



**ONTARIO
SOCCER.**

EST. 1901

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



USL (Toronto, ON): David
Barrie, Bolton, ON

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 Once submitted, a report cannot be withdrawn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 2nd 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 exactly as written**
- Match Caution code to offence type accurately
- Do not use for 2nd Caution to the same player

Ontario Soccer
Caution Summary Report

Date: Today

Home Team:

Away Team:

Game Number:

League/Competition:

Division:

Age Group:

Kickoff Time:

Field:

City/Town:

Caution Codes

- 1 Delaying the restart of play
- 2 Dissent by word or action
- 3 Entering, re-entering or deliberately leaving the field of play without the referee's permission
- 4 Failure to respect the required distance when play is restarted with a corner kick, free kick or throw-in
- 5 Persistent infringement of the LOTG (no specific number or pattern of infringements constitutes "persistent")
- 6 Unsporting Behaviour

Caution Summary

Team Name	Jersey #	Player Name	OS #	Caution Code	Time
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	

Incorrectly identified Players
may have the Caution removed
from their record

	Name	OS #	Phone #	Email Address
Referee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4th Official	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear All
Clear All Except Referee Info
Save a Copy
Print

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 exactly as written**
- Match Dismissal code to offence description
- Requires clear concise incident description

Ontario Soccer Dismissal Report

Date:

Home Team:

Away Team:

Game Number:

League/Competition:

Division:

Age Group:

Kickoff Time:

Field:

City/Town:

Dismissal Codes

- 1 Serious Foul Play
- 2 Violent Conduct
- 3 Spitting at an opponent or any other person
- 4 Denying the opposing team an obvious goal scoring opportunity by deliberately handling the ball
- 5 Denying an obvious goal scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick
- 6 Using offensive, insulting or abusive language and/or gestures
- 7 Receiving a second caution in the same match

Dismissed Player

Team Name	Jersey #	Player Name	OS #	Dismissal Code	Time
				-	-

If, code for serious foul play used, include those exact words in your description. Same for other offence codes.

Assistant 1:

Assistant 2:

4th Official:

You must submit a thorough and detailed description for EACH dismissal. Email all copies to Ontario Soccer, the 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
- Game abandonment
 - Severe weather, mass confrontation of players
- Ejection of Team officials
 - Coaches ejected for misconduct or inappropriate behaviour
- Team officials misconduct
 - 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.

 Assault Pre-Report Notification Form				
<p>This form must be submitted to Ontario Soccer, League and District within 48 hours of the game, or earlier.</p> <p>This form is to be used by match officials when advising the League, District and Ontario Soccer that a Referee Assault Report will be filed no later than 120 hours after the alleged assault took place.</p>				
Match Official Name				
Date:	Game Number:			
Team:				
League/Competition:	Age Group:			
Division:				
Field:	City/Town:			
Offence(s) committed:	<input type="checkbox"/> Deliberate physical contact or attempted physical contact with match official(s) <input type="checkbox"/> Threatening match official(s) <input type="checkbox"/> Striking, spitting, kicking or any form of violent conduct, or attempted violent conduct towards or against match official(s)			
If the name(s) of the person(s) involved are known provide them below. Indicate the position of the person as a player, coach, manager, trainer, club official, spectator or other (specify):				
Team Name	Jersey #	Name	OSA #	Position

Correctly identify Individuals from Game sheets, be precise!
 If, spectators – describe features and Team affiliation

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.



Ontario Soccer Referee Assault Form

This form must be submitted to Ontario Soccer, League and District within 48 hours of the game, or earlier, if stipulated by the rules of the competition. This form is to be used by referees when reporting an assault on the referee, either assistant referee or the fourth official. If a player has been cautioned, or dismissed, the appropriate caution/dismissal form must also be completed. Send all reports and forms to Ontario Soccer, District and League.

Date:		Today
Home Team:		
Away Team:		
Game Number:		
League/Competition:		
Division:		
Age Group:		
Kickoff Time:		
Field:		
City/Town:		

Incident Details				
The following incident occurred:	<input type="checkbox"/>	Before the match	<input type="checkbox"/>	During the second half
	<input type="checkbox"/>	During the first half	<input type="checkbox"/>	After the match
	<input type="checkbox"/>	During the half time interval		

Offence(s) committed:	<input type="checkbox"/>	Deliberate physical contact or attempted physical contact with match official(s)
	<input type="checkbox"/>	Threatening match official(s)
	<input type="checkbox"/>	Striking, spitting, kicking or any form of violent conduct, or attempted violent conduct towards or against match official(s)

If the name(s) of the person(s) involved are known, provide them below. Indicate the position of the person as a player, coach, manager, trainer, club official, spectator or other (specify):

Team Name	Jersey #	Name	OS #	Position

Please indicate which official(s) were assaulted by placing an "X" in the box next to their name

	"X"	Name	OS #	Phone #	Email Address
Referee	<input type="checkbox"/>				
Assistant 1	<input type="checkbox"/>				
Assistant 2	<input type="checkbox"/>				
4th Official	<input type="checkbox"/>				

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.

Always 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.



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