



# Guidelines for FIFA Match Officials

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



## Introduction

Appointment as a match official at one of the FIFA competitions is an honour – but it also entails a wide range of responsibilities. Match officials will be expected to show enough flexibility to adapt to situations that may not be covered even by the following comprehensive guidelines.

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*These guidelines are valid for all FIFA preliminary and final competitions as from August 2003.*

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## A. THE FIFA COMMISSIONER

### 1. THE COMMISSIONER'S BASIC RESPONSIBILITY

The role of the FIFA commissioner as FIFA's official representative at a match is of paramount importance. 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 concerning the match itself.

#### *1.1. Special Telephone Number*

In emergencies, FIFA may be contacted on the following telephone number, 24 hours a day:

**Tel. +41-1-/384 96 00**

**Tel. +41-43/222 79 99 – as of 1.1.2004**

If there is no reply, a message may be left on the answering machine. This number is reserved for emergencies only.

### 2. PREPARING FOR THE TRIP

#### *2.1. Preparations*

Preparation for a match consists mainly of studying the competition regulations, this booklet and any other information sent by FIFA.

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, the referee inspector, the security officer, and any other FIFA match official appointed to the match.

#### *2.2. Travel*

As a rule, the commissioner shall make every effort to reach the match venue two days before the match but at the latest one 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 the commissioner shall use. Changes in itinerary will only be permitted in exceptional circumstances.

FIFA will inform the national associations organising the match (host association) of the exact travel arrangements of the match commissioner, so that they can reserve his hotel room and arrange for him to be met at the airport.

This point also applies to the referees, the referee inspector, the security officer and any other FIFA match official if appointed.

If a visa is required for any of these officials, the FIFA Travel Office shall inform them accordingly. They shall apply for the visas in their respective country with the assistance of their national association. Any further information (passport details etc.) necessary for the host association to arrange the visas shall be provided by the officials' respective national association (with a copy to FIFA).

The FIFA Travel Office shall regularly provide the officials with information regarding entry, visa and health regulations

### *2.3. Insurance Cover*

FIFA commissioners travelling officially on behalf of FIFA are included in the scope of several insurance policies concluded by FIFA on a voluntary basis. Benefits and claims are exclusively regulated by the respective insurance contracts and conditions. The insurance limits arising among other things from the existing "Group Personal Accident Insurance" including "Travel Health Insurance" and "Luggage Insurance" are briefly outlined as follows:

#### **Group Personal Accident Insurance**

- In the case of death: *CHF 300,000*
- In the case of disablement: *up to CHF 500,000*
  - > this sum may increase in the case of permanent total disablement: *up to CHF 1 million*
- Daily allowance in the case of accident (from 1<sup>st</sup> day): *CHF 275*
- Medical expenses in the case of accident: *unlimited for a period of 10 years*

#### **Travel Health Insurance**

Medical expenses in the case of acute illness: *up to CHF 100,000*

#### **Luggage Insurance**

Loss of luggage (*including cash up to CHF 1,000*): *up to CHF 5,000*

**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.

### **3. THE HOST ASSOCIATION'S DUTIES**

The host association shall notify the commissioner and FIFA (matchorganisation@fifa.org) by telefax and e-mail, if available, of:

- the town where the match is being played;
- the name of the stadium;
- the kick-off time;
- the name, address, telephone and telefax numbers and e-mail of the commissioner's hotel;
- the name, address, telephone and telefax numbers and e-mail of the referee's hotel (if different from the commissioner's hotel);
- the date and time of arrival of the home team in the town where the match is to be played;
- the names, addresses, telephone and telefax numbers, and e-mail of the two teams' hotels;
- the date and time of arrival of the visiting team;
- a 24-hour mobile phone number of the person in charge from the host association for the match (in operation from 4 days before the match until the departure of the teams and match officials).

The host association shall provide accommodation for the commissioner, referees and assistant referees of the match (and referee inspector, security officer and any other match official, if appointed by FIFA) in the same first-class hotel. The two teams shall be accommodated in two separate hotels different from the match officials' 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, security officer and any other match official, if appointed by FIFA). Contact details (including mobile phone number) of these officials shall be notified to FIFA before match officials' arrival.

The host association shall inform the visiting association of the place and the time of verification of the players' identities and the official meeting (see points 4.1. and 5.1.). The visiting association shall comply with these arrangements.

### **4. 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



#### *4.1. Verification of the Players' Identities*

When checking the players' identities against their passports, passport numbers (and players' 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 wishes), 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 players' 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.

