TO THE MEMBERS OF FIFA

Circular no. 1407

Zurich, 23 January 2014
SG/mbu/fr

Refereeing development programmes for the member associations of FIFA

Dear Sir or Madam,

Further to our circular letter no. 1398 of 9 December 2013, we would like to provide you with additional information regarding the refereeing development programmes for the member associations of FIFA.

Please find attached the catalogue of activities offered by the Refereeing Assistance Programme (RAP) in order to develop refereeing in the member associations as well as the course request form.

Yours faithfully,

FIFA

Jerôme Valcke
Secretary General

cc: - FIFA Executive Committee
    - FIFA Referees Committee
    - Confederations
Refereeing Assistance Programme

PURPOSE
The Refereeing Assistance Programme (RAP) focuses on the education of referee instructors and technical experts currently involved in the instruction of member associations' top referees and assistant referees. In addition, the RAP focuses on the education of top referees and assistant referees in their member associations.

ACTIVITIES
The RAP has three main activities:
1. Courses for referee instructors (technical and fitness)
2. Courses for futsal and beach soccer referee instructors
3. Courses for top referees and assistant referees in the member associations

1. REGIONAL COURSES FOR REFEREE INSTRUCTORS (FUTURO III)
The courses for referee instructors use a regional format, assembling and educating instructors selected by the member associations from neighbouring countries at a centralised venue. Up to ten countries can benefit from a single course. The aim is to organise a course for referee instructors every year.

Selection criteria for participants:
1. Technical instructors course
   - The two course participants per member association must be currently responsible for the instruction and education of the top referees and assistant referees in their association.
   - In addition, a female instructor may be appointed provided she is actively involved in education programmes for top women referees and assistant referees.

2. Fitness instructors course
   - The course participant (one per member association) must be currently responsible for the fitness preparation of the referees and assistant referees of his association.
   - In addition, a female fitness instructor may be appointed provided she is actively involved in fitness preparation for top women referees and assistant referees before and after the FIFA course.

The selection of participants is the responsibility of the participating member association and is key to the successful organisation of the course. However, for the continued development of refereeing in the association, we must insist that only instructors with the necessary knowledge to follow the course content attend.

FIFA, after consultation with the relevant confederation, reserves the right to reject candidates who do not fulfil the criteria mentioned above.

Financial arrangements
1. FIFA will cover the following costs:
   - International travel expenses, daily allowances and hotel accommodation for the FIFA instructors
   - International travel expenses in economy class for the participants
   - Board and lodging of the participants
   - Rent of course facilities and relevant technical installations
   - Teaching material and adidas equipment (incl. shipment)
   - All local transport

2. The host member association will be responsible for:
   - Customs/taxes for teaching material and equipment
   - Any other local residual expenses not covered by FIFA

3. The participating member associations will be responsible for:
   - Entry visa and other related expenses
   - Any other expenses related to the course not mentioned above
2. REGIONAL COURSES FOR FUTSAL AND BEACH SOCCER REFEREE INSTRUCTORS

The courses for futsal or beach soccer referee instructors focus on the education of futsal or beach soccer referee instructors from member associations with a current futsal or beach soccer structure and/or interest to further develop futsal or beach soccer. The instructors selected by the association are expected to be actively involved in the development of futsal or beach soccer referees of the association both before and after the course.

The aim is to provide the referee instructors with the appropriate knowledge for further development of the referees and other local instructors in the member association. The courses for futsal and beach soccer referees must be conducted by these specialists trained in the regional courses.

Only in special cases will FIFA approve a standard course for futsal or beach soccer referees as defined in section 3 (refereeing courses in the member associations), however the member association may request FIFA teaching materials for these courses.

Selection criteria for participants

The course participant (one per member association) must be responsible for the instruction and education of the futsal or beach soccer referees in his association. The candidate should have experience in futsal or beach soccer refereeing and be able to conduct practical training activities.

FIFA, after consultation with the relevant confederation, reserves the right to reject candidates who do not fulfil the criteria mentioned above.

Financial arrangements

1. FIFA will cover the following costs:
   - International travel expenses, daily allowances and hotel accommodation for the FIFA instructors
   - 50% of the international travel expenses in economy class for the participants
   - Board and lodging of the participants
   - Rent of course facilities and relevant technical installations
   - Teaching material and adidas equipment (incl. shipment)
   - All local transport

2. The host member association will be responsible for:
   - Customs/taxes for teaching material and equipment
   - Any other local residual expenses not covered by FIFA

3. The participating member associations will be responsible for:
   - 50% of the international travel expenses in economy class for the participants
   - Entry visa and other related expenses
   - Any other expenses related to the course not mentioned above
3. REFEREERING COURSES IN THE MEMBER ASSOCIATIONS (MA COURSES)

The refereeing courses in the member associations focus on the education and instruction of member associations’ top referees, assistant referees, referee instructors and referee assessors.

Format

In principle the member associations may apply for one of the following courses per year. However, a second course may be approved depending on the circumstances: size of the country, level of refereeing, level of the competitions (i.e., professional women league, professional futsal league), etc.

- course for top referees and assistant referees (male and/or female)
- course for referee instructors
- course for referee assessors
- course for a combination of the above, i.e. course for instructors and assessors; course for referees and instructors, etc.
- course for top futsal referees (see section 2)
- course for top beach soccer referees (see section 2)

FIFA will appoint a technical instructor and/or a physical instructor.

Selection criteria for participants

A maximum of 35 participants will be selected by the member associations to take part in the course. These participants can be the top male and/or female referees and assistant referees, the top referee instructors, the top referee assessors or a combination.

In the event of courses for top referees and assistant referees, the FIFA male and female referees and assistant referees must attend the course.

In all cases, the instructors (technical and fitness) who took part in the previous regional course for instructors (FUTURO III) must also attend the course.

Duration of the course

The standard duration of the courses is five days but may vary according to the topics and financial resources of the organising member association.

Financial arrangements

1. FIFA will cover the following costs:
   - International travel expenses, daily allowances and hotel accommodation for the FIFA instructors
   - Teaching material
   - adidas equipment (incl. shipment)
   - A maximum of USD 5,000 for general costs, such as accommodation, local transport, etc. of the participants.

   Invoices must be submitted no later than two months after the conclusion of the course in order to be considered for reimbursement.

2. The benefiting member association is responsible for any other additional expenses.

How to apply for a refereeing course

Requests for a member association course should be made using the enclosed application form and must reach FIFA at least three months prior to the proposed start date. The request should include details such as the venue, number of participants, draft programme and confirmation of the financial arrangements.

FIFA reserves the right to reject courses that do not fulfil the criteria mentioned above.
# Refereeing Assistance Programme

## Course Request Form

**MEMBER ASSOCIATION**

**TYPE OF COURSE REQUESTED**
(Choose one of the options)
- course for top referees and assistant referees (male and/or female)
- course for referee instructors
- course for referee assessors
- course for a combination of the above, i.e. course for instructors and assessors; course for referees and instructors, etc.
- course for top futsal referees
- course for top beach soccer referees

**Course objective(s)**

**Level of participants**

**Age of participants**

**Proposed dates**

**Proposed venue**

**No. of participants (max. 35)**

**Customs restrictions for material**

**Name of the contact person**

**Email of the contact person**

**Date:** ________________  ________________  
Signature: _____________________________

(General Secretary of the Member Association)