

Match Report Writing Cheat Sheet

Complete a supplemental Report for each of the following:

- RED CARDS
- SERIOUS INJURIES
- TECHNICAL AREA DISCIPLINE
- FIELD INSPECTION ISSUES
- BREACH OF COMPETITION RULES
- SPECTATOR INCIDENTS
- WEATHER DELAYS

Supplemental Writing Tips:

- Use the Language of the Laws of The Game
- Only include facts
- State only the facts of what happened.
- Use terminology/language from IFAB LOTG and FIFA considerations.
- Use names (and NOT pronouns (he, she, they, them, etc.) to avoid any confusion.
- Leave out feelings – words such as “I felt” or “I Thought”
- Write the report in 3rd person

In order for Disciplinary Committees to evaluate serious misconduct, match reports must include:

- The name of (and additional identifying information for) the player who was sent off
- The time of the send off
- The specific reason in the IFAB Laws of the Game for the send off (Law 12)

In addition, the referee must supply sufficient detail regarding the circumstances of the misconduct to aid in evaluating its level of seriousness. Among the factors that should be addressed, where relevant, are:

- Whether the action occurred during a challenge for the ball
- Whether the misconduct occurred at a stoppage of play or during play
- If anyone was injured as a consequence of the misconduct
- Whether there was any prior incident that may have led to the player's actions

- The demeanor of the player during the send-off (including any difficulties in implementing the player's removal from the field)
- The location of the action in relation to the goal line and penalty area being attacked at the time
- The subsequent intrusion of any other players (teammates or opponents) during the time the referee is managing the send off
- The specific words or gestures which were determined to be insulting, offensive, or abusive
- The identity of the opponent or official toward whom the misconduct was directed
- A summary of the prior misconduct (or a reference to the section of the report which detailed the prior caution) preceding the second caution for which the player was sent off
- The identity of the assistant referee, fourth official, or reserve assistant referee who provided independently observed facts to the referee regarding the misconduct
- All other details of the action which materially shaped the decision to send the player off

Any other facts which a Disciplinary Committee might decide it need. Because of its review of the match report can be supplied by the referee on request of the Committee, but the most useful information will come from a properly completed, accurate, detailed, and clear match report. Match reports provided independently by assistant referees, fourth officials, or reserve assistant referees should follow these guidelines as well.

- **Post-game misconduct:** referees may issue and display yellow or red cards to players, substitutes, or team officials after the game. These reports must be as descriptive as reports made for misconduct during the game.

Use the following examples as templates to write the reports.

Red Cards

SFP “In the 51’ minute of the match, Sporting Kansas City player #9 Kriztian Nemeth was shown the red card and sent off for serious foul play. Nemeth challenged Vancouver’s #8 Felipe for the ball, while using excessive force with a straight leg, lunging tackle, studs exposed-which contacted the lower part of the shin, endangering the safety of the opponent. Nemeth left the field of play in a timely manner, without causing any further incidents.”

VC “In the 93’ minute of the match, Orlando City player #14 Dom Dwyer was shown the red card and sent off for violent conduct. Play was stopped after Dwyer used his elbow to forcefully strike Columbus Crew’s #3 Josh Williams in the head (who was seriously injured on the play and did not return to the match). Dwyer did not leave the field in a timely manner, which caused further mass confrontation.”

AL “In the 73 minute of the match, Orlando City player #77 John Smith was shown the red card and sent off for Abusive Language. While the ball was in play smith was heard by the Assistant Referee Samuel Becker saying “insert words use here”. The assistant Referee Becker alerted the referee to what was said and Smith was shown a Red Card and sent off. Smith left the field of play in a timely manner, without causing any further incidents.

2nd Caution “In the 69’ minute of the match, Colorado’s #9 Caleb Calvert was shown the red card and sent off for receiving a second caution in the same match. Calvert received his first caution (for dissent) in the 67’ minute, and the second caution (for entering the field of play without the referee’s permission) in the 69’. Calvert left the field of play in a timely manner, without causing any further incidents.”

