

WE CARE ABOUT FOOTBALL



UEFA Delegate's Handbook

Edition 2004

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Equal Status of Men and Women

In the present regulations, the masculine form shall be interpreted as referring to either sex.

Foreword by the UEFA President

Nowadays, no UEFA competition match takes place without an official delegate being present. The official UEFA match delegate plays an increasingly important role as far as UEFA's competitions are concerned. Together with the referee, he is an instrument of the disciplinary bodies, and his reports serve as groundwork for the activities of the organising committees, Referees Committee and the administrative arm of European football. It is a fact that the number of UEFA competition matches has increased dramatically in recent years, and it is also a fact that the UEFA delegate now occupies an even more important position in the machinery of European football, not only in terms of the staging of European competitions for clubs and national representative teams, but in particular in terms of ensuring their conformity and, consequently, their credibility. In parallel, the demands placed on the UEFA delegate have also increased. His task requires discretion, courage, keen attention and absolute neutrality. The organisation of a UEFA match – from an Under-17 match to a top-level UEFA Champions League or European Football Championship match – requires effective teamwork at all times. The delegate is the leader and key member of that team.

The present booklet is designed to support the UEFA delegate in his task. It covers all the important aspects of the organisation of a match, as well as the duties of UEFA's representative at the venue and in the stadium, including the administrative duties that have to be completed. This booklet should serve as a fundamental guide for every match in which you are involved as a delegate appointed in your capacity as a member of UEFA or as an expert within your national association.

I wish you pleasant reading, and, above all, thank you for your service and commitment as a UEFA delegate. UEFA places its full confidence in you, and wishes you every success with your next match.

Lennart Johansson
President of UEFA

Introduction

UEFA has always sought to ensure that its delegate-related structures are as efficient as possible. Through the current revised version of this booklet, as well as our now regular courses for delegates, we hope to further improve the efficiency of this sector.

The following information of a purely statistical nature illustrates the important place occupied by the delegate sector within UEFA's competitions:

- UEFA organises the following competitions:

<i>Name of the competition</i>	<i>Internal abbreviation</i>
European Championship	EURO
European Under-21 Championship	U-21
European Under-19 Championship	U-19
European Under-17 Championship	U-17
European Women's Championship	WOCO
European Women's Under-19 Championship	WU-19
UEFA Women's Cup	WOCUP
European Futsal Championship	Futsal
Futsal Cup	Futsal Cup
UEFA Champions League	UCL
UEFA Cup	UCUP
UEFA Intertoto Cup	UIC
UEFA Super Cup	SCUP
UEFA Regions Cup	RCUP

- Each year, around 1,500 matches are played in the above competitions, a figure which is constantly increasing.
- At present, UEFA can count on some 250 delegates, who are appointed regularly as official delegates or referee observers.
- In the 2003/2004 season, close to 800 disciplinary cases were dealt with, a figure which is constantly increasing.

We wish you good luck and every success in your task, which starts with the necessary communication of your travel arrangements to the host association and club (if applicable).

Please do not hesitate to let us have your suggestions or proposals for improving this booklet.

I. Responsibilities at the Match Venue

Responsibilities at the match venue are shared among the various delegates appointed by UEFA as follows:

1. The official delegate

The official delegate is responsible for supervising the orderly organisation of the match, and for ensuring that UEFA's competition regulations and instructions for safety and security inside and outside the stadium before, during and after the match are observed.

2. The referee observer

The referee observer is solely responsible for assessing the referees, and stays with them for the duration of their stay.

3. The security officer

The security officer provides additional support to the UEFA delegate in security-related matters, and supplies UEFA with important information on the security-related organisation of the match in question. The security officer's tasks and responsibilities are described in detail in *Chapter IX (Duties of the Security Officer)*.

4. The referee

The referee has full authority to enforce the Laws of the Game.

The referee may, at his discretion, seek the advice of an assistant referee or, exceptionally, of the fourth official.

Additionally, in matters which, in his opinion, may affect safety or security, he may choose to consult the official delegate.

5. The referee liaison officer

In accordance with a decision of the UEFA Executive Committee, member associations are responsible for the care of the referees at match venues on their territories. UEFA assumes the related costs of this care (board and lodging, local transport, etc.) for all UEFA club competition matches. For this purpose, the associations have to appoint a referee liaison officer.

Referee liaison officers must be actively involved in refereeing matters within their national associations, and be totally neutral vis-à-vis the participating clubs. A referee liaison officer must behave in an unbiased and discreet manner at all times, perform his role in the best interests of the referees and UEFA, and represent his national association at the match venue.

The referee liaison officer's tasks include:

- a) accompanying the team of referees and the referee observer (if any) from their arrival until their departure (three days), including meeting them at the airport in person and taking them back there for their return flight;
- b) ensuring that no members of the clubs accompany the referees; reserving single rooms for the UEFA delegate, the referees and the referee observer

(if any) in a quiet, first-rate hotel which is less than 30 minutes from the stadium (not the hotel being used by either of the teams);

- c) transporting the referees and referee observer throughout their stay, including making provisions for a vehicle for this purpose (minimum of six seats).

The duties and responsibilities of referee liaison officers are described in detail in the corresponding guidelines.

6. Attendance of matches by UEFA Executive Committee members

UEFA Executive Committee members are increasingly undertaking representational duties at UEFA club competition matches, at the request of and on behalf of the UEFA President. Such visits foster regular contact and exchanges of information between UEFA and its associations, their clubs and UEFA's business partners. The UEFA President's representatives attend the official meal and should be seated in the VIP stand, preferably between the two club chairmen.

UEFA Executive Committee members do not perform any duties related to the organisation of the match. The UEFA delegate has sole responsibility for this aspect, as does the referee for matters that come under his authority.

II. Basic Principles

The duties of official delegates at all UEFA competition matches must always demonstrate complete objectivity and neutrality, on which all his actions must be based. He reports to UEFA and is its official representative at a match. He acts on UEFA's behalf at the match venue and, whenever necessary, maintains contact with the UEFA Administration before and after the match. His precise duties are described in more detail in the following pages.

For most matches, an additional delegate will be appointed alongside the official delegate, to serve as referee observer. The duties of the referee observer are limited to assessing and looking after the team of referees.

Whenever it is felt necessary, a security officer will be appointed to attend to and report on all matters related to safety and security.

The referee observer and the security officer are under the authority of the official delegate.

III. Appointment of Delegates

A number of criteria are taken into account in the appointment of delegates (organisational and language skills, assertiveness, etc.). Appointments are made by the UEFA Chief Executive Officer, upon the recommendation of the UEFA Administration.

IV. Preparation and Travel

1. Invitation

An invitation to act as an official delegate may be made either by e-mail or by telephone, depending upon the urgency. The appointment is confirmed with an appointment letter giving all details concerning the match. At the beginning of each season, delegates receive a box with the regulations and documents they need for a mission. Additional documents, such as the stadium questionnaire and certain other forms, are addressed to the delegate and/or referee observer by e-mail. Immediately on receipt of the appointment letter, the delegate should check whether he is in possession of all the necessary documents. Missing documents must be requested from the UEFA Administration immediately. The delegate should take all these documents with him on his assignment.

The UEFA Administration will also supply him with other relevant information (first-leg result, previous incidents, stadium information, players' kit, etc.).

An official delegate may also be assigned to other special duties.

The UEFA Administration will also inform the host association or club of the name of the official delegate and of any other person(s) appointed to assist him.

Delegates who possess an official UEFA uniform must wear it for the match.

2. Preparation

Preparation for a match consists mainly of studying the appropriate competition regulations, as well as the relevant passages of the other regulations referred to therein.

3. Language difficulties

In the event of language difficulties, the official delegate must ask the organisers to place someone at his disposal who is capable of acting as an interpreter.

4. Travel

Delegates must arrive at the match venue the day before the match, preferably not later than 18.00.

The official UEFA representatives at competition matches travel alone to the venue, i.e. without family members, friends, etc.

Delegates and referee observers must advise the match organisers of their travel schedule well in advance, by fax or e-mail, with a copy of this information to the UEFA Administration (*see the two examples in Annexe VI*).

If problems are encountered on the way to the match which prevent the official delegate from adhering to his intended travel schedule, the UEFA Administration and the match organisers must be informed immediately.

Concerning the expense account form, the following basic instructions issued by the UEFA Administration are to be observed.

Journey to/from the match venue

In principle, the outward journey is to be made the day before the match, and the return journey the day after the match. Flights should be booked in business class. If, due to difficult travel conditions, additional travel days are necessary, UEFA's approval must be sought. The outward and return journeys to/from the nearest airport should be made by first-class rail, or the expenses calculated on this basis. If the journey to the match venue is complicated owing to difficult rail/flight connections, and a car journey would save time, the delegate is requested to discuss this travel possibility with UEFA.

5. Insurance

While on assignment, all official delegates are insured by UEFA against accidents and civil liability. Any additional travel expenses incurred as the result of an accident or illness are also covered by a travel insurance which includes the following:

- rescue and search operations;
- transportation to the nearest suitable hospital;
- additional costs for direct repatriation or return transportation to a suitable hospital.

There is no insurance cover for the following:

- illness (medicine, hospital stay, doctor's fees, etc.);
- cash, jewellery or other valuable items.

Delegates are advised to take out appropriate private insurance cover. Claims against the above insurance must be submitted to the UEFA Administration in writing within seven days of the incident in question.

6. Accommodation – Hotel bills

The national association of the match organisers must accommodate the UEFA delegates and referee liaison officer at the same hotel as the referees.

For all competitions, the national association of the match organisers bears the costs of the hotel accommodation (board and lodging, incl. taxes and service) for the referees, official UEFA delegate, referee observer (if applicable) and referee liaison officer, as well as the costs of the local transport of all these persons. The national association will settle the bill and will be reimbursed at the end of each season.

Any extra hotel costs incurred by the referees or UEFA representative (e.g. phone calls, faxes, bar and restaurant bills, other hotel services, etc.) must be settled promptly by those concerned in person, prior to their departure from the hotel. The security officer takes care of his expenses. Accommodation for the security officer is paid for by UEFA.

V. At the Match Venue

1. Duties upon arrival at the match venue

Upon arrival at the match venue, the official delegate must make contact with the match organisers and should establish contact with the team of referees and any other UEFA officials as soon as possible.

If conditions so permit, the delegate should pay a visit to the stadium on the eve of the match.

- a) Contacts with the match organisers: the official delegate must make contact with the match organisers to discuss the measures taken on the basis of the booklet Binding Safety and Security Instructions.
- b) Contact with the visiting team: the official delegate must establish whether the visiting team needs his help or advice, and tell them where and when he may be reached if necessary.
- c) Contact with the referee: any problems should be discussed and resolved in good time, prior to the match. As the playing field is unlikely to be fully prepared at this time, a final detailed inspection should be made 90 minutes prior to kick-off.
- d) Match-day organisational meeting: on his arrival at the match venue, if not sooner, the official delegate must ensure that all the necessary arrangements for this meeting have been made.

2. Contact person at the stadium

The official delegate should ask the organisers to appoint a person whom he can contact before, during and after the match, if necessary, to enable appropriate measures to be taken (for example, making announcements over the stadium PA system, etc.).

3. Cases of doubt – Questions to the UEFA Administration (special telephone number)

Whenever the official delegate is in any doubt, when any unusual situation arises, or whenever he needs any kind of information, he can always make contact with the UEFA Administration. Outside office hours, he should dial the following number in Switzerland: **+ 41 22 994 45 66**.

VI. Match-day Organisational Meeting

For all UEFA competition matches, an organisational meeting must be held on the day of the match, preferably at the stadium, at 10.00. This meeting allows those involved to make each other's acquaintance; it also allows match-related information to be exchanged and the team colours checked. The official delegate will chair the meeting and conduct it in accordance with the agenda and the official checklist. This checklist must be returned, duly completed, to the UEFA Administration (*see Annexe II*).

The official delegate should also discuss the standard checklist for this meeting with a competent person on the match organisation side. The match organisers receive this list in advance so that they can take due note of the information it contains. Representatives of both teams, the referees and representatives of the match organisers, stadium authorities/proprietor and local security/safety authorities, must attend this meeting without fail. In addition, people who can provide information on the first-aid and fire services, entry procedures, stewarding, etc. should also be present.

