

GUIDELINES for FIFA MATCH OFFICIALS

- COMMISSIONER
- SECURITY OFFICER
- REFEREE INSPECTOR
- REFEREES
AND ASSISTANT REFEREES

Introduction

Appointment as FIFA commissioner for a match in one of the FIFA competitions is an honour – but it also entails a wide range of responsibilities. This booklet assumes that the commissioner will have enough flexibility to adapt to situations which may not be covered even by the following comprehensive notes.

FIFA remains at their disposal if they may require.

FIFA's address is at the disposal of all commissioners and other officials for any further information follows:

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These guidelines are valid for all FIFA competitions as from March 2000.
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A. THE FIFA COMMISSIONER

1. THE COMMISSIONER'S BASIC RESPONSIBILITY

The FIFA commissioner is regarded as FIFA's official representative at a match and his role is of paramount importance in organising the match. He is the authority responsible for ensuring that the match is properly organised and runs smoothly. The commissioner shall be absolutely objective and his behaviour invariably reflect this principle. He shall constantly be alert to all incidents and comments surrounding the match itself.

1.1. Special Telephone Number

Should unexpected difficulties arise, FIFA may be contacted on the following telephone number, 24 hours per day:

Tel. 0041-1-/384 96 00

If there is no reply, please leave a message on the combox. Please note that this number is reserved for emergencies only.

2. HOW THE COMMISSIONER IS APPOINTED

The FIFA Organising Committee is responsible for appointing match commissioners and, as a general rule, appoints one commissioner to each match.

The invitation to act as commissioner may be made either in writing or by telephone. As soon as the commissioner has accepted the appointment, he will receive the necessary documents such as the competition regulations, a commissioner's report form, an expense account form as well as other relevant documents. The commissioner shall take all these documents with him on his assignment.

If necessary, the FIFA general secretariat will provide him with other important information such as specific risks inherent in a match.

The FIFA general secretariat will also inform the host association of the commissioner's name.

This point also applies to the referee inspector and security officer, if appointed.

3. PREPARING FOR THE TRIP

3.1. Preparations

Preparation for a match consists mainly of studying the competition regulations as well as this booklet.

The commissioner shall make sure that he is familiar with the competition regulations and the particular circumstances pertaining to the match (previous results, suspended players, qualifying procedure etc.).

This point also applies to the referee inspector and security officer, if appointed.

3.2. Travel

The commissioner should make every effort to reach the match venue on the day before the match. If he is prevented from adhering to his intended travel schedule, the FIFA general secretariat and the match organisers shall be informed without delay.

FIFA will issue a PTA or ticket, which must be used by the commissioner. Changes of itinerary will only be permitted in exceptional circumstances.

The commissioner shall inform the association organising the match (host association) of his precise travel arrangements so that they can reserve his hotel room and arrange for him to be met at the airport.

This point also applies to the referee inspector and security officer, if appointed.

3.3. Insurance

Anyone travelling officially on behalf of FIFA is insured by FIFA against accident and illness during the course of his work and will receive the following insurance cover:

Death	CHF 200,000.–
Invalidity	CHF 400,000.–
Daily allowance in case of accident causing inability to work	CHF 250.– (Europe) or USD 175.– (outside Europe)
Medical expenses in case of accident	unlimited for a period of 5 years
Medical expenses in case of illness	up to a limit of CHF 40,000.–
Additionally: Luggage insurance	up to CHF 2,500.–

There is no insurance cover for cash, jewellery and other valuable items.

Additional travel expenses incurred as the result of an accident or illness are also covered as follows:

- rescue and search operations;
- transportation to the nearest suitable hospital;
- additional costs for direct repatriation or return transportation to a suitable hospital.

Claims against the above insurance must be submitted to the FIFA general secretariat in writing within seven days of the incident.

4. THE HOST ASSOCIATION'S DUTIES

The host association shall notify the commissioner and FIFA (by telefax or telex) of:

- the town where the match is being played;
- the name of the stadium;
- the kick-off time;
- the name, address, telephone, telefax and telex numbers of the commissioner's hotel;
- the names, addresses, telephone, telefax and telex numbers of the teams' hotels;
- the date and time of the assembly of the home team in the town where the match is to be played;
- the date and time of arrival of the visiting team.

