



# ANALYSIS OF MATCH SITUATIONS Considerations

## Reason for Sanctions

## Report Writing Guidelines



Date: May 2015

# **INTRODUCTION**

This booklet will consist of considerations for analysis of match situations, reasons for cautionable offences, sending off offences and report writing guidelines.

The considerations will assist you to decide decisions for match situations based on the principle of The Laws of the Game.

Furthermore, for consistency and uniformity in preparing match reports / incident / supplementary reports, it also will assist to identify the appropriate reasons as stated in the Laws of the Game for Cautionable and Sending off offences.

It is very important that the reason for showing a yellow/red card is described as per the Laws of the Game in the relevant reports.

A complete report will cover the; who, what, where, when, how and why. The report writing guidelines will assist you to look into this matter in details.

The “**Considerations, Reasons and Report Writing Guidelines**” are the most recent updates as of May 2015.

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**Fouls & Misconduct: Careless, Reckless, Using Excessive Force and Violent Conduct**

1	Does the player show a lack of attention or consideration when making his challenge?
2	Does the player act without precaution when making the challenge?
3	Does the player make fair or unfair contact with the opponent after touching the ball?
4	Does the player act with complete disregard of the danger to his opponent?
5	Does the player act with a complete disregard of the consequences for his opponent?
6	Does the player have a chance of playing the ball in a fair manner?
7	Is the challenge putting an opponent in a dangerous situation?
8	Does the player touch the ball after making contact with the opponent?
9	Does the player far exceed the necessary use of force when making the challenge?
10	Does the player use brutality against an opponent when challenging?
11	Is the challenge clearly endangering the safety of the opponent?
12	What degree of speed and/or intensity is the player using when making the challenge?
13	Does the player show clear malice when making the challenge?
14	Does the player lunge at an opponent from the front, from the side or from behind?
15	Which part of the body has the player used to make contact?
16	Does the player use his studs when making a tackle?
17	On which part of the opponent's body is contact made?
18	In what direction are the tackler's feet pointing?
19	Is the player challenging for the ball at the moment the contact is made?
20	Does the player(s) charge the opponent in a fair manner?
221	Do you consider the foul an act of violent conduct or a serious foul play?
222	Has the challenge been committed in a fair manner or a careless manner?
248	Does the player use his arm as a 'tool' or a 'weapon'?
249	Does the player challenge for the ball in a fair manner?

**Breaking up a Promising Attack**

21	What is the distance between the offence and the goal?
22	Does the player have control of the ball?
23	Can the player gain control of the ball?
24	What is the direction of play?
25	How many defenders are involved in the situation?
26	Where are the defenders located?
27	How many attackers are involved in the situation?
28	Where are the attackers located?
29	How many options to pass the ball did the player have when he was fouled?
30	Does the challenge break up a promising attack?

### Denying a Goal or a Goalscoring Opportunity

31	What is the distance between the offence and the goal?
32	Does the player have control of the ball?
33	Can the player gain control of the ball?
34	What is the direction of play?
35	How many defenders are involved in the situation?
36	Where are the defenders located?
37	Is the offence a direct free kick or an indirect free kick?
38	If there is no offence, does the player have an obvious opportunity to score a goal?
39	Does the player deliberately handle the ball to deny the opposing TEAM a goal?
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### Handling the Ball

41	Is the hand moving towards the ball or is the ball moving towards the hand?
42	Are the player's hands or arms in a "NATURAL POSITION" or an "UNNATURAL POSITION"?
43	Does the player attempt to avoid the ball striking his hand?
44	Does the ball strike his hand from a short or from a long distance?
45	Does the player use his hand or arm to deliberately touch or block the ball?
46	Does the player prevent an opponent gaining possession of the ball by handling it?
47	Does the player attempt to score a goal by deliberately handling the ball?
48	Does the player prevent a goal by deliberately handling the ball?
49	Does the player prevent an obvious goalscoring opportunity by deliberately handling the ball?
50	Does the player try to deceive the referee by handling the ball?
256	Is the ball moving in the direction of the goal?

