Probability of controlling the ball.
- Position of the attacker.
- Overall direction of movement (the attacker and ball).
- Distance to the goal.
- Position of the defenders / goalkeeper.
- Was the attack likely to produce a goal had it not been stopped by an offence punishable by a free kick (or a penalty kick)?

The following criteria should be used to determine if there was a promising attacking move stopped by an offence:

- Position of the offence.
- The player's chance of playing the ball.
- Position of his teammates.
- Position of the opponents.
- Distance to goal.
- Was the attack likely to develop in next few seconds had it not been stopped by an offence?

There is no difference if an obvious goal-scoring opportunity is unfairly denied by a goalkeeper or an outfield player.

When a goalkeeper commits an offence against the attacker in a one-to-one situation, the appropriate sanction in most cases will be a red card (only in exceptional circumstances when an attacker clearly moves into position from where he is not likely to score, could a yellow card be deemed appropriate).

### Other unfair actions (holding, handling the ball...)

Referees are reminded that the sanction for offences such as holding or deliberately handling the ball is, according to the Laws of the Game, a free kick only. However, a player must be given a yellow card for unsporting behaviour if the offence e.g.:

- prevents the opponent gaining possession of the ball or taking up an advantageous position
- prevents a promising attacking move to develop

When a player is penalised for handball whilst the ball is moving in a direction towards the goal during open play or from a free kick (shot at goal), the offending player should be cautioned. When a player is penalised for handball whilst the ball is crossed into the penalty area, a disciplinary sanction is normally not necessary, unless the offender clearly prevents the opponent from gaining possession of the ball or the offence has stopped a promising attacking move.

When the offence denies an obvious goal-scoring opportunity the offender must be sent-off.

### Offences committed when ball out of play

Offences can be committed when ball is in play or out of play. In both cases, the offenders must be punished according to the nature / seriousness of the offence. If an offence occurs when the ball is out of play, the offender must still be punished according to the seriousness of the offence, only the circumstances of the offence will not be taken into account (since a promising attack or obvious goal-scoring opportunity actually never occurred).

### Dangerous play with contact

If a player acts in a dangerous manner and also makes contact with an opponent, the referee should punish the more serious offence, i.e. the contact and thus award a **direct** free kick. If necessary, disciplinary action should be taken e.g. a yellow card if the challenge is reckless.

In cases of players making strong contacts with the opponent in attempt of "scissors" kick, yellow card for unsporting behaviour (reckless challenge) is normally appropriate sanction, However, if in opinion of the referee unfair strong contact with the opponent is deliberate act, the offender should be sent off.



## Physical Contacts (use of hands/arms)

Football is a sport in which physical contact is a natural part of the game and only *unfair* physical contact should be punished.

In order to achieve greater consistency, criteria have been established to help referees distinguish between fair contact and punishable offences.

A referee's judgement should take into account the following criteria:

- Did the defender unfairly hinder or impede the movement of the attacker by his hand/arm contact?
- Did this contact negatively influence the advance of the attacker or the progress of the team attack?
- Was this contact designed to hinder (or was it accidental)?
- Did the attacker initiate the illegal hand/arm contact?
- Did the attacker use the defender's body contact to try to deceive the referee and gain a free kick or penalty kick?

If after examining all criteria, a referee decides:

- unfair physical contact (holding, pushing...) - a free kick/penalty kick is awarded.

- the attacker attempted to deceive the referee - the simulation must be punished with a yellow card for unsporting behaviour and play restarted with an indirect free kick to the opposing team.

Attention is drawn to the fact that the initiator (first offender) of unfair physical contact may be an attacker or a defender. If both players use unfair physical contact, the initiator (first offender) is punished by a free kick/penalty kick to the opposing team. In addition, both players can be given a disciplinary sanction.

### Illegal challenges with hands/arms

Improved concentration, enhanced scrutiny and greater awareness should make referees, assistant referees and additional assistant referees alert to the possible occurrence of illegal challenges with hands/arms.

By focussing not only on feet/legs in challenges, referees will be able to identify those strong, unfair physical contacts with elbows and arms which must be punished appropriately and consistently.

Attention is drawn to the particular danger caused by a player jumping near an opponent and intentionally extending his arm in an unnatural manner (e.g. causing danger with the movement of his elbow).

Referees should be aware of their responsibility to protect players from unfair play by ensuring that any challenge involving excessive force (and therefore endangering the safety of an opponent) must be considered as serious foul play and result in a red card.

Elbows/arms used deliberately as a weapon against an opponent are of course included in this category. However, when a player is making strong unfair contact with the opponent by using his elbow/arm as unfair "tool", he should be cautioned for unsporting behaviour (reckless challenge).

### Illegal use of the arms prior to corner kicks / free kicks

The illegal use of the arms, particularly prior to the taking of corner kicks and free kicks near goal, has become increasingly apparent.

Referees should be pro-active prior to play re-starting at a corner kick or free kick and they should be clearly seen to take preventive action. Conflict can be avoided by taking early preventative action e.g. when players are jostling for positions in or near the penalty area. Players identified should be isolated and given a clear public warning.

