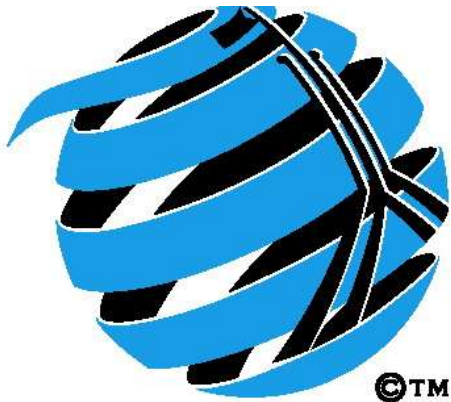














Referees – Guide to Writing Reports
To help communicate effectively



CAPITAL
FOOTBALL



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Acknowledgement:

The purpose of this paper is to help assist and support referees of all levels in the preparation and completion of incident and send off reports. This is to ensure that the report is clear and provides an accurate description of the incident and what happened.

All referees have a duty to complete these reports and there will be references to the Laws of the Game and in particular Laws 5 and 12.

This paper also lists the offences that should be punished by a caution or a send off according to the Laws of the Game, as well as FIFA, FFA and Capital Football competition rules

Sigourney Dunk

Capital Football - Referee Manager

February 2011

Chris Conti

Member of the Technical Committee
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Committee

February 2011

Law 5 – The Referee:

'Each match is controlled by a referee who has full authority to enforce the Laws of the Game in connection to the match to which he/she has been appointed.' (Page 14 – 2010 Edition Laws of the Games)

'Each match is controlled by two referees, the referee and the second referee, who have full authority to enforce the Futsal Laws of the Game in connection with the match to which they have been appointed' (Page 21 – 2010/2011 Edition Futsal Laws of the Game)

Law 5 – lists the duties and the power a referee has during a match. These include:

- Takes disciplinary action against players guilty of cautionable and sent off offences. They are not obliged to take this action immediately but must do so when the ball next goes out of play.
- Takes action against team officials who fail to conduct themselves in a responsible manner and may, at their discretion, expel them from the field of play and its immediate surrounds.
- Act on advice of an assistant referee regarding incidents which have not been seen by a referee
- Provide the appropriate authorities with a match report which includes information on any disciplinary action taken against players, and/or team officials and any other incidents which occurred before, during or after the match.

Basically a referee when they caution or send off a player or observe any form of misconduct must:

- Report the incident
- Compile a report and send it to Capital Football by 0900 hours on the second calendar day after the match or the first business day, whichever is later. Where necessary match cards may be faxed or scanned versions sent to CF by the required time. Original match cards are still to be returned by COB on the second working day after the match.

Communication Tool – The Report:

The report communicates to the League Manager and those who sit on the Disciplinary and Dispute (D&D) Tribunal. The report provides the referee's account of the incident.

It is important that the report is well written, accurate, brief and clear. It should provide the reader with an accurate picture of the incident with no ambiguity about what has happened. It should also contain facts and not opinions and if words were exchanged, it must include the actual words that were used by all parties.

The examples below (*Figure 1 and 2*) show an unacceptable report and an acceptable report:

Figure 1:

OFFICIAL SEND-OFF REPORT

This report must arrive with the Capital Football Referees Administrator within two working days of the fixture being played.

I was the REFEREE at the match:

Chicken Legs FC versus Goldfish FC

Grade: SL 1 Kick-off Time: 1pm

Played at: Kaleen Enclosed 1 Date: 17/08/2010

I have to Report that:

Name: S.Black Shirt No: #12 ID No: FFA of Goldfish FC Club

was sent from the field of play for the following offence:

- R1 Serious foul play
- R2 Violent conduct
- R3 Spitting at an opponent or any other person
- R4 Denying an obvious goal-scoring opportunity by deliberately handling the ball
- R5 Denying an obvious goal-scoring opportunity by an offence punishable by a free kick or penalty kick
- R6 Offensive or insulting or abusive language or gestures
- R7 Receives a second caution in the same match

Note: Any incident occurring after the send-off requires a separate Incident Report.