The host association shall provide accommodation for the commissioner, referees and assistant referees of the match (and referee inspector and security officer, if appointed) in a first-class hotel. The teams shall be accommodated in a different hotel. If this is not possible, the commissioner shall take a decision on the matter.

The commissioner shall be provided with a chauffeur-driven car from the time he arrives in the country of the host association until he leaves. (This point also applies to the referee inspector and security officer, if appointed.)

The host association shall assign an official to assist the commissioner in his duties and if necessary to act as interpreter. (This point also applies to the referee inspector and security officer, if appointed).

The host association shall inform the visiting association of the time of verification of the players' identity and the official meeting (see points 5.1. and 6.1.). The visiting association shall comply with the arrangements.

5. UPON ARRIVAL AT THE MATCH VENUE

As soon as he arrives, the commissioner shall fix times with the host association for the following formalities:

1. Verification of the players' identity
2. Inspection of the stadium
3. Official meeting.

5.1. Verification of the players' identity

When checking the players' identity against their passports, passport numbers (and licences, if necessary) at the teams' hotels, the commissioner shall make sure that:

- apart from himself, the only persons allowed into the room are the players themselves, the head of delegation, the head of administration, the president of the association (if he wishes), a representative from the other team's delegation (if he requests being present), the assistant to the commissioner and the delegation's interpreter;
- the players who are entitled to take part in the match shall take turns to show their passports (and licences, if any) for verification. Should a player not be in possession of a passport, or if it has expired or has obviously been tampered with, he shall not be allowed to take part in the

match. Identity cards or other similar documents cannot be used as a replacement for a passport. This decision is final.

- protests against the eligibility of players shall be submitted in writing to the referee or the commissioner not later than two hours after the match in question and confirmed by registered letter to be sent to the FIFA General Secretariat not later than two days after the match. Should such a complaint prove to be unfounded, the national association which has erroneously lodged the complaint runs the risk of being sanctioned.

5.2. Inspection of the Stadium

The commissioner shall inspect the stadium as follows:

- condition of pitch;
- completion of pitch (markings, goals, substitutes' benches, corner flags, substitution numbers, advertising boards, camera positions in the enclosure);
- dressing rooms for teams and referees and assistant referees (attention to cleanliness);
- first-aid services.

The referees and assistant referees shall be present during the inspection.

6. MEETING WITH THE TEAMS AND OTHER OFFICIALS

6.1. Official Meeting

The following persons are required to attend the official meeting convened by the commissioner:

- the heads of both team delegations;
- the coaches (or assistants) of both teams;
- both team doctors;
- the heads of administration of both delegations;
- the presidents of both national associations, if requested;
- the referee inspector, if appointed;
- the FIFA security officer, if appointed;
- the FIFA media officer, if appointed;
- the referees and assistant referees;
- the representatives of the organisers;
- the stadium authorities (stadium director);
- the organisers' head of security;
- the person assigned to assist the commissioner;
- the interpreters of both team delegations, if required.

In addition to the afore-mentioned persons, the meeting shall be attended by the following persons in the case of high-risk matches:

- chief of police;
- chief of medical services;
- chief of fire brigade.

Media representatives shall not be admitted.

Before the start of the meeting, the commissioner shall ask everyone present to print his/her name and function on a list of participants, which shall be retained by the commissioner.

The commissioner shall discuss point 6.2. (match arrangements) and 7.1. (safety and security matters) at the official meeting. He shall begin with the match arrangements so that after this point the referees and assistant referees may leave the meeting.

6.2. Match Arrangements

- (a) Kick-off time: confirm kick-off time; emphasise punctuality as regards arrival at the stadium, kick-off and the start of the second half; fix departure time from the hotel for the commissioner (referee inspector and security officer, if appointed) to arrive at the stadium at least 2 hours before kick-off and for the referees and assistant referees and teams to arrive at least 90 minutes before kick-off;
- (b) Match timing and teams' entrance and exit: see points 8.1. and 8.2.
- (c) Dressing Rooms of the referees and assistant referees and teams shall be fully equipped (with facilities such as massage tables, blackboards etc.) and orderly ;
- (d) Discipline: every participant (listed players and substitutes, coaches, other team officials, etc.) shall be prevailed upon to respect fair play, the referee's decisions and the spectators; no feigning injury; discipline on the bench (no interference with assistant referees); point out the serious consequences of poor sportsmanship or lack of discipline;
- (e) Advertising: see point 6.4.
- (f) Team Colours: see point 6.5.
- (g) Footballs: Acceptance of a football for use in FIFA competitions is conditional upon the football bearing one of the following designations:
 - the official "FIFA APPROVED" logo;
 - the official "FIFA INSPECTED" logo;