### Holding an Opponent

51	Does the player hold an opponent to prevent him gaining possession of the ball?
52	Does the player hold an opponent to prevent him taking up an advantageous position?
53	Does the player deny an obvious goalscoring opportunity by holding an opponent?
54	Does the player hold an opponent with his hands or with his body?
55	Does the player hold an opponent for tactical purpose of pulling the player away from the ball?
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### Simulation

61	Is there contact between the players involved?
62	Does the attacker use the slight contact to deceive the referee?
63	Has the attacker initiated the contact between his opponent and himself?
64	Is there fair/normal contact between the players, resulting in no offence being committed?
65	Has the attacker anticipated the contact between his opponent and himself?
66	Who was the initiator of the contact?
67	Has the player 'over' exaggerated the seriousness of the foul committed?
68	Does the player simulate a foul to win a free kick?
69	Does the player attempt to deceive the referee?
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### Confrontation

71	Were the original or initial offenders punished appropriately?
72	Were the actions of the players involved excessive with regard to physical contact?
73	Did the player(s) become involved unnecessarily by running from some distance?
74	Are the ARs effective in helping to prevent further confrontation between players?
75	Does the referee get "too close" to the incident and become caught up in the confrontation?
76	Does the referee remain calm when dealing with confrontation?
77	Does the referee touch or push the players?
78	Does the referee try to separate the first players at the beginning of the confrontation?
79	Does the 4th Official act appropriately?
80	Should any of the match officials make physical contact with players or members of the technical area?
223	Was at least one player from each team involved in the confrontation identified and punished appropriately?

### Management of Restart

81	Were the referees' management skills effective in controlling the restart of play?
82	Does the referee indicate to the kicker to wait for a signal to restart play?
83	Does the referee succeed in ensuring that the defensive wall retreats 9.15m and remains so?
84	How far away are the defensive players when the free kick is taken?
85	Does the referee take up the most advantageous position for the restart?
86	Is the ball placement acceptable?
87	Did the defender try to impede a quick restart?
88	Did the player provoke a confrontation by deliberately touching the ball after the referee had stopped play?
89	Did the player appear to take a restart but suddenly leave it to one of his team-mates to take it?
90	Does the referee indicate or acknowledge the restart of the match after it has been stopped?
224	Were disciplinary sanctions correctly applied?

255	Should the referee allow a 'quick' free kick in this situation?
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### **Advantage**

91	Is there a team benefit if the referee applies the advantage?
92	Did the fouled player still have possession of the ball after the foul was committed?
93	Is there more of a benefit in applying advantage or awarding a free kick?
94	Does the foul committed deserve a yellow card?
95	Does the foul committed deserve a red card?
96	Is the foul committed near the penalty area?
97	Does the fouled player have space to progress?
98	Are there team-mates in a good position to pass the ball to?
99	After advantage has been applied, should the referee return to administer a disciplinary sanction?
100	Where on the field of play did the offence occur?
225	Should the tempo/temperature of the match be considered?
226	If the player who committed the first offence had previously been cautioned, would it have been advisable to allow play to continue?
250	Is there a chance of an immediate attack?
254	Could the referee adopt "wait and see" approach by delaying the whistle?

### **Dissent**

101	Does a player show dissent by protesting verbally (by word)?
102	Does a player show dissent by protesting non-verbally (by action)?
103	Does a player act in a manner that shows a lack of respect for the game?
104	Could dissent have been avoided if the referee or AR had intervened quicker?
105	Does the referee support his colleague following a reaction by a player to a decision made by an AR?
106	Is the correct disciplinary sanction (yellow or red card) applied?
107	Does the referee correctly differentiate between frustration and dissent?
108	Does the captain of the team show dissent by protesting?
109	Does a player attempt to get an opposing player cautioned by waving an 'imaginary card'?
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### **Body Language**

111	Does the referee show signs of uncertainty?
112	Does the referee's body language show confidence or alertness?
113	Is the referee slow to react following an incident?
114	Have the referee's actions inflamed the situation?
115	Has the referee remained calm and in control?
116	Has the referee been influenced into taking disciplinary action?
117	Does the referee use the whistle appropriately?
118	Does the referee use the cards appropriately?

