

HOW TO WRITE A MISCONDUCT REPORT



If you show the card, you must do the paperwork! The paperwork is as much a part of the game as calling fouls. Team, coach, and player discipline cannot be done properly unless you turn in ALL misconduct reports promptly and correctly.

WHAT DO I NEED FOR THE MISCONDUCT REPORT?

1. Your game sheet/rosters and notes
2. Misconduct Report Form
3. Current FIFA LOTG - Reference Law 12 for penal fouls (reckless/excessive force)
4. USSF 7 + 7 Misconduct Information
5. USSF Referee Admin. Handbook - Guide To Report Writing
6. Sample Misconduct Reports

WHY BOTHER? WHAT HAPPENS TO THE MISCONDUCT REPORT?

1. You, as the referee, are empowered by Law V to take disciplinary action against players (and substitutes) guilty of cautionable and sending-off offences. Further, you have the authority to take action against team officials who fail to conduct themselves in a responsible manner. However, you are also required to provide the appropriate authorities with a match report which includes information on ANY disciplinary action taken against players (and substitutes) and/or team officials and any other incidents which occurred before, during or after the match.
2. The appropriate league or association judicial committee review your written report and allow player/coach comment on their actions.
3. Sanctions (possible game sitouts) are levied against the player/coach and/or team, and the reputation of the game is maintained (or not) SOLELY ON THE BASIS OF YOUR WRITTEN REPORT!
4. In some leagues, yellow and red cards "add up" against a player and team. Using cards to control a game and failing to turn in the appropriate paperwork allows players and/or teams to develop a pattern of misconduct without any disciplinary action being taken. Do your fellow referees a favor and do the paperwork.

NOTE - this document is a compilation of existing USSF documents with possibly some WSYSA exceptions.

ALSO - Per WSYSA guidelines the referee should NOT keep the youth player card (this may be different for adult leagues).



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All misconduct reports consist of two sections - the fill-in-the-blank (who, what, where, when) section and the freestyle description of the incident. The misconduct report should give a clear, concise account of the incident. Well presented reports make it easier for a disciplinary committee to clearly picture what happened and arrive at a just decision. You are the "eyes and ears" of the disciplinary committee and your report must reflect only information related to the incident.

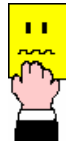
Excerpts from USSF REFEREE GUIDE TO REPORT WRITING - Report preparation begins with accurate game information, player identification and the technical classification of the offense.

REMEMBER THE ABCs - Accurate, Brief, Clear

1. Be **ACCURATE** - in reporting the incident avoid confusing or conflicting statements. Make sure the stated offense matches the incident described. Double-check the player information
2. Be **BRIEF** - you are required to report only the incident leading to the caution or sending off. Information about the state of the playing surface or climatic conditions should be included **ONLY** if you feel they play a part in the incident described.
3. Be **CLEAR** - stick rigidly to a description of the incident, e.g. a kick in the groin, a punch in the face, etc.; it is not for you to pass judgment. The Disciplinary Committee will make a judgment from the information you provide.

In the presentation of your report, try to make sure that what you write is legible, correctly spelled and punctuated. It is often wise to seek approval of what you have written from a more experienced colleague.

BASIC (Fill-in-blank) INFORMATION - All misconduct reports require the basic game / referee / player / team information. Always get complete game rosters before the game from both teams. It is a good practice to get a players last name when showing the appropriate card. For coaches, it is good practice to determine the head coach and note their name on the game roster **BEFORE** the game. Game Date, Time, Location League / Division Home/Visiting Team Name & Number Offending Player Name, #, and Team Affiliation Referee name, contact information, and assignor name



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OFFENSE VS. INCIDENT - You must differentiate between the "offense" and the "incident" when making a report. The "offense" is a classification according to the laws of the game of a players misconduct (ref. the USSF 7 + 7 Misconduct Information); the "incident" is what the player actually did at the time he committed the offense.

Your report must also make clear: * The time at which the incident took place and how long it lasted. * Whether it had any consequences and, if so, of what nature * Where it took place using a field diagram to establish location, if necessary * As referee, your position and distance from the incident * Whether the ball was in play or not * If a player was fouled, the part of the body that was struck * Whether the player received medical treatment. Do not state any personal medical opinions.

SAMPLE INCIDENT #1: Mr. John Bruiser recklessly tripped an opponent while challenging for the ball. The incident occurred near midfield approximately 10 yards from my view.

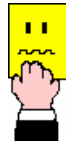
Mr. Bruiser was cautioned and shown the yellow card in the 23rd minute for Unsporting Behavior. There were no further incidents with this player.

SAMPLE INCIDENT #2: Ms. Tami Bruiser deliberately handled the ball to stop the opponents attacking play. The incident occurred about 30 yards from goal approximately fifteen yards from my view.

Ms. Bruiser was cautioned and shown the yellow card in the 52nd minute for Unsporting Behavior. Ms. Bruiser proceeded to loudly dissent the call and was subsequently cautioned and sent off (see following misconduct report).

SAMPLE INCIDENT #3: Ms. Tami Bruiser loudly dissented while being cautioned for Unsporting Behavior (see previous misconduct report). Ms. Bruiser loudly proclaimed "get a clue you jerk" while being shown the yellow card. Ms. Bruiser was shown a second yellow card for Dissent followed by a red card in the 52nd minute for receiving a Second Caution. There were no further incidents with this player.

SAMPLE INCIDENT #4: Mr. Hacker carelessly tripped an opponent as the player was dribbling by him near midfield. The incident occurred approximately ten yards from my view. Mr. Hacker had already committed several careless fouls and had been verbally warned earlier for overly aggressive play.



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Mr. Hacker was cautioned and shown the yellow card in the 70th minute for Persistent Infringement. There were no further incidents with this player.

SAMPLE INCIDENT #5: Mr. Muscle deliberately and violently pushed an opponent in the back with both hands knocking him to the ground. The opponent had just carelessly fouled Mr. Muscle and play was stopped for the foul when Mr. Muscle retaliated with the push in the back. The incident occurred at midfield along the touchline approximately 10 yards from my view.

Mr. Muscle was shown the red card and sent off in the 32nd minute for violent conduct. There were no further incidents with this player.


NOTE - for dissent and offensive language you should try and write an **actual quote** of what was said (put a warning note for vulgar language!). For the sample below the quote is left to your imagination.

Note - WSYSA takes referee abuse ("verbal statement or physical act which implies or threatens physical harm to a referee or the referee's property or equipment") and referee assault ("an intentional act of physical violence at or upon a referee of the referee's property or equipment") very seriously and the proper authorities should be notified immediately.

SAMPLE INCIDENT #6: Mr. Coach used offensive language, "f**k you a***le", at halftime when he attempted to argue with the referee crew regarding a yellow card one of his players had received.

Mr. Coach was shown the red card at halftime and dismissed for using Offensive, Insulting and Abusive Language. Mr. Coach continued to using foul language after being asked to leave the field vicinity and then threatened the referee "I'm going to kick you're a**, mo%&#&%#er". The match was terminated for referee abuse (see attached game report) and the referee crew left the area without further incident.

Completing the Report

1. Select Referee > Misconduct
2. Click the Prompt  to start a new report
3. Enter the Match Number and click Retrieve
4. Complete all information on the form, including minute of the match, field location, team name, team ID, player name, jersey number ID and the report narrative.
5. Ask for help from your assignor if you are unsure about how to complete the report.
6. Submit the report.