



Completing a Game Report

Introduction to Documenting and Writing a Game Report

At the end the referee should know

- Why reports are important
- The important parts of the report
- When to write a game report
- How to complete the report
- Where to file the report



Game Reporting

WHY

- It's a Referee's responsibility
 - Law 5 states that the referee has the responsibility to:
 - Acts as timekeeper & records game
 - File a game report
- It enables league officials to monitor and manage their league
- It improves fair play and safety
- It provides protection for the referee and league when actions need to be taken
- It promotes professionalism



Game Reporting

Important Aspects of a Report

- Who** Player, team manager, other
- What** Specific actions
- Where** On/Off the pitch
- When** Before/After game – during game



Game Reporting

When does the Recording Begin?

Pre Game

Date – Name of Teams

Assistant Referees Names

Field Condition

Weather

Starting time of match



Game Reporting

What needs to be recorded **during** the game

As It Occurs (taking the time to record accurately during the game improves accuracy of the report – however – this **should not** significantly delay the restart of the game)

- Goals – Team – Time – Player
- Major Injuries – Player Name – Time – Type of Injury - Cause of injury - if known
- Cautions – What – When – Who
- Send Offs – Who – What – When
- Other issues – delays due to weather, outside interference
- Length of first and second halves including added time



Game Reporting

Post Game

- Conference with Assistant Referees
 - Review game issues including major incidents – Player's involved – Specific facts of the game
 - Resolve any differences of facts that weren't resolved during the game
- Write the report as soon as practical after the game



Game Reporting

When

- Good Practice - complete a report after each game using online report in Arbiter
- CDYSL Games
 - Must** complete an online report in “Arbiter” for any game involving a caution
 - Must** complete an online report in “Arbiter” and a USSF Referee Report **sending copies to CDYSL and the referee association** for any send offs, serious injuries, parental or coach issues, which involved zero tolerance or necessitate suspending or abandoning a match. (This does not include temporary stoppage due to weather)
 - Must** complete for Referee Assault



Game Reporting

How

Be Specific using official FIFA language

For **Cautions**

Misconduct

Description

- **P** • persistently infringes the Laws of the Game (**PI**)
- **U** • is guilty of unsporting behavior (**UB**)
- **D** • shows dissent by word or action (**DT**)
- **D** • delays the restart of play (**DR**)
- **D** • deliberately leaves the field without the referee's permission (**L**)
- **L** • enters or re-enters the field without the referee's permission (**E**)
- **E** • fails to respect the required distance when play is restarted with a corner kick or free kick (**FRD**)
- **D**



Game Reporting

HOW - Be Specific using official FIFA language For **Send Offs**

Misconduct	Description
• V	• is guilty of violent conduct (VC)
• H	• denies the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (DGH)
• S	• spits at an opponent or any other person (S)
• 2	• receives a second caution in the same match (2CT)
• D	• denies obvious goal scoring opportunity to an opponent moving towards the player's goal by an offense punishable by a free kick or a penalty kick (DGF)
• O	• uses offensive, insulting or abusive language and/or gestures (AL)
• S	• is guilty of serious foul play (SFP)



Game Reporting

■ How

- **Specifically** identify the player's or team officials behavior
- Identify any issues involving spectators which required action as part of zero tolerance policy
- Indicated the time of occurrence using continuous time for documentation purposes (in a full FIFA game a caution issued 10 minutes into the second half without any added time in the first half would have occurred 55 minutes into the game)
- Identify the action used to deal with the incident
- Summarize the outcome of the incident, the game and the results



Game Reporting

- How

For Example - Rebels against Blackbirds - U14 Boys

At 21:35 player #4 for the Rebels was cautioned for unsporting behavior (UB) when he grabbed the shirt of an opponent preventing them from gaining control of the ball. Three minutes of time was added on the first half. At 44:14 in the second half player # 6 for the Blackbirds was sent off preventing a goal by deliberately handling the ball. Four minutes of time was added to the second half

The remainder of the game was played without further incident.

The rebels won 2-1 with specifics stated above.



Game Reporting

Where

- Arbiter:
 - Under the **Schedule** drop down
 - In the assigned game
 - Report (**R**) column brings up the CDYSL report

In the Arbiter report there are links to USSF referee report (PDF) and the Northeast League Official Game Report



Arbiter Schedule Page

MAIN **SCHEDULE** BLOCKS LISTS MYREFEREE PROFILE

CALENDAR

CDYSL **Schedule**

104683 Select 'Accept' or 'Decline' for specific assignments. Click 'Submit' when finished, or click 'Exit' to return to the previous page.