Where possible, referees should use their assistants to ensure the ball does not enter the field of play until he gives a signal for the game to be re-started.

It is essential that any similar misconduct after a referee's initial preventive actions is dealt with firmly:

- Before the ball is in play it should result in either a yellow card or a red card depending upon the seriousness of the misconduct.
- After the ball is in play referees must deal very firmly with continued holding, pushing etc. by awarding a free kick/penalty kick depending upon which team commits the offence. In appropriate cases, further disciplinary sanctions may also be necessary.

Referee may of course take such firm action also without initial warning!

Considerable improvement has been noticed recently and strict action has been taken. However, the referees are reminded to **continue to take strict action** against holding, pulling and pushing within the penalty area and to apply the recommended procedure!

## Illegal use of the body

Many attacking movements are halted by the illegal use of the body ("bodycheck"). In all cases where a promising attack is unfairly stopped in this manner, referees are reminded that a yellow card for unsporting behaviour should be given in addition to the free kick/penalty kick. Where the illegal use of the body involves excessive force, violence or brutality, then, in accordance with the Laws of the Game, a red card must result.

## Simulation

Referees are reminded that simulating actions, intended to deceive the referee, committed anywhere on the field of play must be punished with a yellow card for unsporting behaviour. Acts of simulation to deceive the referee may occur:

- when there is **no contact** between players;
- when a player **uses** a slight contact with an opponent;
- when a player **initiates** contact with an opponent;
- when a player **anticipates** a possible contact from an opponent
- when a player **exaggerates** the effect of a contact

Unfortunately, there has been an increase in this type of misbehaviour by players making the task of the referee more difficult. Referees must remain alert to these unsporting actions and

punish offenders strictly to eliminate simulation from the game. When simulation occurs it is not acceptable for it to be recognised but then go unpunished. It must not be forgotten that a player who exaggerates the effect of a challenge in order to have an opponent punished more severely is guilty of unsporting behaviour.

However, where the players' actions are not intended to deceive the referee they should not be considered as simulation and play should be allowed to continue.

## Handball Considerations

Although football is a game in which players constantly move their arms and hands as a natural part of their movement, in deciding if a player is handling the ball **deliberately**, it is essential to consider the following points:

- Does he use his hand or arm to intentionally touch the ball?
- Was it a hand to ball situation or ball to hand?
- Are the player's hands or arms in a "natural" position?
- Does the player want to "make himself bigger" by using his arms?
- Distance the ball travelled before striking the player's hand
- Does the player try to *avoid* the ball striking his hand?
- Is the player *able* to avoid the ball striking his hand?

Referees should also consider possible additional circumstances and consequences, e.g. how and where did the offence occur (stopped a promising attack? denied an obvious goal scoring opportunity?) and they must then punish fully in accordance with the Laws of the Game.

Regarding disciplinary sanctions for handling the ball, see page 25 (*Other unfair actions*)

## Incidents involving players' reactions/confrontations

### Confrontation between players

Referees should ensure offenders are punished uniformly. There is a clear benefit in going quickly to the point of conflict and being seen to take immediate disciplinary action (yellow card, red card as appropriate).

It has been noted that when a referee does not go quickly to the location of the incident, reactions and retaliations often follow and the problem escalates.

If it is not possible to prevent the escalation of a confrontation between players immediately, the referee should observe what happens in detail and he should avoid being physically involved in separating fighting players.

Physical contact by a referee or assistant referee when intervening between players should normally be avoided. Strong use of the whistle might be helpful, but shouting at players should also be avoided.

Referees should not only punish the initial offender(s) where the offence warranted it (recklessness, brutality), but also players involved in further confrontation. The main aggressor(s) should be punished appropriately and it is recommended that **at least one player from each team must be given a yellow card**. Referees should be particularly alert to players approaching or joining such an incident from some distance who should be identified and given a yellow card. Yellow cards are not considered sufficient punishment where fighting (excessive physical contact etc) is involved.

One assistant should monitor and record events and the other assistant should remain close to the referee. The fourth official should maintain his position between the technical areas while also monitoring the situation.

The referee and the other match officials should communicate with each other before the match re-starts in order to sanction the main offender(s).

Referees should not allow time-wasting and ensure the match re-starts as quickly as possible.

## Confrontation with the Referee – Undermining the Referee's Authority

The UEFA President has endorsed the UEFA Respect campaign encouraging all people involved in the game to respect the roles of each other. With this in mind, referees are expected to maintain respect and to punish behaviour which is designed to undermine the referee's authority.

According to the Laws of the Game, players who show dissent to the referee, assistant referee or additional assistant referee by word or action **must be given a yellow card.**

Players express dissent or undermine the referee's authority in many ways, such as:

- by gestures or by running towards the referee or assistant referee in protest
- by crowding around the referee (mass protest / mobbing) - in this case it is expected that at least one player is given a yellow card
- by verbally or physically demanding a yellow card for the opponent

Referees should gain full respect and maintain it throughout the game. For this purpose the referees should:

- express strong personality if player(s) show first signs of disagreement;
- administer a yellow card if they consider the player's action as dissent!