- the reference “International Matchball Standards” (together with other such indications of technical conformity, as requested by FIFA).
- (h) Shinguards/Appearance: compliance from every player with instructions for compulsory shinguards and tidy appearance throughout the match (shirts tucked into shorts and socks pulled up);
- (i) Pitch Markings: to be checked before the match, after warming-up and during half-time;
- (j) Substitutes’ Benches: one bench for each team’s substitutes and officials (and interpreter, if any); one bench for the fourth official (substitution numbers and assistant referees’ flags must be kept ready);
- (k) Technical Area: only one person per team is authorised to convey tactical instructions to his players within the confines of the technical area during the match. He must return to his position on the bench immediately after giving these instructions and always conduct himself in a responsible manner. It is advisable for the technical area to be clearly marked;
- (l) Injured Players: only two team assistants are permitted to enter the pitch when the referee signals them to do so. The injured person shall be treated quickly and return to play or else carried off for treatment outside the playing area;
- (m) Ballboys/Ballgirls: the number of ballboys/ballgirls and where they will be positioned;
- (n) Flags / National Anthems / FIFA Anthem: the FIFA flag must be hoisted. It is up to the host and visiting teams and the region/town/city where the match is being held to decide whether they wish their flags to be flown too. The referee’s national flag is not necessary. The contending national associations are free to decide mutually whether they wish to have their national anthems played at their matches. The FIFA anthem shall be played while the teams are entering the field.
- (o) Telefax: ascertain where a telefax is available to send the official reports after the match.

6.3. Use of the Pitch for Practice

In principle, the visiting team is entitled to a light practice session not exceeding 45 minutes on the match pitch up to the day before the match, but only if the ground and weather permits. No practice may take place at the ground on match days. The team has the right to refuse access to the media, if it so wishes.

6.4. Advertising on Players’ Kit

No advertising whatsoever is permitted on the players’ outfits. The authorised trademark of the manufacturer may be affixed only once on the shirt, on the shorts and on each sock. The trademark may be used alone as a

logo or combined with the name of the manufacturer but shall not exceed 20 cm² on the shirt and 12 cm² on the shorts and socks. If thermal shorts are used, they shall be the same colour as the main colour of the players' shorts. Neither the manufacturer's trademark nor the logo is permitted on thermal shorts.

The trademark on the goalkeepers' gloves and cap shall not exceed 25cm² and appear only once on each glove and once on the cap.

Referees and assistant referees are also prohibited from wearing advertising on their kit.

The commissioner shall report any violations of these provisions to the FIFA general secretariat.

6.5. Team Colours

Each team must take its reserve outfits to every match. If, in the opinion of the referee or the commissioner, the colours worn by two opposing teams might lead to confusion or prove unsuitable for television broadcasts, they shall be modified, using either the entire reserve outfit or a combination of both.

The goalkeepers shall wear colours contrasting with those of the two teams.

7. SECURITY

7.1. Safety and Security Matters

The commissioner shall emphasise the following points for high-risk matches at the official meeting. The commissioner should use his discretion as to which of the various items need to be discussed for normal-risk matches.

Matches may only be played in all-seater stadia. If only stadia with both seating and standing areas are available, the standing space must remain vacant.

- (a) Establish good relations and co-ordination with the security forces.
- (b) Verify the capacity of the stadium (number of seats) and the estimated attendance.
- (c) Visiting supporters: How many expected? How many tickets have been allocated to them? Will foreign supporters be able to understand direction signs in and around the stadium? Travelling arrangements known? Parking strategy for buses and cars (segregated from home supporters)? Arrangements at airport for arrival and departure? Dispersal arrangements after match?
- (d) Supervision of the sale of tickets (keeping spectator groups apart, police protection).