#### *4.2. Inspection of the Stadium*

The commissioner shall inspect the stadium as follows:

- condition of pitch;
- completion of pitch (markings, goals, substitutes' benches, corner flags, flag posts (number and position), substitution numbers, advertising boards, camera positions in the enclosure);
- dressing rooms for teams, the referees and assistant referees, as well as the doping control room (attention to cleanliness);
- first aid services;
- circulation flow for the respective groups (teams, referees, media, VIPs, general public).

As a rule, the referees and assistant referees shall be present during the inspection, but, in some cases, only the fourth official.

## 5. MEETING WITH THE TEAMS AND OTHER OFFICIALS

### 5.1. 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 assistant coaches) of both teams;
- both team doctors;
- the heads of administration of both delegations;
- the referee inspector, if appointed;
- the FIFA security officer, if appointed;
- the FIFA media officer, if appointed;
- any other FIFA match official, if appointed;
- the referees and assistant referees, in some cases only the fourth official;
- 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 the case of **high-risk matches**, the meeting shall also be attended by the following persons:

- chief of police;
- chief of medical services;
- chief of the 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 5.2. (match arrangements including the countdown) and 6.1. (safety and security matters) as well as the training times for official training in the stadium (if not already decided) at the official meeting. He shall begin with the match arrangements so that the referees and assistant referees (if present) may then leave the meeting.

### 5.2. 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 (and referee inspector, if appointed) to arrive at the stadium **at least 2 hours before kick-off**, for the referees and assistant referees and the two teams to arrive **at least 90 minutes before kick-off**. If necessary, the match commissioner, the referees and the two teams shall be escorted by the police to arrive at the stadium on time;

- (b) **Match timing and teams' entrance and exit:** see points 7.1. and 7.2.;
- (c) **Dressing Rooms** for the referees and assistant referees, the teams and the doping control room shall be fully equipped (with massage tables, blackboards etc.) and clean and tidy;
- (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; not to feign injury; to show discipline on the bench (no interference with assistant referees); to be aware of the serious consequences of poor sportsmanship or lack of discipline;
- (e) **Advertising:** see point 5.4.;
- (f) **Team Colours:** see point 5.5.;
- (g) **Football:** 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 Standard**” (together with other such indications of technical conformity, as required 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 shall be kept ready);
- (k) **Technical Area:** only one person per team is authorised to convey tactical instructions to his players at any one time within the confines of the technical area during the match and he must return to his position after giving these instructions. He shall always conduct himself in a responsible manner. The technical area shall 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. The player may not return to the pitch until the referee has given him a signal to do so. In any case, water may be distributed to the players during stoppages in play;
- (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 competing 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 (at the latest 24 hours after the end of the match).

### *5.3. Use of the Pitch for Practice*

As a rule, the two teams are entitled to a light practice session not exceeding 75 minutes on the official 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 practising team is entitled to refuse access to the media, if it so wishes, but is recommended to allow 15 minutes of media presence, after which the media shall leave the stadium.

The visiting team (wearing gym shoes on the pitch) is entitled to check the floodlights on the day before the match, if the weather does not permit a training session.

The commissioner is authorised to arrange the training sessions for the two teams in the stadium.

### *5.4. Advertising on Players' Kit*

With the exception of the manufacturer's trademark, no kind of identification of sponsors or any other third party or slogans of a political, commercial, religious or racist nature or any other slogans are permitted on any garments or equipment of players and goalkeepers (shirts, vests, shorts, thermal shorts, socks, gloves, caps, underwear etc.) in the entire pitch area.

Furthermore, no recognition of the above-mentioned nature is allowed to be visible, in any manner on the body of players and goalkeepers, on other team officials or elsewhere. If a national association and/or its players fail to comply with the above obligations, they will be liable to sanctions by the FIFA Disciplinary Committee.

The manufacturer's authorised trademark may be used only once as a graphic logo or name, or graphic logo and name combined (in accordance with the FIFA Equipment Regulations), and shall not exceed the following measurements:

- shirt: 20 cm<sup>2</sup> (on the chest)
- shorts: 20 cm<sup>2</sup> (on either leg)
- socks: 20 cm<sup>2</sup> (between the ankle and the top edge)
- thermal shorts: 20 cm<sup>2</sup> (on either leg)
- goalkeeper’s gloves: 20 cm<sup>2</sup> (a “design mark” or a “word mark”, or a “design mark” and a “word mark” combined, measuring a maximum of 20 cm<sup>2</sup> on each of the goalkeeper’s gloves)
- wristbands: 20 cm<sup>2</sup>
- track suit jacket: 20 cm<sup>2</sup>
- track suit shorts/trousers: 20 cm<sup>2</sup>

The national association’s emblem may also be worn as a badge on the shirt, shorts and each sock but may not exceed 100 cm<sup>2</sup> on the shirt, 50 cm<sup>2</sup> on the shorts and 50 cm<sup>2</sup> on each sock or feature any advertising or other elements.

