TO THE MEMBERS OF FIFA

Circular no. 1287

Zurich, 12 December 2011
SG/mfa/jya

FIFA Regulations Governing International Matches: authorisation, notification, results and levies

Dear Sir or Madam,

The FIFA Regulations Governing International Matches entered into force on 1 August 2011 and were sent to the FIFA member associations on 29 July 2011 along with circular no. 1273. In this regard, FIFA has noted with concern that many FIFA member associations fail to comply with the FIFA Regulations Governing International Matches and in many cases do not submit to FIFA or the confederations the request for authorisation accompanied by the respective documents required or the relevant notification.

As a consequence of the above, FIFA would like to hereby clarify the procedure to be followed by a member association in order to facilitate the implementation of the directives set out in the FIFA Regulations Governing International Matches.

1. **Authorisation by FIFA**

   FIFA’s authorisation must be requested for matches or competitions in the following cases:

   - **“A” representative teams**: if the participating teams belong to different confederations (two or more confederations) (cf. art. 7 par. 2 of the FIFA Regulations Governing International Matches).
   - **Scratch teams**: in all cases (cf. art. 7 par. 2 and par. 3 of the FIFA Regulations Governing International Matches).

   The procedure for requesting authorisation is as follows (cf. art. 6 par. 3 in connection with art. 7, art. 11 and art. 12 of the FIFA Regulations Governing International Matches):

   A. **“A” representative teams:**

      i. The member association on whose territory the match or competition will be played must receive the authorisation of each participating member association in the form of a completed “application form for participation in an international match or competition”, including the documents stipulated in Annexe 1 of the form (attached).

      ii. The member association on whose territory the match or competition will be played sends to the relevant confederations the “application form for hosting an international
match or competition”, together with the authorisations mentioned in point i. above, as well as the documents listed in Annexe 1 of the form (attached).

iii. The confederations shall review the request and the respective documents related thereto and take a decision in this regard. In case of approval, the confederation shall send the approved request along with the respective documents to FIFA for its approval. The confederations have to review, approve and send the request to FIFA, if applicable, within two weeks of receipt of the request.

B. **Scratch teams:**

The member association follows the procedure outlined in point 1./A. above, with the exception that it must receive the authorisation of each participating player’s member association.

Details of the relevant information are also contained in Annexes A and B of the FIFA Regulations Governing International Matches.

2. **Notification to FIFA**

Notification is sent to FIFA for international matches or competitions in the following cases (cf. art. 13 of the FIFA Regulations Governing International Matches as well as Annexes A and B of the FIFA Regulations Governing International Matches):

- “A” representative teams: if the participating teams belong to the same confederation.
- U-20 and U-17 representative teams and for other age categories officially approved by the respective confederation (e.g. U-19) or any other representative teams: in all cases.
- Clubs participating in one of the two highest divisions of a member: in all cases.
- Professional clubs not in the two top divisions: in all cases.

The notification to FIFA must contain the following details in all cases:

- Participating teams
- The name and country of the appointed referees, in accordance with FIFA’s International List of Referees
- Date and venue of the match
- Match organiser

This notification shall be sent to the FIFA general secretariat by the members organising the match or competitions within 14 days of the match or competition being arranged. In any case, such notification shall reach FIFA at least 48 hours before the planned date of the match.
3. **Authorisation by the confederations**

The relevant confederation or confederations are responsible for authorising the playing of all matches or competitions according to the FIFA Regulations Governing International Matches and the regulations of the confederations concerned.

4. **Reporting to FIFA: “A” representative teams**

In accordance with art. 14 of the FIFA Regulations Governing International Matches, the member association on whose territory the match is played shall, within 15 days of each international “A” match, report to the FIFA general secretariat the result of the match, the surnames and first names of the referees and assistant referees and the players and substitutes of each team. FIFA has prepared a form for this purpose (attached).

5. **FIFA ranking: “A” representative teams**

The results of every international “A” match are recorded in an official list which will be used to update the FIFA ranking, unless one of the members expressly wishes it not to be recorded and informs the other member and FIFA 48 hours before the match takes place.