- (e) Counterfeit tickets: Is the demand for tickets such that there could be a danger of counterfeit tickets coming into circulation? Are the authorities prepared for the late emergence of forged tickets?
- (f) Check safety measures in and outside the stadium; the need for the presence of adequate security forces on duty before, during and after the match (the security officers inside the stadium must be immediately identifiable as such);
- (g) One or two police cordons around the stadium (as the first step to control and channel spectators).
- (h) Details of entry procedures; personal inspection of each spectator upon entering the stadium: confiscation of weapons, flags, fireworks, bottles, etc.
- (i) No kick-off until the situation outside the stadium and in the stands is under control.
- (j) Amenities in the stadia: individually numbered seats, easy access to refreshment stalls, public conveniences, medical and first-aid facilities, stand-by forces etc.
- (k) Searching spectators: who will be responsible?;
- (l) All stadium exit doors and gates in the fence around the pitch shall always remain unlocked and each be permanently manned by a steward;
- (m) Emergency evacuation arrangements;
- (n) Advertising boards must be placed in such a way that they do not obstruct the opening of safety gates and do not represent a danger to the players;
- (o) Spectators and all other unauthorised persons, such as media representatives, must be barred from entering the stadium enclosure;
- (p) Anyone authorised to enter the stadium enclosure, such as ballboys/ballgirls, photographers, etc. must be prevailed upon to behave correctly and refrain from trespassing onto the field;
- (q) Letting off fireworks of any kind is strictly prohibited; organisers should be discouraged from using fireworks in the stadium during ceremonies;
- (r) The sale of alcohol and the distribution of any drinks to the public in bottles or tins are strictly prohibited;
- (s) Are the local authorities satisfied with the fire precautions?
- (t) The organisers shall designate a person for the commissioner to contact if emergency announcements have to be made over the stadium loudspeaker;
- (u) Are loudspeaker announcers available in the required languages (home and visiting teams' etc.)?

- (v) Are the security measures for the visiting team's arrival at and departure from the stadium adequate?
- (w) Do the commissioners, referees, assistant referees and teams need a police escort (on match days, for training sessions, etc.)?
- (x) Crisis group: agree on the formation of a small crisis group to meet in the event of a major crisis (e.g. police commander, fire chief, medical chief, stadium manager, one representative from each team, commissioner, FIFA security officer, media officer) and on a central meeting point in the case of an emergency.

Important and essential final questions on safety/security matters: are the security, fire and medical authorities all perfectly satisfied with the match preparations – or is there anything which FIFA and/or the organising national association or the stadium directors should do which has not yet been done?

These questions must be asked and the responses noted.

7.2. Duties of the Security Officer

For any match considered a high risk, FIFA will appoint a security officer. FIFA alone is responsible for taking such a decision and it is final. The security officer shall be under the authority of the commissioner for the entire duration of his assignment (see 7.1. regarding the duties of the security officer).

8. MATCHDAY COUNTDOWN

8.1. Match Timing

The organising national association shall appoint an official to ensure that all arrangements for the match run smoothly. He shall be the main link with the commissioner throughout the whole match.

Countdown before kick-off

- security check completed – 3h 30 m
- arrival of the commissioner – 2h

The following facilities must now be ready for the commissioner to check:

- security service, loudspeakers, scoreboard, stadium personnel, dressing rooms for teams and referees/assistant referees, assistant referees' flags, match balls, first-aid facilities, completion of pitch (markings, goals, substitutes' benches, substitution numbers, ground advertising, camera positions in the enclosure, corner flags);
- arrival of the referees/assistant referees and teams, meet up with
media officer to coordinate release of line-up forms
30 m
- 1h

– line-up forms to be handed out to teams	– 75 m
– collection of completed line-up forms (copies to media and other services)	– 65 m
– teams' warm-up on the pitch	– 45 m to 20 m
– final inspection of the pitch	– 18 m
– welcome announcement of the team line-ups by the loudspeaker announcer	– 15 m
– teams wait at the tunnel ready to come onto the pitch	– 9 m
– entrance of the teams onto the pitch to the tune of the FIFA anthem	– 7 m
– national anthems	– 6 m
– team photographs	– 2 m
– toss of coin	– 1 m
– kick-off	– 0

8.2. Teams' Entrance and Exit

The commissioner shall arrange with the organisers the exact procedure to be followed before and after the match.