The incident which came under my notice was as follows: In the 88th minute of the game

> S.Black spat at #2 Chicken Legs

SIGNED: REFEREE Name (FFA) (include FFA registration number) Date: 17/08/2010



Figure 2:

OFFICIAL SEND-OFF REPORT

Completed form to be forwarded to Capital Football FUTSAL within 2 days of game to info@actfutsal.asn.au OR
Fax: 62932224 OR Post to P.O. Box 1436 Tuggeranong ACT 2901



I was the **REFEREE** at the match:

Rabbits Football Club versus **Cats United**

Grade: **Div1** Kick-off Time: **20:15**

Played at: **ANU Court 1** Date: **16/08/2010**

I have to Report that:

Name: **Charlie Brown** Shirt No: **6** ID No: **FFA #** of **Rabbits Football Club**

was sent from the field of play for the following offence:

- R1 Serious foul play
- R2 Violent conduct
- R3 Spitting at an opponent or any other person
- R4 Denying an obvious goal-scoring opportunity by deliberately handling the ball
- R5 Denying an obvious goal-scoring opportunity by an offence punishable by a free kick or penalty kick
- R6 Offensive or insulting or abusive language or gestures
- R7 Receives a second caution in the same match

Note: Any incident occurring after the send-off requires a separate Incident Report.

The incident which came under my notice was as follows: In the **38th** minute of the game

> Mr Charlie Brown was cautioned for dissent by word or action. As this was his second caution he was sent off for R7 Receives a second caution in the same match. As Mr Brown was leaving the court he insulted me by raising his left arm in the air and extending his middle finger. Mr Brown had to be asked several times to leave the court area causing disruption to the restart of play. His team did not assist in the removal of Mr Brown as they were chuckling when he finally walked off.

SIGNED: **REFEREE** Name (FFA) (include FFA registration number) Date: **16/08/2010**

Description of the offence:

Law 5 requires the Referee to provide Capital Football with a report that must include information on any disciplinary action taken against the player(s), team officials and/or any incident which occurred before, during or after the match.

Please be aware that a separate form must be submitted for each player involved, whether it is the same or different incident.

The Report must contain details of misconduct in relation to:

- Sending off offences – Law 12

Regulation	Offence	<i>Offence includes:</i>
R1	is guilty of serious foul play	
R2	is guilty of violent conduct	<p><i>Striking with the ball or other object</i></p> <p><i>Kick, strikes, elbows, jumps or stomps on other than in the head</i></p> <p><i>Kick, strikes, elbows, jump or stomps on the head, including head butting</i></p> <p><i>Minor conduct or push</i></p> <p><i>Deliberate push causing the person to fall to the ground</i></p> <p><i>Violent charge of body contact using excessive force</i></p> <p><i>Trips</i></p> <p><i>Trips causing potential serious bodily harm</i></p> <p><i>Holds by the shirt, other part of their clothing, limb, body or hair</i></p> <p><i>Throws to the ground or up against an object or fixture or rugby style tackle</i></p> <p><i>Holds by the throat or genitals</i></p>
R3	spits at an opponent or any other person	<p><i>Spits at a person</i></p> <p><i>Spits on a person, their clothing, or shoes other than the face</i></p> <p><i>Spits in the face of a person</i></p>
R4	denies the opposition team of a goal or an obvious goal scoring	

	opportunity by deliberately handling the ball	
R5	denies an obvious goal scoring opportunity to an opponent moving toward the player's goal by an offence punishable by a free kick or penalty kick	
R6	uses offensive, insulting or abusive language and/or gestures	<p><i>Swearing at or abusive language</i></p> <p><i>Discriminatory, racist, religious, ethnic or sexist remarks and/or gesture</i></p> <p><i>Attempting to influence</i></p> <p><i>Accusation of cheating</i></p> <p><i>Threatening by word or action</i></p>
R7	receives a second caution in the same match	

The Report – Send Off:

The send off report templates (*Figure 3*) can be found on the Capital Football website in the referee library section. Please see the template below:

Figure 3:

OFFICIAL SEND-OFF REPORT

This report must arrive with the Capital Football Referees Administrator within two working days of the fixture being played.

