

# REPORTING CAUTIONS

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**If, during a game, you caution a player, e.g. for a tripping offence which you deemed to be unsporting behaviour, it is vital and mandatory that you complete a caution report that must then be sent to the appropriate County Association or competition.**

The FA has developed a Multi Caution Match Report Form that enables all cautions from a match to be reported on one form. As the match referee you thus are only required to complete one form and send just one copy to the appropriate Association giving details of the fixture, the player's full name and the code for the offence that has been committed (i.e. C1 to C7). This form is also to be used if you caution a substitute player or substituted player.

A Microsoft Excel version of the form is available that enables the referee to complete the form electronically and submit it to the appropriate Association by email.

**Referees are reminded of the following guidance when using this form:**

- 1 This form is to be used for cautions only.
- 2 If a player is sent off for receiving two cautions in a game, this must be reported on the standard Misconduct Report Form (the first caution must NOT appear on the Multi Caution Form).
- 3 If a player is cautioned and, later in the match, sent off for a 'red card' offence unrelated to the caution, then the caution must still appear on the Multi Caution Form.
- 4 If a player is sent off for a 'red card' offence or is guilty of any other reportable non-caution misconduct, this must be reported individually on the standard misconduct report form.
- 5 If you are involved in refereeing two teams from different County Associations and issue cautions to players from both it is your responsibility to send a copy of the report form to both Associations. (You still only need to complete one form.)
- 6 It is important that you record accurately the details at the top of the form including team details i.e. 1st, reserves, U18, U17, etc.), date of match, where played, full name of players cautioned and reasons why (i.e. dissent, Unsporting Behaviour).

**This form is available from two main sources:**

- Any County Football Association
- TheFA.com

All registered referees have the ability, through either The FA website or an approved County FA website, to enter the Multi Caution Match Report Form online.


These reports are submitted to the appropriate County Association on completion.

So let's have a look at a completed Multi Caution Report Form.



# EXAMPLE MISCONDUCT REPORT

**THE FOOTBALL ASSOCIATION**  
CAUTION MISCONDUCT REPORT FORM FOR 11v11 FOOTBALL



The Disciplinary Secretary,  
**The Anyshire County FA**

Match **Valley Rangers** 1st Team Versus **Mountain Peaks** 1st Team  
Home Team Team Away Team Team

Competition **Anyshire County District Sunday Football League Division Three** Date **1st May 2009**

I have to report that I cautioned the following players:

Ref	Surname	First Name	Club	Caution Code	FA Code (FA Codes Only)
1	Smith	Ian	Valley Rangers	C1	
2	Reagan	Roger	Mountain Peaks	C6	
3	Reardon	Ray	Mountain Peaks	C2	
4					
5					
6					
7					
8					
9					
10					

Caution Code	FA Codes (for unsporting behaviour)
C1 Unsporting Behaviour	AA Adopting an aggressive attitude
C2 Shows Disrespect by Word or Action	DI Simulation
C3 Persistently infringing the Laws of the Game	DP Dangerous Play
C4 Delays the restart of play	FT Foul Tackle
C5 Fails to respect the required distance at a restart	GC Goal Celebration
C6 Enters or Re-enters the Field of Play without the referees permission	HB Handball
C7 Deliberately leaves the Field of Play without the referees permission	RP Reckless Play
	SP Pushing or Pulling an opponent
	TR Tripping
	UB Unspecified Behaviour

Please ensure that cases of unsporting behaviour being sent to The Football Association are also categorized using the above codes.

**Referee Details**

Name **Emma Chislett**

Address \_\_\_\_\_

Date **2nd May 2009** FAN Number **267057** FAMOA Number **666**

This form has been sent to the following Association/County Associations: **Othershire Football Association**

**NOTES:**

- This form is to be used for Cautions only and must be submitted within 2 days of the match (Sundays not included).
- Referees must use this form to report cautions.
- Players receiving 2 Cautions in the same game **must not** be reported on this form.
- Players Sent Off or other reports of misconduct need to be reported individually on the standard misconduct report.
- Please include Team details above. (i.e. 1st, Reserves, U18, U17 etc).
- If submitting by Email, unless otherwise specified by the County, the email address is discipline@countyfa.com eg. discipline@essexfa.com or discipline@thefa.com
- A copy of this form needs to be sent to each county affected except competitive matches, (not friendlies), for clubs who participate in the FA Premier League, Football League, Football Conference, Isthmian, Southern and Northern Premier Leagues, in which case they should be sent to The Football Association, 25 Soho Square, London, W1D 4FA.

Make sure you accurately record the full details of the teams involved including whether it was the "1<sup>st</sup>" team or "B" team. The full details of the competition **with no abbreviations** are needed including which division or the round of a cup game.

Record the full name of the person (s) cautioned, their club and the caution code relevant to the offence. So for Unsporting Behaviour it would be C1 and for persistently infringing the laws of the game C3.

In certain senior competitions the FA codes are required to be inserted to identify further the reason for Unsporting Behaviour.

