

A Guide to Writing Reports

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“Provides the appropriate authorities with a match report, including information on disciplinary action and any other incidents that occurred before, during or after the match.”

The referee’s report will tell a complete and accurate story about an incident which will be viewed by the appropriate authorities for any disciplinary action sanction to be taken against:

- Players / substitutes
- Team officials etc.

The report will be used as reference for further sanctions, where necessary, based on:

- The Laws of the Game
- FFV Disciplinary Code

Disciplinary offences committed must be reported according to the Laws of the Game.

- Report the specific incident, accurately (player’s name / number / team etc.)
- Know what happened
- Follow actual details as in Law 12 (refer to Reason for Yellow/Red Card)

Remember “The FFV Rule”:

F – Factual – Accurate and true information

F – Frank – Be direct and to the point

V – Very Concise

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“Takes action against team officials who fail to act in a responsible manner and may expel them from the field of play and its immediate surrounds”

Elements of a well-written incident report

A good incident report will ensure questions relevant to who, what, when, where, how and why are completed.

The emphasis placed on each of these questions will vary based on the type and complexity of the incident.

Well-written reports are factual, fair and impartial. A fact is something real that can be either proved or disproved. Opinions and inferences should be avoided.

Complete - Who, What, When, Where, Why & How

Who	Who is reporting the incident?
	Who was affected?
	Who had the ball?
What	What happened? (Include incident type and identify details)
	What did the referee see?
	What players were involved?
	What are the characteristics of the incident?
	What action/s did the referee take?
When	When did the incident occur?
Where	Where did the incident occur?
	Where was the referee and did he/she have a clear view?
How and Why	Why and how did the incident occur?
	How did I restart the match?
	What factors contributed?

Do’s

- State the facts & use plain language
- Write the report after the match
- Present thoughts in a chronological manner, and check grammar and spelling
- Give enough information clearly
- Draft the report before writing the official copy
- Foul language used must be noted in the report - if the referee feels they might offend someone in the association’s office the put the words used in a sealed envelope and refer it the Judiciary Chairman for that report
- Ask for help from a Branch Coach, Mentor, & other senior referees

Don’ts

- Avoid opinions and inferences
- Avoid abbreviations
- Write the report at the venue
- Avoid giving an opinion, just relay the facts
- Never suggest a punishment
- If at the tribunal, do not add to your report