The emblem or name (or abbreviation) of the national association may also be displayed on the shirt and/or shorts in jacquard weave provided that the colour is similar to that of the shirt or shorts into which it is woven and that it does not prevent the kit from being easily distinguished from the opposing team’s kit. It is not compulsory for the emblem or name (or abbreviation) on the shirt to appear in jacquard weave but it may also be printed or affixed in a similar manner provided that it does not predominate and prevent the kit from being easily distinguished from the opposing team’s kit.

The emblem of the national flag may also be worn on the shirt, shorts and on each sock and shall not feature any advertising, design or other elements and not exceed the following measurements:

- shirt: 25 cm<sup>2</sup> each, if positioned once on the left and/or once on the right sleeve or  
25 cm<sup>2</sup> each, if positioned once on the back above the number and/or once on the front at chest height
- shorts: 25 cm<sup>2</sup> on the right or left leg
- socks: 25 cm<sup>2</sup> to be positioned at will

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.

### 5.5. Team Colours

Each team shall take its reserve outfits to every match and to the official meeting. 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 each other and those of the two teams and referees.

The referees shall also check their own colours with the colours of the two teams.

## 6. SECURITY

FIFA and/or the host national association shall decide whether a match is declared a high risk or not.

### 6.1. Safety and Security Matters

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

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

- (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 are expected? How many tickets have been allocated to them? Will foreign supporters be able to understand direction signs in and around the stadium? Are 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 shall be immediately identifiable as such);

- (g) One or two **police cordons around the stadium** (as the first stage in checking and channelling 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 complete control;
- (j) **Amenities** in the stadium: 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** shall 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, shall be barred from entering the **stadium enclosure**;
- (p) Anyone authorised to enter the stadium enclosure, such as ballboys/ ballgirls, photographers, etc. shall be prevailed upon to behave correctly and refrain from **trespassing onto the field**;
- (q) **Letting off fireworks** of any kind is strictly prohibited; organisers shall 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** need 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 commissioner, referees, assistant referees and teams need a **police escort** (on match days, for training sessions, etc.)?

- (x) **Crisis group: During the official meeting (5.1):** 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 and a code to be communicated 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 shall be asked and the responses noted.**

### *6.2. Duties of the Security Officer*

FIFA will appoint a security officer to any match considered **a high risk**. 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 6.1. regarding the duties of the security officer).

## **7. MATCHDAY COUNTDOWN**

### *7.1. 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.

<b>Countdown</b>	<b>before kick-off</b>
– security check by the security officer	– 3h 30 m
– opening of the stadium	– 2h 30 m
– arrival of the commissioner and media officers	– 2h

The following facilities shall 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, (of the two teams, of FIFA, the confederation and/or city), match balls, pump, barometer, 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 – 1h 30 m



– 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
– Fair Play and national associations’ flags ready at the final regrouping position	–	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
– check on players’ equipment	–	9 m
– children carry on the national flags of the competing teams	–	8 m
– children carry on the FIFA Fair Play flag	–	7 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

## 7.2. *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 led by the captain shall join the referee and the assistant referees in the centre of the pitch to wave goodbye to the spectators. They then all leave the field together.

### *7.3. 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.

### *7.4. 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. If necessary, a police escort shall be organised for them.

### *7.5. Warming up Before the Match*

Weather permitting, the teams are entitled to warm up on the pitch, from 45 minutes to 20 minutes before kick-off. The goalkeeper may start warming up 50 minutes before kick-off. If the weather does not permit this, a suitable alternative location shall be designated.

### *7.6. Warming-up During the Match*

During the match, the warm-up area for the two teams is behind the goals or the sideline on the same side as the team bench. No more than five players per team (excluding the goalkeeper) are allowed to warm up at the same time. No balls are allowed, except for the goalkeeper.

### *7.7. 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 shall 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.

The security officer may be positioned anywhere in the stadium, but he shall be in permanent contact with the stadium management and the match commissioner.

