



## GUIDANCE NOTE ON INVESTIGATIONS

### WITNESSES AND STATEMENT DRAFTING

This guidance is designed to help you to consider what the appropriate questions to ask witnesses are - and to provide tips on some of the key information that statements & reports should ideally include.

#### Guidance on the drafting of witness statements

- a) Statements should record **exactly** what words, actions or conduct an observer witnessed, or had reported to them. These words should be recorded within direct speech marks.
- b) Witnesses should confirm whether they heard, saw or **heard AND saw** the particular incident take place.
- c) All witness statements should be recorded in **separate documents**.
- d) The witnesses should seek to **give a description** of the alleged offender(s) (e.g. hair colour, height, shirt number, field position e.g. striker, tattoos, any other distinctive characteristics, names / nicknames if known).
- e) Witnesses should confirm whether they are **willing to attend** a disciplinary hearing, if necessary.
- f) Witnesses should **sign their statements** (in the case of children, they should be countersigned by an appropriate adult)
- g) Witnesses should **date** each statement they make.
- h) Each witness should record details of **what capacity they were involved** in the case (e.g. player, coach, parent of child X, spectator). Whether they have any affiliation to either team or a Participant; (this could be relevant as to the credibility and independence of their evidence).
- i) All Witness Statements should be collated by the Club Secretary who will be the direct contact to the County FA for the case and sent to [discipline@cheshirefa.com](mailto:discipline@cheshirefa.com)

**Garry Polkey**  
**Compliance & Regulations Manager**  
**Cheshire FA**

[www.cheshireFA.com](http://www.cheshireFA.com)

Tel: 01606 871166 (General)  
Tel: 01606 871155 (Football Development)  
email: [info@cheshirefa.com](mailto:info@cheshirefa.com)

The Cheshire County Football Association Limited.  
Hartford House, Hartford Moss Farm Recreation Centre,  
Winnington, Northwich, CW8.

Incorporated in London. Registration No. 3948331





## Example questions for witnesses

- ✓ Did you hear or witness any abusive or improper comments and / or behaviour?
- ✓ If so, *exactly* what comments or behaviour did you witness? (a word for word account of any abusive language is best and should be placed in direct speech marks “ ... “ )
- ✓ Did you witness the incident first hand, or was this reported to you (if so, by whom)?
- ✓ If the matter was reported to you, please confirm who reported it to you, when, where and what you were told.
- ✓ Please estimate your distance from the alleged offender(s) on each occasion?
- ✓ Did you have a clear and unobstructed view of the alleged offender when he or she made the comment?
- ✓ What were the conditions like during the match (e.g. windy, rainy, fine, poor visibility)?
- ✓ Was the incident reported to the referee? If so, when and by whom?
- ✓ Was any action taken as a result of this? If so, what action was taken?
- ✓ Can you provide a description of the alleged offender(s) (e.g. hair colour, skin colour, height, build, shirt number, clothes including boots, tattoos, field position, other distinguishing features)?
- ✓ What was the reaction of the person subjected to the abusive language / behaviour during and / or after the incident (e.g. sad, angry, no expression)?
- ✓ How was this displayed (e.g. was the person crying, arms raised, red faced, balled up fists, shouting, did the incident affect the Participants performance – if so how?)
- ✓ Did anyone else witness the incident? If so, can you provide details of any witnesses, (including a description where appropriate)?
- ✓ Was the matter reported to the police? If so, can you provide contact details for the police officer handling the case?
- ✓ Is there anything else you would like to let us know about this matter – (e.g. any history between the parties)