The official delegate, together with the referee and referee observer (if any), must inspect the field of play, players' dressing rooms, referees' dressing rooms, dope-test room, delegate's office, etc. before the meeting, at about 09.30.

1. Kick-off

The match must start precisely at the stipulated kick-off time, and only in extreme circumstances should a delay be contemplated. Such delay should be sanctioned only after consultation between the police commander responsible for security, the official delegate and the referee. It is acknowledged, of course, that the last word on this issue lies with the police commander.

2. Arrival at the stadium of the delegate and the team of referees

The official delegate should ensure that the team of referees and he himself reach the stadium in ample time, i.e. at least 90 minutes before the game is due to start.

3. Postponed or abandoned matches

If the referee declares the field unfit for play, the match must take place the next day, unless this is impossible for reasons beyond control. In such a case, the teams are free to agree to the game being played the next day but one. Under all circumstances, the official UEFA delegate must contact the UEFA Administration before taking a final decision regarding the new fixture. The same rule applies in the event of a match being abandoned because of the weather or for other reasons beyond control (see the relevant competition regulations). If the stadium floodlights fail, the official UEFA delegate must work with the referee to do everything possible to ensure that the fault is corrected. It is not possible to say how long a referee should generally wait for the lights to come on again. If the referee and the official UEFA match delegate are convinced that the defect cannot be repaired in reasonable time, the referee may abandon the match. The referee alone is responsible for deciding how long the game may be held up before being abandoned. Under no circumstances is it up to the teams to make this decision. It is important in such cases to ascertain whether the power failure is confined simply to the stadium itself, or whether the failure has affected the entire neighbourhood around the stadium.

In any case, it is the official delegate's duty to make immediate contact with the UEFA Administration.

4. Use of the field of play for training

The visiting team should be allowed to hold a light training session for a maximum of 45 minutes on the field of play, but only if the ground and weather conditions so permit. Such a training session should, if possible, be held before the day of the match.

The visiting team may request that its training session take place behind closed doors. Such a request must be submitted to the organisers in due time, to enable the corresponding measures to be taken. The term “behind closed doors” means that no persons other than those authorised by the visiting team may have access to the stadium during the training session. The home team is responsible for ensuring that these directives are observed.

5. Curtain-raiser matches and other entertainment

Curtain-raiser matches and other entertainment before the match are only allowed if they do not affect the condition of the field of play, or have any other adverse effect on the match.

6. Supporters of the visiting team

The official delegate should find out from the organisers in which sectors of the stadium the supporters of the visiting team are to be located, how many tickets have been allocated to them and what measures will be taken to guarantee their safety before, during and after the match. This enables the official delegate to identify spectator groups in the event of incidents.

7. Extra time / Kicks from the penalty mark to determine the winner

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

As regards the procedure for kicks from the penalty mark, please refer to the competition regulations.

8. Players' kits

Regarding playing kits (colours, advertising, manufacturer, etc.), the official delegate is requested to consult the corresponding regulations.

9. Team warm-up sessions before the match

The warm-up period shall last no more than 25 minutes, unless the home team authorises its extension. The warm-up shall take place on the field of play, provided that the referee does not judge that the field of play would be seriously damaged as a result. If the warm-up cannot be held on the field of play, the

organisers are required to provide another suitable area in or immediately adjacent to the stadium.

10. Instructions to team officials

At the match organisation meeting, the official delegate should ask the officials of both teams to ensure that their players behave in a sportsmanlike manner. He should point out the serious consequences of bad sportsmanship or lack of discipline.

11. Assistance to the team of referees before the match

The official delegate should give the referee as much assistance as possible. He should ensure that the referees' team is left in peace and quiet to concentrate on the match, and should ask the organisers to take the necessary measures to keep all unauthorised persons out of the referees' dressing room.

12. The delegate's place in the stadium

During the match, the official delegate must be provided with a seat in the VIP box, which gives him the best possible general view over the entire stadium. He is advised to walk from his seat to the referees' dressing room and onto the field of play before the match, so that he can later go to any area quickly and without delay, if necessary. The referee observer must be seated next to or close to the official delegate, so that he can easily be contacted by the delegate if necessary.

13. Doping controls

Doping controls may be requested by the UEFA Medical Committee. For this purpose, the organisers are requested to make the necessary arrangements, according to the *Doping Regulations*.

With random tests, it is important that the match in question, which is drawn by lot, is not known in advance. The official delegate will therefore not be advised that doping controls are to be conducted. He must however ensure that a room is available exclusively for this purpose. This room may not be used for any other purpose (treatment of players, massages, etc.). The official delegate must ensure that the UEFA Doping Control Officer is able to carry out a proper doping control, and that a seat is reserved for him in the VIP box.

If possible, the official delegate should attend the draw which, in principle, will take place at half-time. Furthermore, the official delegate must ask the match organisers to ensure that the relevant people on duty at the official entrance to the stadium are made aware that a UEFA Doping Control Officer may arrive.

The official delegate should explain the doping control procedure at the match-day organisational meeting.

The official delegate is also asked to ensure that the organisers will provide transportation for the UEFA Doping Control Officer afterwards.

14. Match notes

It is absolutely essential for delegates to make notes during the match, to enable them to fill out the report form without omission at a later stage. The delegate's observations and notes are of considerable importance in those cases where the referee and assistant referees did not or could not see what was happening. This particularly applies to events outside the field of play, but also applies to offences committed by players behind the referees' back and situations of confusion, such as disturbances.

15. Half-time

If necessary, but only in extreme circumstances, delegates may use the half-time interval to discuss serious incidents with the referees or the appropriate officials of both teams, or the organisers. In general, delegates should not seek to intervene in refereeing matters and should try not to interrupt the concentration of the referees during the interval.

16. Interviews

Referees of UEFA competition matches are strictly forbidden to give interviews on events during a match. The delegate should ensure that the referee is not troubled in this respect.

The delegate himself should adopt a reserved attitude towards the media and should not pass comment on the referee or any of his decisions.

Neither should he speculate as to what decisions the disciplinary authorities are likely to take in connection with any incidents which may have occurred.

17. Evidence

In the event of special or particularly serious incidents, the official delegate should try to collect as much evidence as possible for the Control and Disciplinary Body. This may, for example, be the offending object itself or, if this is not possible, another identical object. He may also collect reports from the local press, and so on. In some cases, it may be useful to request a report from the police or other authorities.

In this respect, the delegate is advised to take a pocket-size camera with him to the match, so as to be able to photograph any unforeseen incidents or damage to stadium installations.

18. Duties at the end of the match

- After the game has ended, the official delegate should not leave his seat until the referees and all players of both teams have returned to their dressing rooms. Depending upon the prevailing atmosphere, it may also be advisable for him to watch the spectators leave the stadium for a while, so that he can witness any acts of provocation or other incidents that may take place.
- The official delegate should then go to the referees' dressing room to thank them.

- He should discuss any incidents during the match with the referee and also check all details regarding substitutions and players who were cautioned or sent off.
- He should ensure that the referees and players of both teams are able to leave the stadium without difficulty. If there is likely to be any kind of disturbance, he should discuss with the organisers what special arrangements need to be made.
- He must report any cautions, sendings-off or any incidents during the game to the UEFA Administration immediately after the game, by **fax: + 41 22 994 37 27**. Expenses incurred as a result of communicating this information should be included on the expense account form.
- If the stadium has been deliberately vandalised by spectators, the delegate must personally satisfy himself as to the extent of the damage, and produce a detailed report for the attention of the UEFA Control and Disciplinary Body. Enclosing photographs if possible.

VII. Stadium

The following information should help the official delegate perform his stadium-related duties.

1. Documents

Among his match documents, the official delegate will receive the corresponding stadium questionnaire, which will provide key information on the stadium in question.

2. Seating regulations

In this respect please refer to the relevant section of the stadium questionnaire, as well as to the booklet *Binding Safety and Security Instructions*. The official delegate is explicitly requested to ensure that these regulations are implemented at the venue, and to warn the match organisers that any failure to comply with the said regulations will be reported to UEFA's Control and Disciplinary Body.

Delegates receive the following documents:

- a) Booklet *Binding Safety and Security Instructions*.
- b) Stadium questionnaire.
- c) Any other stadium-related information.

Delegates therefore have all the necessary means at their disposal to verify the implementation of and strict compliance with the seating regulations. Should a delegate notice any irregularities or inconsistencies, he should note any such observations on his report form and submit them to the UEFA Administration with any other relevant documents (photos, press clippings, etc.).

3. Field of play

The match organisers are responsible for providing a field of play which conforms to the *Laws of the Game*. The referee alone is responsible for ensuring

that the *Laws of the Game* are upheld, including provisions relating to the field of play and its installations. Consequently, he will usually make a first inspection of the field prior to the organisational meeting on the morning of the match, followed by a second inspection about 90 minutes before kick-off. Should he notice any infringements of the *Laws of the Game*, he should contact the official delegate immediately to discuss what steps to take. In any case, everything possible must be done to ensure that the match can take place in a proper manner.

4. Floodlighting

If a temporary floodlighting system is to be used, the referee and delegate should visit the stadium the evening before the match. If possible, such a visit should coincide with a training session involving one of the teams, so that they can see the stadium floodlighting in operation and assess its adequacy.

5. Temporary stands

The erection and use of temporary stands for UEFA competition matches is not allowed. Should the stadium have such stands, the official delegate must note such information in his report.

6. TV surveillance

All stadiums used as from the first group-match stage in the UEFA Champions League must be equipped inside and out with permanent surveillance cameras (see paragraph 3.21, *Television Surveillance System*, in the booklet *Binding Safety and Security Instructions*). Should the official delegate have the impression that the system in place is not adequate, he should note such information in his report.

7. General condition of the stadium

The official delegate should report to the UEFA Administration on the general condition of the stadium, spectator comfort, safety/security, sanitary and refreshment facilities, etc., by completing the relevant section of his report form.

In this respect, UEFA places great importance on spectators of both sexes being provided with decent sanitary facilities, i.e. clean toilets in working order, proper toilets with seats, washing facilities, etc. If in doubt, the official delegate should inspect the facilities, which should be bright and clean, and comment accordingly in his report.

VIII. Duties of the Referee Observer

For many matches, a referee observer will also be appointed. He remains under the authority of the delegate throughout his assignment, and has the following duties:

- to accompany the referees wherever they go;
- to take all meals with the referees;
- to ensure that the referees do not attend any press conference or speak to the press before, during or after the match;

- to ensure that the referees do not take part in any events or charity matches arranged or attended by the teams;
- to remind the referees to decline politely but firmly any exaggerated hospitality;
- to remind the referees not to accept any presents or offers which have any more than a symbolic value or character during their stay;
- to assist the referees to complete the match report form, checking sendings-off, cautions and other incidents;
- to discuss the match with the referees, to give advice to the four match officials for future UEFA matches, and to assess the referee team's performance.

If necessary, but only in extreme circumstances, the referee observer may use the half-time interval to discuss serious incidents with the referees. In general, the referee observer should not seek to intervene in refereeing matters once the match has started and should not interrupt the concentration of the referees during the interval.

The referee observer must always be on hand for the official delegate, and guarantee him his full support whenever required.

IX. Duties of the Security Officer

The purpose of appointing a security officer is to provide additional support to the official UEFA delegate in security-related matters, and to supply UEFA with important information on the security-related organisation of the match in question.

The security officer is under the authority of the UEFA official delegate. He is expected to conduct himself in a neutral and discreet manner at all times. Under no circumstances must he assume a leading role regarding the implementation of security measures. He does not have the authority to order measures to be taken or give instructions. For reasons of discretion, he should avoid wearing his UEFA uniform on his observation trips.

The security officer is requested to submit a detailed report to the UEFA Administration within 48 hours of the match, describing the security measures and action taken, as well as any incidents. In relation to his duty, he should:

- inform the home club of his travel arrangements in good time;
- arrive at the match venue the evening before the match;
- contact the UEFA official delegate and security officers of both teams immediately on arrival;
- if necessary, and in consultation with the local security authorities, undertake a tour of the town/city the evening before the match, accompanied by a local security officer (home club, police, etc.), in order to observe any trouble spots and report back to the UEFA official delegate accordingly;

The form should instead contain details about the organisation of the match, the conduct of the players and attitude of the spectators and supporters, security services, media facilities, the stadium and any incidents before, during or after the match. Such details must be as precise as possible.

