

HOW TO WRITE A SEND OFF REPORT



Send Off Report Form

Name of Player Send Off

Please select a player

First Name

Last Name

Player's Number

Send Off Date

Player's Team

Player's Club

Home Team

Away Team

Home Score

Away Score

Approx time into match offence occurred

Ground & Weather Conditions

Where did the offence occur on the field?

Where were you in relation to the offence?

Player's reaction after being sent off

Send Off Due to 2x Yellow Cards

Straight Send Off Offence

Description

Pre-incident

- Details of any foul play leading up to the incident for team or players involved
- Intensity of the game

Incident

- Phase of play
- Exact details of what occurred, including player numbers, parts of body (e.g. left elbow, right side of head etc.)
- Whether action was deliberate/accidental/reckless
- Degree of force used
- Initial contact point e.g. direct to back of head
- Aggregating factors (e.g. speed, 3rd man in with time to decide)
- Mitigating factors (height difference, late change of direction, etc.)

Post-incident

- Reaction of players
- Reaction to red card
- Injury to any players
- Any apology made or remorse

The details can be provided in bullet point rather than an essay.

Please ensure reports are filled out ASAP after a game and must be submitted by 10am on the following business day to allow time for processing.