

#### **Report Writing**

#### **Requirements and Best Practices**

#### Law 5...your Duty to report

#### The referee:

 acts as timekeeper, keeps a record of the match and provides the appropriate authorities with a match report, including information on disciplinary action and any other incidents that occurred before, during or after the match



## **Reports and Discipline**

#### **Ontario Soccer Policy states....**

- 1. Misconduct must be reported in writing
- 2. Reports must be written in English
- 3. Must include all details of the incident
- 4. Once submitted, a report cannot be withdrawn
- 5. Must be reported within time limits

Note: Incomplete or inaccurate reports may result in the Official being asked to attend a Hearing to clarify.

# Types of reports

#### Report type

Caution Report (1) Dismissal Report (4)

Special Incident form (2,3)

MO Assault Pre-report (3)

Match Official Assault (3)

www.ontariosoccer.net/match-official-forms

Match the Report type to the incident

1. Yellow card issued to #12 of the blue team

2. Serious player Injury, cannot be moved, ambulance attending

3. Coach ejected for threats towards your AR1

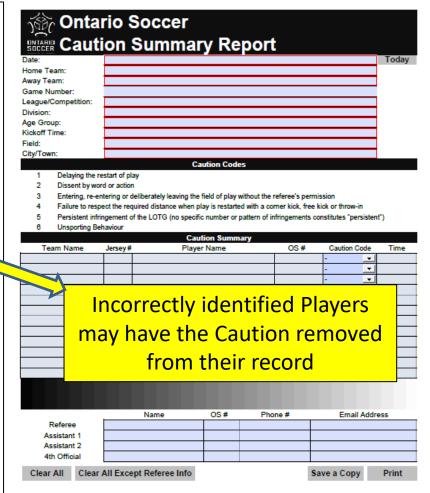
4. 2nd yellow card shown to #16 of the green team

## General Report writing guidelines

- Type or print reports do not use cursive writing
- If writing, use **BLACK** ink, not light colors or pencils
- List Incident facts in chronological order
- First hand account of the FACTS only no opinions
- Use Laws of the Game Soccer language
- Incident description **MUST** match the Offence selected
- Does your report 'paint' a picture for the reader
- Proof read your report and spellcheck 2x
- Serious incidents have a 2<sup>nd</sup> review by another Official
- Keep or store a copy of the report, your game notes and the team game sheets for serious incidents as you may be requested to attend a Hearing

### **Caution Report**

- Simple 'fill in the blanks'
- Top section matches Game Sheets accurately
- Team & Player name also Jersey & OS # match Game Sheets <u>exactly as written</u>
- Match Caution code to offence type accurately
- Do not use for 2<sup>nd</sup> Caution to the same player



### **Incident Description Reports**

#### Reports requiring detailed incident descriptions include:

#### Dismissal reports Special Incident Report Match Official Assault

Descriptions should answer the 5 W's.....

- ✓ Only tell the facts! First hand account only.
- ✓ Be accurate, brief, and clear.
- ✓ What happened first, second, & thirdly? Events in chronological order.
- ✓ Did you abandon the game?
- Who Identify which players or people were involved, who is the aggressor and who is the Victim.
- When At what exact time in the game did the incident occur, incl. before or after game.
- Where Where on the field did the incident occur? (on or off the field of play)
- What What happened? Be detailed and do not leave anything out.
- Why Explain why the incident occurred. Only answer if you know exactly why, do not guess and leave out your opinion.

## **Dismissal Report**

- Top section matches Game Sheets accurately
- Team & Player name also Jersey & OS # match Game Sheets <u>exactly as written</u>
- Match Dismissal code to offence description
- Requires clear concise incident description

	io Socce ssal Rep		迹	
			SOCCER	
Date:			Toda	v
Home Team:				
Away Team:				
Game Number	-			
League/Compe	atition:			
Division:				
Age Group:				
Kickoff Time: Field:				
City/Town:				
Dismissal Cod				
	ous Foul Play ent Conduct			
	ting at an opponent or	any other person		
			rtunity by deliberately handling the ball	
			ent moving towards the player's goal by	
an o	ffence punishable by a	a free kick or a penalty kick		
6 Usin	g offensive, insulting of	or abusive language and/or gest	ures	
7 Rec	eiving a second cautio	on in the same match		
Dismissed Play	/er			
Team Nar	me Jersey#	Player Name	OS # Dismissal Code Time	
			- 💌	
	ode for s	erious foul r	olay used, includ	4
th	ose exac	ct words in y	our description.	
	Same	for other of	fence codes.	
Assistant	1			
Assistant	2			

District and the League within 48 hours

#### **Dismissal Report - example**

#### **Complete the Incident Description example**

At the \_\_\_\_ minute of play, player number 12 of the blue team challenged number 24 of the green team for the ball. The challenge was made using \_\_\_\_\_ with a straight leg, \_\_\_\_\_ at the opponent from the \_\_\_\_\_ and making contact with the \_\_\_\_\_ on the opponent's knee. Play was \_\_\_\_\_ and after the injured player received treatment, number \_\_\_\_ of the blue team was shown the \_\_\_\_\_ card and dismissed for \_\_\_\_\_\_. He left the field of play without incident.

