



## Referee Team sheet & Report Writing Policy

**Policy No:** FSCREF-003

**Revision No:** 3

**Date:** February 2020

### Football South Coast Referees

#### Policy on - Team Sheets, Send Off, Expulsion and Incident Reports

##### **Background**

You must remember under the Laws of the Game (Law 5 Referees) you are required to submit match reports to the appropriate football body which includes information on “any disciplinary action taken against players and/or team officials and any other incidents that occurred before, during or after the match”.

All members are advised that they are also bound by the Football South Coast [Disciplinary and Dispute Regulations](#).

All team sheets and reports submitted by match officials may be used as evidence with regards to grievances, incidents, disciplinary, dispute and conduct matters in relation to FSC Competitions.

##### **Responsibility of the Referee**

It is the responsibility of the Referee to ensure all team sheets, and any relevant reports are received by Football South Coast (FSC) by **close of business, no later than 1 business day following the relevant match**.

FSC requires the following reports where appropriate:

1. **Team Sheets** properly completed and signed off
  - a. Player of year points - Premier and District League (all grades).
  - b. Goalkeeper points - Premier and District League (First Grade ONLY).
  - c. Minute of goal scorers - Premier and District League (all grades).
  - d. All sanctions against Officials (i.e. Coach, Team Manager, etc) must be documented on the back of the team sheet with codes (to be communicated).
  - e. Should any club have strip clashes (this includes GK's out of colour i.e. Lime/Fluro Green [home] and Orange [away]), this too must be documented on the back of the team sheet. Please note that should goalkeepers not be wearing the designated colours, assuming they do not clash, they should still be permitted to play with this indiscretion documented.

- f. All First Grade referees are to send via text (MMS) a copy of the First Grade team sheet to Bobby Mazevski – 0407284770 immediately following the game. The purpose of this is to help with the reporting of games through social media.
2. **Send Off Reports** relating to each player or named substitute dismissed from the field or the Technical Area
  - a. This should include all offences by the player related to the send off including any other behaviour directed at the match officials up until their departure from the ground.
3. **Expulsion Reports** for any coach or team official expelled from the technical area or within the field of play during the progress of the match
  - a. This should include all offences by the official or coach related to their expulsion including any other behaviour directed at the match officials up until their departure from the ground.
4. **Incident Reports** on any incident occurring before, during or after the match not covered by 1., 2., or 3. above.

The [Send Off Report](#), [Expulsion Report](#) and [Incident Report](#) are now all online and **must be submitted by close of business, no later than 1 business day following the relevant match.**

Team sheets can be deposited into the box outside the front door of the FSC, or if you choose, you can personally hand in team sheets to FSC office staff during office hours (10am-5pm, Monday-Friday).

If, during your match, a player/s are sent from the field, the referee and assistant referees **MUST** submit a send off report and in the case of expulsion of a coach or official from the technical area an expulsion report **MUST** be submitted by the referee and by an assistant referee where an assistant is involved or witnessed the incident.

**Note – Assistant referees are only required to complete a send off report for following red card offences - R1, R2, R3 & R6**

### **Failure to submit reports on time**

#### **First Occurrence:**

SENIOR REFEREES – Written Warning

JUNIOR REFEREES – Written warning

#### **Second Occurrence:**

SENIOR REFEREES – Fine of 50% of match fee

JUNIOR REFEREES - \$10 Fine

**Third Occurrence:**

SENIORS REFEREES – Fine of 100% of match fee and must appear before the Referee Coordination Council or their nominated sub-committee – as per the Disciplinary Policy

JUNIOR REFEREES – \$20 Fine and must appear before the Referee Coordination Council or their nominated sub-committee – as per the Disciplinary Policy

**Remember – It is your duty and responsibility, as a referee, to report send offs and incidents that occur.**

ANY FINES INCURRED BY MEMBERS MUST BE PAID INTO FSC NOMINATED BANK ACCOUNT WITHIN 5 BUSINESS DAYS. ANY FINES NOT PAID WITHIN THIS TIMEFRAME WILL BE AUTOMATICALLY DEDUCTED FROM MEMBERS MONTHLY MATCH PAYMENTS. IF SAID MEMBER IS NOT DUE ANY MONTHLY MATCH PAYMENTS, SAID MEMBER WILL BE INVOICED ACCORDINGLY.