

## Match and Incident Reports

An old adage states that the job isn't finished until the paperwork is done. This is certainly true for soccer officials.

Match and incident reports are an important responsibility. In many cases, the referee's report serves as the official record of the game. Competition authorities rely on reports for everything from scores that affect league standings to descriptions of events that may require suspensions or other administrative sanctions.

The following questions and answers provide general guidelines for writing reports.

### 1. Which competitions require reports?

Minnesota Youth Soccer Association:

- MYSA requires reports after all league matches.
- MYSA does not require reports for routine rec plus games but referees must report unusual incidents (see question 3 below).
- Referees do not have to submit reports for rec games.

Minnesota State Referee Committee:

- The SRC requires reports of all red cards.
- Referees also should report any other incidents involving negative behavior towards officials.

Minnesota State High School League:

- MSHSL does not require reports after routine games.
- Referees must report unusual incidents (see question 3 below).

### 2. Who is responsible for submitting reports?

In most cases, only the referee has to submit a match or incident report. After the game, the referee should consult with other members of the officiating crew to confirm goals, misconduct, and other details that will form part of the report.

When other crew members witness serious misconduct or other incidents that occur out of the view of the referee, they must submit separate reports. They should advise the referee when they do so.

### 3. What information should be included in reports?

Reports must include all information routinely required by competition authorities. For example, referees for MYSA league games must report scores and any discrepancies with the online team check-in procedure.

Reports also must include unusual incidents including:

- Weather delays and cancellations (MYSA).
- Problems with facilities or equipment (MYSA and MSHSL).
- Serious injuries, including any injuries that prevent players from returning to the game and any head injuries (MYSA and MSHSL).
- Misconduct: cautions (MYSA) and send offs/dismissals/disqualifications (MYSA and MSHSL).
- Further misconduct after being sent off/dissmissed/disqualified (MYSA and MSHSL).
- Interference by spectators (MYSA and MSHSL).

Referees also should report positive incidents such as exceptional displays of good sporting behavior.

Reports should be *complete, objective, and concise*.

- *Complete:* State when and where the incident occurred, who was involved, what happened, and how you dealt with it. Be sure to describe misconduct: explain what the individual said or did that led to a caution, send off, or dismissal. This information will help the competition authority determine the appropriate suspension or other administrative punishment for the offense.
- *Objective:* Include only accurate and relevant facts. Do not add personal opinions, emotions, or suggestions.
- *Concise:* Use simple, clear, and brief language with correct grammar, spelling, and terminology.

#### **4. When are reports due?**

Competition authorities need to receive reports promptly so they can take appropriate action in a timely manner.

If you have to submit a report, you should do so before midnight on the day of the match. If this is not possible, you must submit the report no later than 10:00 the following morning.

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