I was the **REFEREE** at the match:

_____ versus _____

Grade: _____ Kick-off Time: _____

Played at: _____ Date: _____

I have to Report that:

Name: _____ Shirt No: _____ ID No: _____ of _____ Club

was sent from the field of play for the following offence:

R1 Serious foul play
R2 Violent conduct
R3 Spitting at an opponent or any other person
R4 Denying an obvious goal-scoring opportunity by deliberately handling the ball
R5 Denying an obvious goal-scoring opportunity by an offence punishable by a free kick or penalty kick
R6 Offensive or insulting or abusive language or gestures
R7 Receives a second caution in the same match

Note: Any incident occurring after the send-off requires a separate Incident Report.

The incident which came under my notice was as follows: In the _____ minute of the game



These reports must be submitted by the referee to the relevant League Manager by 0900 hours on the second calendar day after the match or the first business day, whichever is later. Where necessary match cards may be faxed or scanned versions sent to CF by the required time. Original match cards are still to be returned by COB on the second working day after the match.

. If a report is failed to be submitted the referee is liable to disciplinary action details of which can be found in the disciplinary regulations of Capital Football *as in Figure 5 below. This document is available to all referees on the Capital Football website.*

Figure 5:

3.2 Match Reports

- 1 Members shall ensure that all match cards, team sheets, match reports, caution reports, incident reports and send-off reports for which they are responsible are dispatched to the controlling body of the match concerned so that they are received within the time stipulated by the body or where no time is stipulated, within three (3) working days of the match.

Penalty: 25% of the applicable match fee, plus the fee for any other member who loses a fee as a result of this action.

- 2 Members shall ensure that a copy of all send-off reports for which they are responsible are despatched to the Referee Administrator of Capital Football so that they are received within the time stipulated by the organising body or if no time is stipulated within three (3) working days of the match.

Penalty: 50% of the applicable match fee

- 3 Members shall ensure that a copy of all incident reports for which they are responsible are despatched to the Referee Administrator of Capital Football so that they are received within the time stipulated by the organising body or if no time is stipulated within three (3) working days of the match

Penalty: 50% of the applicable match fee

In regards to writing the report, a referee should be the eyes and ears of the D&D; the report must reflect only the facts related to the incident. By reflecting only on facts you avoid conflicting and confusing statements.

Being brief and to the point avoids relaying unnecessary information.

If you are unsure of information such as team name or spelling of player's last name contact the Capital Football Referee Manager who will assist in filling in these gaps.

The Report – Incident Report:

The incident report templates (*Figure 4*) can be found on the Capital Football website in the referee library section. Please see the template below:

Figure 4:

OFFICIAL INCIDENT REPORT

This report must reach the Capital Football Referees Administrator within two working days of the fixture being played.

Place a check mark in the appropriate box:

Match Club Spectators Ground

I was the **REFEREE** at the match:

_____ versus _____ Official Incident Report

Grade: _____ Kick-off Time: _____

Played at: _____ Date: _____

The incident which came under my notice was as follows:

> _____

SIGNED: **REFEREE** _____ (Include FFA registration number) Date: _____



The purpose of this report is to outline an incident that has occurred or could occur. The report can help prevent an incident that may occur in the future, correct the problem to prevent a recurrence, and help Capital Football obtain data to measure and facilitate implements to reduce risk. Incident reports are used as in the following examples:

- a player or team official having a heated and uncomfortable conversation with you after the game has come to an end (this is for a player/official whom you have not sent off during the game; if you have sent this person off, include the incident information on the send off report.
- a field not suitable for being played on
- a game not being played due to water-logged or unmarked field

- an injury that has occurred during the game which has meant an abandonment due to the player not being moved (Please see Figure 5 and Figure 6 for two examples).
- any other reason for a game to be abandoned such as inclement weather, a team forfeiting due to insufficient players, any crowd disturbance, or extreme fighting between a number of players, etc

Figure 5:

OFFICIAL INCIDENT REPORT

This report must reach the Capital Football Referees Administrator within two working days of the fixture being played.

Place a check mark in the appropriate box:

Match Club Spectators Ground

I was the REFEREE at the match:

Disco Divas versus Dazellers Official Incident Report

Grade: Futsal Women Prem Kick-off Time: 6pm

Played at: AIS Stadium Date: 17/08/2010

The incident which came under my notice was as follows:

> In the tenth minute of the match Mary Sue, Goalkeeper for Dazellers, had a minor clash with Stephen Smith, number 6 for Disco Divas. Although there appeared to be minimal contact between the two players, in reaching for the ball, Mary Sue pulled back holding her left hand having injured her forth finger of her left hand. On closer inspection I was to see that her finger looked misaligned with her other fingers and part of her finger was white and appeared to be starting to swell up. She was replaced as goalkeeper, but continued to play on the field. At half time her finger had swelled more. She had it taped to the adjacent finger and continued to play, completing the match without incident.

