

SEND-OFF REPORTING

Well, it finally happened. You were faced with a game situation which required you to send-off a player/substitute or dismiss a team official. This is probably the worst part of our job as a referee. But, we accepted that responsibility once we accepted the game assignment. The following are steps which can help you through the process. But first, there is one important thing you cannot do, under any circumstances. Once you have sent-off a player/substitute or dismissed a team official, you can NOT decide to not report the incident. That would not be fair to the Game, the players and coaches, or to your fellow referees, especially those referees who may be assigned to future games in which either team is involved.

So what are the steps we can take to do our job properly?

1. At the time of the incident strive to remain calm. It is a stressful time in the game and taking a deep breath and a few seconds to get everything right can help lower your stress and calm the emotions of the participants.
2. Be sure to record the player(s) name, jersey number(s), player's team, time in the match, brief note of what happened, put your cards and card wallet back into your pockets, check with your Assistant Referees to make sure they are ready, and count the players before restarting the match.
3. After the game:
 - Move away from teams, team officials and spectators as quickly as possible. Try to avoid entering into discussions/explanations about the incident with anyone other than your fellow officials.
 - Compare notes with your fellow officials (you did discuss backing up recording misconduct in your pre-game, didn't you?).
 - Fill out the game card and obtain the signatures of both ARs.
 - Do not hand the game card to any team official.
 - Pull out and retain the pass of each individual who has been sent off.
4. As soon as practical and within 24 hours:
 - Notify the match assignor of the send-off(s).
 - Obtain a copy of the appropriate 24 hour Send-Off Report (CYSA send-off report is available on the District 4 Referee web site (<http://www.d4ra.com>)); Amateur Division send-off report is available on the CNRA web site (www.cnra.net). A Send-Off Report must be completed for each individual sent-off even if more than one individual was sent-off for the same incident.
 - Complete the form using proper terminology of the incident (*The Laws of the Game* and the *Referee Administrative Handbook* are your best references). Type in the report or print carefully so that it is legible for others.

- 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.