



USSF – Referee Administrative Handbook

MISCONDUCT REPORT WRITING

Referees' Misconduct Reports must be professional and concise, and yet complete. Supplemental reports should be filed when necessary to provide a complete description of an incident.

1. The misconduct report should include:

- A. the teams (the full and correct names of the competing teams)
- B. the venue and date of the match
- C. the competition (league, tournament, etc.)
- D. the player's name, jersey number, registration card, team
- E. reason for report (i.e., specific Law 12 reason)
- F. action taken
- G. the incident (i.e., description of what actually happened stating only the facts, with no opinions, and no recommendations)

2. The incident (G) must be:

- A. as you saw it (there is no substitute for the facts)
- B. brief, but containing enough evidence and information to enable a disciplinary committee to understand what happened. This description would include the reaction, if any, of the player(s) and others.

3. Make certain that your assistant referees have all the above details before leaving the field.

4. Remember that each incident meriting a report must have a separate report; e.g., two players who are sent off means two separate reports.

5. Present your report in the most legible manner. If your handwriting is difficult for others to read, then print it or type it if at all possible.

6. Check your spelling! Almost every important word is in the current FIFA Laws of the Game or can be located on the FIFA web page (www.FIFA.com).

7. The report is filed within forty-eight (48) hours. Make certain you have your name on it. (Your address and phone numbers should be on a separate cover page.) Remember to retain a copy of the report for future reference.

8. If the report contains the actual offensive, insulting or abusive language that was used and is being reported, then you should notify the addressee with a precautionary warning on the cover letter or on the outside envelope.

9. The report is sent to:

A. General Cases of Misconduct -
Local League
Local Soccer Association
Area (or District) Referee Administrator

B. Referee Assault & Referee Abuse -

1) League Play:

State Presidents or their designee
Local League
State Referee Administrator (SRA)
The relevant Police Department (if charges are filed)

2) Tournaments/Special Events:

Tournament Director/Cup Coordinator (on day of incident)
Home state SRA (within 10 days)
The relevant Police Department (if charges are filed)

POLICY:

Guidelines For Referees Appearing before a Disciplinary Committee

Misconduct reports must be sent to the appropriate authorities within the stipulated time. It is your duty to acknowledge all correspondence relating to the misconduct report and to provide advice, including your availability or otherwise, to attend any disciplinary committee meeting when requested. Such requests are not made lightly and if you are invited to appear before the disciplinary committee, you should make every effort to attend.

1. Take a copy of your misconduct report and your match record card with you. This will help you to recall the incident clearly.
2. Take pride in your personal appearance at such a committee, since this will be an indication of your professionalism and will enhance your credibility as a witness.
3. Arrive in plenty of time and introduce yourself to the Secretary of the Committee. Claim only expenses to which you are entitled.
4. Answer all questions clearly and briefly. Do not over elaborate or change the content of your report under pressure. You may well wish to begin by stating that you have nothing further to add to your written report.
5. Remain cooperative throughout the proceedings.
6. Do not become involved in discussion, debate or argument with any other party who may be in attendance.
7. Remember that the final decision taken by the Committee will be its judgment based on all the evidence presented. It is not for you to pass opinion or judgment on it

(Approved by the Referee Committee 8/26/1995)