119	Does the referee make the signals according to the guidelines for referees?
120	Does the referee make his message clear to the player(s) involved?
227	Does the referee raise his profile appropriately in more demanding situations?
228	Should a referee remain 'neutral' and not make movements as though he is going to issue a disciplinary sanction?

### **Concentration / Awareness**

121	Is the referee aware of a possible conflict in allowing the game to continue?
122	Is there immediate communication between the match officials to avoid unnecessary protests or appeals?
123	Does the referee keep his focus and concentration throughout the incident?
124	Is the referee in a good position to make the correct decision?
125	Is the communication process appropriate in deciding who the offending player is?
126	Why is the disciplinary sanction shown to the wrong player?
127	Is the referee aware of what the law allows in certain situations?
128	Is the player guilty of persistently infringing the Laws of the Game?
129	Is the referee aware of the tactical play of a team that breaks up play or targets individual opponents?
130	Does the referee protect a player(s) from potential serious injury?

### **Teamwork**

131	Is the AR closer to the action than the referee?
132	Does the AR have a better view of the incident than the referee?
133	Does the referee have a better view of the incident than the AR?
134	Is the signal from the AR to the referee clear?
135	Did the referee make a decision before the signal by the AR?
136	Does the incident happen out of the view of the referee?
137	Does the AR inform the referee about any misconduct?
138	Should one of the match officials have seen the incident?
139	Should the fourth official intervene if none of the other officials saw the incident?
140	Has teamwork broken down because of a lack of concentration ?
229	Is the AR or AAR closer to the action than the referee?
230	Does the AR or AAR have a better view of the incident than the referee?
231	Does the AR or AAR inform the referee about any misconduct?
232	Should the AAR intervene if none of the other officials had seen the incident?
233	Should the referee be aware of 'upper body' or contact with the hands/arms when the Assistant is focused on the ball being in or out of play?
234	Does the Referee or Assistant Referee or AAR have a clear view of the incident?
235	Is the decision given by the Referee or Assistant Referee credible given the distance they are from the incident?

### Offside

141	Is the assistant referee in a good position to judge offside?
142	Is the player in an offside position? If so, which part of the body?
143	Is the player in an offside position interfering with play by touching the ball?
144	Is the player in an offside position interfering with the goalkeeper? If so, how?
145	Is the player in an offside position interfering with an opponent? If so, how?
146	Does the player in an offside position gain an advantage?
147	Will the ball go to a player who was previously in an offside position after a rebound from an opponent?
148	Does the assistant referee adopt the “wait and see” technique?
149	Is there any other team-mate in an onside position who has a chance to play the ball?
150	Does the player in an offside position challenge his opponent for the ball?
236	Does the Assistant referee give the benefit to the attacking player when the defender and attacker are in line?
237	Could the field markings help the AR to make a correct decision?

### Miscellaneous

151	Is the foul committed inside or outside the penalty area?
152	Is the foul committed inside or outside the field of play?
153	Was the ball in play when the offence was committed?
154	Does the player enter or re-enter the field of play without permission?
155	Does the ball enter the goal?
156	Was the ball deliberately kicked to the goalkeeper by a team-mate?
157	Does the goalkeeper deliberately handle the ball?
158	Did the referee need to stop play in this situation?
159	Does the player prevent the goalkeeper from releasing the ball from his hands?
160	Did the player(s) deliberately delay the re-start unnecessarily?
238	Is this violent conduct or merely unsporting behaviour?