Reports

- Schedule
- Outlook Export

Display

Game	Notes	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
7070	R	CDYSL	Referee	4/11/2010 Sun 6:00 PM	STATE OPEN CUP, U13 GIRLS	Union Park	Alleycats Wildcats	Lewisboro Extreme Strikers	\$0.00	Accepted on 3/25/2010		

Show All

- Standard View
- View By Day
- View By Week
- View By Month

Events

Games

Both

[Save Settings](#)

Legend

- Normal
- Game Conflict
- Canceled
- New
- Notified
- Attachment
- Rainout
- Forfeit
- Suspended
- Outofdate
- Event
- Notes



Click on **R** to bring up Report Form



Arbiter Report Page

[About](#) | [Contact](#) | [Privacy](#) © 2009 ArbiterSports

Game Report (Game: 7070)

Game	Date	Time	Sport	Level	Site	Status
7070	4/11/2010 Sun	6:00 PM	STATE OPEN CUP	U13 GIRLS	Union Park	Normal

Team	Score	
Alleycats Wildcats	6	Submitted On: 4/13/2010 Tue 12:35 PM Submitted By: Roger A Monthie
Lewisboro Extreme Strikers	1	

Position	Official	Status
Referee	Roger A Monthie	On Time
AR1	John Lontrato	On Time
AR2	Andrew Downey	On Time

Forms

- [NERP Game Report](#)
 [USSF Referee Game Report \(.pdf format\)](#)

Comments

Game was played w
Lewisboro 19:55 #11

Game was played well without incidents. Scores were as follow: Alley Cats 6:40 #5; 9:41 #19; 29:09 #15; 36:01 #9 (in added time); 36:07 #15 54:40 #9 Lewisboro 19:55 #11 Players and Coaches were professional. Fans were positive. The game field was excellent. Weather excellent



USSF Report (page 2)



UNITED STATES SOCCER FEDERATION REFEREE SUPPLEMENTARY REPORT

This report must be mailed within 48 hours after completion of game to proper authorities.

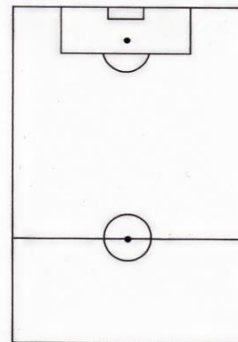
A supplementary form explaining circumstances

GAME: _____
 Home Team Score Visiting Team Score

State Association/
Professional League _____ Division/
Age Group _____

Date of Game: _____ Referee: _____

Describe Any Unusual Incident:



Remarks:

Referee Signature: _____ Report Date: _____

Phone #: () - _____ Referee Registration I.D. No: _____

For serious assault, severe injury, or other substantial occurrences, a photo copy must be sent to Federation Headquarters: Fax: (312) 808-9572
Distribution: State Association / League / Referee

Jan/99



Game Reporting

Filing USSF Report –

- From Arbiter
 - Print out copy
 - Complete
 - Mail a copy to
- CDYSL Office
 - 19 Aviation Rd.
 - Albany, NY 12205
 - Attention: Mary Ann Schubmehl
- Referee Association
 - Luigi Corcione
 - 5 Guilder Place
 - Ballston Lake, NY 12019



Game Reporting

Filing USSF Report – Option 2

- <http://binghamton.wnyreferee.org/>
 - Go to “tools”
 - USSF Referee Report (MS Word format)
 - Open – Fill out report – send by email to
- CDYSLoffice@cdysl.org Attention: Mary Ann Schubmehl
- Icorcione1@nycap.rr.com Luigi Corcione



Northeast League Reports



NORTHEAST LEAGUE - OFFICIAL GAME REPORT FORM

GAME DATE	LOCATION	START TIME	AGE GROUP	DIVISION
		AM PM	U- B G	Blue Red

HOME	VISITOR	OFFICIALS' NAMES	GRADE
Team Name		Ref	
State & Color		AR1	
		AR2	

Home				Visitor			
Min	By #	Min	By #	Min	By #	Min	By #
HOME			FINAL SCORE	VISITOR			

Referee
AR #1
AR #2

Code	Jrsy#	Name	Team	Min

Referee MUST immediately inform the League's Commissioner (by FAX 401-949-0094 or email svoto@aol.com of any red or yellow cards given during the game.

Codes for Caution (Yellow)

- C1 Unsporting behavior
- C2 Dissent by word or action
- C3 Persistent infringement
- C4 Delays restart of play
- C5 Fails to respect required distance on FK/CK
- C6 Enters field of play without referee permission
- C7 Leaves field of play without referee permission

Codes for Ejection (Red)

- S1 Serious foul play
- S2 Violent conduct
- S3 Spits at opponent or other person
- S4 Denies goal opportunity by handling ball
- S5 Denies goal opportunity by FK/PK offense
- S6 Offensive, insulting or abusive language
- S7 Second caution in the same match

NORTHEAST LEAGUE - IMPORTANT RULES

For the complete set of rules, teams should refer to the Northeast League Playing Rules

- Prior to the start of each game, the Referee MUST check USYS Player Passes against each player and their name(s) on the stamped Official State Roster.
- The stamped Official State Roster shall include the jersey number of each player including the goalkeeper.
- Except as otherwise provided by the League Playing Rules, the FIFA "Laws of the Game" apply.
- Substitutions may be made, with the consent of the referee, at the any stoppage of play.
- Length of Games & Ball Size:**