Formalities such as the entrance of the teams, referees and assistant referees onto the pitch, the national anthems being played, etc., should be kept brief (not more than 10 minutes) so that the match can start punctually.

The teams are led onto the field in two lines by the referees and assistant referees, as specified in the countdown to the match. The lines may be headed by ballboys carrying the FIFA fair play flag, if available. The captain of each team heads the line of players and only the eleven starting players may enter the pitch. The home team forms the line on the left and the away team on the right. Both lines stop approx. 10 m inside the pitch parallel to the touchline and facing the VIP box, with the referees and assistant referees between the two teams. During the march-on the FIFA anthem is played until the teams have formed the line. Then the national anthem of each team is played. Players must respect the national anthem being played by standing still and quietly during both anthems. The national anthem of the visiting team is played first.

After the final whistle, both teams must join the referee and the assistant referees on the centre of the pitch to wave goodbye to the spectators. They then all leave the field together.

8.3. Opening Ceremonies

It is not customary for opening ceremonies and other entertainment to be organised at FIFA competition matches. Opening ceremonies and other

entertainment before the match are permitted only on condition that they do not affect the condition of the pitch.

8.4. Transportation to the Match

The commissioner shall make sure that he arrives at the stadium at least 2 hours before kick-off and the referees and assistant referees at least 90 minutes before.

8.5. Warming up before the Match

Teams must be given the opportunity to warm up before the start of the match. If there is no other suitable area available next to the stadium, the teams may warm up on the pitch itself.

8.6. Commissioner's Seat in the Stadium

The commissioner shall be given a seat in the stadium (VIP box) with the best overall view of the entire stadium. Before the match, he should walk from his seat to the referee's dressing room and onto the pitch, so that he can find his way about quickly and without delay, if necessary. The referee inspector shall be seated next to or close to the commissioner to facilitate contact.

9. REFEREES AND ASSISTANT REFEREES

9.1. Assistance to the Referees and Assistant Referees before the Match

The commissioner shall give the referees and assistant referees as much assistance as possible. He shall ensure the referees and assistant referees are left undisturbed to concentrate on the match and direct the organisers to keep unauthorised persons away from the referee's dressing room.

9.2. Instructions to the Referees and Assistant Referees before the Match

The commissioner shall request the referee to supervise the match in accordance with the directives issued by the FIFA Referees' Committee and assert his authority from the start in the event of any misconduct or foul play.

9.3. Result of the Previous Match / Extra Time / Golden Goal / Penalty Kicks

For matches played by the cup system (knock-out), the commissioner shall discuss with the referee before the match the possibility of extra time having to be played, or penalty kicks if no goal (golden goal) has been scored during extra time to decide the outcome, and which goal is to be used for penalty kicks. Information on these matters can be obtained from the competition regulations and from the result of the previous match.

9.4. Interviews

Referees and assistant referees at FIFA competition matches are strictly forbidden to give interviews on events relating to the course of the match.

The commissioner shall ensure that the referees and assistant referees are not accosted in this way.

The commissioner himself shall adopt a reserved attitude towards the media and shall not pass comment on the referee and assistant referees or any of their decisions. Neither may he make any forecasts about forthcoming decisions by the Disciplinary Committee in connection with any incidents that have occurred at the game.

9.5. Half-time

If necessary, the commissioner or referee inspector may use the half-time interval to give specific instructions to the referees and assistant referees (but not in connection with the way they are officiating), to the officials responsible for the two teams or to the organisers.

10. THE COMMISSIONER'S MATCH REPORT

10.1. Taking Notes/Making a Report

The commissioner and referees' inspector shall fill in an official report. They shall take notes during the match to enable them to complete the report without omission. The commissioner's and referee inspector's comments are of considerable importance in those cases which have passed unnoticed by the referees and assistant referees. He shall be aware of incidents occurring outside the field of play, of racist or otherwise objectionable banners in the crowd, offences committed by players behind the referee's back and disorderly situations such as disturbances.