### Management of Penalty Kicks

161	Was the goalkeeper of the kicker in the correct position during kicks from the penalty mark?
162	Did any of the attacking players fail to remain 9.15m before the kick was taken?
163	Did any of the defending players fail to remain 9.15m before the kick was taken?
164	Should the referee have had the penalty kick re-taken?
165	Did the goalkeeper gain an unfair advantage by moving before the kick was taken?
166	Did the kicker play the ball a second time before it was played by another player?
167	Did the goalkeeper deliberately attempt to delay the taking of the kick by acting in an unsporting manner?
168	Did the referee ensure the re-taken penalty kick was carried out in accordance with Law?
169	Was the penalty kick taken correctly and in accordance with Law?



### Injuries

171	Should the referee have stopped the game earlier?
172	Was the law correctly applied to the injured players before play was re-started?
173	Should the stretcher have been signalled for earlier?
174	Did the treatment of the injured player(s) take too long?
175	Did the player exaggerate the injury to try and get an opponent cautioned or to deceive the referee?
176	Did the fourth official check the player before allowing him to continue?
177	Did the referee play the correct 'additional time' ?
178	Was the injury assessed before calling for the stretcher?
179	Did the player avoid possible contact to prevent injury to himself?
180	

### Assistant Referees

181	Does the AR raise the flag in the correct hand?
182	Does the AR's flag technique confuse the referee?
183	Does the AR change hands before the flag is raised?
184	Is the AR's signal correct given the infringement that has been committed?
185	What else could the AR have done to get the attention of the referee?
186	Does the AR's intervention change the original decision of the referee?
187	Does the AR make eye contact with the referee before signalling?
188	Does the additional AR make the correct judgement?
189	Is the AR or AAR positioned adequately to decide whether the ball has crossed over the goal line?
190	Is the AAR correctly positioned during the incident?

### Players Equipment

191	Is it permissible to wear undershorts of a different colour to the main shorts?
192	Are players allowed to play without shin guards?
193	Should a goalkeeper wear colours that distinguish him from the other players and match officials?
194	Did the player wait until there is a stoppage in play before returning to the field of play?
195	Is a player allowed to continue playing with blood on his shirt?
196	Do the colours of the basic compulsory equipment distinguish the player from his opponents?
197	Do the colours of the basic equipment distinguish the player from his opponents?
198	Do the stockings entirely cover the shin guards?
199	Do the shin guards provide a reasonable degree of protection?
200	Is a player permitted to wear jewellery?
300	Is a player allowed to wear tape to cover jewellery?

### **Positioning & Movement**

201	Is the referee too close to the incident?
202	Is the referee too far away to make a credible decision?
203	Is the referee's view obscured by a player(s)?
204	Does the referee create a good viewing angle in order to get the correct decision?
205	Is the Assistant Referee better placed than the referee?
206	Are both the referee and the assistant referee in good viewing positions?
207	Does the referee's position give him a good viewing angle?
208	Does the assistant referee's position give him a good viewing angle?
209	Does the referee anticipate play and show good acceleration and speed?
210	Does the referee ensure he keeps play between himself and his assistant?
239	Is the referee's position close enough for controlling the further development of the situation?
240	Is the lead AR within the referee's field of vision?
241	Does the referee have a good angle of vision?
247	Was the referee in a good position to make the correct decision?
251	Does the referee's position interfere with play?
252	Does the referee anticipate play and adjust his position?

### **Celebration of a goal**

211	Did the celebration result in excessive time wasting?
212	Did the player make a gesture which was provocative?
213	Did the goal scorer climb onto the perimeter fencing to celebrate?
214	Did the player remove his shirt whilst celebrating?
215	Did the player cover his head with his shirt when celebrating?
216	Did the player use a mask to cover his head or face?
217	Did the player leave the field of play to celebrate?
218	Did the referee act in a preventative manner and exercise common sense?
219	Did the player jump into or go amongst the spectators to celebrate?
220	Did the goalscorer display a message on a under shirt or any other part of his equipment?
242	Were the goalscorer's actions excessive and creating safety concerns for the spectators?

