

Instructions to completing the Club Referee Match Report Form

If after being shown the **RED** Card the player commits more offences you are required to complete a report for each offence. There is a descriptor in law 5 point 18 now.

1. If you are doing this on a computer at this point save the document with the following format
(Hint: use save as)

2.

JNRYYYMMDD Referees Name #	
First three Characters should be a three letter code describing the competition	STA = State League ASM = Amateur / Social / Masters LAD = Ladies JNR = Junior / Youth / Girls Only
Next eight Characters are a date code to indicate the date of the game	YYYY = 2004 MM = 01 Through to 12 DD = 01 to 31
Referees Name	First and Last name of the report writer
If more than one report for the day then add a number starting at 1 and increment for each subsequent report	# = number
Example JNR20040523 John Smith John Smith sent off a player in a Junior League game on the 23 rd May 2004	

If you have sent off more than one player on that date place a 1 after your name for the first report and 2 for the second and keep going until there are no more reports for that day.
(JNR20040523 John Smith 3) third send off on the day.

3. Identify the Competition (cross the appropriate box)
4. Identify yourself and your role in the match [i.e. Referee, Assistant Referee, 4th Official] (2 items)
5. Identify the match (6 items)
6. Identify the person being reported (4 items) **This means the name of the person**
7. Identify the minute of the game when the player was sent off. (eg 25th, 66th)
8. Indicate the reason
 - a. Place only one cross in the first 6 areas of send off offences (**Red cards 1 - 6**), with an extra mark where indicated if the offence was committed against a match official
 - b. Both minutes for the two offences if the player is sent off for two cautions (**Red card 7**) **and** (**Yellow cards 1 - 7**)
 - c. One cross if this is for any of the Law 5 dot point 18 incidents.
9. Describe the incident clearly and concisely (If you need assistance ask for it)
10. **Save the document** (the footer at the bottom of the pages will automatically change to give you a report number based on the file name)
11. Send this report to Football West
 - a. Email info@footballwest.com.au
 - b. Post PO Box 214, Maylands 6931
 - c. Hand deliver Gibbney Reserve, Ferguson St, Maylands 6051
 - d. Fax (08) 9271 7299