- administer a yellow card to a player who requests a yellow or red card for an opponent

A quick **timely** yellow card may have a preventative effect and stop other players showing dissent.

UEFA expects referees to deal firmly with dissent and the offenders to be given a yellow card.

### **UEFA is determined to stop dissent and the harassment of referees on and off the pitch.**

#### **Dealing with mass protests ('mobbing')**

When managing heated situations (such as mass protests/confrontations) the referee must remain calm and focussed. He should try to defuse/calm the situation by quickly identifying the main protestor(s)/aggressor(s), who should then be conducted to (and isolated in) a neutral zone, away from the group of players, as soon as possible in order to be given a yellow card for his unsporting behaviour. Dialogue should be kept to a minimum; the referee must remain calm, firm, maintain eye contact with the player concerned and be in total command. Where a serious offence, such as unsporting physical contact with the referee, is committed, the red card should be shown with calmness and dignity.

In such situations the nearest assistant referee may assist the referee. The other assistant, fourth official and additional assistant referees should observe and record the details of the incident. The fourth official must remain between the two technical areas. The additional assistant referees must remain in their usual position off the field.

Play should be re-started as quickly as possible. The time lost by the delay must be allowed in the normal way.

#### **Communicating and Managing Positive body language**

It can sometimes be beneficial to use discreet explanatory signals appropriately to clarify an incident not apparently understood by some participants. This is a positive means of communicating with players and gives decisions credibility and conviction e.g. indicating simply that a yellow card is being given for a series of offences (persistently infringing the Laws of the Game) can be useful so that the players realise that the yellow card was not given only for the final offence.

However, such additional discreet signals (e.g. shirt pulling, handling the ball, etc) should only be used to clarify decisions and not to justify them.

#### **The Technical Area**

The fourth official should be alert to his duties, in accordance with the referee's expectations (as discussed before the match), but ensure that the coach can carry out his role responsibly without interference. In general, a 'low profile' approach is recommended.

Referees are reminded that **one person** at a time is allowed to remain at the edge of the Technical Area as long as he acts in a responsible manner.

In case of inappropriate reactions of the person(s) in the technical area, the fourth official should use his personality and try to calm down the person(s) in question. He should avoid becoming involved in confrontation or lengthy conversations with these persons.

However, in cases of irresponsible behaviour the fourth official should inform the referee, during a suitable stoppage in play, who will then issue a public warning to the person(s) concerned (or in more serious circumstances remove this person from the technical area). In cases of repeated irresponsible behaviour, the fourth official should again inform the referee who will then remove the person(s) concerned from the technical area.

In principle, therefore, the coach, acting responsibly, should be totally free to do his or her job, but that where he openly criticises the referee or other match officials, action should be taken to curb his behaviour.

If problems arise in the technical area or near the benches, requiring the attention of the referee, the two assistant referees should retain their normal positions and be aware of anything that happens on the field of play, to report subsequently to the referee.

### Advantage Considerations

Players, coaches and spectators want the game to flow but sometimes allowing advantage can threaten control.

When thinking about the possible use of advantage (or whether to stop play), it is essential that referees consider whether the team offended against would actually benefit from allowing play to continue – “team benefit” – as possession of the ball is not always a benefit for the team. If possible, referees should adopt a “wait and see” approach by delaying the whistle in order to assess whether the non-offending team really has a clear attacking possibility.

However, many teams now practise taking free kicks near their opponents’ penalty area, so it is very often of greater team benefit to award a free kick, especially for a physical offence, rather than risk the use of advantage.

Referees should remember that whenever advantage is applied it is important to indicate this by VOICE and the approved ARM SIGNAL so that players are aware that the foul had been seen and not just missed.

There is rarely any advantage just to keep the ball in its current position, to pass the ball backwards or to be put under pressure by defenders even when the ball is under control. In principle, advantage should normally only be played when a promising attack or an obvious goal scoring opportunity would occur.

In addition, the referee should take into consideration:

- Where on the field the offence occurred.
- Should the player committing the foul be given a yellow card?
- Should the player committing the foul receive a second yellow card?
- Should the player committing the foul receive a direct red card and be dismissed from the field?

If the referee considers an offence to be reckless, he should stop the game unless there is a very significant attacking opportunity i.e. the benefit of keeping the game under control must outweigh the ‘team benefit’.

In those circumstances where the referee considers that the offending player should receive a second yellow card or a direct red card for the original offence, advantage should **not** be considered (except in the cases of

obvious goal-scoring opportunities) and a free kick or penalty kick should be awarded immediately.

Referees are reminded that in cases when advantage does not materialise, they should stop play and penalise the original offence. This decision must be taken within a few seconds.

In cases of offences committed by defenders in the penalty area, referees are advised to delay the whistle and to see how play develops. If the advantage fails to materialise, referee should punish the initial offence and award penalty kick.