DOGSO-hand “In the 75’ minute of the match, Seattle’s #26 Casey Murphy was shown the red card and sent off for denying an obvious goal scoring opportunity. Murphy was outside of her penalty area and was the last defender and used her hands to stop a shot toward the goal. Murphy left the field of play in a timely manner, without causing any further incident.

DOGSO-foul “In the 60th minute of the match, LAG #22 Leonardo was shown the red card and sent off for denying an obvious goal scoring opportunity by foul, with no attempt to play the ball. The offense occurred inside the penalty area approximately 8 yards from goal, where Leonardo pulled down FC Dallas’ Blas Perez from behind, to prevent Perez’s imminent goal scoring opportunity. Leonardo left the field of play with no further incidents and play was restarted with a penalty kick.

Multiple Supplemental Reports (use first person) Ref Report “In the 89’ minute of the match, the 4th official used the communication system to indicate that play must be stopped to issue a red card. After stopping play and speaking with the 4th official, the Referee was informed that Houston Dash player #3, Rachel Daly, had used her elbow to strike the face of Utah player #xx, causing her to stumble several yards backward. Upon confirmation from the 4th official that the off-the ball contact involved excessive force to the face, Daly was shown the red card and sent off for violent conduct. Although Daly did exit the field in a timely manner, the referee saw that while she was leaving, she showed dissent by action by making sarcastic clapping gestures toward the 4th official.”

4th Official Report “In the 89’ minute of the match, 4th Official xxxx used the communication system to tell the referee to stop play to issue a red card. After stopping play and coming over to talk with the 4th official the referee was told that Houston Dash player #3, Rachel Daly, had used her elbow to strike the face of Utah player #xx, causing her to stumble several yards backward. After the referee showed Daly the red card, I noticed that Daly moved toward me and was clapping at me and I also noticed that she spat out before leaving into the midfield tunnel.”

Serious Injury In the 93’ minute of the match, Josh Williams #3 for Columbus Crew SC was seriously injured after receiving an elbow to the head from Orlando City #14 Dom Dwyer (who was sent off for violent conduct). Upon recognizing that Williams had shown visible signs of having a possible concussion (falling to ground, clutching the head, slow to get up, bleeding), the referee immediately beckoned medical staff onto the field. After a preliminary on-field assessment, Williams was escorted off the field for further evaluation. The medical staff and the VMD determined that Williams was unable to continue playing in the match and he was subsequently transported to the hospital. Play was restarted in the 97’ minute.

Technical Area Discipline “During a stoppage of play in the 69’ minute, Giovanni Savarese, the head coach of Portland, was shown the red card and sent off for leaving his technical area to show dissent towards the referee in a provocative and inflammatory manner. The fourth official observed that Savarese had jumped up from the technical area, wildly waving his arms and loudly yelling at the referee. Savarese had previously been warned in the 37’ minute by the fourth official to refrain from any further minor actions of

disagreement, and to stay calm and in his team's technical area. Savarese left the field without further incident."

Field Inspection Issues "During the officials' pregame inspection of the field, it was discovered that the left goalpost (scoreboard side) was noticeably taller than 8 feet (by almost 2 inches). The field managers were able to correct the issue before the start of team warmups."

Breach of Competition Rules "The halftime interval lasted 17 minutes, which exceeded the 15-minute time period that is stipulated in the IFAB LOTG and the competition rules. The delay occurred because team XXXX was late to reenter the field of play within the allotted 15 halftime interval."

Spectator Incidents "In the 63' minute, before the taking of a corner kick near the home team's supporters' section, play was stopped when the referee observed that a green laser light beam was being directed at the visiting goalkeeper's face. Security was able to quickly identify and remove the wrongdoers from the stadium. Play was restarted in the 65' minute.

Weather Delays "In the 74' minute, the referee stopped play because of an incoming lightning storm. After two hours the referee team observed that the field conditions were no longer playable, as there was standing water in both penalty areas. After consulting with both teams and the league office about the fact that the inclement weather was not subsiding, the field conditions were not playable, and the stadium curfew was approaching, it was determined and agreed to by all parties that the safest course of action was for the referee to abandon the match.