## **8. REFEREES AND ASSISTANT REFEREES**

### *8.1. Pre-match Assistance for the Referees and Assistant Referees*

The commissioner or the referee inspector (if appointed) 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 referees' dressing room.

### *8.2. Instructions to the Referees and Assistant Referees Before the Match*

The commissioner or the referee inspector (if appointed) shall urge 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.

### *8.3. Result of the Previous Match / Extra Time / Golden Goal / Penalty Kicks*

For matches played under the cup system (knock-out), the commissioner or the referee inspector (if appointed) 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.

### *8.4. Interviews*

The commissioner himself shall adopt a reserved attitude towards the media and shall not pass comment on the referees 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.

### *8.5. 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.

## **9. THE COMMISSIONER'S AND REFEREE INSPECTOR'S MATCH REPORTS**

### *9.1. Taking Notes/Making a Report*

The commissioner and referee 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. The commissioner 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 FIFA Organising Committee, the Disciplinary Committee and the Referees' Committee.

### *9.2. 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.

### *9.3. 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 (including video tapes of the match and any specific incidents). 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 etc. 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.

## 10. AT THE END OF THE MATCH

- (a) 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.
- (b) 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.
- (c) The commissioner shall then go to the teams' dressing rooms to ascertain whether any protests have been made.
- (d) The commissioner shall subsequently go to the referees' dressing room to thank the referees and assistant referees.
- (e) 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 shall be clarified.
- (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.
- (g) The commissioner or the referee inspector (if appointed) is requested to remind the referee to send his report including the players' lists of both teams to the FIFA general secretariat by telefax immediately or at the latest 24 hours after the end of 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 or the referee inspector (if appointed) shall send his report (score, cautions, expulsions and incidents, if any) on the official form to the FIFA general secretariat by telefax immediately or at the latest 24 hours after the end of the match. Should a telefax not be available, he shall notify FIFA by phone 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 mail 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.**

## **11. DOPING**

The FIFA Organising Committee reserves the right to conduct doping tests during preliminary competitions, and also during training camps and training sessions. 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.

## **12. CANCELLATION / POSTPONEMENT**

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 in compliance with the regulations.

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 shall 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 guidelines supplement those concerned with refereeing under item 8 of these guidelines.

### 1. DUTIES OF THE REFEREE INSPECTOR

FIFA reserves the right to appoint a referee inspector, in addition to the commissioner, to 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 for future matches.
- (i) always be available to the commissioner and guarantee him 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 shall be used by the referee, two assistant referees and the fourth official. 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 it can reserve their hotel and arrange for them to be met at the airport.
- (c) FIFA shall 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 and e-mail) the referees' and assistant referees' national associations and FIFA (matchorganisation@fifa.org) of the following:
  - the match venue
  - the name of the stadium
  - the kick-off time
  - the name, address, telephone and telefax numbers, and e-mail of the referees' and assistant referees' hotel
  - the name, addresses, telephone and telefax numbers and e-mail 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 in the same hotel but in a different one from the teams.
- (c) The host association shall appoint a person, 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. Contact details (including the mobile phone number) of this person shall be notified to FIFA before the referees' arrival.
- (d) The host 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, assistant referees and fourth official 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 teams' completion of the Lists of Players before the match.

The referee shall fill in the blue form (Referee's Report) 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, assistant referees and fourth official 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.
- (d) The duty of the fourth official is to replace any of the three officials in case of injury. 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 (cf. rates fixed by FIFA) 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 group's national associations.

## 2.5. Insurance Cover

FIFA referees, assistant referees, fourth officials and referee inspectors travelling officially on behalf of FIFA are included in the scope of several insurance policies concluded by FIFA on a voluntary basis. Benefits and claims are exclusively regulated by the respective insurance contracts and conditions. The insurance limits arising among other things from the existing "Group Personal Accident Insurance" including "Travel Health Insurance" as well as "Luggage Insurance" are briefly outlined as follows:

### **Group Personal Accident Insurance**

- In the case of death: *CHF 300,000*
- In the case of disablement: *up to CHF 500,000*
  - > this sum may increase in the case of permanent total disablement: *up to CHF 1 million*
- Daily allowance in the case of accident (from 1<sup>st</sup> day): *CHF 275*
- Medical expenses in the case of accident: *unlimited for a period of 10 years*

### **Travel Health Insurance**

Medical expenses in the case of acute illness: *up to CHF 100,000*

### **Luggage Insurance**

Loss of luggage (*including cash up to CHF 1,000*): *CHF 5,000*