Under 18	Two 40' halves	Size #5 ball
Under 17	Two 40' halves	Size #5 ball
Under 16	Two 40' halves	Size #5 ball
Under 15	Two 40' halves	Size #5 ball
Under 14	Two 35' halves	Size #5 ball
- The Home Team shall provide to the referee:
 - the game balls; and
 - the League Official Game Report Form

Game Reports with both Official Game Rosters should be faxed or mailed to
 Steve Votolato: 401-949-0094 (F)
 23 Willow Rd, Greenville, RI 02828
 NortheastLeague@aol.com



Game Reporting

Other reports

- Other leagues have different reports
 - Thruway League
 - Cup and President games
- In all cases the USSF report will provide the complete information needed



Game Reporting

Referee Assault

Follow the Eastern New York Procedure that can be located at:

http://www.eny-soccerreferees.org/REFEREE_ASSAULT_PROCEDURE.pdf

The following is the procedure and notification requirements



Referee Assault Procedure Eastern New York

- http://www.eny-soccer-referees.org/REFEREE_ASSAULT_PROCEDURE.pdf

REFEREE ASSAULT PROCEDURE - Contacts

As soon as possible (preferably same day) contact

- Luigi Corcione (Cellular) 518-669-8988 email: lcorcione1@nycap.rr.com
- SRA (Richard Ceonzo Phone: (845) 452-2631, email: rceonzo@aol.com
- SYRA (Ray Wolfe phone: (516) 488-1883, email: rhmwolfe@verizon.net or rhrmw@aol.com
- the ENY State Association President
 - Adult Game: Sal Rapaglia, phone: (917)371-5188 email: shopgirl17@aol.com
 - Youth Game: Richard Christiano, phone: (516)766-0849, email: lakeville1@verizon.net)



Eastern New York Assault Procedure

REFEREE ASSAULT PROCEDURE

The following is the procedure to be followed in the event of an assault on a referee:

- 1: If the game was in progress, **IMMEDIATELY** terminate the contest. Under **NO** circumstances is the game to be completed.
- 2: If a person with a pass (coach/player/trainer) was involved, and you can safely do so, display the red card. Again, if safety permits, after retaining the offender(s) card(s), you may return the other unless the local rules require you to retain all passes (using an intermediary is a good method to avoid any further problems). However, even if you cannot display the red card or retain the passes, a Supplemental Game Report still is to be submitted detailing the assault and the misconduct (dismissal/send off).
- 3: If contact was of a nature that a crime was possibly committed (physical assault i.e. being struck, bumped, pushed, or spat upon), the referee is to contact local law enforcement immediately and fill out a formal complaint at the venue. This way, any witnesses who can support your story will be on record with the police as well.
- 4: As soon as possible (preferably same day) contact
 - the president of your local referee association,
 - the SRA (Richard Ceonzo Phone: (845) 452-2631, email: rceonzo@aol.com),
 - the SYRA (Ray Wolfe phone: (516) 488-1883, email: rhmwolfe@verizon.net),
 - the ENY State Association President (Adult Game: Sal Rapaglia, phone: (917)371-5188 email: shopgirl17@aol.com - Youth Game: Richard Christiano, phone: (516)766-0849, email: lakeville1@verizon.net).Contact should preferably be by phone. Alert all parties as to what happened in detail.
- 5: Fill out a USSF Referee Game and Supplemental Report and submit to the proper ENY governing body for the match. Be clear and complete, but calm and unemotional. Make **NO** recommendations or suggestions as to what you feel should be done. Simply state the facts. Be sure to send copies to all individuals listed in Step 4.
- 6: Await contact by either the SRA or the State office about further proceedings. Be sure to proceed with any charges with local law enforcement.



Conclusions

- Reporting improves the game by providing the league with information
- It enhances professionalism
- It's a Referee's responsibility
- Is **mandatory** for all cautions – Using Arbiter
- Is **mandatory** for send offs, major injuries, suspensions and abandonment – *Except those that are temporary or don't involve spectators or team management*
 - Report in Arbiter
 - USSF referee report
 - Other league reports as required
- Is **mandatory** for Referee Assault
 - Follow ENY procedure



Conclusions

- Be Specific – Be Specific – Be Specific
- Stating facts are better than opinions
- Use the appropriate language in the laws of the game and procedures for referees
- Confer with the Assistant Referees for accuracy of facts
- Document accurately during the game
- Don't make suggestions or recommendation regarding any additional action that you feel should be taken against a player, team management or outside agent as the result of the misconduct
- Write the report, as soon as, possible to ensure accuracy
- Although it is not required, filling out a report in Arbiter is good practice on all games



Conclusions

Thank you

Power Point Presentation as a PDF will be available
on the CDYSL Website

Any questions please contact - Michael Rennick or Roger Monthie