

REPORT WRITING GUIDELINES

Law 5 states the referee:

“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.”

The referee’s report will be viewed by the appropriate authorities for any disciplinary action/sanction to be taken against players and substitutes. The report will be used as reference for further sanctions, where necessary, based on The Laws of the Game.

Disciplinary offenses committed must be reported according to the Laws of the Game.

- Report the specific incident, accurately (player’s name / number / team etc.)
- Know what happened
- Follow actual details as in Law 12 (refer to Reason for Yellow/Red Card)

When required, the ‘Supplementary Report’ section MUST be filled in. The supplementary report must be submitted without delay. For a sending off, the report must be submitted immediately after the match.

Law 5 also states the referee:

“Takes action against team officials who fail to act in a responsible manner and may expel them from the field of play and its immediate surrounds.” A team official is sent off if he/she commits any of the following three offences:

Unsporting Conduct - Throwing of tantrums, water bottles on or off the field, kicking of property, uttering vulgarities and profanities to the match officials, opponents etc.

Violent Conduct - Attacking match officials, opponents on or off the field of play, kicking, holding and pushing etc. in an aggressive manner.

Spitting - Spitting at the match officials, opponents etc., or on the ground to display anger at and disagreement with decisions by the match officials etc.

GUIDELINES FOR ANALYSIS OF MATCH SITUATIONS AND REFEREE REPORT WRITING

Further details to be included in an Incident Report are:

1. Reports on commotion, brawl, players’/spectators’ behavior etc.
2. Delay of match kick-off time, match restart etc. due to weather, floodlights or any other reasons. If necessary, required to include the condition of the field of play.
3. Must state the reasons and circumstances of any incidents connected or not connected with the match, even if this took place before or after the match or during half time

Remember to include time of incident and how long the delay was.

Details to be included in Supplementary Report are:

1. ONLY send-off offences (Players/substitutes and team officials) must be included in the Supplementary Report.

2. Must state the reasons and circumstances of any incidents connected or not connected with the match, even if they place before or after the match or during half time

Ensure the date, time and content is specific. Remember to include time of incident, name/jersey number of offender(s) and please indicate how long the delay was.

Elements of a well-written incident report

A good incident report will ensure questions relevant to who, what, when, where, how and why are completed. The emphasis placed on each of these questions will vary based on the type and complexity of the incident.

Who	Who is reporting the incident?
	Who was affected?
What	What happened? (Include incident type and identify details)
	What are the characteristics of the incident?
	What initial actions did you take?
	What is the incident severity rating (ISR) at the time of the incident report?
When	When did the incident occur?
Where	Where did the incident occur?
How and Why	Why and how did the incident occur?
	What factors contributed?

- State the FACTS - avoid opinions and inferences
- CONCISE - give enough information clearly and in a few words
- COMPLETE - Who, What, When, Where, Why and How
- UNDERSTANDABLE - Present thoughts in an organized, chronological manner; good grammar and spelling, and avoid abbreviations
- PRESERVATION OF EVIDENCE - Document the chain of custody of all equipment and supplies affiliated with the incident. It may seem contradictory to say that a report should be both complete and concise. However, concise means ensuring all the important details are included. Omit words that do not add value and that interfere with readability. Well-written reports are factual, fair and impartial. A fact is something real that can be either proved or disproved. Opinions and inferences should be avoided.