



Report Writing Assistance

Referees who require assistance with writing a send-off offence description should compose responses to following 12 questions concerning the match and send off offence and submit through the online [send-off report form](#).

1. In which match did the sending off offence occur? (the teams, competition, grade, division, ground, date and kick-off time)
2. What occurred to result in the sending off offence? (include as much detail as possible about the lead up to the offence, the offence itself and the aftermath of the offence – this is the most important question and your answer should be at least two short paragraphs)
3. When did the sending off offence occur? (the minute of the match)
4. Where did the sending off offence occur? (the location on the field)
5. Where was the ball when the sending off offence occurred? (this is applicable if the offence occurred off the ball)
6. Which players were involved in the sending off offence? (the name, team, shirt number and FFA number of the expelled player and, also, the team and shirt number of any other player involved directly in the sending off offence)
7. Where was the referee when the sending off offence occurred? (the proximity of the referee to the offence and the quality of his or her view of it)
8. What action did the referee take? (for example, the referee showed the red card to the Team A number 11 for serious foul play)
9. What was the score when the sending off offence occurred?
10. Were any offensive, insulting or abusive language/gestures used and, if so, by whom? (the team and shirt number of any player involved)
11. If foul and/or abusive language was used, what exactly was said and how audible was it?
12. Were there any incidents apart from the sending off offence that warrant a report? (for example, swearing directed at the referee from anyone – players, coaches, managers, spectators – following the offence)

Send Off Offence Codes

Code	Offence
R1	Serious foul play
R2	Violent conduct
R3	Spitting at an opponent or any other person
R4	Denying the opposing team, a goal or an obvious goalscoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area)
R5	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
R6	Using offensive, insulting or abusive language and/or gestures
R7	Receiving a second caution in the same match