

# Report Writing

# OBJECTIVE

At the end of this session you will know:

- ▶ Why you must submit a report
- ▶ The different types of reports
- ▶ The components of a report
- ▶ The sample language for reports

▶ **Law 5 stipulates that:**

“The Referee provides 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.”

# Important things to remember

- 1 Paint a picture for the people reading your report
- 2 Add enough detail necessary to explain what you witnessed
- 3 Write the exact words used by players and/or team officials when reporting offensive, insulting or abusive language
- 4 State only facts! NOT your opinion
- 5 This report goes to a number of organizations (League/District/OSA)
- 6 Make sure the report is correct in Law
- 7 Have an experienced referee review your report prior to it's submission

# ABC

**A** – Be Accurate in reporting the incident, avoid confusing or conflicting statements

**B** – Be Brief, you are required to report only the incident causing the misconduct

**C** – Be Clear, stick rigidly to the description of the incident

# 5 W Approach

Where ?

When ?

Who ?

What ?

Why ?

# 5 W Approach

<b>Where:</b>	Incident Occurred
<b>When:</b>	Time of Incident
<b>Who:</b>	Offender's Name
<b>What:</b>	Description of Incident
<b>Why:</b>	Game Situation: Why did it happen? Referee's Judgment: Why did you take that action?

# TYPE OF REPORTS

1. Match report (Game sheet)
2. Misconduct report (Caution & Send-off)
3. Assault report (Referee assault)
4. Special incident report (Abandoned game, Coach misconduct, Outside interference)
5. Any other unusual incident report (Flood lights failed, one of the team's did not show up; etc)

# 1. MATCH REPORT

1. Better known as game sheet
2. If no misconduct or other incidents have happened, this report reflects information about the game.
  - . Date of the game
  - . Venue
  - . Teams
  - . Score
  - . Goal scorers

# 2. MISCONDUCT REPORT

## CAUTION & SEND-OFF

1. MUST be submitted on the official OSA form
2. MUST be submitted within the specified time
3. MUST describe what took place so that someone who was not at the game can clearly understand what happened
4. MUST be:
  - 1) Accurate
  - 2) Brief
  - 3) Clear
  - 4) Complete
  - 5) Understandable
5. Remember what you write down in such a report may be used at a hearing, so in effect you are writing under oath
6. REPORTS MUST BE SENT IN. It is an offence to penalise a player for misconduct and not submit a report

# 7 Cautionable Offences

## CAUTION CODES

- 1 Guilty of Unsporting Behaviour
- 2 Shows Dissent by Word or Action
- 3 Persistently Infringes the Laws of the Game
- 4 Delays Restart of Play
- 5 Fails to Respect the Required Distance at a Restart of Play
- 6 Enters or Re-enters the Field of Play without the Referee's Permission
- 7 Deliberately leaves the Field of Play without the Referee's Permission

# 7 Sending-Off Offences

## INCIDENT DETAILS

- 1 Uses offensive, insulting or abusive language
- 2 Spits at an opponent or any other person
- 3 Receives a second caution in the same game
- 4 Denies an opponent a goal or obvious goal-scoring opportunity by deliberately handling the ball
- 5 Denies 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 Serious Foul Play
- 7 Violent Conduct

# 3. ASSAULT REPORT

1. Is to be used to cover all misconducts involving assault
2. Never strike back if such an action can be avoided
3. Try to remain calm – it's the hardest thing to do
4. Get the details down on paper as soon as you can
5. Consult your assistants and attempt to obtain witnesses
6. Complete the Referee Assault Form, keep a copy for yourself and send copies to the appropriate bodies
7. Should you lay charges? Speak to your local Police Station for advice

# 4. SPECIAL INCIDENT REPORT

1. Is to be used to report a special incident that is not covered by a Caution, Dismissal or Assault Form

- . Abandoned Game
- . Outside interference by spectators
- . Discipline of team officials
- . Any other cause

# 5. UNUSUAL INCIDENT REPORT

1. Is to be used to record and report unusual incidents such as:
  - . Team not showing up
  - . Team with less than 7 players
  - . Delay of kick-off
  - . Floodlight Failure etc.
  
2. This type of a report should be in the form of a letter to the appropriate authority
  - . Stating the game in question
  - . Explaining the incident
  - . What was the state of the game at the time of the incident
  - . Include with the team sheet

# Group Work

- . Watch the video clip
- . Write a misconduct report using the “5 W Approach”

# Video Clip – Misconduct Report

## Where:

- ▶ The incident occurred just outside the Red team's penalty area.

## When:

- ▶ Time of Incident: 1st minute of the 2nd half of the game

## Who:

- ▶ Red team player #3, Jim Jones

# Video Clip – Misconduct Report

What:

What happened:

- ▶ Yellow team player #21 (Peter Smith) and Red team player #3 (Jim Jones) were contesting for the ball. Red team player #3 tackled his opponent with a double-footed unfair challenge with both feet off the ground and, using excessive force, made forceful contact with the player's upper shin area, clearly endangering the safety of his opponent.

What action did you take:

- ▶ Gave the player a red card and sent him off the field

# Video Clip – Misconduct Report

Why:

Why did you take that action?

- ▶ At the time of the incident, I was about 10 yards away and had a clear, unobstructed view. I therefore stopped play and showed player #3 (Jim Jones) of the Red team the red card

Why did you dismiss?

- ▶ Sent the player off for serious foul play

## DESCRIPTION OF INCIDENT

- ▶ In the 1st minute of the 2nd half of the game, the play was just outside the Red team's penalty area. Yellow team player #21 (Peter Smith) and Red team player # 3 (Jim Jones) were contesting for the ball. Red team player # 3 tackled his opponent with a double footed unfair challenge with both feet off the ground, using excessive force, making forceful contact with the player's upper shin area and clearly endangering the safety of his opponent.
- ▶ At the time of the incident, I was about 10 yards away and I had a clear unobstructed view. I stopped play and showed Player # 3 of the Red team the red card and sent him off for serious foul play.

# Summary

1. Quote the FULL name of the player and his team and the competition.
2. Clearly indicate the OFFENCE for which the player was cautioned or sent off under the provisions of Law 12, as detailed in the “Laws of the Game”.
3. Report the INCIDENT accurately, briefly and clearly. Do not confuse the OFFENCE and the INCIDENT.

# Summary

4. The following points may be of relevance and help to build up a general picture:
- ▶ \_ the time at which the incident took place
  - ▶ \_ the position at which the incident took place
  - ▶ \_ as referee, your position and distance from the incident.

# Summary

5. Present your report in the most legible manner. If your handwriting is difficult for others to read, then please print it or type it up if at all possible.
6. Do, please, check your spelling! Almost every important word that you will need to use is in the “Laws of the Game”. Remember, a copy of your report is sent to the player and team concerned.

# Summary

7. Remember, to save a copy of your report for your own future reference.
8. Don't forget to sign the report, date it and submit it, within two days of the match taking place.
9. Please check that the postage paid on the envelope is enough to ensure it is delivered first class, as an overweight or large sized envelope may be underpaid and delayed by going second class, resulting in the appropriate authority not receiving it in the due time.

# Summary

## 10. Remember to report the facts

- Accurately
- Briefly
- Clearly

# Q & A