



REPORT WRITING

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ABSTRACT

This document was prepared to assist Match Officials with Report Writing.

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Report Writing 101



Table of Contents

1. OBJECTIVE	2
2. LAW 5 STIPULATES.....	2
3. IMPORTANT THINGS TO REMEMBER.....	2
4. ABC	3
5. 5 W APPROACH.....	3
6. TYPE OF REPORTS.....	4
7. MATCH REPORT.....	4
8. MISCONDUCT REPORT – CAUTION & SENDING OFF	4
9. CAUTION-ABLE OFFENCES	5
10. SENDING OFF OFFENCES.....	7
11. ASSAULT REPORT	8
12. SPECIAL INCIDENT REPORT	8
13. TEAM OFFICIAL CAUTION REPORT	9
14. TEAM OFFICIAL DISMISSAL REPORT	10
15. DISMISSAL REPORT PLAYER – SAMPLE	11
16. SUMMARY	13



1. OBJECTIVE

- Why you must submit a report.
- The different types of reports.
- The components of a report.
- The sample language for reports.

2. LAW 5 STIPULATES

“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.”

3. IMPORTANT THINGS TO REMEMBER

- Paint a picture for the people reading your report.
- Add enough detail necessary to explain what you witnessed.
- Write the exact words used by players and/or team officials when reporting offensive, insulting or abusive language.
- State only facts! NOT your opinion.



- This report goes to number of organizations (League/District/OS)
- Make sure the report is correct in Law.
- Have an experienced referee review your report prior to submission.

4. ABC

A - Be Accurate in reporting the incident, avoid confusing or conflicting statements.

B - Be Brief, you are required to report only the incident causing the misconduct.

C - Be Clear, stick rigidly to the description of the incident.

5. 5 W APPROACH

- **Where?** Incident occurred.
- **When?** Time of the incident.
- **Who?** Offender's name.
- **What?** Description of incident.
- **Why?** Why did it happen?

Referee's Judgement: Why did you take that action?



6. TYPE OF REPORTS

1. Match report. (Game sheet)
2. Misconduct report. (Caution & Send-off)
3. Assault report. (Referee assault)
4. Special incident report. (Abandoned game, Outside interference by spectators)
5. Any other unusual incident report (Flood lights failed, one team did not show up: etc.

7. MATCH REPORT

1. Better known as game sheet.
2. If no misconduct or other incidents have happened, this report reflects information about the game.
 - Date of the game.
 - Venue.
 - Teams.
 - Score.
 - Goal scorers.

8. MISCONDUCT REPORT – CAUTION & SENDING OFF

1. **MUST** be submitted on the official OS Form.



2. MUST be submitted within the specified time.
3. MUST describe what took place so that someone who was not at the game can clearly understand what happened.
4. MUST be:
 - a. Accurate
 - b. Brief
 - c. Clear
 - d. Complete
 - e. Understandable
5. Remember what you write down in such a report may be used at a hearing, make sure it is factual.
6. REPORTS MUST BE SENT IN. It is an offence to penalize a player for misconduct and not submit a report.

9. CAUTION-ABLE OFFENCES

Ontario Soccer Player Caution Form – Caution Codes

1. Delaying restart of play.
2. Dissent by Word or Action.
3. Entering / re-entering / leaving field of play without the referee's permission.



4. Failing to respect required distance when play is restarted.
5. Persistent infringement of the LOTG.
- 6.1 Unsporting Behavior (USB): Attempts to deceive referee.
- 6.2 USB: Changes places with the GK without the referee's permission.
- 6.3 USB: Reckless foul.
- 6.4 USB: Commits a foul that stops a promising attack.
- 6.5 USB: Goal celebration.
- 6.6 USB: Denies obvious goal scoring opportunity with an attempt to play the ball when referee awards a penalty.
- 6.7 USB: Handles the ball in an attempt to score a goal or prevent a goal.
- 6.8 USB: Makes unauthorized marks on the field of play.
- 6.9 USB: Shows a lack of respect for the game.
- 6.10 USB: Uses a deliberate trick to pass the ball (including from a free kick) to the goalkeeper to circumvent the law.
- 6.11 USB: Verbally distracts an opponent during play or at a restart.
- 6.12 USB: Plays the ball when leaving the field of play.
- 6.13 USB: Other.



10. SENDING OFF OFFENCES

Ontario Soccer Player Dismissal Form – Dismissal Codes

1. Serious foul play.

2. Violent Conduct.

Indicate to whom it was directed – (Player – Coach – Spectator – Match Official – Other):

3. Biting or spitting at someone.

Indicate to whom it was directed – (Player – Coach – Spectator – Match Official)

4. Denying an obvious goal scoring opportunity to an opponent by deliberately handling the ball-free kick / penalty kick restart.

5. Denying an obvious goal scoring opportunity to an opponent moving towards the player's goal – Free kick restart.

6. Denying an obvious goal scoring opportunity to an opponent moving towards the player's goal – Penalty kick restart (holding, pulling, pushing, no possibility to play the ball).

