HVSRA

REPORT WRITING MANUAL

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INTRODUCTION

All Referee Reports should be submitted on a USSF Report (and, if necessary, a Supplemental Report) form. Both the Referee Report and the Supplemental Report can be downloaded from Arbiter or the HVSRA website.

A referee assignment IS NOT COMPLETE until a written, signed report is submitted to the proper authority. It is IMPORTANT the report be submitted in a TIMELY MANNER (usually within 48 hours after the contest ended) so the govern body of the contest can close out their game records; or, if necessary, address issues of misconduct or unusual incidents.

The Referee Report consists of two pages. The PRIMARY page is called the Referee Report and is ALWAYS submitted. The second page is titled the Supplemental Report and is submitted when circumstances require.

THE REFEREE REPORT

The top half of the Referee Report is self-explanatory. All information should be filled in. If a particular blank is not applicable, “N/A” should be written in:

 For example: if a referee is using club linesmen to assist with balls out of play, the word *club* should be written in the space for Assistant Referee #1 and #2, and the Fourth Official space should be *N/A*.

All information for the top half of the Report can be obtained from the lineup cards, pregame conference if working with assigned ARs, or records kept during the game. All information should be verified before leaving the field at the end of the game.

Skipping to the bottom of the Report be sure to fill in the personal information including an email address and phone number (include the area code) and, if you have printed out the form and are hand writing the report, print your name. **It is recommended that you refer to the Arbiter Main Page tab and follow the instructions for filing your report with that particular league.**

The second half of the Referee Report lists Cautions (Yellow Cards) and Send Offs (Red Cards). These sections require attention to detail.

It is important at the equipment and passes verification check you ensure the player is wearing the shirt number listed on the lineup form. The shirt number is the only player identification you have during the game. The Pass/ID Number for the Report will be obtained by cross reference from the lineup form when writing your Report.

There are only seven reasons for issuing a Caution and seven reasons for Sending Off a player. There are only three reasons for issuing a Caution to a substitute. A substitute can be Sent Off for any of the Sending Off offenses; however, some are not applicable. If you are uncertain about the REASON to record, contact an **HVSRA instructor** or the **Report Coordinator – Harry Abel cell# 914-204-3958** for guidance. You can simply list the official code rather than write out the reason.

**The Seven Cautionable Offenses for Players:**

**Reason Code**

Persistent Infringement PI

Unsporting behavior UB

Failure to respect the required distance FRD

Delaying the Restart DR

Leaving the field w/o the referee’s permission L

Entering or re-entering the field w/o the referee’s permission E

Dissent DT

**The Three Cautionable Offenses for Substitutes:**

**Reason Code**

Delaying the Restart DR

Unsporting Behavior UB

Dissent DT

**The Seven Send-Off Offenses:**

**Reason Code**

Language that is offensive, abusive or insulting L

Obvious goal scoring opportunity denied – Foul DGF

Serious foul play SFP

Violent Conduct VC

Obvious goal scoring opportunity denied – Handling DGH

Spitting S

Second Caution 2CT

THE SUPPLEMENTAL REPORT

The Supplemental Report is used for two purposes:

1. To augment information on the Referee Report

2. Provide essential information not presented on the Referee Report

**Augmenting Referee Report Information**

Any Caution (Yellow Card) for UB requires a Supplemental Report. All the other reasons for a caution are self-explanatory; and, thus, do not require a Supplemental Report. Unsporting Behavior encompasses a multitude of offenses. Therefore, an explanation of the Unsporting Behavior must be included.

 For example: If a player is cautioned for a **reckless** tackle, the reason for the caution is UB. The Supplemental Report would reference the caution to the player with the explanation as “recklessly tackled an opponent.”

 Another example of UB: A player celebrates a goal in an excessive manner. The player is cautioned for UB on the Referee Report and the cross-reference explanation on the Supplemental Report states “celebrated a goal in an excessive manner.

All Send Off offenses (Red Cards) require a Supplemental Report giving a detailed explanation for the reason (cross-referenced on the Referee Report) that the player was sent off. This information is essential for the governing authority to take appropriate punitive action.

**Providing Essential Information Not Presented On the Referee Report**

If an event occurs that requires notification to the governing body, it should be noted on the Supplemental Report.

For example: If a serious injury occurs (when an ambulance is summoned or the individual is or might be taken to a medical care facility or doctor), it should be noted on the Supplemental Report. A simple indication of the injury is all that is needed.

For example: Player (name and pass number) sustained a shoulder injury in the second half of the game.

Another example: If a game is abandoned or terminate, it is important for the governing body to know when the game was stopped with a full explanation of the circumstances.

TAKING NOTES DURING THE GAME

It is important to take good notes once you come to the game venue. Before, during and, if necessary, after the game. The data collected is the raw data from which you will write your Referee Report and Supplemental Report. Every referee has his or her own technique for recording data. Be sure you are able to write clear, concise notes that enable you to write clear, concise Reports.

CONTACTS FOR HELP

Should you be in doubt about your report, contact either an **HVSRA instructor** (HVSRA Website) or **HVSRA Report Coordinator** (Harry Abel – cell phone 914-204-3958) to assist you.