In summary:

- Referees must have a wider perspective and not focus just on the foul (its punishment and location).
- Where advantage is played, the correct disciplinary sanctions must still be taken once play stops.
- Too much advantage may cause more serious offences.
- It should be very rare to play advantage for defenders in or near to their own penalty area (only if they have full control of the ball; there are no opponents in the vicinity of the defender, etc).
- When advantage does not materialise, referee should penalise the original offence within few seconds.

### Management at free kicks

The following procedures should benefit the control and management of free kicks:

- Once any disciplinary measures have been dealt with, ensure that the ball is positioned where the offence occurred **as quickly as possible**.
- If the criteria for a quick free kick have not been met, then the referee must take control immediately. He should then clearly advise the attacker(s) (*by showing the whistle*) that they must wait for a signal. If the kick is taken before the signal, the free kick must be retaken in all cases, **regardless of the outcome of the premature kick**, the offending kicker will be given a yellow card.
- Manage and remove any defending players in front of the ball.
- Manage the ‘wall’ by measuring the distance, not through the wall but to the side and also simultaneously controlling the position of the ball. Any player who refuses to retreat the required minimum distance should be given a yellow card.
- Take up a correct position (monitoring the ball, wall and assistant referee).

- Signal that the free kick may be taken. If the defenders advance from the wall while the kick is being taken, re-take the free kick if a goal is not scored and yellow card the offending player(s).
- Ensure that the ball is placed in the same position for the re-take and follow the same procedure.

In cases of misbehaviour of the players in the wall, the referees are advised that after issuing an initial warning any further misbehaviour should be punished by disciplinary sanction i.e. yellow or red card(s) - another warning is not appropriate.

If attacking players are in/near the wall, consideration should be given to measure the required distance in a forward manner. However, attention should also be given that the ball remains in the correct place.

### Quick free kick

A free kick may be taken quickly – without the referee's whistle – provided that:

- no disciplinary sanction is to be taken
- the free kick is taken quickly after play is stopped (i.e. few seconds...)
- the ball is stationary at the place of the offence
- the free kick requires no management by the referee

- the referee has not yet started to control the wall / the opponents to get them back the appropriate distance
- a player is not injured and requires no attention

If an opponent deliberately prevents a quick free kick being taken he must be given a yellow card.

### Penalty kicks

Referees are reminded that the Laws of the Game now state that: "Feinting in the run-up to take a penalty kick to confuse opponents is permitted as part of football. However, feinting to kick the ball once the player has completed his run-up is considered an infringement of Law 14 and an act of unsporting behaviour for which the player must be cautioned." If the ball enters the goal the penalty must be retaken; if the ball does not enter the goal the referee stops play and the match is restarted with an indirect free kick to the defending from the penalty mark.

This applies to penalty kicks during the game and also kicks from the penalty mark at the end of the game to decide the outcome of the match.

### Re-entering the field of play

After a player is given a signal by the referee to re-enter the field of play, the player can take part in play immediately.

Referees must carefully take into consideration the position of the ball and other players before signalling for a player to re-enter the field.

### Disciplinary sanctions against substitutes

When taking disciplinary sanctions against a substitute, the referee must give a clear indication by using a yellow or red card.

### Positioning

Good positioning and a side-on view are crucial for optimum judgment of the manner (seriousness) and the circumstances of an offence. The assistant and AAR's can also often provide valuable information to the referee.

UEFA's top referees recognise the benefit of using a flexible and wide diagonal as recommended by the UEFA Referees Committee. The key principle of positioning (keeping play between referee and assistant referee / AAR's) should be respected whenever possible, in order to improve the angle from which incidents are viewed, whilst maintaining eye contact with the assistant referee.

At free kicks near the penalty area, the referee should be seen to measure the 9.15m distance and then take a position, in principle to the left and **not to the right** with the exception of the free kicks near the left side (i.e. he once again moves on to his diagonal or other convenient position to monitor the incidents in the penalty area). It is felt that by taking up this position there is less chance of misjudging or missing incidents.

### Identifying offending players

Lack of concentration or being too hasty can cause mistakes in **identifying offending players**. The following procedures should be beneficial when issuing disciplinary sanctions:

- Isolate and clearly identify the player(s) to be disciplined
- All four (or six) match officials should note the identity of the player and check if the player has already been given a yellow card.

Play should only be re-started once these procedures have been completed.

## Co-operation: The Team of Match Officials

### Pre-match discussions

Only by practising techniques and ensuring that every member of the team of officials has a common knowledge and interpretation of the Laws can teamwork improve. Team members should also respect their different roles. They can only be successful if the referee takes responsibility for open and honest pre-match instructions and discussions, and is open for questions and the team agree the conclusions.

Teams of officials are reminded of the benefit and necessity of detailed pre-match discussions concerning the role of each member so that there is no doubt about their duties and responsibilities.

Referees should help prepare assistant referees, the 4th official and, where appointed, additional assistant referees to co-operate fully in a match by giving detailed pre-match instructions even if the team of officials has worked together on many earlier occasions. Following the standard approach will ensure greater consistency in the application of the Laws of the Game and, in particular, with offside.

