

## How to Write a Misconduct Report

Misconduct report writing requires facts about the incident(s) and references to the Laws of the Game (offenses) to be accurately processed. Many disciplinary committee reviewers are not soccer referees; therefore, officials need to provide as much information as possible to uphold a proper and accurate discipline for the offender.

All misconduct reports consist of two sections: A fill in the blank section (who, what, where, when), and a narrative section to write a description of the incident.

### What do I need for the Misconduct Report?

- 1) Your match report/match notes and Team Rosters to verify names of offenders.
- 2) Current FIFA LOTG to Reference Law 12 for Fouls and Misconducts.

### How do I file a Misconduct Report online with NCREF's (Ridgestar)?

- 1) Select Referee tab, then Misconducts.
- 2) Click the [Prompt](#)  in the sentence *Initiate a New Misconduct by clicking the [Prompt](#)  Symbol.*
- 3) Enter the match number and click Retrieve.
- 4) Enter all information in both sections and Submit.

### What do I write in the Misconduct Report?

The fill-in information is basic game information you have from player rosters and match report/notes. Most of match info is auto filled (game date, time, location, league div, teams). Just enter **WHO** the offender was, player or Coach, their name, number and which team they represent. Team ID is not needed. Next, enter the offense either a caution or sendoff, then the Law 12 Misconduct (reason) **WHAT** (6 YC or 7 RC offences). Click on the field outline approximately **WHERE** the incident occurred. Last, enter the approximate time during the match the incident occurred (**WHEN**).

The narrative section of the report, or description, is a summary of the above information (Who, What, Where, When) with a **HOW** added. This is usually adding a part of the body that was struck, if this was a player fouled, or something that was said by a player or coach for a verbal offense. Avoid the **WHY** question as to what the offender did as this is usually based on your opinion(s). Leave that up to the disciplinary committee to determine.

When both sections are completed, click "Submit". If changes are needed after you submit your report, go back to misconducts under Referee tab and see your filed report. Open it up again, enter the new information and click update.

### Deadline for filing Misconduct Reports and Assignor notification.

Misconduct reports are required to be completed and filed electronically on the NCREF's website within 24 hours of match completion. You should also notify your Referee Assignor by phone/text for any Sendoffs within a few hours after the completion of your match. This will help you and the Assignor determine if any further reports may need to be filed, like a Supplemental. This also helps the Assignor understand your actions if other third parties call/email on match incidents. Furthermore, this will also answer any questions you may have on filing a Misconduct Report.

## Sample Incidents:

### **1) Reckless tackle lower leg (UB) - #99 Mr. Mangle, Northwest FC, 32min near midfield.**

In the 32<sup>nd</sup> min (**WHEN**), #99 Mr. Mangle of Northwest FC (**WHO**), committed a *Reckless* slide tackle (**WHAT**) (**LAW 12 Reference - DFK**) at a frontal angle into the lower leg (**HOW**) of a Seattle FC midfielder near midfield (**WHERE**). I stopped play, showed Mr. Mangle a yellow card and cautioned him for Unsporting Behavior (**LAW 12 Reference - Misconduct**).

### **2) Reckless push with disregard of the players safety (UB) - #2 Mr. Muscle, Northwest FC, 87min near goal line.**

In the 87<sup>th</sup> min, #2 Mr. Muscle of Northwest FC, pushed in the back of a Seattle FC defender with both hands as the defender was shielding the ball near his goal line. The defender fell to the turf. I stopped play, showed Mr. Muscle a yellow card and cautioned him for Unsporting Behavior for a *Reckless Push*.

### **3) Careless trip lower leg – Tactical foul – stopping a promising attack (UB), #13 Mr. Cheater, Northwest FC, 28<sup>th</sup> min, just inside the Northwest FC Penalty Area.**

In the 28<sup>th</sup> min, #13 Mr. Cheater of Northwest FC carelessly tripped a Seattle FC attacker in the lower leg just inside the Northwest FC Penalty Area. I stopped play, showed Mr. Cheater a yellow card and cautioned him for Unsporting Behavior for a *tactical foul – stopping a promising attack*.