### **Delaying Re-start of Play**

243	Does the player delay the goalkeeper from distributing the ball into play?
244	Does the player provoke the referee into deliberately receiving a caution?
245	Should the referee consider if the player heard the whistle and clearly tried to delay the restart of play?
246	Did the player delay the restart of play by deliberately kicking the ball away?
253	Does the goalkeeper delay the re-start of play, if so how?

# Reason to Show a Yellow Card

<b>1. Unsporting Behaviour</b>	
1.1	Kicks an opponent in a reckless manner
1.2	Trips an opponent in a reckless manner
1.3	Jumps at an opponent in a reckless manner
1.4	Charges an opponent in a reckless manner
1.5	Strikes an opponent in a reckless manner
1.6	Pushes an opponent in a reckless manner
1.7	Tackles an opponent in a reckless manner
1.8	Deliberately handles the ball to prevent an opponent gaining possession
1.9	Deliberately handles the ball to prevent an opponent developing an attack
1.10	Deliberately handles the ball in an attempt to deceive the referee
1.11	Deliberately handles the ball which is moving in the direction of the goal
1.12	Attempts to score a goal by deliberately handling the ball
1.13	Attempts to deceive the referee by feigning injury (simulation)
1.14	Attempts to deceive the referee by pretending to have been fouled (simulation)
1.15	Commits a foul for the tactical purpose of interfering with a promising attack
1.16	Commits a foul for the tactical purpose of breaking up a promising attack
1.17	Despite receiving a warning, continuously holding an opponent before the ball is in play
1.18	Despite receiving a warning, continuously holding an opponent after the ball is in play
1.19	Holds an opponent for the tactical purpose of pulling the opponent away from the ball
1.20	Holds an opponent to prevent him gaining possession of the ball
1.21	Holds an opponent for the tactical purpose of preventing the opponent from getting to the ball
1.22	Holds an opponent to prevent him taking up an advantageous position
1.23	Plays the ball when he is walking off the field of play after being granted permission to leave the field of play
1.24	Verbally distracts an opponent during play
1.25	Verbally distracts an opponent at a restart
1.26	Unfairly distracts or impedes the thrower
1.27	Makes unauthorised marks on the field of play with his foot
1.28	Uses a deliberate trick while the ball is in play to pass the ball to his own goalkeeper in order to circumvent the Law
1.29	Uses a deliberate trick while he is taking a free kick to pass the ball to his own goalkeeper to circumvent the Law
1.30	Makes gestures which are provocative, derisory or inflammatory
1.31	Climbs on to a perimeter fence to celebrate a goal being scored
1.32	Removes his shirt to celebrate a goal being scored

1.33	Covers his head with his shirt to celebrate a goal being scored
1.34	Covers his head or face with a mask or other similar item to celebrate a goal being scored
1.35	An act of unsporting behaviour for feinting to take a free kick to confuse opponents.
1.36	An act of unsporting behaviour for feinting to kick the ball once the player has completed his run-up to take a penalty kick
1.37	Does not comply with the requirements to leave the field of play after the referee has authorised the doctors to enter the field of play
1.38	Gained an unfair advantage by re-entering the field of play, after he has left the field of play for a tactical reason.
1.39	Distracts an opponent, after he has left the field of play for a tactical reason.
1.40	Changes places with the goalkeeper during play
1.41	Changes places with the goalkeeper without the referee's permission
1.42	Throws an object at an opponent or other person in a reckless manner
1.43	Acts in a manner which shows a lack of respect for the game
1.44	Unsporting behaviour against a match official
1.45	Unsporting behaviour against a team-mate
1.46	Unsporting behaviour against any other person
1.47	Taking a penalty kick without being identified as the kicker
1.48	Plays in a dangerous manner with obvious risk of injury to an opponent
1.49	Unsporting behaviour not previously mentioned