A. Offences committed by players, officials and members

Here the report should indicate:

- The identity of the offenders (names, numbers, team)
- The exact time
- The duration
- What prompted the offence (e.g. provocation)
- A detailed chronological description of the offence
- Any consequences
- A description of the behaviour of team-mates, the team captain and those seated on the substitutes' bench

B. Offences committed by spectators

Here the report should indicate:

- Which team the offenders were supporting
- The nature of the offence, with all available details, such as:

Disturbances:

- Any type of threat
- Organised and excessive noise made by loud musical instruments, whistles, etc.
- The duration of these incidents

Serious threats:

- Their nature
- Any details

Fireworks:

- Time
- Number
- What prompted them
- Type (Bengal lights, smoke bombs, flares, firecrackers, etc.)
- Place of the explosion
- Were fireworks thrown? If so, from where and in what direction?
- Target
- Size
- Material
- Possible consequences

- Whether anyone was hit and, if so, on what part of the body and with what consequences?

Invasion or attempted invasion of the inner area of the stadium (field of play, running track, etc.):

- Was it an isolated case?
- Duration
- Number of persons involved
- Type of danger posed
- What prompted it
- Conduct of the officials in the inner area of the stadium, including the security personnel
- Chronological description of events from start to finish, any previous attempted invasions or incidents, etc.
- Description of methods used or installations designed to prevent invasions of the field of play
- Sector of the stadium involved
- Whether other sectors subsequently became involved as well
- Whether the field of play itself was invaded, and, if so, which part (including the position of the referee at the time)
- Other accompanying incidents such as objects thrown, fireworks ignited, attacks on match officials, conduct of the club directors and members
- Number of people involved in the acts of violence and their consequences
- Behaviour of team captains, officials and other persons with access to the inner area, including the security services
- Description of any damage caused to the stadium itself

C. Improper conduct of teams

Precise description of any improper behaviour, e.g. persistent foul play or continued protests to the referee.

- What were the circumstances of the misconduct?
- How often did it happen, or for how long?
- How many players were involved?

D. Racist conduct by players and/or spectators

- Detailed description
- Description of any efforts by representatives of the match organisers or team officials to stop the racist conduct (no PA announcements, repeated PA announcements, intervention of security officers, etc.)

E. Description of measures taken by the delegate in the event of incidents

- Personal, on-the-spot examination of damage to the stadium (detailed description)
- Accompanying or requested documents (e.g. police report)

F. Description of stadium installations

- Use of standing room (when this is strictly not allowed)
 - 1) Information on the sector
 - 2) Number of spectators in the sector (as precise as possible)
 - 3) Description of the reaction of the host club or association regarding such an infringement of the rules
 - 4) Description of steps and action taken by the delegate in this respect
 - 5) It is extremely important to submit photographic material in such cases
- Sanitary facilities
 - 1) Condition
 - 2) In working order
- Area around the field of play
 - 1) Distance between the goal and touchlines and the advertising boards
 - 2) Distances between the goal and touchlines and the first row of spectators
- Camera positions
- Photographers' positions
- Other stadium installations that gave rise to problems



Delegate's Report
Rapport du délégué
Bericht des Delegierten



Union des associations européennes de football
Route de Genève 46 | CH – 1260 Nyon 2 | Switzerland | Tel. +41 22 994 44 44 | Fax +41 22 994 44 88



Name _____ from _____
Nom John Miller _____ de Zurich _____
Name _____ von _____

Teams _____
Equipes FC AAAAA - FC BBBBB _____
Mannschaften _____

Match venue _____ Date 14.05.2003 _____
Lieu du match Rome (Olympic Stadium) _____ Datum _____
Spielort _____

Kick-off time _____ Result _____ State of field of play _____
Coup d'envoi 20.30 hours _____ Résultat 2 - 1 (1 - 1) _____ Etat du terrain good _____
Anstosszeit _____ Ergebnis _____ Zustand des Spielfeldes _____

Referee _____ from _____
Arbitre Pierre Meyer _____ de France _____
Schiedsrichter _____ von _____

Number of spectators _____ Receipts (gate) _____
Nombre de spectateurs 65,000 _____ Recette (entrées) 1,300,000.-- _____
Zuschauerzahl _____ Einnahmen (Kartenverkauf) _____

TV revenue _____
Recette tv 1,200,000.-- _____
Fernseheinnahmen _____

Match televised? yes no
Match télévisé? oui non
Fernsehübertragung? ja nein

Cautions				
Avertissements	FC AAAAA	34 th minute	No.6	Foul play
Verwarnungen	FC BBBBB	14 th minute	No. 11	Intentional handball
		36 ^h minute	No. 1	Time-wasting
		48 th minute	No. 10	Failure to observe the correct distance at a free kick
Dismissals				
Expulsions	FC BBBBB	82 nd minute	No. 7	Violent play (kicking the opposing No. 2 during a break in play)
Feldverweise	FC AAAAA	82nd minute	No. 2	for retaliatory violent play (after the player had been kicked by
				his opponent, he retaliated with a punch to the opposing
				player's chest).

This report must be faxed to the UEFA Administration within 24 hours of the match.
Ce rapport doit être envoyé par fax à l'Administration de l'UEFA dans les 24 heures suivant le match.
Dieser Bericht muss dem UEFA-Administration per Fax innerhalb 24 Stunden nach dem Spiel zugestellt werden.

Incidents (causes, facts, consequences, etc.; if necessary, please use diagram overleaf →)

Incidents (causes, faits, conséquences, etc.; en cas de besoin prière d'utiliser le diagramme ci-contre →)

Vorfälle (Ursachen, Umstände, Folgen usw.; bei Bedarf, bitte das Schema auf umstehender Seite benützen →)

1. As both teams can onto the pitch, around 20 Bengal lights were set off in the sector of the visiting team's supporters: a

large pall of smoke developed: the start of the match was not delayed.

2. Immediately after the visiting team had scored the first goal, supporters of the visiting team set off a large number of

fireworks (around 10 Bengal lights, about 15 rockets and 1 smoke bomb). The smoke bomb landed on the athletics track and was immediately extinguished by a security steward. One of the rockets landed in the sector holding supporters of the home team.

3. After the two sendings-off in the 82nd minute, the following objects were thrown on to the playing field:

a) an empty glass bottle (size approx. 0.3 l.) was thrown out of the sector holding the home supporters and landed in the visiting team's penalty area, landing in the immediate vicinity of the goalkeeper (see diagram).

b) innumerable coins and several plastic bottles (around 8 bottles, some of which were partly filled) were thrown in the direction of the referees from the sector holding the visiting team's supporters. Although three of the bottles landed on the pitch, no one was hit by a bottle. the remaining projectiles landed on the athletics track (see diagram).

4. After the final whistle, around 100 enthusiastic and mostly young supporters of the home team attempted to enter the playing area. This was prevented by the immediate intervention of security stewards.

5. Clearly audible racist chants aimed at player no. 8 of the visiting team (86th minute).

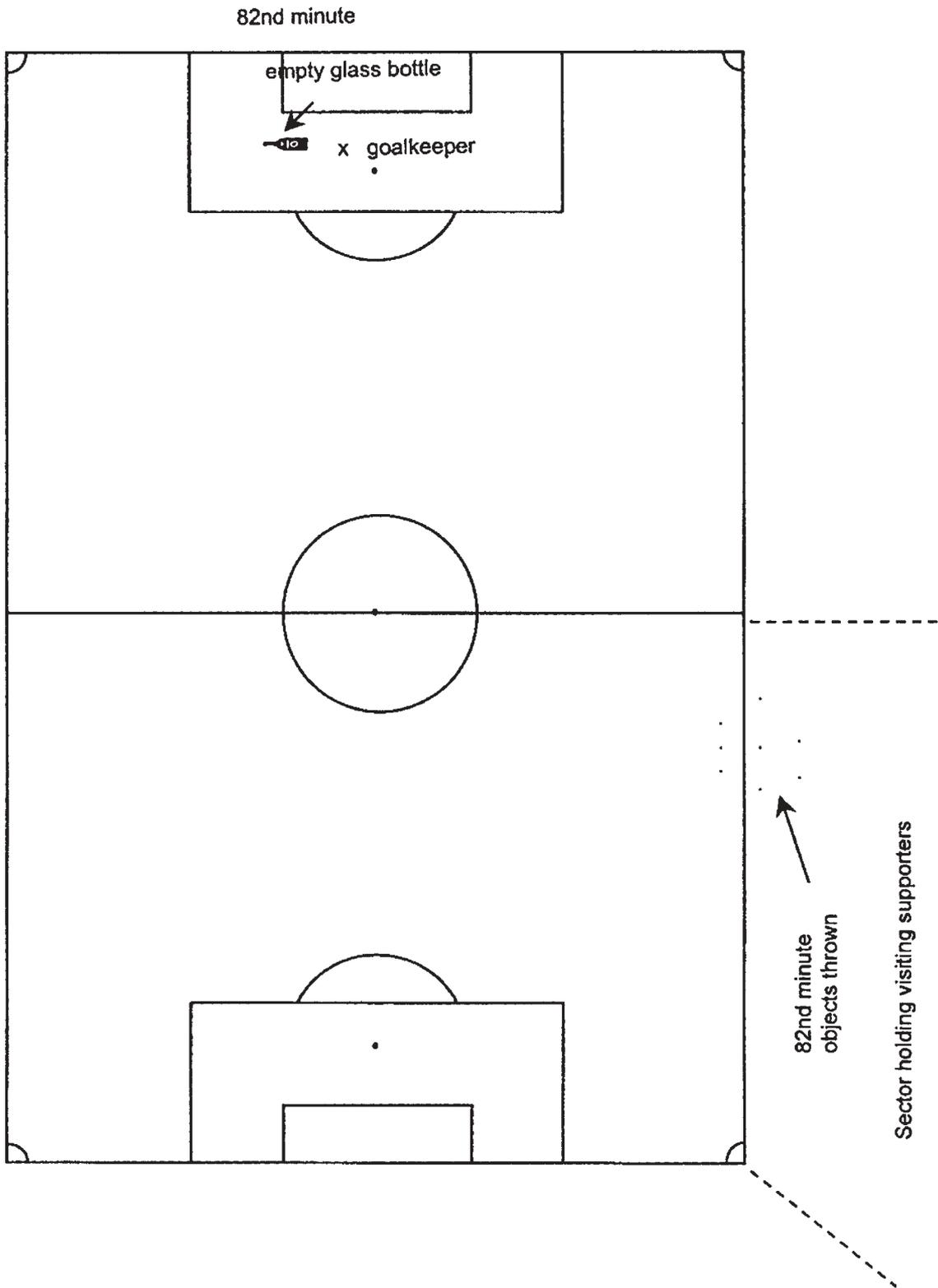
Date 15.05.2003
Datum _____

Signature of the delegate
Signature du délégué XXXXXXX
Unterschrift des Delegierten _____

Diagram

Diagramme

Diagramm



XII. UEFA Referee observer's report

The UEFA Administration supports referees and assistant referees officiating in UEFA competitions by providing them with a referee observer.

The referee observer can be a member of the following committees and panels:

- Referees Committee
- Referee Instructors Panel
- Referee Observers Panel
- Match Delegate Panel (when a delegate at the same time acts as a referee observer)

(For details on conditions, composition and rules of appointment, please refer to the corresponding terms of reference.)

Objectives and duties

The referee observer should arrive at the venue's designated airport by 17.00 at the latest on the day before the match and accompany the referees during their stay at the venue. He should also give any requested organisational support to the referees.

The referee observer should assess the performance of the referee in an objective, neutral and independent manner. He should only take into consideration the facts as he sees them and not be influenced by third parties. If the observer reports facts he observes afterwards on TV (at half-time or after the match), he has to make this clear in his report. TV footage could be of use to the observer for offside decisions in particular.

