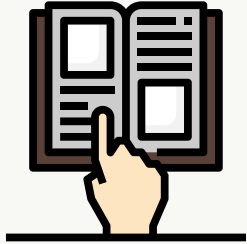


THE BASIC STEPS TO WRITING

SUPPLEMENTAL REPORTS



Download the
Laws of the Game
www.theifab.com



1

USE LAW SPECIFIC LANGUAGE

Use the “-ing” offenses from Law 12 (e.g. pushing, tripping, kicking, punching, etc. Card details need to be for “cardable offenses” e.g. Striking an opponent.)

OBJECTIVE LANGUAGE

Fact based, free of emotion,
interpretation and opinion.
Facts, not feelings

2



Use the 5 Ws to accurately describe exactly what happened, to whom, where on the field, at what time. And the why: was there anything that led to the incident?

3

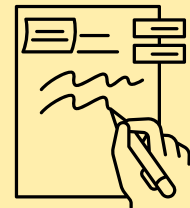
USE THE 5 W'S

Who, What, Where, When and Why?.

WHAT TO INCLUDE

Red & Yellow cards (YC are league specific), Match termination or abandonment, Mass Confrontation, Serious Injuries, Field or safety concerns, Coach/Mgr/Spectator misconduct

4



5

CLOCK IS TICKING

Reports should be filed within 48 hours
MAXIMUM, ideally within 24 hours.

NEED ASSISTANCE?

email: reports@massref.net or www.massref.net/contact/