34th	whistle	side	continuing	fairly	yellow
Studs first	Excessive force	Ball first	Recklessly	12	north
lunging	red	Serious foul play	stopped	foot	Violent conduct

#### **Dismissal Report - example**

#### **Complete the Incident Description example**

At the **34th** minute of play, player number 12 of the blue team challenged number 24 of the green team for the ball. The challenge was made using **excessive force** with a straight leg, **lunging** at the opponent from the **side** and making contact with the **studs first** on the opponent's knee. Play was **stopped** and after the injured player received treatment, number **12** of the blue team was shown the **red** card and dismissed for **serious foul play**. He left the field of play without incident.

34th	whistle	side	continuing	fairly	yellow
Studs first	Excessive force	Ball first	Recklessly	12	north
lunging	red	Serious foul play	stopped	foot	Violent conduct

## **Special Incident Report**

#### USE SIR's for:

- Game Cancelled at the field
  - Unplayable field conditions, safety issues
- Unusual event lengthy suspended time
  - Serious player injury on field, lights go out but repaired
- <u>Game abandonment</u>
  - Severe weather, mass confrontation of players
- Ejection of Team officials
  - Coaches ejected for misconduct or inappropriate behaviour
- <u>Team officials misconduct</u>
  - Misconduct of Team benches towards each other after the game
- Player or team misconduct, where no sanctions issued
  - Players or mass team misconduct after the game in the parking lot
- Spectator misconduct
  - Spectator interference, misconduct or inappropriate behaviour
- Serious Venue issues that need to be addressed
  - Spectator stands too close to touchline, inappropriate advertising display

## Match Official Assault

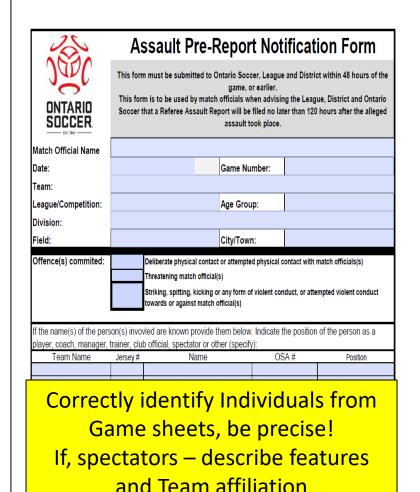
#### **Ontario Soccer Discipline defines assault as:**

 Match Official Assault is "deliberate physical contact (i.e., pushing, pulling, charging, etc.) or attempted physical contact or threatening" and/or for "striking, spitting, kicking, or any form of violent conduct, or attempted violent conduct".

The mere attempt by individuals (Players Coaches, Spectators) to make physical contact, threatening physical contact or the attempt to commit violent conduct is Match Official Assault.

# Match Official Assault - Procedure

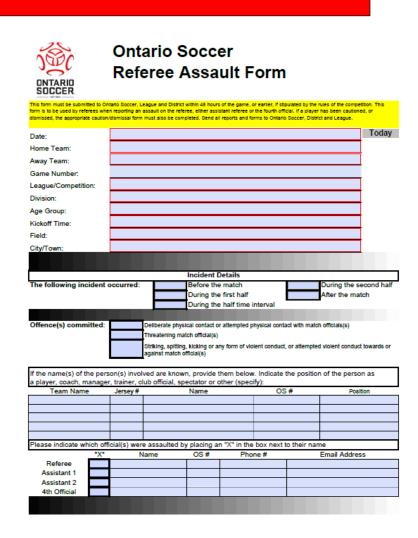
- **Step 1** Report the Incident using the Assault Pre-Report form to: League, District, DRC and Ontario Soccer.
- Keep copies of the game sheets and your game notes
- Contact your DRC and/or contact a Assault Report checker
- Make your own notes in preparation for the Assault report form.



## Match Official Assault - Procedure

**Step 2** – Complete the Referee Assault form – **do not submit** to the League or District.

- After contacting your DRC, send the DRAFT report to the assigned 'checker'.
- Once description and facts are 'checked', then submit to the League and District.
- Keep copies of everything.



## The Discipline Hearing....

You need to be prepared to attend a Referee Assault hearing that will be conducted by a Discipline Panel. They will contact you either by mail, e-mail or telephone. Attendance is mandatory, if you are not able to attend on the specified Date and Time, notify the Discipline Committee ASAP. Once notice is received, immediately contact the District Referee Coordinator. If, your ARs can act as witnesses, they need to be contacted to attend.

#### Important note: Bring copies of everything with you to the Hearing.

At the Hearing, you are not on trial. Be confident! Be prepared to answer questions with direct clear comments, refer to your Reports. Do not change your story or decide to let them off easy. You tell your story exactly as it happened, and let the Discipline Panel decide.

<u>Always</u> bring an Advisor with you to the hearing. The Advisor can be another adult referee with experience at attending Hearings. Ask your DRC for an Advisor's contact information, if not provided.



#### Questions, write your DRC? Niagara - drcniagara@cogeco.net