The referee observer supports the UEFA Referees Committee by evaluating referee performances in UEFA matches. In his report, the referee observer has to mention the referee's strong points and points for improvement. This report should give the Referees' Committee a concrete and precise idea of the performance of the referee in the match in question. This report should be sent to the UEFA Administration by email (address: observer.report@uefa.ch) within 36 hours of the match (by 12.00 on Friday for matches played on Wednesday night), **preferably in English**, which allows all persons concerned to understand. If the post-match analysis was done in English, the report should also be written in English.

After the match, he should analyse the performance with the referees in a suitably quiet place. This analysis should not take less than 10 minutes nor exceed 45 minutes. During this analysis, the observer should mention the positive and negative points he will then write in his report. There is no need to give the mark to the referee during the discussion; we recommend that the observer take a moment to reflect before issuing the final mark. He can use the evaluation scale to indicate if it was an average, good, very good or excellent performance.

If these objectives and duties are not carried out satisfactorily, the UEFA Administration reserves the right to inform a referee observer that he will not be appointed for future matches.

Regulations, Laws of the Game, other instructions

Referee observers should apply and respect the current *Laws of the Game* published by FIFA, the instructions concerning the *Laws of the Game*, UEFA competition regulations, the *UEFA Delegate's Handbook*, and any directives issued by the UEFA Referees Committee and/or the UEFA Administration.

Behaviour

Diligence

Referee observers should behave in a professional and appropriate manner in the execution of their duty. Referee observers should not accept gifts with a value higher than CHF 200 from clubs and teams. Souvenirs of a match, such as pennants or replica shirts are tolerated.

They should not accept gifts or souvenirs from referees whose performance they will then evaluate.

Loyalty and discretion

Referee observers should not speak on behalf of UEFA and should refrain from all acts which conflict with UEFA's interests. They are not authorised to give interviews or speak publicly about anything relating to referee decisions in UEFA matches. They are responsible for anything attributed to them which appears in the media.

They should inform UEFA of any connections they may have with a club participating in a UEFA competition, in particular connections of a financial or family nature.

Confidentiality

During and after his mission, the referee observer should protect UEFA's interests and should not use or reveal confidential information received as part of his appointment, mission or function.

The content of the Referee observer's report should only be disclosed to the persons concerned, namely the match officials, UEFA Referees Committee and the UEFA Administration.

Guidelines for UEFA Referee Observers – Referee Observer Report

The referee observer should follow the instructions and apply the evaluation criteria issued by UEFA in the present guidelines.

The purpose of observing referees and assistant referees in UEFA matches is:

- to give advice on how referees can improve their performance (coaching the referees);
- to ensure a uniform and consistent interpretation of the *Laws of the Game*;
- to assess referee performances;
- to identify young talented referees from various national associations;
- to classify the referees and to appoint them for UEFA competitions according to their merits or rating;
- to identify topics for specific instruction (video support).

The purpose of the Referee Observer's Report is:

- to achieve uniform marking;
- to give referees and assistant referees marks accurate to the nearest tenth (7.4, 8.2, 8.9, etc.);
- to have a uniform scale with FIFA for international matches and similar headings;
- to introduce the use of an electronic form for filling in, forwarding and dispatching the report.

1. Marking the referee, assistant referees and fourth officials

The referee observer should primarily evaluate the overall performance.

The mark should be justified in detail in the report.

Each criterion (points 3 to 7) should be assessed on the basis of **the incidents** that occurred during the match and which should be summarised, but described accurately.

Grading: at international level, match officials are expected to achieve good performances. Therefore, **a mark between 8.0 and 8.4** means that match officials are doing their job according to standard expectations.

A competent, experienced and conscientious referee observer should:

- vary marks according to the level of the performance
- use a large spectrum of the scale
- tend towards an average of 8 over a significant number of games (20-30 games with referees from different categories in different competitions)

A mark lower than 8 must be justified. The observer must mention one or more significant points for improvement.

Likewise, for a mark higher than 8.4, the observer must mention particularly positive aspects.

Useful guidelines/reference points for each heading are given below. These points are not exhaustive but should help the observer to identify the referee's qualities and aspects for improvement.

The evaluation scale

In our opinion the evaluation scale itself is clear enough for appropriate marking:

9.0-10	Excellent performance (outstanding)
8.5-8.9	Very good (a highly commendable performance)
8.0-8.4	Good (an efficient performance)
7.5-7.9	Satisfactory (significant points to improve)
7.0-7.4	Disappointing (below expectation)
6.0-6.9	Poor performance (quite unsatisfactory)
5.0-5.9	Very poor performance (unacceptable)

If, by an error of judgement and/or lack of control, the referees' team **influences the result of the match**, the mark given to them must not exceed 7.5 in any circumstances.

In the case of a mark lower than 8, the observer must mention **aspects for improvement**, convey them to the referee and/or the assistant referees, and note them under points 8 (General comments and advice) and 9 (Points discussed with the referees) + Points 10, 11 for the assistant referees.

To merit a higher mark than 8.4, the referee must have taken difficult and crucial decisions correctly.

2. Degree of difficulty (of the match)

UEFA organises competitions at very different levels, from top professional to youth and amateur football. Therefore, the degree of difficulty faced by the referee can vary greatly from match to match.

Before writing his comments in the individual boxes, the referee observer must rate the difficulty of the match. This should reflect the demands made on the referee during the whole match. Matches may be rated as easy, normal, difficult or very difficult.

In his report, the referee observer must also record why the game was or became difficult to referee. A derby, previous incidents between two clubs or an uncertain result (extra time) do not necessarily make a match difficult to officiate. A decisive factor is how the teams actually played football.

The referee's and/or the assistant referee's marks suffer if, through incorrect decisions, they are actually responsible for making the match difficult or very difficult to officiate. If this is the case, the referee observer must bear this in mind and note it in his report. The high degree of difficulty of the match should not have resulted from mistakes or inappropriate conduct by the referee and/or assistant referees.

Conversely, the referee's and/or the assistant referee's marks benefit if, because of their good performance, both teams behaved well and fairly. The "easy" or "normal" degree of difficulty should not penalise match officials who perform faultlessly.

3. Application and interpretation of the *Laws of the Game*, Match control, tactical approach and management of the game

+		-	
			Correct and consistent punishment of fouls (tripping, tackling that makes contact with an opponent first)
			Clear distinction between tackles for the ball or tackles on an opponent
			Immediate intervention to protect players who are victims of serious foul play
			Awareness of + correct and consistent punishment of pushing, pulling and holding (concealed fouls)
			Alert to the use of elbows
			Alert to + correct and consistent punishment of simulation, dissent, time-wasting, etc.
			Correct judgement and interpretation of: denying obvious goal-scoring opportunities stopping a promising attack
			Clear distinction between deliberate and unintentional handball
			Clear distinction between direct and indirect free kicks
			Walls at the prescribed distance – measurement of the 9.15m. for free-kicks near the penalty area
			Correct supervision of restart of play (goal kick, corner kick, throw-ins, kick-off)
			Correct procedures for substitution and treatment of injured players
			Correct indication of the amount of additional time

			Good control of goalkeeper behaviour
			Sensible use of the advantage rule (back to the original offence when of no benefit)
			Improvement of the quality of the match by expert application of the advantage rule
			Control of the match at every stage
			Recognition of the nature of the match from the start, correct attitude adopted from the beginning
			Immediate and appropriate reaction to a change in the nature of the match
			Wisely allowing the game to flow (according to the spirit of the game)
			Quick, clear and reliable decisions
			Allowing play to resume quickly
			Effective signals (restrained but clear signals) + appropriate use of the whistle

4. Disciplinary control and management of the players and team officials (technical area)

+		-	
			Appropriate disciplinary sanctions
			Consistency and predictability in issuing cards; clear line from the beginning (not issuing cards too early for minor offences)
			Yellow card for holding when promising movement denied (= unsporting behaviour) – recognition of “professional fouls”
			Disciplinary punishment (yellow card) for unsporting behaviour (kicking the ball away, dissent such as dismissive waves, repeated demand that an opponent be shown a card, etc.)
			Red card for tackles which endanger the safety of an opponent
			Yellow card for stopping a promising attack
			Red card for denying an obvious goal-scoring opportunity – courage when red card + penalty
			Cards shown calmly and clearly, and the punished player able to be identified
			Limited discussions with players and restricted gestures towards the players (after a decision)
			No tolerance of players who assault the referee
			Appropriate and comprehensive behaviour toward coaches who give instructions to players and behave correctly
			Action against derogatory gestures, dismissive waves and ironic clapping from coaches

5. Personality

+		-
		Respect, acceptance and recognition from participants (players, team officials) – recognise the referee as the man in charge of the match – required personality on the field of play – natural authority
		Assertive and makes an excellent outward impression
		Consistent and not influenced by others (players, team officials, supporters, etc.) – always takes objective decisions
		Consistent, even when criticism is inevitable
		Firm, decisive, self-confident and self-assured
		Resolute, courageous, not afraid to make unpopular decisions
		Always in control, calm and predictable, discreet and inconspicuous in appropriate situations

6. Physical fitness / positioning and movement

+		-
		Excellent general physical shape, running well until final whistle
		Good stamina, running long distances
		Able to sprint even at the end of the match (fast counter-attacks)
		Runs to the place of the offence to avoid any risk of retaliation or protest
		Excellent backward running in order to keep a good overview
		Good running style
		Always close to the play, follows the play at all times but does not interfere with play (does not hit the ball)
		Flexible diagonal system, wide lateral vision to see concealed offences (holding, pushing)
		Flexible diagonal system: the ball and play always between the referee and the assistant referee
		Runs into the penalty area when necessary
		Correct position for dead ball situations (free kicks, corner kicks, penalty kicks)
		Able to anticipate what is going to happen next (reads the game), avoids running unnecessarily

7. Co-operation with assistant referees and fourth official

+		-	
			Recognises all assistants' signals and reacts promptly
			Good eye contact technique with the assistant referees even when using the electronic flag system
			Good sharing of authority within the referees' team (fouls in the assistant referees' vicinity)
			Correct acknowledgement of the assistants' signals without stopping play (advantage, overly prompt offside signal, etc.) and signalling that he has seen the raised flag
			No contradictory decisions with the assistant referees (corner kick/goal kick, different direction on throw-ins, etc.)
			Supports the assistant referees with a discreet signal when subsequent ball contact
			Correct action and good communication for offences out of the referee's view (violent conduct) signalled by the assistant referees
			Correct action and good communication for mistakes by the referee (e.g. cautioning the wrong player, second caution to a player without a red card, etc.)
			Immediate action when assistant referees are criticised by players or team officials

8. General comments and advice on performance (examples)

9. Points discussed with the referees

The referee observer is also an instructor/coach for the referee.

Through his analysis and advice, the observer helps the referee to improve.

Under points 8 and 9, the observer concludes his analysis. He should:

- set priorities (note only two or three key points);
- mention positive points first, then aspects for improvement;
- give concrete advice (based on actual incidents from the match) that is comprehensible and measurable;
- give the referee the opportunity to express himself; encourage self-criticism;
- offer solutions and alternatives for improving – in collaboration with the referee.

Under these headings, the observer can also comment on the referee's potential for improvement and on the possibility of appointing him for higher-level matches.

Likewise, he should point out if the referee should not really be appointed at the level in question any more.

Referees often complain that the observer does not discuss with them enough and that the report and oral comments after the match are not consistent. To encourage discussion and ensure that the points discussed correspond with the report, the observer should write a brief conclusion (telegraphic style) mentioning two or three positive and negative points, which must be conveyed to the referee during the post-match discussion.

10.-11. Assistant Referees 1 & 2

It is important not to neglect the assistant referees. Offside decisions are often decisive in goal-scoring situations. In addition, the powers of assistant referees have been strengthened for the signalling of fouls. It is therefore important to assess the ability of the assistant referees to apply those powers without exceeding them. The performance of the assistants forms a crucial element of a good overall team performance.

UEFA has issued guidelines for assistant referees. The observer should refer to these in order to assess the performance of the assistant referees.

The sections under points 10 and 11 must therefore be completed very carefully.

As far as offside decisions are concerned, UEFA does not mind the observer checking the accuracy of a decision on the basis of TV footage. In this case, he should note this in his report and, if possible, inform the assistant referee on the spot. From halfway along the field it is often extremely difficult, if not impossible, for the observer to judge the accuracy of an offside decision. This procedure of checking against TV footage should be restricted to decisions which resulted in goals or goal-scoring opportunities.

