

GRANVILLE DISTRICT SOCCER REFEREES ASSOCIATION  
GENERAL MEETING APRIL 2013



# REPORT WRITING

**Stating the Facts!**

GRANVILLE DISTRICT SOCCER REFEREES ASSOCIATION

GENERAL MEETING APRIL 2013



## Why write a Report?

Sendoff and Incident Reports are required to give a record of a match and any incidents to Granville District Soccer Football Association (GDSFA)

Basic details must be included and it is the Referee and Assistants' duty to see that a correct report is made.

It is therefore imperative that the Referee and their Assistant(s) take a full record of the game so that details can be compared and checked.

# GRANVILLE DISTRICT SOCCER REFEREES ASSOCIATION

GENERAL MEETING APRIL 2013



## Report Details- Basic

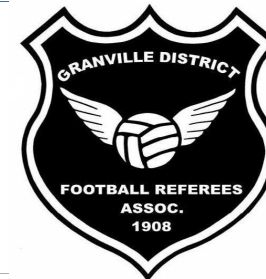
- Teams
- Where, When, time
- Ground
- Half Time & Final score
- Referee, Assistants & 4th Official names
- Substitutions (if required)

### In Finals Matches

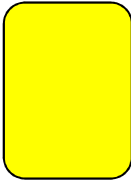
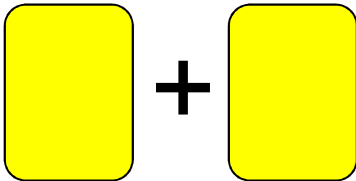
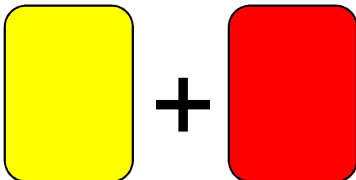
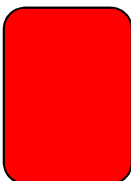
- Penalty Shootout- winner of toss, order of kicks from each team

## Report Details- Extra

- Cautions & Send Offs-
  - include offence – serious foul play Incident – kicking
- Conduct of players, officials & spectators
- Condition of pitch
- Incidents
- Any other item the match officials deem as important regarding the match (e.g. hostile atmosphere, abusive spectators etc...)



**CAUTIONS & SENDOFFS – RECORDING ON TEAM SHEET**

	Record yellow card code alongside players name in caution column
	Record both yellow card codes alongside players name in caution column, and record in section of sent off players with send off code R7
	Record the yellow card code alongside players name in caution column, and record send off in the section for sent off players
	Record details in the section for sent off players

# GRANVILLE DISTRICT SOCCER REFEREES ASSOCIATION

GENERAL MEETING APRIL 2013



## SEND OFFS

In all matches where you referee and send a player off, a send off report for each send off is required within 48 hours on the details of the sending off:

When writing your report, keep to the following guideline:

- State facts ONLY
- DON'T guess, assume, and/or give an opinion
- Keep the report short and don't embellish
- Be Precise

Assistants are only required to submit a send off report in situations where they provide assistance to the referee, which subsequently sees the player sent from the field of play

- for example: uses offensive language towards you, or commits and act of Violent Conduct out of view of the referee



## Details Required for Writing a Send Off Report

- Player's name, playing number and FFA number
- Teams, Venue, Kick off time
- Match Time of incident
- Offence and code
- Where on the field the incident occurred, proximity to goal etc...(use direction, landmarks if required)
- Referee's position and view, distance from incident
- Factual Description of incident
- Condition of fouled player
- Any other details relevant to the send off.

GRANVILLE DISTRICT SOCCER REFEREES ASSOCIATION  
GENERAL MEETING APRIL 2013



# GRANVILLE DISTRICT SOCCER REFEREES ASSOCIATION

GENERAL MEETING APRIL 2013



## In Your Notebook

Time: 85<sup>th</sup> min

Player number & team: 25 Red

Offence: SFP- tackle

Notes on incident: jumped side, over ball, studs showing contact B18 knee, unable to continue



GRANVILLE DISTRICT SOCCER REFEREES ASSOCIATION

GENERAL MEETING APRIL 2013



## Writing the Report

In the match between Adelaide United vs Brisbane Roar

Grade: HAL; played on 7/4/2013; at Hindmarsh Stadium; Kick off at 5pm,  
I had cause to send from the field the following player:

Tom Juric, No 25 of Adelaide United and I charged him with R1

The incident which came under my notice occurred as follows:

**TIME:** In the 85th minute of the game, **Place:** just inside centre circle centre of park  
**Player/No./Team:** Red 25 **Incident:** jumped in from the side, right leg out straight  
with studs showing, making contact with Black 18's knee and upper shin, over the  
ball. **Ref action:** I stopped play and sent Red 25 from the field of play for serious foul  
play. **Player condition:** Black 18 required treatment and could not continue the  
game. **View:** I was approximately 10 metres away and the players had their backs  
to me, slightly obstructing my view of the challenge.

# GRANVILLE DISTRICT SOCCER REFEREES ASSOCIATION

GENERAL MEETING APRIL 2013



## INCIDENTS & INCIDENT REPORTS

In some cases officials will have to submit incident reports. Incident reports are required for the following issues:

- Dismissal of coach / manager from technical area
- Serious abuse and / or misconduct by players / spectators / club officials
- Mass confrontation
- Abandoned match
- Assault on a match official

When writing your report, we request that officials be more detailed on reports:

- Still state FACTS, but include level and/or type of abuse experienced
- don't be afraid to quote and use expletives in reports, as required
- Be more detailed as these reports often have more weight to them
- Be Precise when identifying individuals

All officials must submit incident reports, even if Assistants didn't hear what was said, they would have most likely seen something.

All serious incidents are to be reported to either Joe or Lyn the same day.

# GRANVILLE DISTRICT SOCCER REFEREES ASSOCIATION

GENERAL MEETING APRIL 2013



## Details Required for Writing an Incident Report

- Teams, Venue,
- Time of incident
- Where on the field and its surrounds the incident occurred, proximity to benches / car park etc...(use street names, landmarks if required)
- Player's name, playing number and FFA number (if permissible)
- Coach / Manager / Spectators and which club they are from (if permissible)
- Factual Description of incident
- Feelings at time incident occurred (threatened etc...)
- Actions taken (abandoned game, sent to car park, etc...)
- Any other details relevant to the Incident.

# GRANVILLE DISTRICT SOCCER REFEREES ASSOCIATION

## GENERAL MEETING APRIL 2013



**REPORT ON:** Spectator Abuse

**Game:** Canary FC v Blue FC

**Grade:** AAM **Division:** 5 **Played at:** Bird Oval

**Date:** 7/4/2013 **Kickoff:** 3:00pm

I was the Referee / Assistant Referee at the above match and report as follows:

In the 68<sup>th</sup> minute of the game I sent #13 of Blue FC from the field for 2 yellow cards. As the player was walking off the field of play, the Blue FC supporters were agitated by the decision but then one of their supporters, who was wearing a Blue FC jacket and hat, tall with sunglasses on and jeans, proceeded to enter the playing field and hurl abusive insults towards me and my team of officials. Through his accent I could hear him say “you’re a dead c\_\_t referee” and “you better watch your back ref, the f\_\_\_\_\_g car park is dark after sunset”.

Feeling threatened I asked the ground officials to remove the spectator, but the spectator refused to leave, even with repeated requests, and then other spectators began hurling further insults towards my team, which included monkey and chicken noises, among a torrent of abuse about “needing glasses” and “all refs are f\_\_\_\_\_ing cheats and lying c\_\_ts”.

For our safety I abandoned the game in the 68<sup>th</sup> minute with the score 3 – 0 to Canary FC. We had to be escorted from the field of play and sought shelter in the canteen until all spectators had left.

We were then escorted to our cars before leaving the field for the day

GRANVILLE DISTRICT SOCCER REFEREES ASSOCIATION

GENERAL MEETING APRIL 2013



## Zero Tolerance Policy

In instances where a match official is threatened, abused, attacked or even caught up in a serious incident involving players / spectators and/or club officials, GDFRA have in place a “Zero Tolerance Policy” designed to protect other members from experiencing the same issues with the same team(s).

When incidents of a serious nature are reported, the MC review the details we are provided and make a determination on whether to apply ZTP or not.

It is therefore imperative to report any serious misconduct issues towards officials to either Joe or Lyn immediately, and to be concise in your reports.

The MC then undertake the necessary reviews to determine if ZTP is applied or not.