As the leader of the team in any match, the referee must accept the final responsibility for decisions taken.

Efficient communication from the referee to his team before and during the match is essential (improved awareness).

Eye contact and mutual awareness with two-way communication is essential.

It is also recommended that the team of match officials finds time for a post match evaluation of the teamwork.

### Offside

Assistant referees should only signal for offside when absolutely sure about an offside offence. If an assistant referee is not totally sure about an offside offence the flag should **not** be raised (i.e. the benefit of any doubt must be given to the attacking team).

In deciding whether an attacking player is nearer to the opponent's goal line than the second last defender, consideration should be given to the position of the attacker's **head, feet and body** in respect to that of the second last defender i.e. the attacker's arms should not be considered.

To ensure correct judgement of offside offences, an assistant referee should not raise the flag but use the "wait and see" technique to consider the following criteria:

- a. Movement of the ball (direction, speed, distance, any deflection, etc.)
- b. Involvement of the player in active play by:
  - interfering with play or
  - interfering with an opponent or
  - gaining an advantage.

Referees and assistant referees are reminded of the definitions in the "Interpretation of the Laws of the Game and guidelines for the referees" in the Laws of the Game booklet.

The definitions of elements of involvement in active play are as follows:

- Interfering with play means playing or touching the ball passed or touched by a team-mate.
- Interfering with an opponent means preventing an opponent from playing or being able to play the ball by clearly obstructing the opponent's line of vision or challenging an opponent for the ball.
- Gaining an advantage by being in that position means playing a ball that rebounds or deflects to him off a goal post or the crossbar having been in an offside position or playing a ball that **rebounds**, deflects or is played to him from a deliberate save by an opponent having been in an offside position."

Referees and assistants should be aware that interfering with play means not only playing or touching the ball but also can include attempting to play the ball.

They should also be aware of the following situations which fall within the category of interfering with an opponent:

- A player in an offside position and clearly in the goalkeeper's line of vision (between him and the kicker) interferes with the goalkeeper.
- preventing an opponent from playing or being able to play the ball by clearly obstructing the opponent's movement should be considered as equivalent to preventing an opponent from playing or being able to play the ball by clearly obstructing the opponent's line of vision
- Challenging an opponent for the ball requires:
  - physical interference
  - Being within playing distance

With regard to "gaining an advantage by being in an offside position" referees and assistants should understand the meaning of the terms "rebound", "deflection" and "deliberately playing the ball".

The ball **rebounds off** when:

- the player is stationary
- The ball returns to the direction it came from

The ball is **deflected** when it changes direction and the player:

- Finds the ball coming against him in an unexpected manner
- Creates an obstacle, eg: Blocking

**Deliberately playing the ball** means a deliberate act by a player.

To identify when a ball is deliberately played there should be:

- a clear movement of the player towards the ball. The “quality” of the play is not relevant.

In connection with interpreting and applying the Offside Law concerning “gaining an advantage by being in that position”, assistant referees are reminded of their responsibilities to be alert in situations where the ball rebounds or is deflected from a goal post or cross bar or is played from a deliberate save by a goalkeeper (or other opponent), to a player who was in an offside position when the ball was last played by his team-mate.

Assistant referees are also reminded that:

- When making judgements concerning offside, it is better to be slightly late and correct, than to be too quick and wrong.
- If a flag signal for offside is given and is not seen immediately by the referee; the assistant referee must keep signalling until it has been recognised or the ball is clearly in control of the defending team (the electronic beep signal is used to alert the referee to the flag signal).

- For very tight judgements where an assistant referee decides “not offside” a **discreet** hand signal may give valuable support to the referee when the referee makes eye-contact.

In the rare situation where the referee is convinced that a player is in an offside position and involved in active play, and the assistant does not raise his flag, the referee must take the ultimate responsibility to punish the offside offence. Similarly, in the rare situation where an assistant raises his flag for an offside offence and the referee is of the opinion that the player is not involved in active play, the referee should acknowledge the flag signal and allow play to continue. Referees must be courageous and not act upon the signal of an assistant referee in cases of obvious error.

Referees should take more responsibility to take a decision in specific offside situations. In particular when it must be assessed whether a player in an offside position interferes with an opponent or not, i.e. does he clearly obstruct the goalkeeper’s line of vision or does he challenge an opponent for the ball.

The teamwork between the referee and the assistant referee is very important to correctly assess and decide this offside situation.

In fact the assistant referee can easily detect the attacker’s offside position while it could be difficult for him to understand if the attacker is

challenging the opponent for the ball or he is obstructing the opponent’s line of vision/movement.

Therefore a proper communication between them is crucial to be able to share all the information needed to take the correct decision.

### **Ball out of the field of play**

1. Assistant referees are reminded that, whenever the ball leaves the field of play, the flag signal of the assistant referee should show clearly the correct restart and direction. In clear throw-in situations, the assistant referee can directly show the direction (along the whole touch line). But if he has any doubt about the direction, the assistant referee should simply raise his flag, make eye contact with the referee and follow the referee’s signal.