Reference points for assistant referees:

+		-	
			Correct offside decisions
			Clear distinction between active and passive offside (wait and see “technique”)
			Throw-ins, goal kicks, corner kicks
			Appropriate signals for fouls and offences committed closer to the assistant than the referee
			Appropriate signals for fouls committed closer to the assistant than the referee <u>in the penalty area</u>
			Correct signals for offences committed behind the referee’s back (violent conduct)
			Good guidance for the location of a foul at the edge of the penalty area (outside or inside the box)
			Does not overrule the referee nor exceed his powers
			Help on 9.15m. distance from the touchline or from the position of the ball (no physical measurement)
			Assistance on goals – clear signal in tight situations when the ball just crossed the goal line
			Help with substitution signal
			Positioning and movement – level with the second-last defender – smooth movement along the touchline
			Concentration
			Clear signals in accordance with the Laws of the Game and UEFA guidelines
			Enters the field of play to deal with conflict situations
			Appropriate intervention for obvious incorrect decisions by the referee
			Eye contact with the referee
			Monitors behaviour in the technical area
			Restricts use of “free” hand to cases of very tight decisions but discreet signals when eye contact with the referee

12. Fourth official

The observer assesses the performance of the fourth official based on his tasks:

- the fourth official assists with any administrative duties before, during and after the match;
- he is responsible for assisting with substitution procedures during the match;
- he assists the referee at all times; he must indicate to the referee when the wrong player is cautioned because of mistaken identity, or when a player is not sent off although he has been seen to be given a second yellow card, or when violent conduct occurs out of the view of the referee and assistant referees;
- he has the authority to inform the referee of irresponsible behaviour by anyone in the technical area. He has to use common sense for coaches who stand next to the bench but behave in a responsible manner;
- he supervises the entrance onto the field of play of the doctor, physiotherapist and first-aid workers (stretcher bearers) to assess injured players – permission is given by the referee.

Referee Observer's Report
Rapport de l'observateur d'arbitres
Bericht des Schiedsrichter-
Beobachters

Route de Genève 46
 Case postale
 CH-1260 Nyon 2
 Telephone ++41 22 994 44 44
 Telefax ++41 22 994 37 27
 observer.report@uefa.ch

Union des associations
 européennes de football



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 PLEASE DO NOT USE THE "RETURN" KEY !!!!

Pour avancer d'une case à l'autre, utiliser la touche de tabulation "TAB" ou cliquer sur le champ.
 MERCI DE NE PAS UTILISER LA TOUCHE "RETOUR" !!!!

Rücken Sie mit der Tabulatortaste "TAB" oder durch Mausklick von Feld zu Feld vor.
 BITTE EINGABETASTE "RETURN" NICHT BENUTZEN !!!!

1

TEAM A:	FC AAAAA	TEAM B:	FC BBBBB
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City – Ville – Stadt:	ROME	Date – Date – Datum :	14.05.2004	Time – Heure – Zeit:	20.30
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Final score – Résultat final – Endergebnis:	2 – 1	Halftime score – Résultat mi-temps – Halbzeitergebnis:	(1 – 1)	Competition – Compétition – Wettbewerb	UCUP
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Referee – Arbitre - Schiedsrichter:	PIERRE MEYER	Country – Pays – Land:	FRA	Mark – Note – Note:	8.8
Assistant Referee 1 – Arbitre assistant 1 – SR-Assistent: 1	LAURENT DUCHEMIN	Country – Pays – Land:	FRA	Mark – Note – Note:	8.4
Assistant Referee 2 – Arbitre assistant 2 – SR-Assistent: 2	LUC GENOUD	Country – Pays – Land:	FRA	Mark – Note – Note:	8.6
Fourth official – Quatrième officiel – Vierter Offizieller:	LEON ZIMMERMAN	Country – Pays – Land:	FRA	Mark – Note – Note:	8.0
Referee Observer – Observateur d'arbitres – Schiedsrichter- Beobachter:	JOSE LOPEZ BARQUERO	Country – Pays – Land:	ESP		

These marks must be justified by your later comments – Ces notes doivent être justifiées par vos commentaires ci-après – Diese
 Noten müssen mit den Bemerkungen weiter unten übereinstimmen

Evaluation scale – Echelle d'évaluation – Bewertungsskala

9.0 - 10	Excellent performance (outstanding) – Excellente prestation (exceptionnel) – Hervorragende Leistung (überdurchschnittlich)
8.5 - 8.9	Very good (a highly commendable performance) – Très bon (prestation digne d'éloge) – Sehr gut (ausgezeichnet)
8.0 - 8.4	Good (an efficient performance) – Bon (prestation efficace) – Gut (effizient)
7.5 - 7.9	Satisfactory (significant points to improve) - Satisfaisant (points significatifs à améliorer) - Genügend (wichtige Punkte zu verbessern)
7.0 - 7.4	Disappointing (below expectations) – Décevant (au-dessous des attentes) – Enttäuschend (unter den Erwartungen)
6.0 - 6.9	Poor performance (quite unsatisfactory) – Mauvaise prestation (insuffisant) – Schlechte Leistung (ungenügend)
5.0 - 5.9	Very poor performance (unacceptable) – Très mauvaise prestation (inacceptable) – Sehr schlechte Leistung (unannehmbar)

2

Degree of difficulty – Degré de difficulté – Schwierigkeitsgrad:	1	0 = easy – facile – leicht	1 = normal	2 = difficult – difficile – schwierig	3 = very difficult – très difficile – sehr schwierig
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Description of the match – Description du match – Beschreibung des Spiels:	Although this match was of high importance for both teams, the contest was very sporting. In despite of the expectations it was a normal match, played on an excellent pitch and under good weather conditions.
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REFEREE – ARBITRE – SCHIEDSRICHTER

3 Application and interpretation of the Laws of the Game / match control, tactical approach and management of the game – Application et interprétation des Lois du jeu / contrôle du match, approche tactique et direction du jeu – Regelanwendung und Regelauslegung / Spielkontrolle, taktisches Verhalten und Leitung des Spiels:

Very accurate interpretation of the Laws and sensible application. He was very quick to sanction on holding and pulling and handled advantage in an excellent way. Correct and consistent punishment of fouls. Walls always at the right distance. Procedures for treatment of injured players as instructed.

He managed the game very well. Understood from the start the enormous interest of both teams, set his standards in the quarter and had the capacity to be flexible and allowing the game to flow with the nature of the game. Controlled the match from the beginning to the end.

4 Disciplinary control and management of players and team officials (bench) – Contrôle disciplinaire et gestion des joueurs et des officiels d'équipe (banc) – Disziplinarkontrolle und Umgang mit Spielern und Mannschaftsoffiziellen (Bank):

He took the appropriate disciplinary sanctions. I fully agreed with the 4 yellow cards (two in the first quarter). For the first card, player no. 12 of the home team should have been isolated from the other players before being shown the card.

5 Personality – Personnalité – Persönlichkeit:

He presented himself as a very strong personality by a calm and self-assured approach to the players. He gained the full respect of all participants by his clear and consistent interventions. A well concentrated leader throughout the match.

6 Physical fitness / Positioning and Movement – Condition physique / Placement et Déplacement – Körperliche Verfassung / Stellungsspiel und Laufstil:

Was running well, good sprinting when situations asked for quick interference. Positioning in case of free kicks and corner kicks also good but he was frequently in the way of the players in case of attacks. He succeeded in avoiding clashes with players but sometimes obstructed fast combinations.

7 Co-operation with assistant referees and fourth official – Collaboration avec les arbitres assistants et le quatrième officiel – Zusammenarbeit mit den Schiedsrichter-Assistenten und dem Vierten Offiziellen:

By very good eye-contact and clear signals to and from the assistants, the teamwork was of a high level. In one case he gave advantage even when the assistant gave a signal for foul, what was a good decision by the referee who gave at the same time a clear signal to his assistant. By working like this the flag signal was noticed by players and spectators. The assistant immediately lowered his flag.

8 General comments and advice on performance – Remarques générales et conseils sur la prestation – Allgemeine Bemerkungen und Verbesserungsvorschläge:

A strong personality both on and as off the pitch. Had everything under control through a calm and determined attitude. An absolute leader with the capability to make himself subordinate to the match.

9 Points discussed with the referees – Points discutés avec les arbitres – Punkte, die mit den Schiedsrichtern besprochen wurden:

Positive points – Points positifs – Positive Punkte:	1)	Personality
	2)	disciplinary control
	3)	application advantage
Points for improvement – Points à améliorer – Verbesserungswürdige Punkte:	1)	positioning in attack-situations
	2)	
	3)	

ASSISTANT REFEREE 1 – ARBITRE ASSISTANT 1 – SCHIEDSRICHTERASSISTENT 1

10

Accuracy of signals (e.g. offside, throw-ins, goals and corner kicks) – Exactitude de la signalisation (p. ex. hors-jeu, rentrée de touche, coup de pied de but et corner) – Richtigkeit der Zeichengebung (z. B. Abseits, Einwurf, Ab- und Eckstoss) :

Correct offside decisions

All signals were correct

Correct decisions. Only one time it was better to wait a second because of an advantage given by the referee.

Co-operation (use of authority) – Collaboration (utilisation des compétences) – Zusammenarbeit (Einsatz der Autorität) :

There was always eyecontact between him, the referee and his colleagues. Good understanding.

Positioning, movement and signals – Placement, mouvement et signalisation – Stellungsspiel, Laufweg und Zeichengebung :

Well concentrated during the whole match and always in the right position by good running.

His signaling was clear and without any hesitation.

ASSISTANT REFEREE 2 – ARBITRE ASSISTANT 2 – SCHIEDSRICHTERASSISTENT 2

11

Accuracy of signals (e.g. offside, throw-ins, goals and corner kicks) – Exactitude de la signalisation (p. ex. hors-jeu, rentrée de touche, coup de pied de but et corner) – Richtigkeit der Zeichengebung (z. B. Abseits, Einwurf, Ab- und Eckstoss) :

Correct signals and clear distinction between passive and active offside.

From my position all signals were correct.

Good support of the referee by clear signals.

Co-operation (use of authority) – Collaboration (utilisation des compétences) – Zusammenarbeit (Einsatz der Autorität) :

Was part of the teamwork and contributed by good eyecontact and sometimes "discret" signals.

Positioning, movement and signals – Placement, mouvement et signalisation – Stellungsspiel, Laufweg und Zeichengebung :

Smooth movement along the touchline and always in good position.

Very accurate signaling, left nobody in doubt by fast showing the direction of freekicks and restarts.

FOURTH OFFICIAL – QUATRIEME OFFICIEL – VIERTER OFFIZIELLER

12

Comments on the fourth official – Evaluation du quatrième officiel – Bewertung des Vierten Offiziellen:

Did what he had to do. The good, sportive behaviour of the people in the technical area did not ask any intervention of him. Good control in case of injured players and substitution procedures.

This report must be submitted to UEFA within 36 hours of the end of the match - if possible **by email** or on our direct fax:

+41 / 22 994 37 27. Only when sent by fax must the original document be sent by post within 48 hours of the end of the match.

Ce rapport doit être transmis à l'UEFA dans les 36 heures suivant la fin du match – si possible **par e-mail** ou sur notre fax direct :

+41 / 22 994 37 27. Seulement si envoyé par fax, l'original doit être envoyé par courrier dans les 48 heures suivant la fin du match.

Dieser Bericht muss der UEFA innerhalb von 36 Stunden nach Spielende – wenn möglich **per E-Mail** oder per direktes Fax:

+41 / 22 994 37 27 – geschickt werden. Nur wenn per Fax gesendet muss das Original innerhalb von 48 Stunden nach Spielende per Post geschickt werden.

DATE – DATE – DATUM : 14.5.2004

For special cases please use next page – Pour des cas spéciaux, veuillez s.v.p. utiliser la page suivante – Für spezielle Vorfälle benützen Sie bitte die folgende Seite.