**NB.** If you caution the same player on the second occasion **please do not record his name on this form**. You will need to submit a full misconduct report form recording both cautions, the reasons why you cautioned the player and the fact the player was dismissed.

As the referee you need to record accurately your full name, FAN and FAMOA number and date your report accordingly.

Remember it is all about attention to detail.

**NB.** Read your report through and make sure the contents are accurate. Take particular care to ensure the players names are recorded against the team they played for.

# COMPILING A SENDING OFF REPORT

**S**o if we look at the picture on this page you see a late, high challenge which in this case is deemed to be serious foul play. As the challenge occurs you, as the referee, need to be asking yourself the following:

**1 What happened?**

A foul was committed on an opponent.

**2 What type of foul was it?**

A high, late, double-footed challenge with both feet off the ground.

**3 What aspect of Law has been broken?**

Law 12, Serious Foul Play, as this was a serious offence which had the potential to endanger the safety of opponent.

**4 Where was the ball?**

The opponent had possession of the ball at his feet.

**5 Where on the field of play did the challenge take place?**

Near the half-way line.

**6 What position was I in?**

I was about eight metres from play with a good angle and my view was uninterrupted.

**7 At what minute in the game did this incident occur?**

28th minute.

**8 What action is required?**

This is serious foul play and therefore the player must be sent off.

By asking yourself these simple questions you can decide upon the correct course of action but, just as important, you will have enough information to compile an accurate, factual report. So, using the information above, let's break down the report into different parts and start to paint a picture of what happened.



# EXAMPLE REPORT FORM

**THE FOOTBALL ASSOCIATION**  
OFFICIAL REPORT FORM FOR REFEREES

Reports must be submitted by First Class Mail or via email attachment to the Association within two days of the match. (Sundays not included).  
Email reports need only be submitted as single reports, however if sent by post reports must be submitted in duplicate and only sent via First Class Mail.

Home: **The Pig 'n' Whistle** 1st Team Away: **The Rose & Crown** 1st Team

Competition: **Anyshire County FA Eaton Senior Cup Third Round**

Played at: **Beacon Park** On: **1st April 2009**

I have to report that: **L as the Referee,** **Send Off**

(Full Name): **Jane Smith** Of: **The Pig 'n' Whistle**

Names of Assistant Referees (where neutral and involved) In the Report (or Name of Referee if Assistant Referee report):

Under Law 12 section: **S4** Incident which came under my notice was as follows:

In the 89<sup>th</sup> minute of this game, the above-named player deliberately handled the ball on her own goal line and prevented a goal-bound shot from entering the goal, thereby denying an obvious goal to her opponents. I dismissed her from the field of play, showed her the red card and restarted play with a penalty kick to opposing team. I was approximately 10 metres from the incident and I had a clear and uninterrupted view of the offence committed.

Referee's Name: **Ivan Horder** Date: **2nd April 2009**

F.A.V. Number: **12345** County: **Anyshire County FA**

F.A.M.O.A. Number: **54321** If submitting by Email, unless otherwise specified by the County, the email address is [discipline@countyfa.com](mailto:discipline@countyfa.com)  
eg. [discipline@anyshirafa.com](mailto:discipline@anyshirafa.com) or [discipline@shirafa.com](mailto:discipline@shirafa.com)

Please complete your address below, you will receive a receipt in acknowledgement of your report, either by e-mail or by post. (Please include your postcode)

Email Address: \_\_\_\_\_ File Ref: \_\_\_\_\_

It really is important that you give the full name of both teams including whether they are the "1<sup>st</sup>", "A" or reserve team. Remember to make sure you insert the date of the match, where it was played and give the full name of the competition **with no abbreviations**. If it's a cup game which round is it and if a replay state replay.

Again it's about attention to detail.

Give the full name of the player/person you are reporting, recording his/her name accurately, and his/her club. Including the fact that this is sending off and record the 's' code e.g. S1 for serious foul play. Remember to complete your full details

"In the 89<sup>th</sup> minute of this game, the above named player deliberately handled the ball on her own goal line and prevented a goal-bound shot from entering the goal thereby denying an obvious goal to her opponents".

Here the referee states the time this incident occurs and clearly states the reason why the player was sent off and what aspect of law 12 was breached.

"I dismissed her from the field of play, showing her the red card and re-started play with a penalty kick to opposing team".

It is clear that we are dealing with a sending off offence and the referee offers information on how play was re-started.

"I was approximately 10 metres from the incident and I had a clear and uninterrupted view of the offence committed".

Here the referee offers information on how close to the incident they were and whether their view was good or not.

FAN and FAMOA number.

Once again it's about attention to detail making sure that your details are recorded accurately.

NB. Remember to check your report to ensure that what you have written is accurate and it gives a factual account of the incident(s) you have witnessed. Please make sure that you complete all the lines/boxes on the report.

**AND DON'T FORGET, REMEMBER THE ABCs ACCURATE, BRIEF, CLEAR**