



DISCIPLINARY REPORT WRITING

(REPORT FORM IS ON THE SECOND PAGE OF THIS DOCUMENT)

REPORT WRITING - AIMS

- To develop a writing frame to allow consistent objective report writing
- To develop reports that are accurate, informative and robust
- To ensure that the integrity of officials is never questioned

REPORT WRITING

- Use the template provided below
- Ensure all of the basic details are completed correctly
- Do not collude and produce reports that are clearly 'cut and paste'!
- Make sure your report is objective (don't include personal opinions and keep it factual)

REPORTING THE INCIDENT

- Give some context to the incident;
 - Where were you when it happened?
 - Where was the ball?
 - Where was the incident?
 - What happened in the run up to the incident?
 - What happened in the incident?
 - Report only what you **saw** and **heard** - these must be linked!

CONCLUDING THE REPORT

- What were the outcomes you came to?
- How did you reach these outcomes?
- How was the game restarted?
- Were there any repercussions from the incident - only comment if there were!
- The report must be sent EB within 72 hours

IN SUMMARY

- Provide a context
- Be factual
- Avoid conjecture - only report facts
- Meet the deadlines



DISCIPLINARY REPORT FORM

This form should be used in the case of a disqualification or other disciplinary matter, or in the case of an official wishing to draw attention to any other matter associated with the match, which may result in disciplinary action. The contents of this form are confidential and should not be shown or otherwise divulged to any other person. The report must be sent to Paul Walton paul.w@mabl.co.uk (refer to MABL Handbook for address) within 72 hours of the incident.

Competition		Match No		Date	
Team A		Team B			
Referee 1		Referee 2			
Referee 3					
Report by		Duty			
Re: conduct of		Team		License No	
Re: conduct of		Team		License No	

N.B. Only report what you actually witness, not hearsay.

SIGNED		DATE	
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CONTINUE REPORT ON NEXT PAGE IF NECESSARY