



# Guide to misconduct report writing





# Reporting Misconduct

This booklet has been produced to help support Northamptonshire FA referees through the process of reporting misconduct, and offer some guidance and best practice in the way to write these reports.

The way in which misconduct should be reported has been changed recently, we are now utilising the Whole Game System, which streamlines the process for all parties involved; referees, clubs and County FA's. At the end of this booklet you will find a helpful guide to the Whole Game System, but the first part of this booklet is aimed around improving the standard of the reports which come into the County FA.

## **Law 5, the powers and duties of referees include:**

- Takes disciplinary action against players guilty of cautionable and sending-off offences. They are not obliged to take this action immediately but must do so when the ball next goes out of play.
- Takes action against team officials who fail to conduct themselves in a responsible manner and may, at their discretion, expel them from the field of play and its immediate surrounds.
- Acts on the advice of assistant referees regarding incidents which have not been seen by the referee.
- Provides the appropriate authorities with a match report which includes information on any disciplinary action taken against players, and/or team officials and any other incidents which occurred before, during or after the match.

## **Therefore the Laws of the Game require TWO things of referees whenever they caution or send off a player or observe misconduct:**

- They must report the incident.
- They must compile a report and send it to the appropriate authority within the stipulated time. Only a player or substitute or substituted player may be shown the red or yellow card. Referees have the authority to take disciplinary sanctions (yellow & red cards) from the moment they enter the field of play until they leave after the final whistle. Anything outside of this period must be reported to the County FA on a Standard Misconduct report form.



# The report itself

Describing the offence itself is probably the most difficult part and the following advice is offered for your consideration:

1. Whenever you caution or send off a player, you **must** report this, you have **no** discretion
2. Such a report **must** be submitted within 2 days (Sundays & Bank Holidays are not included) to the appropriate County Football Association
3. You are the eyes and the ears of the Disciplinary Committee and your report must reflect only information related to the incident
4. Be accurate in your reporting of the incident—avoid confusing or conflicting statements
5. Be brief—you are only required to report the incident leading up to the sending-off. **Information about the state of the playing surface or climatic conditions should be included ONLY if you feel they play a part in the incident described.**
6. Be clear—stick rigidly to a description of the incident; it is not for you to pass judgement. The disciplinary committee will make a judgement from the information you provide.
7. In the presentation of your report, try to make sure that what you write is clear, correctly spelt and punctuated. It is often wise, particularly in the early days of your career, to seek approval of what you have written from a more experienced colleague.





# The 8 point approach to compiling a sending off report

Lets take a look at an example of the 8 pieces of information to include in order to write an **Accurate, Brief & Clear** report...

**1. What happened?**

*A foul was committed on an opponent*

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

*A 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 the opponent*

**4. Where was the ball?**

*The opponent had just released the ball from his possession*

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

*Mid-way into the oppositions half*

**6. What position was I in?**

*I was about 10 metres away and had a clear and unobstructed view of the incident*

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

*28th minute*

**8. What action is required?**

*This is serious foul play, therefore I sent the player off*





# Sending-off offences—Specimen Reports

## Example 1: Violent Conduct

In the 40th minute of this game, the ball had gone out of play for a goal kick when I saw the above named player deliberately and violently kick a team mate on the right leg with her left foot following an exchange of words. At the same time of the incident I was about 10m away and I had a clear and unobstructed view. I sent off the player and showed her the red card and I restarted the game with a goal kick.

## Example 4: Violent Conduct

In the 24th minute of this game, the above player deliberately struck an opponent in the face with his elbow when making an aerial challenge for the ball in the centre circle some 10m from my position and from where I had a clear and uninterrupted view. I took the appropriate action.

## Example 5: DOGSO—Handball

In the 89th minute of this game, the above named player deliberately handled the ball on her own goal line and prevented a goal-bound shot from en-

tering 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 the opposing team. I was approximately 10m from the incident and I had a clear and uninterrupted view of the offence committed.

## Example 6: DOGSO

In the 43rd minute of this game, the above named player deliberately held back, by his shirt, an opponent who had a clear and uninterrupted run to his opponent's goal. The incident took place just outside the penalty area and an obvious goal scoring opportunity was denied, so I took the appropriate action. I was approximately 15m from the incident and I had a clear and unobstructed view of the offence committed.



