

REPORT WRITING: 5 TOP TIPS

As a Referee, or as a footballing Participant or parent/spectator, there may come a time when you wish to formally report poor behaviour that you may witness at games, training or online. We would require a written report from you if you did, and here are some top tips for how to write a good report.

1

STICK TO THE IMPORTANT FACTS

Only write about what is relevant to the matter you are reporting. The referee awarding a throw-in in the 5th minute may not be relevant to a fight that took place in the 75th minute therefore keep information in your report relevant to the issue.

2

KEEP IT SIMPLE WITH YOUR CHOICE OF LANGUAGE

Your report will need to be read and understood by ourselves and anyone who we may issue action against and rely upon your report as evidence. Therefore do use simple and easily-understandable language.

3

BE DETAILED AND SPECIFIC

If you heard any abusive language, what exact language did you hear? If you saw a fight, what exact movements and force did you witness and where was contact made? The details are crucial to determine what action can be taken.

4

WRITE YOUR REPORT IN A TIMELY MANNER

Write your report as soon as you can following the event whilst everything is still fresh in your mind.

5

ANY FURTHER EVIDENCE?

Let us know the names/positions of any other individual who may be able to support your report so we can contact them for statements. If you have any other evidence such as videos or images, please also send them.

Referees can submit their reports via completion of an extraordinary report via the Whole Game System. Anyone can report a matter to us via email to Discipline@NorthumberlandFA.com.