The reports submitted by the commissioner and the referee inspector are essential for the work of the RFA Organising Committee, the Disciplinary Committee and the Referees' Committee.

10.2. Number of Spectators/Television Revenue

The commissioner shall ask the organisers and visiting team for details of the number of spectators and revenue from television contracts.

Matters concerning the television contracts are of particular interest. If the commissioner does not receive any conclusive information as to whether a match has been televised or not, this information can be obtained via the local press (television pages) and such source indicated in the report.

The commissioner shall include the information obtained in the official report.

10.3. Proof of Disturbances

In special cases, or after particularly serious incidents, the commissioner shall try to obtain as much information as possible for the FIFA Organising Committee or the Disciplinary Committee. In the case of missiles, this may involve retrieving the offending object or, if this is not possible, an identical object. He may also collect reports from the local press and so on. A note

shall be made of racist banners. In some cases it may be useful to ask for a report from the police or other authorities.

11. AT THE END OF THE MATCH

- (a) After the match, the commissioner shall remain seated until the referees, assistant referees and players have returned to their dressing rooms. Depending upon the atmosphere in the stadium, it may be advisable for him to watch the spectators leave the stadium for a while to be a witness to any disturbances.
- (b) The commissioner shall then go to the teams' dressing rooms to ascertain whether any protests have been made.
- (c) The commissioner shall subsequently go to the referee's dressing room to thank the referees and assistant referees.
- (d) The commissioner shall discuss any incidents that have occurred during the match with the referee and also check the details of players who were cautioned or sent off. He shall make sure that the referee has filled in his report correctly and objectively (without omitting any incidents). Any points which may seem unclear or irrelevant have to be clarified.
- (e) The commissioner shall ensure that the referees, assistant referees and players from both teams may leave the stadium without difficulty. If disturbances are likely, he shall take special precautions with the organisers.
- (f) If serious disturbances occur, it is of paramount importance that the commissioner informs FIFA first by phone and then in a written report to be sent immediately by telefax or telex.
- (g) The commissioner is requested to remind the referee to send his report including the players' lists of both teams to the FIFA general secretariat by telefax (no 41-1/384 96 96) immediately after the match. The referee shall send FIFA the original of the referee's report and the players' lists by post within 48 hours of the match.
- (h) The commissioner shall send his report (score, cautions, expulsions and incidents, if any) to the FIFA general secretariat on the official form by telefax (no. 41-1/384 96 96) immediately after the match. Should a telefax not be available he shall notify FIFA by telex (no. 817 240 fif ch) or phone (no. 41-1/384 95 95) of the half-time score and the final score and of any incidents. The original of the official report form shall be sent to FIFA by post within 48 hours of the match. He shall also send the daily expense form to FIFA, indicating the name and address of his bank and his bank account number.

12. DOPING

The FIFA Organising Committee reserves the right to conduct doping tests during preliminary competitions. FIFA will inform the commissioner in good time

whether a doping test is planned during the game in question. If so, FIFA will appoint a physician to supervise the necessary procedure and conduct the test.

13. CANCELLATION

If the referee declares the pitch unfit for play or if a match is abandoned because of the weather or other reasons of force majeure, the match shall be postponed to a later date.

Should the stadium floodlights break down partly or completely, every step shall be taken to correct the fault immediately. It is advisable to try to switch the lights on again after an interval of 15 - 20 minutes. If the referee and the commissioner are convinced that the damage cannot be repaired and the lighting is no longer sufficient to continue the match, the referee is entitled to abandon it. Only the referee shall decide how long the game may be interrupted before being abandoned. Under no circumstances may the teams make this decision. In such an event, it is important to establish whether the failure is confined solely to the stadium or whether an entire neighbourhood around the stadium has been affected.

FIFA will investigate the cause and the possible consequences of the power failure. For this purpose, FIFA will require a detailed and accurate report.

In all such cases, it is the commissioner's duty to report the situation immediately to the FIFA general secretariat.

B. REFEREEING

The following notes supplement those concerned with refereeing under item 9 of these guidelines.