# Sending-off offences—Specimen Reports

## Example 7: Serious foul play

In the 89th minute of this game, the above named player was guilty of a high and very late tackle in the vicinity of the opponents thigh and in my opinion he endangered the safety of an opponent. I was only 15m away from the incident and I had a clear and uninterrupted view of the offence committed. I dismissed him from the field of play and showed him the red card.

## Example 9: OFFINABUS

In the 33rd minute of this game, the above named player appealed for a free kick following a challenge by an opponent which, in my opinion was fair. Realising that no free kick had been awarded, the player shouted at me “Referee, you’re nothing but a blind cheat”, so I dismissed him from the field of play.

## Example 10: Spits at an opponent or any other person

In the 23rd minute of this game, the above named player reacted to being tripped by an opponent inside the cen-

tre circle by spitting in his opponent’s face. I was about 8m from both players and I had a clear and uninterrupted view of the incident. I immediately took the appropriate action.

## General notes

In these examples, it has not been the intention to produce a uniform set of facts which every referee can lay before the appropriate body. It has been the intention to show a variety of ways in which the relevant facts can be clearly and concisely put to those who have to read such reports and to enable them to build up a precise picture of the incident, bearing accurate relation to the requirements of law.

Please ensure that the correct cautioning and sending off procedures are adhered to when it comes to administering cards on the field of play.



## Other misconduct by players, officials, spectators etc—Specimen Reports

### Example 11—Misconduct after a match

At the end of the game, the trainer of Downtown Rovers approached me and said “That’s the worst f\*\*\*\*\*g exhibition of refereeing I’ve ever seen, you’re a disgrace, referee.” I made no response whatsoever, enquired his name and informed him that this incident would be reported to the County FA.

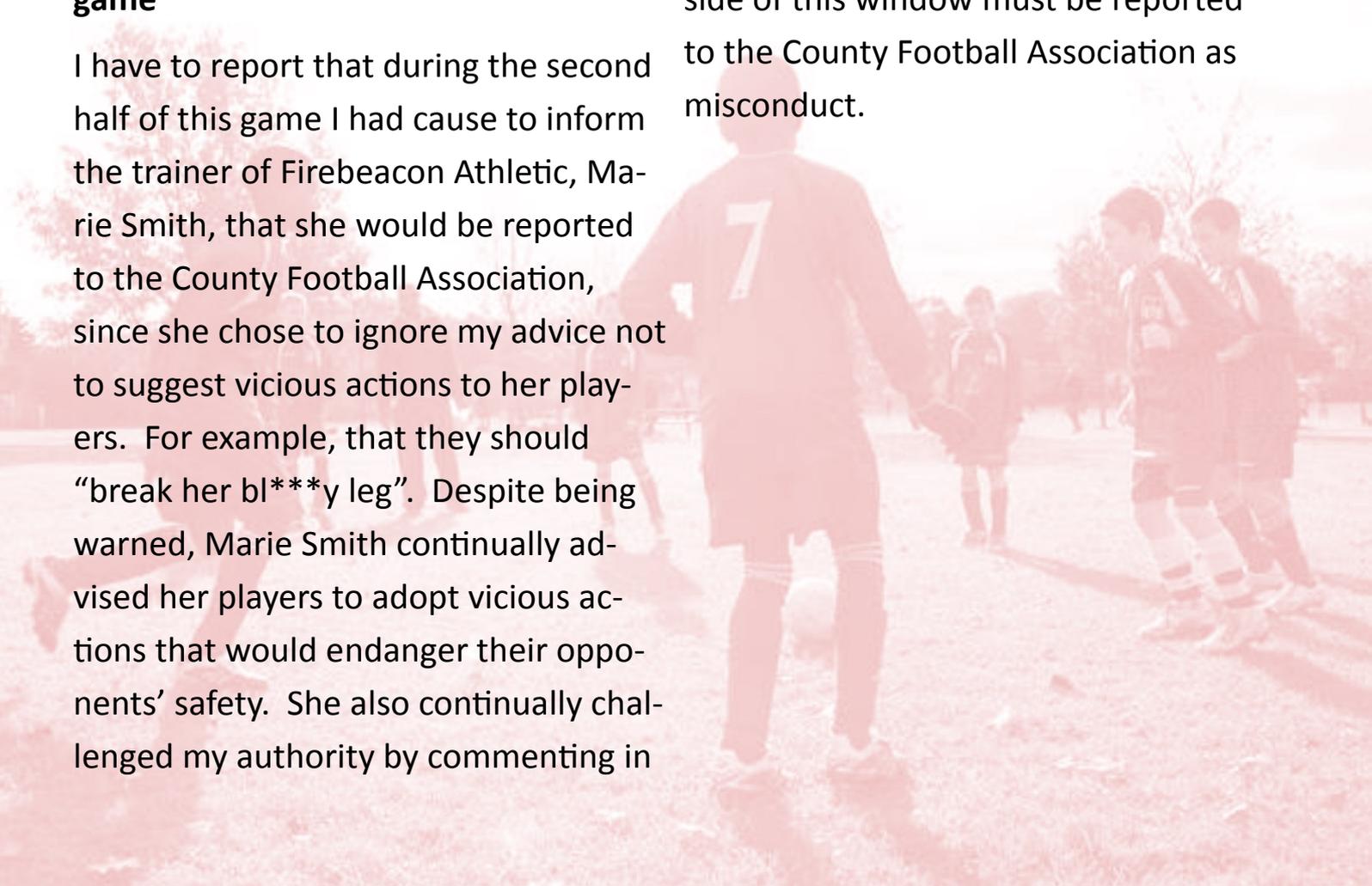
### Example 12— Misconduct during a game