6. **Statement of account and payment of levies: “A” representative teams**

As stipulated in art. 16, art. 17 and art. 18 of the FIFA Regulations Governing International Matches, a detailed statement of account will be drawn up and a levy paid to FIFA and the confederations concerned for each international “A” match.

The statement of account must be presented and the amount due must be paid within 60 days of the date of the match. In this regard, FIFA provides the online application “webFASTlevy” (see circular no. 1042). Furthermore, it is also possible to complete the “revenue declaration” form which was attached to the aforementioned circular no 1042. If you require assistance regarding access to the online application “webFASTlevy”, please send an e-mail to levy@fifa.org.

7. **New e-mail address**

In order to facilitate administrative procedures and the exchange of information, FIFA has created the following new e-mail address: FIMA@fifa.org (FIFA International Match Approval). FIFA’s official fax number may also continue to be used for official notifications or requests for authorisation.

In addition to the information contained in this circular, we encourage all of our members to carefully read the FIFA Regulations Governing International Matches to ensure that they comply with deadlines and formalities. Furthermore, we would like to emphasise that strict compliance with the FIFA Regulations Governing International Matches is essential in order to safeguard the integrity of football.
If you have any enquiries in relation to the FIFA Regulations Governing International Matches, please use this new e-mail address.

Yours faithfully,

FÉDÉRATION INTERNATIONALE
DE FOOTBALL ASSOCIATION

Jérôme Valcke
Secretary General

Enc. as mentioned

cc. - FIFA Executive Committee
     - Confederations
Application form for participating in an international match or competition

Preamble:

In accordance with arts 7 and 12 of the FIFA Regulations Governing International Matches, a member who intends to participate in an international match or competition must obtain prior authorisation from FIFA.

The applicant intends to participate in an international match or competition. Consequently, the applicant,

...........................................................

(Name of the applicant)

submits the following

authorisation request

in order to participate in the following international match or competition:

Description: ........................................................................................................................................

(Description of the international match or competition)

arranged by

Name: ...........................................................................................................................................

(Name of the party responsible for promoting and staging the international match or competition, such as a member, league or club affiliated to a member or a FIFA agent)

on the territory of

Football association: ................................................................................................................................

(Name of the FIFA member on whose territory an international match is to be played)
Teams:
1. ..........................................................................................................................
2. ..........................................................................................................................
   (Name of the teams participating in the international match. If the present request relates to a
   competition, please see par. 1.1 of Appendix 1)

Date:
..........................................................................................................................
   (Date on which the international match is to be played. If the present request relates to a
   competition, please see par. 1.1 of Appendix 1)

Head of delegation: ..............................................................................................
..........................................................................................................................
..........................................................................................................................
..........................................................................................................................
   (Name and contact information of the head of the delegation. The head of the delegation shall be a
   natural person who is responsible for the official travel delegation of each team of the member
   participating in the international match or competition)

The signatory confirms that the necessary documentation pursuant to Appendix 1 is duly attached. In this
regard and in accordance with art. 12 par. 1 of the FIFA Regulations Governing International Matches, the
signatory acknowledges that FIFA will only consider fully completed applications. Otherwise, FIFA may
reject or charge additional fees for any application that is not filed in good time and/or is incomplete.

..........................................................................................................................
   (Name of the applicant)

..........................................................................................................................
   (Place and date)

..........................................................................................................................
   (Name and function of the signatory)
Appendix 1

In all cases, the following documents must be attached:

1. The basic rules of competition, including
   1.1 Competition format, if more than one match is involved
   1.2 Disciplinary procedures
   1.3 Player eligibility rules

   and, if applicable
   1.4 Anti-doping measures.

2. Any required travel documents.

3. In accordance with art. 7 of the FIFA Regulations Governing International Matches, a confirmation by the
   FIFA member that the participation has been approved.

To the extent applicable, the following documents must be attached:

4. If it is a youth event, any required parental approvals.

5. Any domestic law requirements.
Application form for hosting an international match or competition

Preamble:
In accordance with art. 6 par. 3 of the FIFA Regulations Governing International Matches, a member on whose territory an international match or competition is to be played, must, subject to the conditions of arts 7 and 12 of said regulations, obtain prior authorisation from FIFA.