On very tight decisions, when the ball stays in play, a discreet hand signal could give valuable support to the referee.

2. Whenever an assistant referee signals the ball out of the field of play (even if players continue to play the ball) he **must** retain the signal until acknowledged by the referee.

3. When the ball enters a goal:
 

To confirm a valid goal has been scored, an assistant referee should display clear movement down the touchline towards the centre line. In borderline cases - to signify the ball has completely crossed the goal line - the assistant should raise the flag (but not wave it), seek eye-contact with the referee and only then display clear movement towards the centre line.

If in his opinion a goal has not been scored correctly, the assistant referee should stand still, retaining any signal already given. Similarly, if the assistant referee has any doubt about goal not being scored correctly, he should stand still. The referee may then choose to consult further if he needs additional guidance.

## Offences

An assistant referee should:

- use a raised flag signal to advise the referee that he has seen a foul committed (or unsporting behaviour or violent conduct) in his immediate vicinity or out of the referee's vision. The flag should be unfurled and waved/ agitated to distinguish from the signal for offside.
- make eye contact with the referee and/or use communication system and raise his flag when he is better positioned than the referee and the referee has not taken any action i.e. it is clear that the referee was unable to identify the offence.

If the assistant referee has additional information concerning the offence for the referee or, if the referee has not seen his flag signal, the communication system or/and electronic beep signal should be used, **but only to supplement the flag signal already given.**

It should be emphasised that such action by an assistant referee must be taken for all appropriate offences **including clear offences committed inside the penalty area.**

However, regarding the incidents in the penalty area, the priority is given to the AAR's, when present, who are normally closer to the incident than assistant referees. Only when assistant referee has clearly the best (side) view, he should then become involved.

In other cases **discreet** help should be given if sought by the referee.

It is also important to remember that:

- Before signalling for an offence, the assistant must determine that the referee would not have applied advantage if he had seen an offence; he should use the "wait and see" technique and make eye contact with the referee.
- If a flag signal for any offence is not seen immediately by the referee, the assistant referee must keep signalling (and use the communication system) until he is acknowledged by the referee or he recognises a clear advantage to the team against which the offence has been committed.
- Eye-contact, communication system and discreet hand signals from an assistant referee may be helpful in passing information to a referee e.g. type of offence, next action etc. This would reduce the need for him to come across to the assistant referee for consultation.

- Where direct consultation is necessary between the referee and assistant referee / AAR, the information should include, as concisely as possible, exactly what happened, which players were involved, the precise location, recommended action and the re-start of play. It is recommended that in such cases the assistant referee advances towards the referee by 4 to 5 metres.
- During consultation, the assistant referee / AAR and referee should both face the field of play. It is usually appropriate to avoid the consultation being heard or understood by others.
- Offences of violent conduct seen and signalled by an assistant referee / AAR / 4th official must be acted upon in accordance with the Laws of the Game by the referee. If play has been stopped for the disciplinary action (even if the signal has not been noticed immediately and play has continued), the re-start must also be in accordance with the Laws (free kick / penalty kick). However, if the signal is not noticed immediately **and play has been re-started** for a **subsequent** situation only the appropriate disciplinary action can be taken against the offending player.
- Where a referee seeks guidance from an assistant referee concerning the exact location of an offence near the boundary of the penalty area the action of the assistant referee should be as follows:
  - a. If the offence is **inside** the penalty area – the assistant referee moves visibly down the touchline towards the corner flag.
  - b. If the offence is **outside** the penalty area – the assistant referee stands still having moved to be in line with the edge of the penalty area.

### Obvious incorrect disciplinary decision of the referee

If the fourth official and any of the assistant referees or additional assistant referees are aware that the referee has made an obvious disciplinary error (e.g. two yellow cards to the same player without sending him off; red or yellow card to the wrong player etc), they must intervene **immediately** (flag and beep or even enter the field of play). It is essential that errors are not made in connection with these responsibilities and the team of match officials must identify clearly offenders to be disciplined and make appropriate written notes at the time.



### Control of the 9.15m distance

When a free kick is awarded very close to the touch-line near the assistant referee, the assistant referee may enter the field of play to control the 9.15m distance from the ball. It is recommended that the assistant referee does not physically measure the 9.15m but rather asserts his control from the position of the ball.

### Role of 4th officials

As from 1st June 2010, the role of the 4th official has been extended beyond violent conduct, mistaken identity or a second yellow card not resulting in a dismissal. The Laws of the Game now state: *“He assists the referee to control the match in accordance with the Laws of the Game. The referee, however, retains the authority to decide on all points connected with play.”*

It is important that the referee in his pre-match instructions establishes what assistance is expected from the 4th official.

### Guidelines for Additional Assistant Referees

The referee should ensure that a full pre-match discussion, where roles and responsibilities are clarified, takes place prior to the arrival at the stadium.

The communication equipment must be tested during the field inspection following the arrival at the stadium.