I have to report that during the second half of this game I had cause to inform the trainer of Firebeacon Athletic, Marie Smith, that she would be reported to the County Football Association, since she chose to ignore my advice not to suggest vicious actions to her players. For example, that they should “break her bl\*\*\*y leg”. Despite being warned, Marie Smith continually advised her players to adopt vicious actions that would endanger their opponents’ safety. She also continually challenged my authority by commenting in

a loud manner “never in this world” and “you must be joking”.

### Important points to remember

Only a player, substitute or a substituted player may be shown the red or yellow card. The referee has the authority to take disciplinary sanctions from the moment he enters the field of play until he leaves the field of play after the final whistle. This includes the half time interval. Any incidents which occur outside of this window must be reported to the County Football Association as misconduct.





# Compiling the report

Now lets put those 8 pieces of information into our report on the Whole Game System...

## Add New Dismissal

**Team**  
Select

**Player**  
Select

**Under Law 12 Section**  
Select

**Also Reporting**  Tick if there's an assistant also reporting

**Report**

In the 28th minute, the above named player was guilty of Serious Foul Play after challenging for the ball late, 2 footed and with excessive force, after his opponent had released the ball. The challenge happened mid-way into the oppositions half, and I was 10 metres away with a clear and unobstructed view of the incident. I sent the player off and showed him the red card, and restarted with a direct free kick to the reds.

