

Incident Report Writing Guide

Your role as a referee does not end at the final whistle. Post-match administration, particularly completion of incident reports, is vitally important. Incident reports are official documents and should be carefully checked/proofread before being submitted.

All incident reports are submitted online [here](#) through the Football West website by 12pm on the next business day. Once you click submit, you will receive a copy to your email address.

Key point to remember for incident reports are:

1. Use the correct terminology in the Laws of the Game.

It is essential that the terminology used in your report is consistent with the Laws of the Game. The most common error is the use of the term “reckless” (yellow card) instead of “excessive force” (red card) to describe an offence for which a player was sent off.

Do not use incorrect terms such as “penalty box”, “18-yard box”, “linesman” etc. and do not use referee abbreviations/jargon such as SPA, DOGSO etc. – state the full and correct terminology in the Laws of the Game (penalty area, assistant referee etc.).

2. Include only relevant details (facts) in your report.

Incident reports must be concise while still containing all relevant information.

Examples of relevant details to include:

- The opponent’s ankle was broken as a result of the challenge
3. If you are reporting offensive, insulting or abusive language and/or gestures, the full words must be included in the report (not using *#!)
 4. Ensure that your reports cover all offences committed.

If the player concerned committed any further offence after being sent off, this can also be reported on the same incident report, but please ensure that you make it clear that a separate offence has been committed. Examples of such offences are refusing to leave the field, further acts of violent conduct etc., however if you are reporting two or more persons within the same incident, then a separate report must be submitted for each person.

5. Another match official (e.g. assistant referee) who has brought an incident to the attention of the referee must also submit an incident report.

Sample Incident Reports

1. **Denying the opposing team a goal or an obvious goal-scoring opportunity by a handball offence (except a goalkeeper within their penalty area)**

In the 4th minute the reported player was standing on the goal line between the goal posts. From a header by an opponent, the ball was going into the goal. The reported player then reached to his left and punched the ball over the crossbar, thus preventing a goal being scored. I stopped play to award a penalty kick, showed him the red card and sent him from the field of play for denying a goal by a handball offence. I was approximately 15 metres from the incident with an unobstructed view.



2. Denying a goal or an obvious goal-scoring opportunity to an opponent whose overall movement is towards the offender's goal by an offence punishable by a free kick (unless as outlined below)

In the 88th minute the reported player tripped an opponent in a careless manner 5 metres outside her own penalty area. This denied an obvious goal scoring opportunity, so I awarded a direct free kick, showed the reported player a red card and sent her from the field of play for denying an obvious goal-scoring opportunity by an offence punishable by a free kick. I was approximately 10 metres from the incident with an unobstructed view.

3. Serious foul play

In the 30th minute the reported player lunged at an opponent, making a tackle with excessive force while challenging for the ball and making contact with studs on the shin of the opponent. The opponent was seriously injured and an ambulance was called. I awarded a direct free kick, showed the reported player a red card and sent her from the field of play for serious foul play. I was approximately 10 metres from the incident with an unobstructed view.

4. Biting or spitting at someone

In the 70th minute the reported player spat on an opponent's face from a distance of 2 metres while the ball was out of play. I showed the reported player a red card and sent him from the field of play for biting or spitting at someone. I was approximately 5 metres from the incident with an unobstructed view.

5. Violent conduct

In the 50th minute the reported player struck an opponent in the face with his fist using excessive force whilst not challenging for the ball. I showed the reported player a red card and sent him from the field of play for violent conduct. I was approximately 10 metres from the incident with an unobstructed view.

6. Using offensive, insulting or abusive language and/or gestures

On the field of play immediately following the final whistle, the reported player gestured his middle finger at me from a distance of 10 metres. I showed the reported player a red card and sent him from the field of play for using offensive, insulting or abusive language and/or gestures.

7. Receiving a second caution in the same match

In the 13th minute, the reported player delayed the restart of play by kicking the ball away. I showed the reported player a yellow card. In the 14th minute, the reported player showed dissent by action by sarcastically clapping my decision. I showed the reported player a yellow card and sent her from the field of play for receiving a second caution in the same match.

8. Team Official sent off

In the 50th minute, the reported team official threw a water bottle at a player with excessive force. I awarded a direct free kick and sent him off (red card) for violent conduct.