## **2. Dissent by word or action**

2.1	Shows dissent by protesting verbally against a referee's decision
2.2	Shows dissent by protesting non-verbally (gesture) against a referee's decision
2.3	Shows dissent by protesting verbally against an assistant referee's decision
2.4	Shows dissent by protesting non-verbally (gesture) against an assistant referee's decision
2.5	Shows dissent by hitting the ball on the ground
2.6	Shows dissent by clapping the hands after a referee's decision

## **3. Persistent infringement of the Laws of the Game**

### **4. Delaying the restart of play**

4.1	Taking a free kick from the wrong position with the sole intention of forcing the referee to order a retake
4.2	Appearing to take a throw-in but suddenly leaving it to one of his teammates to take
4.3	Kicking the ball away after the referee has stopped play
4.4	Carrying the ball away with the hands after the referee has stopped play
4.5	Excessively delaying the taking of a throw-in
4.6	Excessively delaying the taking of a free kick
4.7	Deliberately prevents taking a quick free kick who is near the ball
4.8	Delaying leaving the field of play when being substituted
4.9	Provoking a confrontation by deliberately touching the ball after the referee has stopped play

4.10	Excessively celebrating a goal resulted in excessive time-wasting
<b>5. Failure to respect the required distance when play is restarted with a corner kick, free kick or throw-in</b>	
5.1	Failure to respect the required distance when play is restarted with a corner kick
5.2	Failure to respect the required distance when play is restarted with a free kick
5.3	Failure to respect the required distance when play is restarted with a throw-in

<b>6. Entering or re-entering the field of play without the referee's permission</b>	
6.1	Entering the field of play without the referee's permission
6.2	Re-entering the field of play without the referee's permission

<b>7. Deliberately leaving the field of play without the referee's permission</b>	
7.1	Deliberately leaving the field of play without the referee's permission
7.2	A player deliberately leaves the field of play to put an opponent in an offside position unfairly

# Reason to Show a Red Card

## 1. Serious Foul Play

1.1	Kicks an opponent using excessive force or brutality when challenging for the ball
1.2	Trips an opponent using excessive force or brutality when challenging for the ball
1.3	Jumps at an opponent using excessive force or brutality when challenging for the ball
1.4	Charges an opponent using excessive force or brutality when challenging for the ball
1.5	Strikes an opponent using excessive force or brutality when challenging for the ball
1.6	Pushes an opponent using excessive force or brutality when challenging for the ball
1.7	Tackles an opponent using excessive force and endangering the safety of an opponent
1.8	Lunges at an opponent in challenging for the ball with excessive force and endangering the safety of an opponent

## 2. Violent Conduct

2.1	Uses excessive force or brutality against an opponent when not challenging for the ball
2.2	Uses excessive force or brutality against a team-mate
2.3	Uses excessive force or brutality against a spectator
2.4	Uses excessive force or brutality against a match official
2.5	Uses excessive force or brutality against any other person
2.6	Throws an object at an opponent or other person using excessive force

## 3. Spitting at an opponent or any other person

## 4. Denying the opposing team a goal or an obvious goalscoring opportunity by deliberately handling the ball

## 5. Denying an obvious goalscoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick

## 6. Denying an obvious goalscoring opportunity by playing in a dangerous manner

## 7. Using offensive, insulting or abusive language and/or gestures

## 8. Receiving a second caution in the same match

## 9. Sending off for an offence not previously mentioned in Law 12

## 10. Reason to send off a Team Official

9.1	Kicking a water bottle inside the field of play
9.2	Throwing a water bottle inside the field of play
9.3	Using offensive, insulting or abusive language and/or gestures against a match official
9.4	Using offensive, insulting or abusive language and/or gestures against opposing team official
9.5	Using offensive, insulting or abusive language and/or gestures against opposing player
9.6	Using offensive, insulting or abusive language and/or gestures against other person
9.7	Pushes, kicks, strikes and/or charges an opposing player after entering the field of play for assessment of an injured player
9.8	Pushes, kicks, strikes and/or charges a match official after entering the field of play for assessment of an injured player
9.9	Pushes, kicks, strikes and/or charges an opposing player while leaving the field of play
9.10	Pushes, kicks, strikes and/or charges a match official while leaving the field of play
9.11	Pushes, kicks, strikes and/or charges a match official by entering the field of play during the match
9.12	Pushes, kicks, strikes and/or charges a match official by entering the field of play after the match