AAR's should do a light warming up, not exactly the same as the referees, but on the pitch or in their match position and generally give the impression of a team. They should be careful not to get too hot/sweaty, as they will cool down rapidly once the match starts and may not be able to retain body heat as well as the referee and assistant referees.

All five match officials enter the field with both teams. The fourth official shall assume his position between both technical areas.

During inclement weather both AARs shall dress in a consistent manner, e.g:

- Both wearing leggings or not (but not the tracksuit trousers) under the short, with no manufacturers logos visible.
- Both wearing long/short sleeves or not.
- In extremely cold or wet conditions a tracksuit top/rain jacket **cannot** be worn on top of the referee shirt. It is important however that suitable undergarment is worn in order that the AAR remains comfortable during the match.
- In extremely cold conditions the AARs are allowed to wear gloves, but no hats.

Assistant referees will continue to be responsible for inspecting the goal nets before kick-off and prior to the beginning of the second half where AAR's are not appointed. This procedure will continue should there be extra time.

Where AAR's are not appointed and **any** of the match officials become injured he will be replaced by the fourth official.

Where AAR's are appointed and the fourth official is an assistant referee and the referee is unable to continue, the senior AAR takes over as the referee with the fourth official becoming an AAR.

The AARs must not enter the field of play whilst the ball is in play but can do so during a stoppage to assist the referee to control the players when required to do so.

The AAR must be active and move along the goal line to ensure he gains the best view/angle of any possible incident that he maybe required to inform the referee of. He must **not** remain static.

Information will be passed to the referee by means of the radio communication system. Should the system fail then the electronic beep stick (no flag attached), should be used to attract his attention.

The AAR will assist the referee to control incidents in and around the penalty area, particularly at free kicks and corner kicks. Prior to the match the referee and AAR should agree their specific areas of responsibility.

As a general rule, the AAR must give no obvious hand signals. However, in some instances, a discreet hand signal may give valuable support to the referee. The hand signal should have a clear meaning.

### Penalty kick

At the taking of a penalty kick during normal play the AAR must be positioned at the intersection of the goal line and the goal area.

### Kicks from the penalty mark to determine the winner of the match.

Both additional assistant referees must be positioned at each intersection of the goal line and the goal area, at the right and left side of the goal respectively. They must check if the whole of the ball has crossed the goal line.

### General

He must act in a preventative manner when holding and pulling offences occur within the penalty area and inform the referee immediately should the behaviour continue.

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Should the AAR feel at anytime endangered by spectators (e.g. throwing objects etc) then he must inform the referee immediately.

At half time and at the end of the match the AARs will join the referee and his colleagues in the centre of the field.

### Assistant Referee Positioning

#### Free kick close to the penalty area

At free kicks close to the penalty area, the assistant referee should position himself in line with the second last defender (controlling the offside), but also with an awareness of the goal line. The referee should control the ball and the wall.

#### After an offside

Ideally, after a free kick for offside has been awarded, the assistant referee who gave the signal should position himself in line with the place where the ball should be positioned to re-start the game. He should then immediately take up a position to judge offside (level with the second-last defender), which is his priority.

#### Goal kick and goal clearance

For goal kicks and when the goalkeeper is in possession of the ball inside his own penalty area, it is advised that the assistant occasionally checks that the ball is correctly positioned or that the goalkeeper does not cross the 16.5 metre line before releasing the ball from his hands. This should be done in convenient situations (e.g. second last defender near the penalty area). Judgment of offside from subsequent play is the priority.

For goal kicks and where the AAR's are appointed, the AAR's will check that the ball is positioned correctly. Other duties of AR's remain unchanged.

#### Corner kick

For corner kicks, it is recommended that the assistant involved takes a position behind the flag in line with the goal line.

#### Penalty kick

For a penalty kick awarded during the normal course of play and where AAR's are **not** appointed, the assistant referee should be on the goal line where it meets the penalty area boundary line otherwise he should take up a position in line with the second last defender

#### Kicks from the penalty mark to determine the winner of a match

Where AAR's are not appointed, one assistant should be positioned on the goal line where it meets the goal area boundary line, with the other assistant controlling the players within the centre circle. The referee must determine and agree the role of the assistant referee on the goal line and his own role in detecting any forward movement from the goal line by the goalkeeper. Referees and assistant referees are also reminded that the "inactive" goalkeeper should remain positioned on the goal line where it meets the penalty area boundary line, behind the assistant referee. Where AAR's are appointed, both assistants remain in the center circle.

#### Flag technique

It is recommended that an assistant referee holds the flag in the hand nearest to the field of play by switching hands whenever he changes his direction of movement so that the flag is always visible to the referee.

When the assistant referee raises his flag for a foul or misconduct, he must use the hand that will be used to indicate the direction of the free kick.

It is recommended that UEFA member associations instruct new assistant referees in this way.

The referee observer shall continue to assess the performance of the assistant referee according to the accuracy of his decisions.