1. DUTIES OF THE REFEREE INSPECTOR

FIFA reserves the right to appoint a referee inspector, in addition to the commissioner, for any match for which extra administrative measures are required. FIFA alone is responsible for taking such a decision and it is final. The referee inspector shall be under the authority of the commissioner for the entire duration of his assignment and shall carry out the following duties:

- (a) take all main meals with the referees and assistant referees, including dinner on the evening before the match;
- (b) accompany the referees and assistant referees on any excursions;
- (c) ensure that the referees and assistant referees do not attend any press conferences or speak to the press, before, during or after the match;
- (d) ensure that the referees and assistant referees do not take part in any events arranged by or attended by the teams;
- (e) ensure that the referees and assistant referees do not accept any gifts or offers which are more than mere souvenirs whilst in the country;
- (f) assist the referee in completing the Referee's Report form, check expulsions, cautions and other incidents;
- (g) assess the performances of the referee and assistant referees and submit a report;
- (h) analyse the match with the referees and assistant referees, explaining the lessons to be learned and giving constructive advice in case of appointments to future matches.
- (i) always be available to the commissioner and guarantee him his full support whenever required.

2. INSTRUCTIONS FOR THE REFEREES AND ASSISTANT REFEREES

2.1. Responsibilities of FIFA

- (a) FIFA will issue a PTA or a ticket, which must be used by the referee, fourth official and the two assistant referees. Changes of itinerary will be permitted only in exceptional circumstances.
- (b) The referee's national association shall inform the national association staging the match (host association) of the refereeing group's travel arrangements so that they can reserve their hotel and arrange for them to be met at the airport.

- (c) FIFA will appoint a security officer to any match considered to constitute a high risk. FIFA also reserves the right to appoint a referee inspector, in addition to the commissioner, to any match requiring extraordinary precautions.
- (d) The referee inspector shall accompany the refereeing group from the moment of their arrival until their departure.

2.2. Responsibilities of the Host Association

- (a) The host association shall notify (by telefax or telex) the referees' and assistant referees' national associations of the following:
 - the match venue
 - the name of the stadium
 - the kick-off time
 - the name, address, telephone, telefax and telex numbers of the referees' and assistant referees' hotel
 - the name, addresses, telephone, telefax and telex numbers of the teams' hotels.
- (b) The host association shall bear the costs of accommodation in a first-class hotel, three meals a day and local transport for the refereeing group.

The refereeing group and the commissioner/referee inspector/security officer shall stay at the same hotel but in a different one from the teams'.

- (c) The host national association shall appoint a colleague, preferably a former referee, to the refereeing group to act as their interpreter and liaison officer from the time they arrive in the host country until the time they leave.
- (d) The host national association is responsible for the safety of the refereeing group throughout their entire stay.

2.3. Responsibilities of the Referee, the Assistant Referees and the Fourth Official

- (a) The referee, the fourth official and the assistant referees shall inspect the stadium and attend the official meeting with the commissioner/referee inspector and the team delegations.
- (b) The referee appointed to the match will receive a blue Referee's Report form, a pink expense note and two white "List of Players" forms. The referee and the commissioner shall coordinate the completion of the Lists of Players by the teams before the match.

The referee shall fill in the blue form (Referee's Report form) at the end of the match, taking care not to omit any disturbances, and send it to FIFA with the two white forms (Lists of Players of both teams) by telefax on the same day as the match. It is advisable for the referee to make a photocopy of his report before dispatching the originals by mail.

The pink expense note shall be completed and signed by the referee, fourth official and assistant referees and forwarded by the referee to his own national association on his return home.

- (c) The referee, the fourth official and the assistant referees shall enter the field of play together. The fourth official shall be dressed in the same outfit as his three colleagues (i.e. he shall not enter the pitch in his track suit).
- (d) The duty of the fourth official is to replace any of the three officials if they are injured. He shall also assist the referee with certain tasks directly connected with the match. His responsibilities are described in the Laws of the Game published annually by FIFA.

2.4. Responsibility of the Referees' and Assistant Referees' National Associations

The referees' and assistant referees' national associations shall provide an advance for the daily allowances (USD 175.– dollar zone, outside Europe; CHF 250.– in Europe) plus any other expenses which might be incurred. On presentation of the expense note (pink form) and invoices, FIFA will reimburse the costs to the refereeing delegation's national associations.