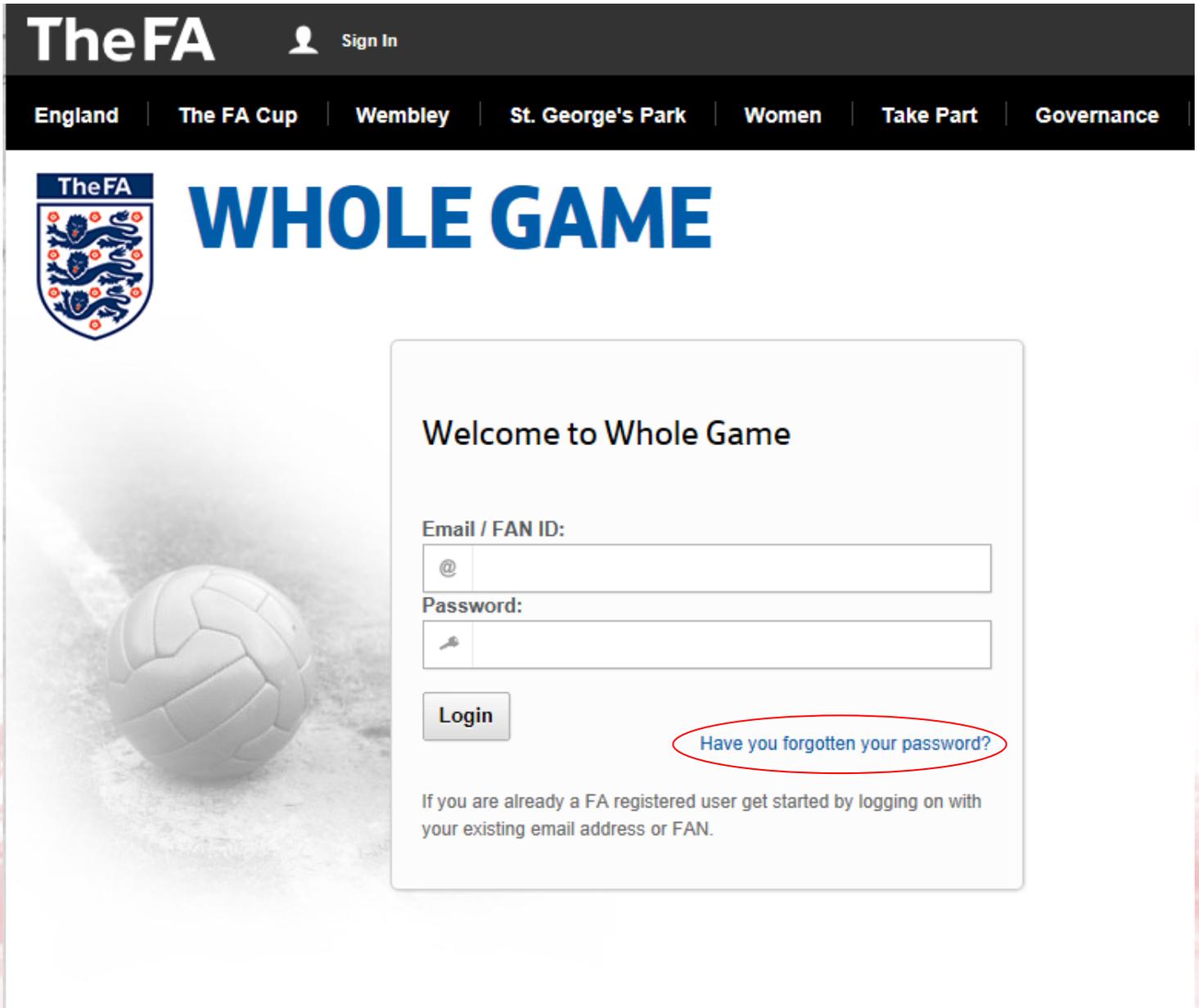
**Add Dismissal**

This is an example of a report which is **Accurate, Brief and Clear**, and contains all of the relevant information that the disciplinary committee need to make a fully informed decision.



# Whole Game System Support

Upon following this link: <https://wholegame.thefa.com/Account/Login> you will see the page below, where you can log into the Whole Game System.

A screenshot of the FA Whole Game login page. The page has a dark header with 'TheFA' and a 'Sign In' button. Below the header is a navigation menu with links for 'England', 'The FA Cup', 'Wembley', 'St. George's Park', 'Women', 'Take Part', and 'Governance'. The main content area features the FA crest and the text 'WHOLE GAME' in large blue letters. On the left, there is a large image of a white soccer ball on a grass field. On the right, there is a white login box with the heading 'Welcome to Whole Game'. Inside the box, there are two input fields: 'Email / FAN ID:' with an '@' icon and 'Password:' with a key icon. Below the fields is a 'Login' button and a blue link 'Have you forgotten your password?' which is circled in red. At the bottom of the box, there is a note: 'If you are already a FA registered user get started by logging on with your existing email address or FAN.'

If you know your login in details, proceed to log in from this page. If you have never used the system before and are unsure of your log in details, please click on the “*Have you forgotten your password?*” link (circled).



# Whole Game System Support

If you already know your log in, and have logged in, please move onto the next page for the next steps. If you don't know your log in details, please follow the instructions below:

After clicking on the *"Have you forgotten your password?"* link, this is the page you will see, and it asks for your FAN number or email address—**please use your FAN number here, email addresses don't always work.** If you are unsure of your FAN number please contact Luke Scott. Then enter your date of birth when prompted. This will then email you a password to the email address we have on the system for you, so please ensure this is kept up to date.