#### Throw-In responsibility

Assistant referees are reminded that the responsibility for ensuring a correctly-taken throw-in is shared by referee and assistant referee, with the referee normally checking the correct throwing action with the hands and the assistant referee observing compliance with the Laws of the Game in respect of the position of the feet (on or behind the line and touching the ground). However, referees have an overall responsibility to act accordingly if, from their position, they identify a foul throw.



## 2. U-17 / U-19 / WU-17 / WU-19 / Regions Cup

After the match sheets have been completed and signed by both teams and returned to the referee, and if the match has not yet kicked off:

### Replacement of a player (or players) of the starting 11

If any of the first 11 players listed on the match sheet are not able to start the match for any reason:

1. *cross out this player on the match sheet*
2. the player may be replaced by any of the seven substitutes listed on the initial match sheet: *please draw an arrow on the match sheet to show which substitute replaces the player of the starting 11*
3. such replacements **reduce the quota of substitute players accordingly**
4. **the player which cannot start the match can sit on the substitutes' bench, but cannot take part in the match anymore**
5. during the match, three players may still be replaced
6. **inform** the UEFA Match Delegate and, if applicable, the UEFA Venue Director about the change

### Replacement of a substitute (or substitutes)

If any of the 7 substitutes listed on the match sheet are not able to be fielded for any reason:

1. *cross out this substitute on the match sheet*
2. the player **may not be replaced**
3. the quota of substitute players is **reduced** accordingly
4. **the substitute which cannot play can sit on the substitutes' bench, but cannot take part in the match anymore**
5. during the match, three players may still be replaced
6. **inform** the UEFA Match Delegate and, if applicable, the UEFA VD about the change

### Replacement of a goalkeeper

#### Exchange of goalkeeper and substitute goalkeeper

If the goalkeeper listed first on the match sheet is not able to start the match for any reason:

1. the goalkeeper may be replaced by the goalkeeper listed under the substitutes
2. **the original starting goalkeeper may, however, still be used as a substitute goalkeeper and, consequently, may sit on the substitutes bench**
3. during the match, three players may still be replaced
4. **inform** the UEFA Match Delegate and, if applicable, the UEFA VD about the change

### Replacement of the goalkeeper of the starting 11

If the goalkeeper listed first on the match sheet is not able to be fielded for any reason:

1. *cross out this goalkeeper on the match sheet*
2. the goalkeeper may be replaced by the substitute goalkeeper listed on the initial match sheet
3. the substitute goalkeeper in question may then be replaced by another goalkeeper not previously listed on the match sheet: *please write the name and date of birth of this goalkeeper (or ask the team responsible to write) in the part "additional players" on the match sheet*
4. **the goalkeeper which is not able to be fielded cannot sit on the substitutes' bench or additional technical seats**
5. during the match, three players may still be replaced
6. **inform** the UEFA Match Delegate and, if applicable, the UEFA VD about the change

### Replacement of a substitute goalkeeper

If a substitute goalkeeper is not able to be fielded for any reason:

1. *cross out this goalkeeper on the match sheet.*
2. the substitute goalkeeper may be replaced by another goalkeeper not previously listed on the match sheet: *write the name and date of birth of this goalkeeper (or ask the team responsible to write) in the part "additional players" on the match sheet*
3. **the substitute goalkeeper which is replaced cannot sit on the substitutes' bench or additional technical seats**
4. during the match, three players may still be replaced
5. **inform** the UEFA Match Delegate and, if applicable, the UEFA VD about the change

### 3. WOW / U-21 qualification:

After the match sheets have been completed and signed by both teams and returned to the referee, and if the match has not yet kicked off:

### Replacement of a player (or players) of the starting 11

1. if any of the first 11 players listed on the match sheet are not able to start the match due to **unexpected physical incapacity**: *please cross out this player on the match sheet*
2. the player may only be replaced by any of the seven substitutes listed on the initial match sheet: *please draw an arrow on the match sheet to show which substitute replaces the player of the starting 11*
3. the substitute in question may then only be replaced by a player not listed on the initial match sheet: *please write the name and date of birth of this player (or ask the team responsible to write) in the part "additional players" on the match sheet*

4. the player which cannot start the match **cannot sit on the substitutes' bench or additional technical seats**
5. the quota of substitutes is **not reduced** (7 players on the bench)
6. during the match, three players may still be substituted
7. **inform** the UEFA Match Delegate and, if applicable, the UEFA Venue Director about the change

### Replacement of a substitute (or substitutes)

1. if any of the seven substitutes listed on the match sheet are not able to be fielded due to **unexpected physical incapacity**: *please cross out this substitute on the match sheet*
2. the substitute may only be replaced by a player not listed on the initial match sheet: *please write the name and date of birth of this player (or ask the team responsible to write) in the part "additional players" on the match sheet*
3. **the substitute which is replaced cannot sit on the substitutes' bench or additional technical seats**
4. the quota of substitutes is **not reduced** (7 players on the bench)
5. during the match, three players can still be substituted
6. **inform** the UEFA Match Delegate and, if applicable, the UEFA Venue Director about the change



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