

## **REFEREE SEND OFF REPORT WRITING GUIDE**

### **GENERAL**

The instructions in this section apply to the report forms produced by NSWTA, which should be used to report disciplinary sanctions. Referees have no discretion in whether a send off is reported; whenever a player is sent off, the matter must be reported. Report forms are available for download on the MWTA website and at the grounds held with the Competition Manager.

The completion and submission of true and accurate report forms in a timely manner is critical in facilitating the post-match punishment process against players, team officials and other individuals. The MWTA Judiciary relies heavily on the send off reports submitted by referees to set appropriate punishments and sanctions. All reports should be well written, accurate, brief and clear. Confusing or conflicting statements should be avoided. Reports should only include factual descriptions of the events that took place; personal feelings or opinions should not be included, unless the offence or incident involves a threat made to referees.

### **Immediately following offence or incident**

It is extremely important that referees record all the facts at the time of any disciplinary action taken. Referees should make brief factual notes at the time of the send off or incident, before confirming the identity of the players or officials involved including names, teams, and shirt number(s).

These notes should be expanded at the conclusion of the match to include a description of the send off or incident, the full names of the individuals involved, the shirt number of the player/s and all other relevant details including information of any other individuals who may have been involved.

At the conclusion of the game the score card must be completed, including the name, shirt number and team for the player sent off.

The referee must immediately notify the Competition Manager and the Referee Director of the send off. It is the Competition Manager's responsibility to notify the Judiciary Chair of all send offs. This notification must occur within 48hrs of the incident.

### **Submission of Send Off Report**

Reports must be submitted to the Competition Manager and the Referee Director in either an electronic or paper copy.

An electronic copy of a completed Send Off Report form must be emailed to - [competitionmanager@manlytouch.com](mailto:competitionmanager@manlytouch.com) and [refereedirector@manlytouch.com](mailto:refereedirector@manlytouch.com) no later than 5pm two days post the game. The Competition Manager will then forward the report to the Judicial Chairperson.

### **Submission Timelines**

Monday game must be received Wednesday  
Thursday game must be received by Saturday  
Friday game (Juniors) must be received by Sunday  
Sunday game must be received by Tuesday



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### **Junior Referees**

Junior referees who officiate a game in which a player is sent off need to follow the above process but must also seek assistance from the Competition Manager or the Referee Director in writing the report as soon as possible following the conclusion of the game.

### **SEND OFF REPORT**

The Send Off Report form is relatively simple. A separate Send Off Report form needs to be completed for each player sent off during a match. The send off description must include the following items:

- What happened?
- What type of offence was it?
- What offensive, insulting or abusive language was used?
- Which players were involved?
- What was the attitude of the player before and after the incident?
- Where did it happen?
- When did it happen?
- What was the score when it happened?
- What was the position, distance and view of the referee?
- What action did the referee take?
- How was play restarted?
- Did the player require medical attention; and did the player immediately return to play or sometime later during the game, or not at all?
- Include the rules of the game and the steps you used where possible to control/defuse the issue.

### **MWTA JUDICIAL PROCESS**

In some cases, the MWTA Judiciary may request referees to supplement their initial send off report with further documentation or to attend the judiciary hearing of the relevant matter. Judiciary hearings take place at the discretion of the Judicial Chair. The initial hearing will not require the offender or the referee to appear. If the offender appeals their sentence, then the referee may be required to attend the hearing. If this is the case all participants will be given adequate notice to attend.

If a junior referee is required to attend a Judicial Hearing they will be supported by the Referee Director.

### **MORE INFORMATION**

For more information regarding refereeing at Manly Touch please contact:

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