A screenshot of the The FA Password Reset page. The page has a blue header with 'The FA' logo and 'The FA' text. Below the header is a blue bar with 'PASSWORD RESET' in white. The main content area has a white background with a blue border. It contains a form with two input fields: 'Email or FAN number' and 'Date of Birth'. A blue 'SUBMIT' button is below the form. To the right of the form is a blue banner for 'ENGLAND SUPPORTERS CLUB WITH VAUXHALL' featuring a soccer player. A red oval highlights the form fields and the 'SUBMIT' button. A larger red oval highlights the bottom portion of the page, including the 'Email or FAN number' and 'Date of Birth' fields and the 'SUBMIT' button. The background of the page is a blurred image of soccer players on a field.



# Whole Game System Support

Once you have logged in and clicked on *“Referee Administration”* and started **adding your match**, you will notice that when searching for the Competitions, the League names need to be put in exactly as they are on the system, so over the page you will find a list of what to type into the search engine to bring up each individual league.

The screenshot shows the 'Add Match Details' page in the Whole Game System. The page has a blue header with 'All Home' and 'Referee Administration' (circled in green). The left sidebar has 'Dashboard', 'Registration', and 'Add Match' (circled in red). The main form has the following fields: 'Season' (2014 - 2015), 'Referee' (dropdown), 'Select The Match Date' (calendar icon), and 'Select From League And League Cup Competitions' (text input with placeholder 'Start typing to find a competition'). Below the competition selection is a red error message: 'Please select a competition'. A 'Save Details' button is at the bottom right. A blue silhouette of a referee holding a card is on the right side of the form.

- It is important to ensure that the correct box is ticked, is it County Cup or League/League Cups
- This is where you will begin the search for the relevant competition, using the abbreviations shown overleaf

If you do have any further queries about misconduct report writing, please do not hesitate to contact Luke Scott, or refer to the Whole Game System reporting guide if your query is Whole Game related, which was sent to you earlier in the season, or can be found at this link:

<http://www.thefa.com/my-football/more/whole-game/referee-reporting>

<b>League Name</b>	<b>What to search for on the Whole Game System</b>
Northampton Town FA (Any variation of their Cups)	Search " <i>Northampton</i> " & select from the drop down list
Northampton Town & District Football League	Search " <i>Northampton</i> " & select from the drop down list
Northants Combination League	Search " <i>Northa</i> " & select from the drop down list
Peterborough & District Football League	Search " <i>Peterborough</i> " & select from the drop down list
United Counties League	Search " <i>United</i> " & select from the drop down list
Daventry & District Over 35 Sunday Football League	Search " <i>Daventry</i> " & select from the drop down list
Kettering Area Sunday League	Search " <i>Kettering</i> " & select from the drop down list
Northants Sunday Conference	Search " <i>Northa</i> " & select from the drop down list
Northants Sunday Combination	Search " <i>Northa</i> " & select from the drop down list
Peterborough Sunday Morning Football League	Search " <i>Peterborough</i> " & select from the drop down list
Rushden & District Sunday league	Search " <i>Rushden</i> " & select from the drop down list
Countywide U18 football league	Search " <i>Countywide</i> " & select from the drop down list
Northampton & District Youth Alliance	Search " <i>Northampton</i> " & select from the drop down list
Northants Senior Youth League	Search " <i>Northa</i> " & select from the drop down list
Peterborough & District Junior Alliance	Search " <i>Peterborough</i> " & select from the drop down list
Peterborough & District Youth League	Search " <i>Peterborough</i> " & select from the drop down list
Weetabix Youth League	Search " <i>Weetabix</i> " & select from the drop down list
Northamptonshire Women's & Girl's Football League	Search " <i>Northampton</i> " & select from the drop down list
Northamptonshire Ability Counts League	Search " <i>Northampton</i> " & select from the drop down list
R.W.T	Search " <i>R.W.T</i> " & select from the drop down list
Kettering & Moulton Futsal Leagues	Search " <i>Kettering</i> " & select from the drop down list



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