



## Guidelines for writing Misconduct and Supplemental Reports

When writing misconduct or supplemental reports, they must contain the following points to ensure that they can be upheld at judicial.

If any of these areas of explanation are not included, the incident can be thrown out and not upheld. **It is the responsibility of every referee to report ANY and ALL misconduct given during a game.**

*If you fail to do so you are violating your code of ethics and responsibilities as a USSF Referee and will have your assigning privileges removed for repeat offenses.*

- Time of match when incident occurred and a general field location
  - "...in the 37<sup>th</sup> minute during play while the attacking team was advancing on goal approximately 30 yards from the opponent's goal line..."
  - "...in the 57<sup>th</sup> minute while the ball was in touch (out of play) around the halfway line..."
- Description of the offender
  - "...Crazy Legs #99 of BBFC..."
- Brief explanation of the offense.
  - "...reached out and grabbed the jersey of the attacking player, preventing the attack from forming..."
  - "...recklessly tackled his opponent while not making any contact with the ball..."
  - "...tackled his opponent with excessive force endangering the safety of the opponent..."
- Distance to the offense when it occurred
  - "I was less than 10 yards from the incident when the offense occurred."
- Offense issued
  - "I cautioned Mr. Legs #99 for Unsporting Behavior and showed him the yellow card" (this is important that you state both that you cautioned him AND that you showed the card). Not showing the card is a failure in executing the Laws of the Game and is grounds for overturning your decision.
  - Use the terminology as listed in the 'Cautionable and Sending Off Offenses' document found at USSoccer.com or on FWSRA.org>Information>Documents.
- Briefly explain if there were any more issues with the offending player. Repeated offenses (fouling; you having to speak to the player before a second caution is issued, or anything that happened after the match is all information for the committee to use in deciding the player's sentence if needed).
  - If none then state "there were no further incidents with this player for the remainder of the match".

If you need help or are not sure about how to write the report, **CALL YOUR ASSIGNOR OR THE PRESIDENT OF FWSRA!!**

It is absolutely critical that we get this part of our Referee responsibilities right in order to ensure that offending players do not make the life of other Referees miserable.