

MISCONDUCT REPORTS

Your report should give a clear, concise account of any match related incident. **You are the eyes and ears of a disciplinary committee.** Paint a picture for the reader! Your report must reflect ONLY information related directly to the incident.

What to report:

1. Cautionable offences.
2. Sending off offences.
3. Any other general incident or misconduct occurring before, during or after the match.

How to report:

Begin by recording accurate details of the game information (venue, date, time, teams, division, competition) player identification (name, team, jersey number, I D) and the technical classification of the offence being reported (as listed in Law 12). Complete the report by including the following details (in a logical order):

What to write	Example 1	Example 2	Example 3
describe the incident (the incident is what the player actually did at the time he committed the offence)	John Smith of Red Snakes deliberately tripped an opponent	In the 37 th minute of the game, I penalized Brad Smith of the Kickaroos after he had deliberately kicked an opponent.	While Mr Attacker was dribbling with the ball just outside of the penalty area, Mr Eye Gottcha recklessly struck him in the mouth with his elbow.
describe the effect, result or impact of the offence	thereby denying to that opponent an obvious advantage.	He threw his hands up in disgust at my decision,	Mr Attacker was taken from the field to treat a bleeding lip.
describe the action (punishment) taken	He was cautioned and shown the yellow card	for which he was promptly cautioned and shown the yellow card	From my position some 10 yards away, I had a clear view of the foul and only my rapid intervention prevented retaliation by his teammates. I showed the red card and sent off Mr Eye Gottcha
note the time during the match the action was taken	in the 23 rd minute	[for readability purposes, the time appears above]	in the 73 rd minute
note the reason as related to the offences in Law 12	for Unsporting Behaviour.	for Dissent.	for this act of Serious Foul Play.
note any other pertinent information about what did or didn't occur		Mr Smith was further advised that if he received a further caution, he would be sent off.	Mr Attacker later returned to the field after his injury had been bandaged. There were no further incidents.

A quote from BCSA's *"Additional Instructions Regarding the Laws of the Game"*:

"At the end of a match, referees are occasionally drawn into an unnecessarily prolonged discussion with club officials, trainers, managers, coaches and players, with regard to particular decisions or aspects of control. It is thought to be inappropriate for referees to become involved in detailed discussions at this time. Any observations made should be designed merely to illustrate clearly how a particular aspect of the law was interpreted and applied correctly."

DO's

1. check team lists before you leave the park to ensure any carded players are noted
2. be accurate, avoid confusing or conflicting statements
3. be clear – stick to a description of the incident, (kick in the shin, punch in the face)
4. state the facts, i.e., as you saw the incident, omit any personal opinions
5. double-check your spelling (almost every important word is in the FIFA law book), grammar, punctuation
6. write a professional, complete report and omit any personal recommendation(s) for disciplinary action
7. complete a separate report for each separate incident
8. report in a timely manner – meet those deadlines!
9. forewarn recipients re: reports containing foul/abusive language (get permission to send if necessary)
10. have a colleague read your report for legibility, readability, grammar, spelling and punctuation
11. ensure your personal details are correct/up-to-date, sign your report, keep a copy for your own records
12. if necessary, include the following details:
 - a) the playing surface or climatic conditions (if they played a part in the incident)
 - b) how long the incident lasted (especially if lengthy)
 - c) whether the ball was in play or not
 - d) the part of the body that was struck if the player was fouled
 - e) whether a player received medical treatment (omit any personal medical opinions or diagnoses)
 - f) a field diagram:
 - i. the establish the location of the incident
 - ii. the position of the referee and/or assistant referees

SPECIFIC REQUESTS (VISL/LIWSA, etc.):

1. On-line reports appear to be preferable to “hard copies”, probably because of the legibility factor.
2. Ensure details are correct, if John Smith is with the XXX team, avoid noting John Smith of the YYY team.
3. Fill in ALL details! Fill in ALL details! Fill in ALL details! Fill in ALL details! Fill in ALL details!
4. Ensure the punishment fits the crime, i.e., avoid cautioning for a dismissal and dismissing for a caution.
5. The caution report of the following format is unacceptable as there is no provision for an explanation:

NAME_____	I.D._____	TEAM_____
CAUTIONED FOR	A_____B_____C_____D_____E_____F_____G_____	TIME_____Minute

6. Avoid verbosity, i.e., too many words.
e.g. In the 89th minute of play, a free kick was awarded to the 250's for a foul committed by a 604 defender. A number of players from both teams were mouthing off at each other and I told them to get on with it and back off (to 604) so the free kick could be taken. One of the 604 defenders men was backing up and still yakking at the 250 player and I said “that’s enough you two”. At that point the 250 player directly looking at the 604 player and in a loud voice said “yeah that’s right you f……. jerk”.
7. **NB: Two cautions plus one dismissal (same player in the same match) requires one dismissal report only!**

1	1
2	2
3	3
4	4
5	5
6	6
7	7