

- Make the report as objective as possible describing what you observed and the actions you took. Do not include subjective opinions and recommendations for disciplinary action. If you need help in writing the report, contact your League Referee Coordinator, a trusted experienced fellow referee, a referee instructor, or one of the CNRA District 4 officials.
 - Report the incident completely – start with what occurred leading up to the incident, the incident itself (using one of the 7 Send-Off categories), and any actions by the sent-off individual subsequent to the send-off (i.e. left the field with no further incident, continued verbal abuse from the touch line, refused to leave the field, had to be restrained by teammates, etc.).
5. Make a copy of the send-off report, game card and player pass for your records.
 6. Within 24 hours of the incident, mail the completed send-off report(s), game card and player/coaches passes to the official designated by that playing league (i.e. match secretary, disciplinary committee chair, league president, etc.).
 7. What happens next? Probably nothing for you depending on how complete, factual and objective your report was written. However, the person(s) responsible for discipline may have further questions and may contact you. Just answer the questions as objectively as you can without stating opinions. If someone other than the responsible disciplinary person/committee member does attempt to discuss the incident with you, do not do so. Refer them to the disciplinary committee.