

# Report Writing



Throughout the laws of the game, reference is made to reports required to be submitted by the Referee, Assistant Referee and/or 4th Official on incidents which occur before, during and after a fixture at which he or she was officiating.

This report writing aspect of refereeing should report only the facts, be clear and concise and cover only the incident you are reporting (each separate incident requires a separate report).

There are two types of reports which must be submitted under certain circumstances. These two types are:

- 1. Send-off Report**
- 2. Conduct Report**

## Send-off Reports

Send-off Reports are found in the Referees Headquarters section of the Football Mid North Coast website. Send-off Reports MUST be submitted under the following circumstances:

- Any player or team official is sent from the field of play before, during or after the match (either after receiving a straight red card or after receiving two yellow cards in the same match and a subsequent red card).
- A named substitute is shown the red card before, during or after the match.

**When writing your Send-off Report, you MUST include the following information:**

- Match Official details (names of all match officials).
- Match Details – Competition, Grade/Division, Home Club, Away Club, Location, Date and Minute of send-off (ignore Round Number).
- Name of player or team official sent-off, their FFA number, their club name and their player number.
- What the player or team official was sent-off for (e.g. Violent Conduct, R2) – the send-off offences are in the FIFA Laws of the Game book and are also noted on the bottom of the match sheets.
- Severity of send-off charge (this is VERY important for ALL reports).
- Description of send-off (What happened, what direct events lead to the send-off, who was involved, where on the field did it happen, did you have a clear view, did any of your assistant referees see it?).

If directly after issuing a player or team official with a red card that player is guilty of misconduct or commits a further infringement, you must also complete the After Send-off Charges section of the form.

After completing your Send-off Report, you must submit a copy to Football Mid North Coast. All Send-off and Conduct Reports MUST be received by FMNC NO LATER than 9am Tuesday (or within 48 hours of mid-week fixtures). It is suggested to submit all reports by email. Reports that are received late may incur a fine by FMNC.

You should also keep a copy of reports for your records.

## **Conduct Reports**

Conduct Reports are found in the Referees Headquarters section of the Football Mid North Coast website. Conduct Reports MUST be submitted under the following circumstances:

- Any club official, duty officer or any other person is guilty of misconduct before, during or after the game.
- A player is guilty of misconduct before or after the game AND while you are not on the field of play.
- Termination of a match due to crowd disturbance, assault or reason of the elements (e.g. hailstorm).
- To report extremely poor/unsafe ground markings. To report unsatisfactory ground facilities such as the referee's change room, toilet, shower facilities etc.

**When writing your conduct report, you MUST include the following information:**

- Match Official Details (names of officials).
- Match Details – League, Division, Home Club, Away Club, Location and Date (ignore Round Number).
- The person involved (name if known) and the club they are associated with or note “if other” (e.g. termination of match due to persistent hailstorm).
- Time and location of incident.
- Names and contact details of persons directly involved in incident (where known).
- Names and contact details of witnesses to incident (where known).
- Description of incident (What happened, when did it happen, who was involved, where did it happen, did anyone witness it and if so, who?).
- Severity of incident (this is VERY important for ALL reports).

After completing your Conduct Report, you must submit a copy to Football Mid North Coast. All Send-off and Conduct Reports MUST be received by FMNC NO LATER than 9am Tuesday (or within 48 hours of mid-week fixtures). It is suggested to submit all reports by email. Reports that are received late may incur a fine by FMNC.

You should also keep a copy of reports for your records.

## **Remember:**

- All Send-off and Conduct Reports MUST be received by FMNC NO LATER than 9am Tuesday (or within 48 hours of mid-week fixtures). It is suggested to submit all reports by email. Reports that are received late may incur a fine by FMNC.
- If your report is being submitted to report foul, insulting or abusive language made by a player, team official or other person directed towards you or another person, you MUST write the full word/s in your report. DON'T use abbreviations such as F\*#K, or “the ‘F’ word” – WRITE THE WHOLE WORD/S.
- Before submitting your report/s you can contact the Referee Executive if you have any questions regarding writing a Send-off Report or Conduct Report.
- All red cards and yellow cards must be recorded on the match sheet.