# **REPORT WRITING GUIDELINES**

## **Law 5 States:**

“Provides the appropriate authorities with a match report, which includes information on any disciplinary action taken against the players and/or team officials and any other incidents that occurred before, during or after the match”

Referees report will be viewed by appropriate authorities for any disciplinary action/sanction to be taken against:

- a) Players / Substitutes
- b) Team officials

The report will be used as reference to further sanctions, where necessary, based on:

- \* The Laws of the Game
- \* AFC Disciplinary Code

Disciplinary offences committed must be reported according to the Laws of the Game.

- Actual Incident / Accuracy (player's number / team etc.)
- Know what had happened
- Follow actual details as in Law 12 (Refer Reason for Yellow/Red Card)

When required **MUST** write details in section of **‘Supplementary Report’**

## **• Remember AFC Rule**

- A** - Accurate & true information
- F** - Facts & direct to the point
- C** - concise & brief

**Supplementary report must be submitted without delay. For sent off, the report must be submitted immediately after the match.**



## **Law 5 States:**

“Takes action against team officials who fail to conduct themselves in responsible manner and may, at his discretion expel them from field of play and its immediate surrounds”

- **Further sanction subject to the AFC Disciplinary Code**

A team official is sent off if he/she commits any of the following three offences

### **Unsporting Conduct**

Throwing of tantrums, water bottles 'on or off' the field, kicking of properties, utter vulgarities and profanities to the match officials, opponents etc..

### **Violent Conduct**

Rush to the match officials, opponents 'on or off' the field of play, of play kicking, holding, pushing etc.. in an aggressive manner

### **Spitting**

Spitting at the match officials, opponents etc. Or on the ground to display anger and disagree on decisions by the match officials etc.

### **Further details to be included in an Incident Report are:**

- Reports on commotion, brawl, players/spectators behaviour etc.
  - Delay of match kick off time, match restart etc. due to weather, floodlight or any other reasons. If necessary, please include the condition of field
  - Must state the reasons and circumstances of any incidents connected or not connected with the match even it took place before or after the match and during half time
- **Remember to include time of incident and how long the delay was**

### **Details to be included in Supplementary Report are:**

- ONLY send off offences (Players/Substitutes and Team Officials) must be written in the **Supplementary Report**
  - Must state the reasons and circumstances of any incidents connected or not connected with the match even it took place before or after the match and during half time
- **Ensure the date, time and content is specific.**
  - **Remember to include time of incident, name of offender(s) and if there was a long delay, please indicate how long the delay was.**

## Elements of a good incident report

A good incident report will ensure questions relevant to who, what, when, where, how and why are completed. The emphasis placed on each of these questions will vary based on the type and complexity of the incident.

<b>Who</b>	Who is reporting the incident?
	Who was affected?
<b>What</b>	What happened? (Include incident type and de-identified details)
	What are the characteristics of the incident?
	What initial actions did you take?
	What is the incident severity rating (ISR) at the time of the incident report?
<b>When</b>	When did the incident occur?
<b>Where</b>	Where did the incident occur?
<b>How and Why</b>	Why and how did the incident occur?
	What factors contributed?

It may seem contradictory to say that a report should be both complete and concise. However, concise means ensuring all the important details are included. Omit words that do not add value and interfere with readability.

Well written reports are factual, fair and impartial. A fact is something real that can be either proved or disproved. Opinions and inferences should be avoided.