7. Using offensive, insulting, abusive language or gestures. Select if you felt it was: Racial – Homophobic – Sexist – Discriminatory.



8. Received second caution in the same match – do not complete a Caution Report for either caution.

11. ASSAULT REPORT

1. Is to be used to cover all misconducts involving assault.
2. Never strike back if such an action can be avoided.
3. Try to remain calm – it's the hardest thing to do.
4. Get the details down on paper as soon as you can.
5. Consult your assistants and attempt to obtain witnesses.
6. Complete the Referee Assault Form, keep a copy for yourself and send copies to the appropriate bodies.
7. Should you lay charges? Speak to your local Police Station for advice.

12. SPECIAL INCIDENT REPORT

This is to be used to report a special incident that is not covered by a Caution, Dismissal or Assault Form.

- Abandoned Game.
- Outside interference by spectators.
- Any other cause.



- Team not showing up.
- Team with less than 7 players.
- Delay of kick-off.
- Floodlight Failure etc.

13. TEAM OFFICIAL CAUTION REPORT

Ontario Soccer Team Official Caution Form – Caution Codes

1. Clearly/persistently not respecting the confines of their team's technical area.
2. Delaying the restart of play by their team.
3. Deliberately entering the technical area of the opposing team.

Confrontational or Non-Confrontational

4. Dissent by word or action (ex. Throwing / kicking objects, gestures that show lack of respect towards Match.
5. Excessively / persistently gesturing for a red or yellow card.
6. Gesturing or acting in a provocative or inflammatory manner.



7. Persistent unacceptable behaviour (including repeated warning offences).
8. Approaching a match official in a provocative manner during half time or at end of game.
9. Showing a lack of respect for the game.
10. Other – If caution code #10 is selected, briefly explain what caution was for.

14. TEAM OFFICIAL DISMISSAL REPORT

Ontario Soccer Team Official Dismissal Form – Dismissal Codes

1. Delaying the restart of play by opposing team (holding onto the ball, kicking it away)
2. Deliberately leaving the technical area to show dissent or remonstrate with a Match Official.
3. Deliberately leaving the technical area to show act in a provocative or inflammatory manner.
4. Enter opposing technical area in an aggressive or confrontational manner.
5. Entering the field of play to confront a Match Official or interfere with play, opposing player, or a match official.
6. Physical or aggressive behaviour toward any person.



7. Receiving a second caution in the same match - do not complete a Caution summary report for either Caution.
8. Using offensive, insulting, abusive language/gestures. Also indicate if the language was Racial, Homophobic, Sexist or Discriminatory.
9. Violent conduct.
10. Using unauthorized electronic or communication equipment.
11. Confronting a Match Official in an aggressive manner at half-time or at the end of the game.
12. Other: If caution code #12 is selected, you must briefly explain in the box provided.

15. DISMISSAL REPORT PLAYER – SAMPLE

Where: Just outside Red team's penalty area

When: 10th minute of 2nd half of the match

Who: Red team player #3 (Jim Jones)

What: What happened?

Yellow team player #21 (Peter Smith) and Red team player #3 (Jim Jones) were challenging for the ball. Red team player #3 lunged at player #21 from the front with both feet off the ground, using excessive force, making forceful



contact with the player's upper shin area and clearly endangering the safety of his opponent.

What action did you take?

Stopped game and gave Red team player #3 (Jim Jones) a red card and send him off the field.

Why: Why did you take that action?

At the time of the incident, I was about 10 yards away and had a clear, unobstructed view. I stopped play and showed player #3 (Jim Jones) of the Red team the red card

Why did you dismiss?

Send the player off for 'serious foul play.'

DESCRIPTION OF INCIDENT

In the 10th minute of the 2nd half of the match, the play was just outside the Red team's penalty area. Yellow team player #21 (Peter Smith) and Red team player #3 (Jim Jones) were challenging for the ball. Red team player #3 lunged at player #21 from the front with both feet off the ground, using excessive force, making forceful contact



with the player's upper shin area and clearly endangering the safety of his opponent.

At the time of the incident, I was about 10 yards away and had a clear unobstructed view. I stopped play and showed Player # 3 of the Red team the red card and send him off for serious foul play.

16. SUMMARY

1. Quote the FULL name of the player and his team and the competition.
2. Clearly indicate the OFFENCE for which the player was cautioned or send off under the provisions of Law 12, as detailed in the "Laws of the Game".
3. Report the INCIDENT accurately, briefly and clearly. Do not confuse the OFFENCE and the INCIDENT.
4. The following points may be of relevance and help to build up a general picture:
 - The time at which the incident took place.
 - The position at which the incident took place.
 - As referee, your position and distance from the incident.



5. Present your report in the most legible manner. If your handwriting is difficult for others to read, then please print it or type it if possible.
6. Do, please, check your spelling! Almost every important word that you will need to use is in the “Laws of the Game”. Remember, a copy of your report is sent to the player and team concerned.
7. Remember, to save a copy of your report for your own future reference.
8. Don’t forget to sign the report, date it and submit it immediately.
9. Remember to report the facts:
 - Accurately
 - Briefly
 - Clearly