

DUTIES OF THE FOURTH OFFICIAL

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The fourth official may be appointed under the competition rules and officiates if any of the three match officials is unable to continue.

Prior to the start of the competition, the organizer states clearly whether, if the referee is unable to continue, the fourth official takes over as match referee or whether the senior assistant referee takes over as the referee, with the fourth official becoming an assistant referee.

THE FOURTH OFFICIAL IS AN INTEGRAL PART OF THE OFFICIATING TEAM

- He or she should have the same knowledge of the Laws of the Game and maintain the same professional conduct as a referee or assistant referee

DUTIES PRIOR TO THE GAME

- Arrive with the officiating team, participate in the field inspection, be prepared to officiate, wear appropriate track suit or warm-up suit
- Bring record keeping supplies (clipboard, writing supplies, necessary forms) and complete officiating kit.
- Ensure extra supplies (game balls, substitution slips, match reports)
- If required by referee, assist in checking team line ups, game balls and player equipment, including team colours and goalkeeper colours.
- Go directly to the station between the player benches, do not enter the field with the other officials

DUTIES DURING THE GAME

- Observe and record appropriate information on the record sheet - times, goals, cautions / ejections, injuries
- He / she has the authority to inform the referee of irresponsible behaviour by any occupant of the technical area
- Assist in the control of the benches at all times - substitutes, non-playing personnel

- Control substitutes (Mechanics)
 - Control Substitutes warming up (behind bench and out of sight of the referee/assistant referee)
 - Check substitute slips (where required)
 - Inspect equipment
 - Notify Assistant Referee when substitute ready

SUBSTITUTE MECHANICS

- Stand at halfway line
- Keep substitute slightly behind and to the side of the fourth official
- Assistant referee signals for substitution
- Referee acknowledges substitution opportunity
- Fourth official displays number of player coming out, drops it when player leaves the field. (If number boards available)
- Fourth official records information
- If more than one player is being substituted, deal with one team at a time.

AT HALF TIME

- Gather papers, equipment and spare game balls
- Go to change room with team of officials
- Compare games notes with other officials
- At end of the break, return directly to game station
- Prior to the kick off, check for substitutions and number / type of people on bench

WHEN A GOAL IS SCORED

- Control the benches
- Allow no one to enter the field of play
- Record time, team and player (if you can identify)

IF AN INJURY OCCURS

- Control benches
- Go to the person most likely to enter the field
- Prevent entry until referee signals permission, allow only trainer and / or medical personnel to enter the field
- If the player is replaced, follow mechanics for substitution
- If the player is off for medical attention, supervise closely and allow re-entry only after permission from the referee
- Record all information

PLAYER SENT OFF TO ADJUST EQUIPMENT

- Supervise the adjustment
- Check to ensure adjustment completed
- Have player stand at the halfway line with the fourth official
- Do not allow the player to enter the field without the referee's permission

WHEN A SERIOUS FOUL / CAUTION / OR SEND OFF OCCURS

- Control the appropriate bench by being there quickly
- Maintain calm and control
- Ensure player ejected is removed from the bench area
- Record all information (time, player's number, team, reason and area of infraction)

- Assists the referee at all times. He/ she must indicate to the referee when a wrong player is cautioned because of mistaken identity or when a player is not sent off having been seen to be given a second caution or when violent conduct occurs out of the view of the referee

END OF REGULATION TIME OR EXTRA TIME

- Continue to observe and record any incidents
- When officiating team leaves the field, gather all equipment and join them
- Go to change room with officials
- Review and confirm game notes with other officials
- Give referee substitute slips (where required)
- Assist referee in preparing match report and Misconduct report if applicable

SUMMARY OF MAJOR RESPONSIBILITIES

BENCH CONTROL

SUBSTITUTION CONTROL

RECORD KEEPING

SOURCE OF NEUTRAL INFORMATION