

Guidelines for Compiling Send Off Reports



1. Minimum sanctions for minor transgressions are relatively straightforward. Greater than the minimum sanction requires evidence.
2. In most incidents, referees and assistant referees are our only source of information.
3. Accurate note taking is essential, a few minutes of writing at the time can save many hours of investigation. To assist your notes:

Contemporaneous notes are important -

- A note written on anything “at the time of OR as soon as practicable after the incident” (referees report would be perfect) – if it’s a hostile environment or you don’t have access to a notebook or diary do it as soon as you can.
- Courts treat Contemporaneous notes as fact – as will our judicial chairman.
- They can invalidate a defence that has been concocted after the event to weaken a case or get someone off.
- We’re not there at the time of the event so cannot understand context – so please be clear in your writing.

Content of your notes -

- Little things like how many people may have heard a comment (abuse), who they are, children for eg.
 - The best evidence is “real direct evidence”.
 - Real evidence is something you witness with your senses, “see”, “hear” “touch”.
 - Direct evidence is first person language - the actual words you hear. Please note exactly what you heard.
 - If all you have is hearsay still include it, this isn’t a Criminal Court where the proof is “beyond reasonable doubt”.
 - The disciplinary process is closer to a Civil jurisdiction which is based on the “balance of probability” – or in layman’s terms the “pub test”.
4. Get your reports in ASAP, by the next working day.
 5. FMNC will expedite investigations.