XIII. Fair-play assessment

The assessment criteria are explained in the competition regulations



Fair Play Assessment Form



Union des associations européennes de football

Route de Genève 46 | CH – 1260 Nyon 2 | Switzerland | Tel. +41 22 994 44 44 | Fax +41 22 994 37 27

Competition: UCUP (UEFA CUP)
 Home team or Association: FC AAAAA
 Away team or Association: FC BBBBB
 Venue: Rome Date: 14.05.2003 Time: 20:30 hours Result: 2-1
 Name of the Delegate: MULLER Jean
 Name of the Referees' Observer: MAIR Franz
 Name of the Referee: MEYER Pierre

ASSESSMENT

		Home Team	Away Team
1. Red and yellow cards	(max. 10 points)	<u>7</u>	<u>9</u>
2. Positive play	(max. 10 points)	<u>6</u>	<u>8</u>
3. Respect towards the opponent	(max. 5 points)	<u>3</u>	<u>4</u>
4. Respect towards the referee	(max. 5 points)	<u>4</u>	<u>4</u>
5. Behaviour of the officials	(max. 5 points)	<u>3</u>	<u>4</u>
6. Behaviour of the public <i>(Only to be assessed when a substantial number of supporters are present)</i>	(max. 5 points)	<u>4</u>	<u>4</u>
Total number of points		<u>27</u>	<u>33</u>
$\frac{\text{score} \times 10}{\text{max. points (35 or 40)}}$		<u>6.75</u>	<u>8.25</u>

* A written explanation must be given if 1, 2 or 5 points are awarded for the items "Respect towards the opponent", "Respect towards the referee" and/or "Behaviour of the officials":

- 3. _____
- 4. _____
- 5. _____

Date: 14.05.2003 Signature of the Delegate XXXXXXXXX

The referee hereby confirms that he has discussed Fair Play aspects with the delegate:

Signature of the Referee

The completed form must be returned, together with the delegate's report, to the UEFA Administration.

XIV. Dispatch of the reports

Delegates must complete their report forms carefully and legibly, together with their expense forms and any other documents, such as those regarding kit advertising. These must then be forwarded to the **UEFA Administration, PO Box, CH – 1260 Nyon 2, Switzerland**, within 48 hours of the match, by express mail if necessary. A legible copy of the delegate's report must also always be addressed to UEFA within 24 hours of the match via e-mail to delegate.report@uefa.ch or by fax: + 41 22 994 37 27.

Nyon, April 2004

Annexe I : Instructions to referees (for the information of delegates)

1. Instructions issued by the Referees' Committee

The instructions listed below, which are issued by the Referees' Committee to the referees of UEFA competition matches, are also of interest to official delegates.

2. Conduct at the match venue

Excessive hospitality

Referees are instructed to refuse politely but firmly any offers of excessive hospitality and exaggerated generosity. Under no circumstances should referees accept gifts which are more than souvenirs – objects such as valuables, articles of everyday clothing, etc. Also to be rejected are any offers of extra daily expenses or invitations to make a prolonged stay in the host country. Any such offers from the organisers or any attempts at influencing the referee must be reported immediately to the official delegate and to the UEFA Administration.

No gifts from referees

The match officials, for their part, should also refrain from giving presents to representatives of the teams, or to any UEFA representatives.

Use of hospitality

Referees are requested not to use the hospitality of the organisers to excess and to keep their consumption of drinks and meals within acceptable limits. Extras such as telephone calls, drinks from the mini-bar, etc. must always be paid for by the referees themselves.

Traditional mementoes such as badges, pennants and so on may be accepted by the referees, but only after the match has finished.

3. The official delegate

Support from the delegate

Referees are asked to discuss with the UEFA delegate any problems which may arise in connection with the match. The latter will be of help in any situation that may occur and will also support and advise the referee in overcoming any administrative or other difficulties.

The delegate's duties

The official delegate submits a report on the match itself, a report on the referee's performance (if no referee observer has been appointed) and a report on Fair Play conduct of the teams. The referee's report and the delegate's report should be compared after the match. However, the referee must not ask the delegate how well he controlled the match or what mark he is going to give him.

Above all, it is important for the referee to handle the match correctly and to follow all technical and administrative instructions.

4. The match

Match sheet

The match sheets must be returned to the referee by both teams, duly completed, at least 75 minutes before kick-off (Youth and Women Competitions 60 minutes only). The referee, with the support of the delegate, must ensure that the time allowed for this procedure is under no circumstances exceeded. Special attention should be paid to noting each player's date of birth in matches in competitions which have an age limit (European Under-21 Championship, European Under-19 Championship, European Under-17 Championship, European Women's Under-19 Championship, UEFA Regions Cup). The names of all those officials who will be sitting on the substitutes' bench must also be listed on the sheet, which must be signed before the game by the captains of both teams and their relevant officials.

Replacement of players shortly before the match

After the official match sheets have been completed and signed by both teams and returned to the referee, and provided that the match has not yet kicked off, the following instructions apply:

- If one of the first 11 players listed on the match sheet is not able to start the match, for whatever reason, he may be replaced by one of the seven substitutes. This replacement will reduce the quota of substitute players to six. During the match, three players may still be replaced.
- If one of the seven substitutes listed on the match sheet is not able to be fielded, for whatever reason, he may not be replaced by another player, which means that the quota of substitute players will be reduced to six.
- If a goalkeeper listed on the match sheet is not able to be fielded, for whatever reason, he may be replaced by another goalkeeper (second or third goalkeeper).

Players' identity cards

All players taking part in UEFA competitions must have a personal identity card or a passport. For club competition matches, a player's licence issued by the association concerned is sufficient. For other matches, a personal identity card bearing a photo will be required.

In matches in competitions with an age limit, identity cards for all players are to be handed to the referee automatically before the match takes place.

If a player is unable to prove his identity by means of some official document, the referee does not have the right to bar him from taking part in the match. He is, however, obliged to report the matter and must do everything he can to establish the true identity of the player involved. The player must sign the match sheet himself, in the presence of the referee, giving his date of birth. If possible, a

photograph should be taken of the player together with the referee. These measures are to be carried out in the presence of witnesses (representatives of both teams and the assistant referee). The referee should follow the same procedure if one team questions the identity or eligibility of a player on the other team.

Team colours

The referee must check the colours of the two teams in good time, to make sure there is no clash of colours. If it is difficult to distinguish one team's colours from the other, the home team must always be the one obliged to change to another kit. The referee should also make sure that the colours of the goalkeepers and the substitute goalkeepers are clearly distinguishable from those of the two teams.

Instructions to the teams

The referee should not "lecture" the players (or team captains) before the match. Neither should the referee enter either of the teams' dressing rooms at half-time. The Laws of the Game give the referee every opportunity to keep the match under control on the playing field and he should not need to resort to external remedies.

Substitutes' bench

The fourth official is responsible for ensuring that apart from the seven substitutes, the number of people on the bench does not exceed the number laid down in the competition regulations. Their names must be listed on the match sheet. A player sent off the field by the referee is not allowed to sit on the substitutes' bench. If there are persons sitting on the substitutes' bench who are not listed on the referee's match sheet (e.g. players who are not taking part in the match because of injury, suspension, etc.) and if they do not obey the fourth official's order to leave the bench, the fourth official must inform the referee and the delegate accordingly and such incidents must be noted on the referee's report.

Coaching from the technical area

In accordance with the *Laws of the Game*, only one person at a time is authorised to convey tactical instructions to the players during the match. However, he must remain within the technical area and conduct himself in a restrained and orderly manner at all times, and return to his position immediately after giving his instructions. The coach may remain standing close to the substitutes' bench during the match.

Floodlight failure

If the stadium floodlights fail, the referee must work with the official UEFA delegate to do everything possible to ensure that the fault is corrected. It is not possible to say how long a referee should generally wait for the lights to come on again. If he and the official UEFA delegate are convinced that the defect cannot be repaired in reasonable time he may abandon the match. The referee alone is

responsible for deciding how long the game may be held up before being abandoned. Under no circumstances is it up to the teams to make this decision. It is important in such cases to ascertain whether the power failure is confined simply to the stadium itself, or whether the failure has affected the entire neighbourhood around the stadium.

The regulations state that if a match is abandoned for reasons beyond control, the entire game must be replayed the following day.

The UEFA Control and Disciplinary Body will investigate the cause and possible consequences of the power failure. For this purpose, they will require a detailed and accurate report.

Injured players

Only two assistants may come onto the field of play when the referee signals them to do so, and the injured player is to be treated as quickly as possible – otherwise he must be treated outside the playing area.

Interviews

Referees are not entitled to give interviews on points relating to the course of the match.

Advertising

With the exception of the trademark of the kit manufacturer, which must not exceed 20 cm², referees are not allowed to wear advertising on their kit. Advertising may be worn on the players' kits in matches in the UEFA club competitions, under certain conditions. The official delegate and the UEFA Administration, and not the referee, check that these conditions are met.

5. Submitting the referee's report

This report must be faxed or emailed to the UEFA Administration on the day of the match. The original document must be sent by post within 48 hours of the match.

Annexe II : Checklist for the match-day organisational meeting

A checklist is in use for all UEFA competition matches. This list is sent to the delegate and host association/club before the match. The match organisers should complete the list as far as possible and give it to the delegate on his arrival, for further discussion and for use at the organisational meeting. The match organisers must reproduce the following agenda for distribution at the meeting.



Match-day organisational meeting



Union des associations européennes de football

Route de Genève 46 | CH – 1260 Nyon 2 | Switzerland | Tel. +41 22 994 44 44 | Fax +41 22 994 37 27



Home Team FC AAAAA	Visiting Team FC BBBBB	
Stadium Rome (Olympic Stadium)	Date 14.05.2003	Kick-off Time 20.30 hours
Opening of the Stadium Gates 18.30 hours		

Standard checklist for administrative/security meetings held at the stadium at 10.00 hours on the morning of the match

At **09.30 hours** on the morning of the meeting, which will be chaired by the **UEFA** delegate, the referees, the referee observer (where applicable), the delegate and the security officer (where applicable) should be in the stadium to undertake a brief joint preliminary inspection of the playing field, players' dressing-rooms, referees' dressing-room, dope-testing room, delegate's room, etc.

The home club must ensure for this inspection that all equipment around the playing area, and which is being used for the match, has been put in position, i.e. substitutes' benches, goals, goal nets, cameras, advertising boards, etc.

Before the start of the meeting, the delegate should pass round the Attendance List, on which all participants should **print** their name and function. The completed list must be retained by the delegate.

In principle, the following agenda must be dealt with in its entirety. However, for matches which are unlikely to attract a large number of spectators, the delegate should use his discretion as to which of the various items need to be discussed, bearing in mind that police and other security service representatives will not necessarily be present at the meeting.

Agenda / Delegate's Checklist

Check which of the following parties are present before starting the organisational meeting:

UEFA / Clubs / Police / Fire Brigade / First Aid / Stadium

Introduce UEFA representatives and circulate Attendance List for completion

- UEFA Delegate John Miller (SUI)
- UEFA Security Officer (where applicable) _____
- UEFA Referee Observer (where applicable) Jose Lopez Barquero (ESP)
- Referee Pierre Meyer (FRA)
- Assistant Referee 1 Laurent Duchemin (FRA)
- Assistant Referee 2 Luc Genoud (FRA)
- 4th Official Léon Zimmerman (FRA)
- Referee Liaison Officer Giancarlo Brunetti (ITA)

Applies only from the start of the first group stage in the UEFA Champions League

- UEFA Venue Director _____
- UEFA Media Officer _____
- T.E.A.M. Venue Manager _____
- Home Club Liaison Officer (UEFA/T.E.A.M.) _____
- Home Club Press Officer _____

1. Refereeing Matters

a) Confirm kick-off time

20.30 hours _____

b) Referees' / Delegates' / Teams' transport

	Name of Hotel	Departure Hotel	Arrival Stadium	Police Escort
Referees	PALACE	18.00..... hrs	18.45..... hrs	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Delegates	PALACE	18.00..... hrs	18.45..... hrs	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Home Team	HYATT	18.00..... hrs	18.45..... hrs	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Visiting Team	INTERCONTINENTAL	18.00..... hrs	18.45..... hrs	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no

c) Are the following elements up to the required standard?