SIGNED: REFEREE Name (FFA) (include FFA registration number) Date: 17/08/2010



Figure 6

OFFICIAL INCIDENT REPORT

This report must reach the Capital Football Referees Administrator within two working days of the fixture being played.

Place a check mark in the appropriate box:

Match Club Spectators Ground

I was the REFEREE at the match:

Starburst versus Gumbi Bears Official Incident Report

Grade: Master 1 Kick-off Time: 2.30

Played at: Hawker FC Date: 18/08/2010

The incident which came under my notice was as follows:

> On my arrival to the ground at 1.45 the gates were locked and all players and team officials were unable to gain access to the grounds. Phone calls were made but no one came out to open the grounds. Access was only obtained to the centre when a club official arrived and opened the gate at 2.15. Following this we were unable to gain access to the change rooms and obtain necessary equipment for the game, corner flags. It was discovered by myself from some of the club officials that the person with access to the keys was at the grounds but was refusing to give access. Access was obtained at 2.30 and the necessary equipment was received. Due to this the game started 15 minutes late.

SIGNED: REFEREE Name (FFA) (include FFA registration number) Date: 18/08/2010



Law 6 - Responsibility of Assistant Referee:

'The assistant referee... when misconduct or any other incident occurs out of view of the referee'. (Page 16 – 2010 Edition Laws of the Games)

'The assistant referee...signals to the referee when an obvious error has been made in cautioning or sending off a player or acts of violence has been committed out of their range of vision. In any case, the referees decide on any facts connected with play' (Page 27 – 2010/2011 Edition Futsal Laws of the Game)

It is the assistant referee's duty to indicate to the referee if misconduct has occurred. They may also advise the referee of a player who uses offensive, insulting or abusive language and/or gestures. Assistant referees can also be required to send in incident reports.

Differences between Serious Foul Play and Violent Conduct:

Serious Foul Play – a player is guilty of serious foul play if he/she uses excessive force or brutality against an opponent when challenging for the ball when it is in play.

Violent Conduct – a player is guilty of violent conduct if he/she uses excessive force or brutality against an opponent when not challenging for the ball.

If the ball is in play – the sanction shall be a direct free kick in favour of the team whose player had been attacked, from the place when the offence was committed or within the penalty area.

If the ball is out play – the game will resume where it was interrupted prior to the offence either by a throw in, kick in etc.

If a player attacks their teammate, a referee, an assistant referee, coach or a spectator this will also be considered as violent conduct.

For further details of when the ball is in play and offence occurred outside of field of play etc see pp66-67 of 2011 Laws of the Game

Quick Summary:

- Quote full name of the player, their club and the competition they are playing in.
- Clearly indicate the offence that they player has been sent off for (refer to Law 12).
- Incident report should be accurate, brief and clear - don't confuse send off with incident.
- Create a picture of the offence:
 - Time it took place (minute of the game).
 - Position where the offence took place.
 - The referee's position from the offence.
- Ensure no spelling mistakes.
- Submit the report by 0900 hours on the second calendar day after the match or the first business day, whichever is later. Where necessary match cards may be faxed or scanned versions sent to CF by the required time. Original match cards are still to be returned by COB on the second working day after the match..
- If you are having difficulties with the writing of a report contact straightaway the RSAC's Liaison for Reports, who will assist. You may be contacted by the Liaison person following your submission of a report if it is unclear, ambiguous or contradictory. In 2011 the Liaison person is Chris Conti (0417 206 510)

Check List:

A. Have I entered correctly?

1. The full and correct name of the competing teams
2. Complete title of the competition
3. Venue and data of the match
4. Full name of the player / club being reported
5. What was the offence

B. Is my report of the incident brief, legible, to the point and unquestionably accurate?

C. if my report is for the use of offensive, insulting or abusive language and/or gestures

1. Have I quoted the actual words used
2. Have I indicated if the words were directed to me or another person.