

Procedure for Conducting WMF Referee Seminars

1. Registration of Participants

- 1.1. The WMF Referee Committee (**RC**) will send a registration link.
- 1.2. Each referee must upload the following documents:
 - Curriculum Vitae (CV) - must be written in the English language.
 - Nomination letter issued by their national federation. In exceptional cases, the WMF Continental Federation may provide the nomination. The letter must be written in the English language.
 - Referee license/diploma (if applicable)
- 1.3. The standard deadline for completing the registration process is **two weeks** from the date the registration link is sent.
- 1.4. After the registration period ends, the **RC** will review all applications and inform participants if any documents or information are missing before the start of the course.

2. Seminar Organization

- 2.1. The seminar can be held either **physically (on-site)** or **online**.
- 2.2. The usual duration of a seminar is **up to 3 days**.

3. Course Program

- 3.1. The course program will be shared with all participants **at least three (3) days** before the seminar begins.
- 3.2. The schedule will be prepared by the **WMF Educators**, in collaboration with the **Local Organizing Committee (LOC)**.

4. Practical Session

- 4.1. If the seminar is online, for the practical, on-field section, video materials from previous seminars or video clips from various matches will be used.

5. Physical Fitness Test (for online seminars)

- 5.1. Participants attending online seminars are required to **submit a video** of their physical fitness test.
- 5.2. The test must be conducted under the supervision of an **authorized person** nominated by the national federation.
- 5.3. Referees who fail to pass the physical tests may request to retake the examination after a minimum period of 30 days. Each referee is allowed a maximum of two testing attempts within a 12-month calendar period.

6. Theoretical Test

- 6.1. The theoretical test will consist of **20 questions**.
- 6.2. To pass the test, participants must answer at least **15 questions correctly** (i.e., a minimum score of 70%).
- 6.3. The test will be sent via **email** to each participant before the exam.
- 6.4. The exam will be conducted **online**, using **Google Forms**.

6.5. Referees who fail to pass the theoretical tests may request to retest no sooner than 30 days after the initial attempt. Each referee is allowed a maximum of two testing attempts within a 12-month calendar period.

Note: In exceptional cases, tests may be conducted as paper tests.

7. Certification

7.1. Certificates of participation and completion will be sent **individually to each participant's** email address.

8. Language of the Exam Based on License Level

8.1. The language in which the theoretical exam is conducted depends on the level of the license being obtained, as follows:

- National Level License (N-Level):

The exam will be held in the **local (national) language** of the country where the course is organized.

- Continental Level License (C-Level):

The exam will be conducted in the **official language of the respective Continental Federation** (e.g., English, French, Spanish, Arabic, etc.).

- WMF Elite License (E-Level):

The exam will be held in **English**, the official language used for WMF Elite-level courses.

8.2. It is the responsibility of the organizers and the Referee Committee to ensure that all exam materials are properly translated and verified in accordance with the required language level.

9. Code of Conduct

9.1. All participants are expected to behave professionally and respectfully during the seminar, whether onsite or online.

9.2. Any **inappropriate behavior**, harassment, or violation of ethical standards may lead to **immediate disqualification** from the course.

9.3. In case of online participation, cameras must be turned **on during all live sessions**, unless otherwise instructed.

10. Attendance and Participation

10.1. Full participation in all sessions is **mandatory**.

10.2. Any absence must be justified in writing and approved by the WMF Referee Committee.

11. Data Protection and Consent

11.1 By registering for the course, participants consent to the use of their personal data, including name, email, submitted documents, video materials, and test results, exclusively for educational and certification purposes.

11.2. WMF will ensure that all data is stored securely and will not be shared with third parties without consent.

12. Appeals and Complaints

If a participant disagrees with the result of the theoretical or physical test, they may submit an official **appeal** to the Referee Committee within **5 working days** of receiving the result. The appeal must include clear justification and, if applicable, supporting evidence. The RC will respond to all appeals within **10 working days**.