(Referee to check again after arrival at the stadium)

- | | |
|---|--|
| <ul style="list-style-type: none"> • Referees' dressing-room <input checked="" type="checkbox"/> yes <input type="checkbox"/> no • Pitch/field of play <input checked="" type="checkbox"/> yes <input type="checkbox"/> no • Goal dimensions, goal nets/attachment <input checked="" type="checkbox"/> yes <input type="checkbox"/> no • Field markings <input checked="" type="checkbox"/> yes <input type="checkbox"/> no • Corner flags <input checked="" type="checkbox"/> yes <input type="checkbox"/> no • Technical area <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | <ul style="list-style-type: none"> • Substitutes' benches <input checked="" type="checkbox"/> yes <input type="checkbox"/> no • Position 4th official <input checked="" type="checkbox"/> yes <input type="checkbox"/> no • Camera positions at pitch level <input checked="" type="checkbox"/> yes <input type="checkbox"/> no • Advertising boards <input checked="" type="checkbox"/> yes <input type="checkbox"/> no • Spare goals <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
|---|--|

Also remind those present that, in accordance with Law 1 of the Laws of the Game, no extraneous equipment (cameras, microphones, etc.) may be attached to the crossbars, goal posts or goal nets.

d) Are numbered substitution boards available? What type are they?

(The referee will distribute substitution forms to the clubs, which should be used to advise the 4th official of any substitution during the match)

- | | |
|--|---|
| • Traditional | <input type="checkbox"/> yes <input type="checkbox"/> no |
| • Electronic | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |
| • Are enough numbers available (1 - 99)? | <input checked="" type="checkbox"/> yes <input type="checkbox"/> no |

e) The referee should check the colours of both teams, including the kit of the goalkeepers and reserve goalkeepers (if there is a clash, the home team must change, unless both teams agree otherwise). In this respect, the interests of the television broadcasters should also be taken into consideration.

	Home Team	Visiting Team
Shirt	DARK BLUE	WHITE
Shorts	DARK BLUE	WHITE
Socks	DARK BLUE	WHITE
Goalkeeper's Shirt	RED	ORANGE
Goalkeeper's Shorts	BLACK	BLACK
Goalkeeper's Socks	BLACK	WHITE
Reserve Goalkeeper's Shirt	BLUE / BLACK	ORANGE
Reserve Goalkeeper's Shorts	BLACK	GREY
Reserve Goalkeeper's Socks	BLACK	GREY

Colours of the referee's shirt YELLOW _____

Colours of the ball boys' kits GREEN _____

Advertising on players' kit

	Home Team	Visiting Team
Shirt Sponsor	FORD	OPEL
Kit Manufacturer	ADIDAS	NIKE

- f) **Are there complaints or questions with regard to the floodlighting?** yes no
(This should be asked in particular when temporary installations are being used)
 Is an emergency power supply available in the event of a power failure? yes no
- g) **Matters relating to television and the press (position of television cameras around the playing field, goal cameras, position of photographers, etc.).** ok
(As from the start of the first group stage in the UEFA Champions League, the official UEFA Press Officer present may explain this point in detail.)
 Number of accredited media representatives:
- | | |
|------------------------------|-----|
| a) TV and radio commentators | 150 |
| b) Journalists | 200 |
| c) Photographers | 50 |
- h) **Official "Referee's Report"/"Match Sheet" form (check that clubs understand the procedure)** ok
 Both teams must hand their "Match Sheet" form, duly completed, to the referee no later than 75 minutes before kick-off, i.e. at 19.15 _____ hours.
(As from the start of the first group stage in the UEFA Champions League, please instruct the teams to indicate only players' numbers and names: dates of birth are no longer necessary.)
- i) **Countdown (confirm details of boot inspections, players' warm-up, stud control, entry to playing area, etc.).** ok
- j) **Confirm that the clubs are aware of the regulations regarding the number of persons allowed on the substitutes' bench. Players who are not listed on the "Referee's Report"/"Match Sheet" may not sit on the substitutes' bench during the match.** ok
 Number of persons allowed on the substitute's bench: 7 _____ players and 6 _____ officials

The delegate should ask the referee whether the playing field corresponds to the Laws of the Game and requests him to give the following additional explanations.

- k) **Explanations by the referee:**
- Instructions regarding the technical zone
 - Procedure in the event of injury to a player
 - Location of stretchers Behind the fourth official _____
 - Procedure for the substitution of players (use of forms?)
 - Area for warm-up of players: define the zone, number admitted, conduct, neutral bibs (if necessary)
 Behind the fourth assistant, 4 players per team with neutral bibs _____
 - Which system will apply for spare match balls?
 - Traditional system – 4th Official to keep the spare balls with him and provide one when necessary? yes no
 - Does the multiple ball supply system (PRESTO system) apply in this stadium? yes no
- l) **The delegate should now appeal for respect of discipline and Fair Play (stress necessity for both teams to respect the referee's decisions, no dissent, no feigning injury, no racist behaviour, correct behaviour of those on the bench, no interference with the assistant referees, etc.).**

Do the referees or referee observer wish to comment further?

Do the representatives of the two teams wish to raise any questions before the referees depart?

<i>The referees and the referee observer may leave the meeting at this point</i>

2. Safety and Security

a) Stadium capacity (*Delegate to check with the stadium questionnaire in his possession*)

Total Capacity: 80'556	Covered Seats: 80'556	Uncovered Seats:	Standing Places: (applicable only for matches in the UEFA Intertoto Cup)
---------------------------	--------------------------	------------------	---

Expected number of spectators: 20'000 _____

b) Visiting team:

Are special security measures planned for arrival and departure:

- At the airport? YES, POLICE ESCORT _____
- At the hotel? YES, POLICE ESCORT _____

c) Supporters of the visiting team:

- Number expected: 6'000 _____
- Can foreign supporters understand the directional signs inside and outside the stadium? yes no
- Are the travel arrangements known? yes no
How many planes? 10 _____ How many buses? _____ Other means: BY TRAIN _____
- What measures have been taken for arrival and departure:
 - At the airport? SECURITY ASSURED BY THE POLICE _____
 - At the stadium? POLICE + STEWARDS CONTROLS _____
- Do the visiting team's officials anticipate that their supporters' groups will include an element of known troublemakers? If so, how many?
NO _____
- What has their experience been regarding disorderly supporters at recent international away matches?

- How many stewards are travelling with the group of visiting supporters?
20 _____
 - Will they be clearly identifiable?
 - Are the local security authorities aware of their presence? yes no
- Parking of coaches and private cars: segregation of home and visiting supporters? yes no
- Spectators' accommodation at the stadium: segregation of home and visiting supporters? yes no
- Exact location of visiting supporters in the stadium
Sectors / number of spectators: SECTOR 50/51- 6'000 seats _____
- Police protection for visiting supporters? yes no
- Crowd dispersal after the match? yes no
 - Will the visiting supporters have to wait in their sectors after the match before they can leave the stadium, and if so, for how long? 20/30 _____ minutes
 - Are refreshment and sanitary facilities available to the spectators who may have to wait? yes no

d) Counterfeit tickets (applicable only in the event of matches attracting a high ticket demand)

- Is it possible that counterfeit tickets could come into circulation? yes no
- Have any measures been taken to avoid ticket forgery? yes no
- Are the authorities prepared for the late emergence of counterfeit tickets? yes no

e) Racist behaviour

Please intimate that UEFA will not tolerate racist or xenophobic behaviour, and that the UEFA Control and Disciplinary Body may sanction any such actions severely, which could lead to a stadium ban or a match being played behind closed doors.

f) Miscellaneous

- Does the stadium have a television surveillance system? yes no
(obligatory as from the start of the first group stage in the UEFA Champions League)
Number of cameras: inside the stadium 8 _____ outside the stadium 7 _____
- Please advise the meeting that the sale of alcoholic drinks in the stadium and within its environs is forbidden for UEFA competition matches.
- What are the entry procedures, including possible searching of spectators?
STEWARDS - POLICE
- Number of turnstiles available for spectators? 52 _____
- Number of control personnel on duty? Police 400 _____
Private security company _____
Stewards 400 _____
- Does the stadium have an
 - Electronic scoreboard? yes no
 - Electronic video screen? yes no
 - Other installations
 - Has the club requested a UEFA Licence for the Use of the Electronic Video Screen, if it is intended to show action replays? yes no
- Does the stadium provide a public address system? yes no
- Are public address announcers available in the languages of both groups of supporters?
(Only applicable when there are substantial numbers of visiting supporters) yes no
- Are all stadium exits and gates in the pitch-perimeter fence unlocked at all times? yes no
- Insist that all of these exits be permanently manned by security stewards? yes no
- Do the advertising boards obstruct the opening of safety gates? yes no
- Do the advertising boards represent a danger to the players? yes no
- Are the authorities satisfied with the medical services for the public? yes no
- Are the authorities satisfied with the fire precautions? yes no
- Are the authorities satisfied with the emergency evacuation arrangements? yes no
- Has the delegate the possibility to contact an official of the home club in charge of the organisation of the match and/or security at all times, if necessary? yes no
 - **Name** Pietro Bergamo
 - **Position during the match** VIP TRIBUNE

g) Liaison group (purpose):

Agree on the composition of a small liaison group which would meet in the event of a major, serious crisis (e.g. police commander safety officer, one representative of each team, UEFA delegate).

Agree on a central location where an emergency meeting would be held in the event of a crisis. Make sure that the representatives of the liaison group know the location and how to get to it.

Advise that the liaison group will meet immediately the emergency call sign 'UEFA Meeting' is broadcast via the PA system.

The delegate should explain that, in the event of a major crisis, the liaison group would be available to assist the police commander with any information which may be required.

Name of the person responsible for overall match security:
MASSIMO BARTOLO

Important and essential final questions on safety/security matters:

- ARE THE SECURITY, FIRE AND MEDICAL AUTHORITIES ALL COMPLETELY SATISFIED WITH THE MATCH PREPARATIONS? yes no
- IS THERE ANYTHING WHICH UEFA AND/OR THE STADIUM AUTHORITIES OR THE CLUBS SHOULD DO WHICH HAS NOT ALREADY BEEN DONE? yes no

These questions must be asked and the responses noted

The security, fire and medical authorities may leave the meeting at this point

3. Administrative Matters

a) Dope tests

- Explain that there may be dope tests (*obligatory at final ties*) ok
- Has a room been prepared for dope tests? yes no
- Explain the procedure regarding the completion of the 'Declaration of Medication' ok
- Have doormen at the official stadium entrance been advised that a UEFA doctor may arrive? yes no
- Have general arrangements been made in the event of a dope test being carried out? yes no

b) Miscellaneous

- Do the clubs understand how to complete the 'Financial Info (Gate Receipts and TV Revenue)' form? (*This does not apply to matches in the UEFA Champions League.*) yes no
- Eligibility of players. (Have the representatives of both teams ensured that the conditions stipulated in the regulations (Art. 15) concerning the eligibility of players have been respected? Point out that it is not the responsibility of the delegate or referee to check registration dates, suspension details, etc., and remind them that all players on the official report form should be in possession of an identity card, passport or similar official proof of identity.) yes no
- Request that a photocopy of the "Match Sheet" be given to the delegate before the match. yes no
- Are seats available in the VIP stand for the delegate, referee observer (where applicable) and, if necessary, for the dope-testing doctor? yes no
- Are the following flags flying?

UEFA

yes no

Fair Play

yes no

Any other flags

yes no

NATIONAL TEAM - NATIONAL TEAM _____

(The flag of the country of the referee need no longer be flown, as the referee is representing UEFA, and not his country.)