The applicant is a FIFA member and intends to host an international match or competition on its territory. Consequently, the applicant,

(Name of the FIFA member, hereinafter “the applicant”)

submits the following

authorisation request

in order to hold the following international match or competition:

Description: .................................................................
(Description of the international match or competition)

arranged by:

Name: ..............................................................................
(Name of the party responsible for promoting and staging the international match or competition, such as a member, league or club affiliated to a member or a FIFA agent)

Teams:
1. ...................................................................................
2. ...................................................................................
(Name of the teams participating in the international match. If the present request relates to a competition, please see par. 6 in Appendix 1)
Date: ..........................................................................................................................

(Date on which the international match is to take place. If the present request relates to a
competition, please see par. 6 in Appendix 1)

**Referees**

1. ..........................................................................................................................
2. ..........................................................................................................................
3. ..........................................................................................................................
4. ..........................................................................................................................
5. ..........................................................................................................................

(Full name and nationality of the referees and assistant referees. In any case, the nomination of these
referees must be effected in accordance with FIFA’s International List of Referees)

**Stadium**

1. ..........................................................................................................................

(Name of the stadium to be used for the international match. If the present request relates to a
competition, please see par. 6 in Appendix 1)

The signatory confirms that the necessary documentation pursuant to Appendix 1 is attached. In this
regard and in accordance with art. 12 par. 1 of the FIFA Regulations Governing International Matches, the
signatory acknowledges that FIFA will only consider fully completed applications. Otherwise, FIFA may
reject or charge additional fees for any application that is not filed in good time and/or is incomplete.

Furthermore, the signatory hereby explicitly affirms its compliance with the FIFA Regulations Governing
International Matches.

..........................................................................................................................

(Name of the applicant)

..........................................................................................................................

(Place and date)

..........................................................................................................................

(Name and function of the signatory)
Appendix 1

In all cases, the following documents must be attached:

1. The international match or competition regulations issued by the applicant. These regulations must contain provisions regarding:
   1.1 Competition format and playing schedule, if more than one match is involved
   1.2 Refereeing provisions
   1.3 Disciplinary procedures
   1.4 Confirmation that the Laws of the Game will be strictly observed
   1.5 Player eligibility rules

   and, if applicable
   1.6 Anti-Doping measures.

2. Evidence that the stadiums to be used have been reserved and, to the extent applicable, that they comply with the FIFA Football Stadiums: Technical Recommendations and Requirements book.

3. Documentation regarding player safety measures, including emergency medical plans.

4. A performance bond or other financial security measures to ensure the performance of obligations, including payment of refereeing costs.

5. Information regarding the colours of the teams, acknowledging the ban on advertising on representative team's shirts. The FIFA Equipment Regulations may serve as guidelines for the determination of the team match colours.

To the extent applicable, the following documents must be attached:

6. If the present application is related to a competition: extensive documentation, including information regarding the dates of the matches and the names of the teams, referees and stadiums.

7. If the match is open to the public, a global safety and security plan including (if applicable) ticketing and compliance with the FIFA Safety Regulations.

8. Confirmation that the international match or competition is to be internationally televised, if applicable.

9. Any domestic law requirements.
Report form

Preamble:

In accordance with art. 14 of the FIFA Regulations Governing International Matches, a FIFA member on whose territory an international "A" match has been played shall provide the FIFA general secretariat with the relevant report within 15 days.

Accordingly, the following

Report

is brought to the attention of the FIFA general secretariat.

Description: .......................................................... ..........................................................

(Description of the international "A" match)

Date: ..........................................................

(Date on which the international "A" match took place)

arranged by

Name: ..........................................................

(Name of the party responsible for promoting and staging the international "A" match)

between the following

Teams

1. ..........................................................

2. ..........................................................

(Name of the teams participating in the international "A" match)

Final score: ..........................................................

(Final score of the international "A" match)
The signatory confirms the accuracy of the aforementioned statements. In addition, and in order to fulfil the conditions of art. 14 of the FIFA Regulations Governing International Matches, the signatory confirms that the referee's report on the respective international "A" match, signed by the referee, has been attached in Appendix 1.
Appendix 1

(Referee's report)