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TO UEFA MEMBER ASSOCIATIONS

For the attention of
the President and the General Secretary

Your reference	Your correspondence of	Our reference	Date
		NDIV/ zla/mgg	21 December 2022

UEFA match officers and instructors
New mandate 2023–25

Dear Sir or Madam,

UEFA is preparing to update its list of match officers and instructors for 2023–25. As in previous years, the UEFA National Associations Division will be overseeing the recruitments in each category. You will find a clear explanation of the official procedure below.

The UEFA Organisational Regulations (2020) and the Directives governing UEFA match officers (2012) describe the responsibilities and duties of match officers and instructors. You will also find enclosed job descriptions for the profiles under review: match delegate, venue director, referee observer, safety and security officer and technical instructors. It is essential for all candidates to fully meet the criteria, be able to attend the relevant training for each category and be available for the minimum required days.

As requirements and numbers vary from one category to the other, a specific procedure has been defined for each.

Match delegate

As the demands and expectations placed on this role have significantly increased over the years, we aim to develop the role and skill set of UEFA match delegates and therefore need to ensure that only experienced and fully trained individuals are appointed for this role.

The selection and training process has been enhanced to reflect this need and all approved candidates must complete an online course prior to the induction workshop. Any new match delegates should expect to start by officiating at lower-profile matches. Assessment and further training are considered essential before progressing to higher-profile matches.

Please therefore consider the following framework when putting forward new candidates and give priority to highly motivated candidates who are willing to invest in this challenging operational experience.

1. Please review the list of current match delegates and confirm the names of those you would like to nominate (again) for 2023–25.

2. As there is a limit on the total number of match delegates, you may request that a current match delegate be dropped to make room for someone new. However, we strongly encourage continuity, as it takes significant training and long-term experience to reach the level now required for top-level competitions.
3. **Any new candidates must fulfil all the requirements in the match delegate job description.** In addition, in the case of new candidates, please complete the application form and send it together with their curriculum vitae and a letter of recommendation.

Please note that there is only a limited number of places available and priority will be given to those who best meet the criteria.

Venue director

1. Although there is already a diverse range of professionals working as UEFA venue directors, we would like to seize the opportunity provided by the new UEFA club competition formats (starting as of the new cycle in 2024) to enhance the panel with several new candidates (ideally any new VDs would be involved in your own men and women's national team competitions). We would therefore like to add a limited number of new members to build on the experience of the group rather than replace any current members. Please review the list of current venue directors and confirm the names of those you would like to nominate again for 2023-25.
2. **Any new candidates must fulfil all the requirements in the venue director job description.** In addition, in the case of new candidates, please complete the application form and send it together with their curriculum vitae and a letter of recommendation.

Referee observer

1. Please review the list of current referee observers and confirm the names of those you would like to nominate again for 2023–25.
2. Should you wish to put forward a new referee observer, you may only do so under the following conditions:
 - a. If your association has no more than two confirmed referee observers, a third candidate will be considered.
 - b. New candidates must be former international referees currently working for their national associations and assessing referees at the highest level. Please note that former international futsal referees will only be considered for futsal referee observer positions.
3. No association should have more male or female observers than their corresponding number of male or female international referees; however, there is no automatic entitlement to equal that number.
4. For new candidates, please complete the electronic application form and send it back together with their refereeing curriculum vitae and a letter of recommendation.
5. All candidates should be available for UEFA appointments, particularly in peak periods for UEFA matches such as July to October.

Other match officers and instructors

- Safety and Security officers
- Technical instructors

If you wish to put forward a new candidate in the above categories, please carefully read the job descriptions - and complete the application form and submit it together with their curriculum vitae and a letter of recommendation.

All candidates

UEFA will assess the suitability of each nomination based on the candidate's work at the international and highest national levels, how well they meet the criteria, their background and their knowledge of English (fully proficient to fluent in English is compulsory for UEFA match officers and instructors).

Please note that the age limit for match officers and instructors is 70 years. We also encourage applications from female candidates and representatives of ethnic minorities.

There is a limited number of positions available in each category. The best candidates will be chosen in the selection process. This will mean that even candidates who meet all the requirements are not automatically entitled to approval and the UEFA General Secretary has discretionary power in this respect. Should the application be successful, the candidate will be required to attend the mandatory respective training sessions.

The deadline for returning the amended lists along with the submission of the application forms and required documents is **Friday 10 February 2023**. Please send this information to the attention of Diana Linero, National Association Services Assistant at the following email: NAServices@uefa.ch

Please be advised that the form for any **new** match officers and instructors is now available online and can be accessed at the below link (the form needs to be completed individually for each new candidate):

MATCH OFFICERS AND INSTRUCTORS' ONLINE APPLICATION FORM

In due course, your association will receive an updated list of the match officers and instructors UEFA has selected along with the names of the successful candidates. We expect this to be in March 2023 so that training can be successfully completed, and all officers and instructors should be fully operational by 1 July 2023 in line with the new season.

We thank you for your continued support!

Yours faithfully,

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Theodore Theodoridis
General Secretary

Enclosures

- Directives governing UEFA match officers, Edition 2012 (available electronically on FAME)
- Profile descriptions for match delegate, venue director, referee observer, security officer and technical instructor (Only in English)

cc (with enclosures)

- UEFA Executive Committee
- European members of the FIFA Council
- FIFA, Zurich