- **Have the agreed number of accreditations/stadium passes been distributed to the persons concerned?** yes no
- **Does anyone present have any other matters to discuss, or questions to raise?** yes no

The meeting may now be closed



A G E N D A

for administrative/security meetings held at the stadium at 10.00 hours on the morning of any UEFA competition match

Welcome and introduction of all those present by the chairman

1. Refereeing matters

- * Kick-off
- * Transport for the referees / delegates / teams
- * Arrival at the stadium of the referees / delegates / teams
- * Technical stadium facilities
- * Substitution boards
- * Colours of the playing kits
 - a) Players
 - b) Goalkeepers
 - c) Referees
- * Advertising on the players' kits
- * Floodlighting
- * Matters relating to television and the press
- * Referee's report form
- * Countdown
- * Substitutes' bench
- * Field of play, goal dimensions, etc.
- * Instructions from the referee

2. Safety/security matters

- * Stadium capacity: number of seated/standing places
- * Expected attendance
- * Security measures for the visiting team
- * Information and measures with regard to the supporters of the visiting team
- * Security measures in the stadium
- * Television surveillance system in the stadium
- * No public sale of alcohol
- * Entry control procedures
- * Public address announcers
- * Stadium exit doors and emergency gates
- * Liaison group

3. Administrative Matters

- * Drug tests
- * Form *Financial Info* (Gate receipts and television revenue)
- * Eligibility of players
- * Seats for the UEFA delegate, referee observer (where applicable) and drug-testir doctor
- * Flags in the stadium
- * Accreditation and stadium passes

Annexe IV : Specimen liaison group form

Liaison Group / Groupe de liaison / Kontaktgruppe

Competition/Wettbewerb: UCUP - UEFA CUP
 Game/Match/Spiel: FC AAAAA - FC BBBB
 Venue/Lieu/Spielort: Olympic Stadium, Munich
 Date/Date/Datum: 14.05.2003

Name/First Name Nom/Prénom Name/Vorname	Function Fonction Funktion	Location during match Position pendant le match Standort während des Spiels	Mobile telephone number No. du telephone mobile Nummer des mobilen Telefons
MILLER James	Police Commander, Munich	Police Command Post	00 000 000
MULLER Jean	Commandant de police, Munich	Poste de commande de police	11 111 111
MUELLER Hans	Polizeikommandant, München	Polizei-Kommandoposten	22 222 222

Annexe V : Specimen expense account



Refund Form Committee Member/Delegate

Route de Genève 46 Case postale CH – 1260 Nyon 2	Tel. +41 22 994 44 44 Fax. +41 22 994 37 35 www.uefa.com	Union des associations européennes de football
Refund of expenses on behalf of UEFA	Remboursement des frais de déplacement effectués pour le compte de l'UEFA	Vergütung von Auslagen im Auftrage der UEFA

Name/Nom/Name	Address/Adresse/Anschrift
John Miller	Xxxxxxx Street xx X- 5000 ZZZZZ

Nature of the mission (meeting, delegation to a match, etc.)
 Caractère de la mission accomplie (réunion, délégation à un match, etc.) UEFA Delegate – UEFA Cup
 Zweck der Reise (Teilnahme an Tagungen, Entsendung zu einem Wettspiel usw.)

Teams (if applicable)
 Equipes en présence (s'il y a lieu) FC AAAAA – FC BBBBB
 Mannschaften (falls zutreffend)

Date and place of meeting or match
 Date et lieu de l'événement **14.05.2003, Rome**
 Datum und Ort des Anlasses

Outward travel : date & time of departure
 Voyage aller : date et heure du départ 13.05.2003 – 10h00
 Hinreise : Tag und Stunde der Abfahrt

Homeward travel : date and time of return
 Voyage retour : date et heure du retour 15.05.2003 – 09h00
 Rückreise : Tag und Stunde der Ankunft

Travel Expenses/Frais de voyage/Reisekosten			CHF
1	1. a Domestic (to/from airports) xxx – yyy (train)	© EUR ® 30.--	47.--
	1. b International (air, rail,.....)	EUR 1230.--	1928.--
	Please indicate © currency & ® price of the ticket Veuillez s.v.p. indiquer © monnaie & ® prix du billet	© EUR ® 1260.--	1975.--
2	Number of days away from home Nombre de jours passés en dehors de la résidence Abwesenheitsdauer in Tagen	<input style="width: 30px; text-align: center;" type="text" value="3"/> at/à/zu → CHF 250.-	750.--
3	Hotel in (name town/city) <u>HILTON (PAID BY THE FEDERATION OF THE HOST ASSOCIATION)</u> <input style="width: 30px; height: 20px;" type="text"/> (number of) nights paid (nombre de) nuits payées at/à/zu → CHF 300.- (Anzahl) bezahlte Hotelnächte		
	Others costs (for details, see enclosed receipts) Autres frais divers (détails voir quittance annexée) Übrige Auslagen (gemäss Details auf beiliegender Quittung) VISA		30.--
			2755.--

Signature :
 Unterschrift:

Total amount
 Total à percevoir
 Gesamtsumme

- Please transfer the amount to **my BANK ACCOUNT**
 (please give us: name & address of the bank, IBAN or Swift code, bank acct nbr, name of account holder in the back of this form)

For UEFA internal use – to be filled in and signed before sending it to the Finance division

Accounts	Cost Center	Product	Resp.	VISA	Date

54

Finance Division	Transaction N°:	VISA :
-------------------------	------------------------	---------------

Annexe VI : Specimen fax re delegate's travel arrangements

Date :
To : National football association of the organising club
Attn : General Secretary
From :(UEFA delegate)
(Please indicate your full address including phone and fax numbers)
Cc : - Home team (FC AAAAA)
- Referee observer (if appointed)
- UEFA, Nyon (for the attention of Mr. Florian Camarena)

Match : UEFA Cup; FC AAAAA vs. FC BBBBB, on 13 May 2003 in Rome

This message contains 1 page(s) (including cover page)

Dear Sirs,

I have been appointed by UEFA to act as the **official UEFA delegate** at the above match, for which my travel itinerary will be as follows:

<u>Arrival in Rome</u>		<u>Departure from Rome</u>	
from	: Zurich	on	: 14.05.2003
on	: 12.05.2003	flight	: LX 456
flight	: LX 123	departure	: 09.30 hours
arrival	: 16.00 hours (local time)	to	: Zurich

I would be grateful if you would reserve a hotel room for me for the nights of 12 and 13 May 2003 in the same hotel as the referees, and notify me of the exact hotel address. Your association will bear the hotel costs. I will be responsible for settling my private hotel expenses. Your association will bear the hotel costs. I will be responsible for settling my private hotel expenses before my departure.

Organisational meeting on the match day

The match organisational meeting will take place on 13 May 2003 at 10.00 hours in the stadium. At around 09.30 hours, I will carry out a short inspection of the playing field, goals net, camera positions, dressing rooms, etc. together with the referees and the referee observer.

Moreover, the home team is also requested to ensure that the following persons in particular attend this meeting:

- Officials of both teams
- The match referees
- Referee observer
- Representative of the local security authorities
- Representative of the stadium authorities
- Representatives who can give information on the medical services provided in the stadium and the strategy adopted by the fire brigade.

The representatives of both teams must bring to the meeting a complete set of their official players' kit and the reserve kit, as well as the goalkeeper's kit (shirt, short, socks and gloves).

I speak French and English, and propose that I conduct the meeting in English. You should therefore provide the necessary interpreters, if required.

Thank you in advance for your cooperation, and I look forward to my visit in Rome.

Yours faithfully,

Annexe VII : Specimen fax re referees observer's travel arrangements

Date :
To : **National football association of the organising club**
Attn : **General Secretary**
From :(UEFA Referees' observer)
(Please indicate your full address including phone and fax numbers)
Cc : - **UEFA delegate**
- **UEFA, Nyon (for the attention of Mr. Florian Camarena)**

Match : **UEFA Cup; FC AAAAA vs. FC BBBB, on 13 May 2003 in Rome**

This message contains 1 **page(s)** (including cover page)

Dear Sirs,

I have been appointed by UEFA to act as the **referees' observer** at the above match, for which my travel itinerary will be as follows:

Arrival in Rome

from : Madrid
on : 12.05.2003
flight : IB 2357
arrival : 16.15 hours (local time)

Departure from Rome

on : 14.05.2003
flight : IB 2358
departure : 10.15 hours
to : Madrid

I would be grateful if you would reserve a hotel room for me for the nights of 12 and 13 May 2003 in the same hotel as the referees, and notify me of the exact hotel address, as well as the name of the referees liaison officer. Your association will bear the hotel costs. I will be responsible for settling my private hotel expenses. Your association will bear the hotel costs. I will be responsible for settling my private hotel expenses before my departure.

I speak Spanish, English and French.

Thank you in advance for your cooperation, and I look forward to my visit in Rome.

Yours faithfully,

XXXXXXXXXXm XXXXXXXX

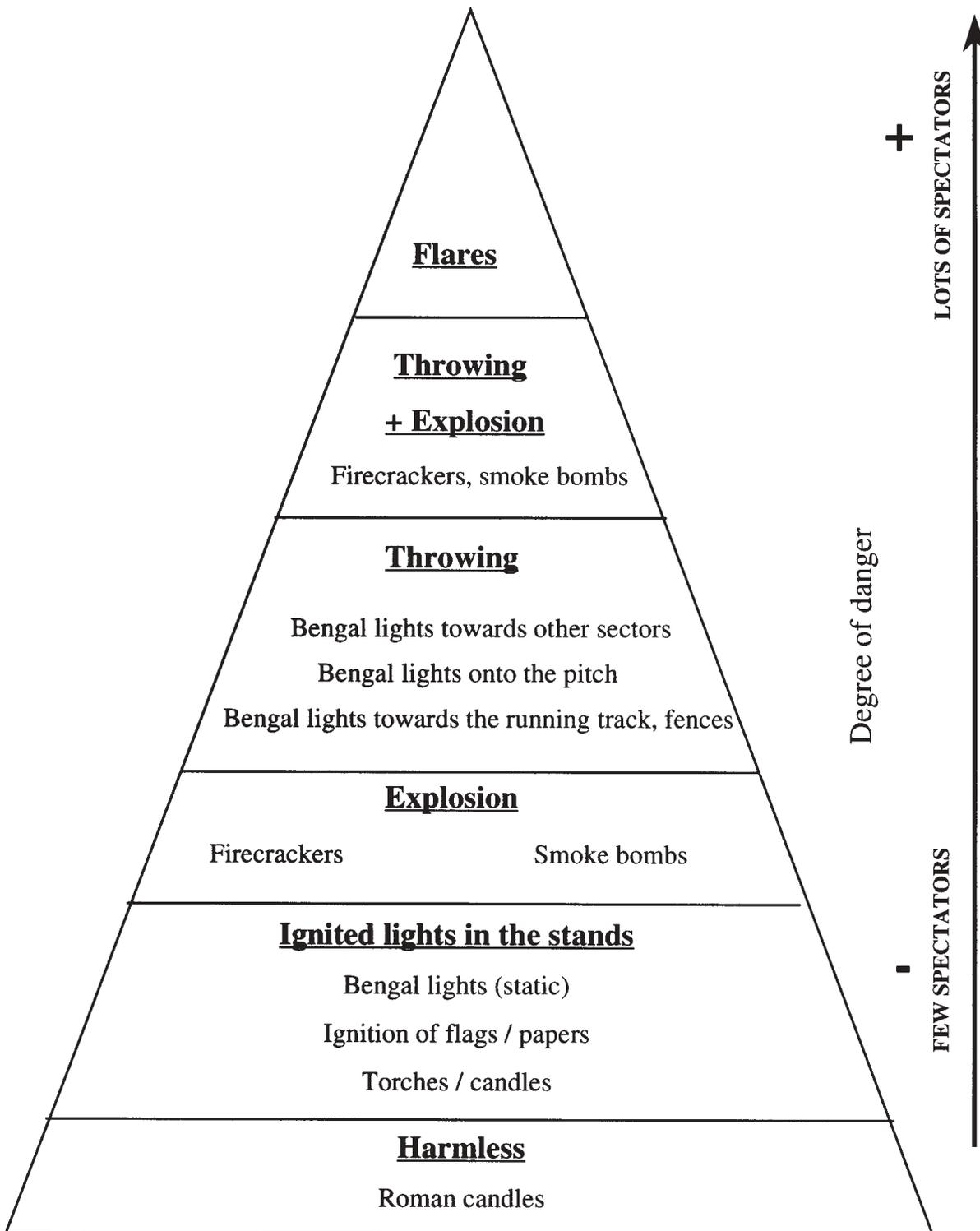
Annexe VIII : Fireworks

WE CARE ABOUT FOOTBALL 

Fireworks - terms

flare	fusée	Leuchtrakete
Bengal lights	feux de Bengale	Bengalische Feuer
firecracker	pétard	Knallkörper, Knallpetarden
smoke bombs	fumigène	Rauchbombe
torch	torche	Fackel

Firework pyramid



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Union des associations
européennes de football