### **4) Player/Coach Remark - “You are the worst ref ever!” (DT), #9 Ms. Ridicule or Ms. Coach Ridicule, Northwest FC, 36 min near midfield or bench area.**

In the 36<sup>th</sup> min, #9 Ms. Ridicule or Ms. Coach Ridicule of Northwest FC Yelled to me for all to hear “You are the worst ref ever!” near midfield or Bench Area (Coach). I stopped play, showed Ms. Ridicule/Coach Ridicule a yellow card and cautioned her for Dissent.

### **5) Repeated fouling by player (PI) - #4 Mr. Hacker, Northwest FC, 54<sup>th</sup> min, 10 yds past midfield.**

In the 54<sup>th</sup> min, #4 Mr. Hacker of Northwest FC, carelessly kicked a Seattle FC opponent as the opponent was dribbling the ball 10 yards past midfield. Mr. Hacker had *committed several careless fouls earlier in the match* and had been verbally warned. I stopped play, showed Mr. Hacker a yellow card and cautioned him for Persistent Infringement.

### **6) Player committing Second Caution – reckless charge (SO-2CT) - #10 Mr. Enforcer, Northwest FC, 76<sup>th</sup> min, 5yds outside Penalty Area. (Report filed as a Send-off).**

In the 76<sup>th</sup> min, #10 Mr. Enforcer of Northwest FC, who was cautioned in the 22<sup>nd</sup> min for Unsporting Behavior, committed a *reckless charge* into the side of a Seattle FC attacker. I stopped play, showed Mr. Enforcer a yellow card and cautioned him for Unsporting Behavior. Mr. Enforcer was then shown a red card and sent off for receiving a *second caution* in the match.

**7) Player violently pushing opponent (VC) - #12 Mr. Angry, Northwest FC, 66<sup>th</sup> min, near midfield. (Report filed as a Send-off).**

In the 66<sup>th</sup> min, #12 Mr. Angry of Northwest FC, *violently* with excessive force pushed a Seattle FC midfielder in the back with both hands, knocking him to the turf. The Seattle FC midfielder had just carelessly fouled Mr. Angry and play was stopped for the foul when Mr. Angry retaliated. I showed Mr. Angry a red card and sent him off for Violent Conduct.

**8) Coach repeated challenges of referee decisions (DT) – Coach Complainer – Northwest FC, 76<sup>th</sup> min, Bench Area.**

In the 76<sup>th</sup> min, while the ball was in play, Coach Complainer of Northwest FC, challenged a referee's decision for the 5<sup>th</sup> time during the match. Coach Complainer was *warned* earlier in the match to stop. I stopped play, showed Coach Complainer a yellow card and cautioned him for Dissent for *repeated disagreements of match official's decisions*.

**9) Coach using Abusive Language at match official or anyone (AL) - Coach Foul Mouth – Northwest FC, 82<sup>nd</sup> min, Bench Area. (Report filed as a Send-off).**

In the 82<sup>nd</sup> min, during a stoppage of play for a DFK for Seattle FC, Coach Foul Mouth of Northwest FC said to me, for all to hear, "F\*\*k You A\*\*hole" while arguing with the referee crew regarding a yellow card one of his players had received. I showed Coach Foul Mouth a red card and sent him off for using Abusive language at a match official. Coach Foul Mouth continued using Abusive Language while leaving the field saying "You're a f\*\*king idiot".

**Note** – For Dissent and Abusive/Offensive Language, write the actual quote of what was said. Also, if the match was terminated for Referee Abuse or Coach refusing to leave the facility, include it in the report description and notify your Assignor.

**Glossary – Terms used in the Laws of the Game:**

**Careless** - DFK Foul by lack of attention or consideration when making a challenge or acts without precaution. No discipline needed unless tactical (UB) or persistent (PI) – Caution.

**Reckless** – DFK Foul when player acts with *disregard to the danger to, or consequences for, an opponent*. Use with DFK contact fouls for Unsporting Behavior (UB) – Caution.

**Excessive Force** – When a player exceeds the necessary use of force and/or *Endangers the safety of an opponent*. Use with Serious Foul Play (SFP) – Send Off.

**Stopping a Promising Attack (Tactical Foul)** – Foul which interferes with or stops a promising attack. Use with all DFK fouls, especially Holding, with Unsporting Behavior (UB) – Caution.

**Violently/ Brutality** – Ruthless Act or Deliberately Violent. Use with Violent Conduct (VC) – Send Off.