



FOOTBALL
QUEENSLAND

**ADVICE FOR MATCH
OFFICIALS WRITING
SEND OFF REPORTS**

Send Off reports are critical pieces of information in relation to making sure that players are sanctioned appropriately for their behaviour.

This guide will take you through exactly how to write a report and to make sure that you have all the necessary information written down to help the FQ Disciplinary Team do their job as well as show you an exemplar send off report to help you.

It is vitally important when writing your Send Off Reports that you refer to the Laws of the Game. When describing incidents please use words and phrases directly from Law 12 to support your statements and to give context to your decision making. You must also report what happened accurately using full words and phrases. It is insufficient to abbreviate or censor offensive language in any way when writing a report as a Match Official.

Squadi will ask you to write your Send Off Report on the app when you are going through the match verification process. Squadi will ask a series of questions required for the report. Oftentimes you will need more characters than Squadi will allow, and as such you will need to submit an FQ Incident Report (linked in this document).

Please answer all the sub questions under each heading on this document to produce a clear and concise report that will help the FQ Disciplinary Team support your decision on the field of play.

If you are a Junior Football Match Official who is under the age of 18 please feel free to seek support and help from an adult when writing your report.

Where did the incident take place?

- Where on the field did the incident occur?
- Was it in one teams' penalty area? Was it on the near side of the field? The far side of the field? Was it just outside the penalty area? Were there any pitch markings which would help describe where it took place?

Where were you in relation to the incident?

- How close to the incident were you?
- Were you running? Were you stationary?
- Were you in front of the incident? Behind the incident? Square to the incident?
- Did you have a clear unobstructed view of what happened? Was your vision impaired?

Who was involved? (Including Tech Area Personnel)

- What is the name of the player who received the sanction? What is their shirt number?

- What is the name/number of the player who was fouled?
- Did anyone else get involved or was it isolated to the two people already mentioned?

What caused the incident to occur?

- Was something said to the player?
- Was it a long ball forward?
- Has someone mis-controlled the ball?
- Were the players running at speed? If so, how fast?
- Was someone trying to correct a mistake?
- Was it relation for something else?
- Was it related in any way to a previous incident?
- Was the incident completely isolated and just of a footballing nature?

What happened? What was said? (use exact words). Please use considerations in your explanation.

- Was it a foul tackle?
- If so, did the tackle involve excessive force?
- Was it Violent Conduct?
- If so, what was it? A headbutt? A punch? A kick? Anything else?
- Was any regard for the players safety used?
- What kind of contact was made? With what force?
- What action was used? A lunge? A jump at? A kick at? A punch at?
- Where on the body was the contact made?
- How fast was the incident? Was it at high speed?
- Was foul and abusive language used?
- If so, what exact words and phrases were used?
- Did you hear these words and phrases clearly? Did anyone else hear this being said towards you or another person?
- If it was a Denying an Obvious Goal Scoring Opportunity (DOGSO), why was it a DOGSO? What direction was play? How many defenders were involved? Who had control of the ball? How far away from goal was the incident? Was it footballing challenge?
- What was the final action you took? And what did you send the player off for?
- Is there multiple offences by this player? If so please report any other breaches of Law which would result in a Senf Off using the questions above.

Did anything happen after the dismissal?

- Did the player leave the field of play with no further incident?

- Did the player cause any further issues in breach of the spirit of the game?
- If so, describe exactly what further incident took place.
- Have you asked anyone else to submit a report? If so, who?

Who submits a report?

In most cases the Referee who took the action of discipline on the field of play would be the main person responsible for submitting a report to Football Queensland.

If however, advice from an Assistant Referee was sought for the decision to be made, it would be expected that the Assistant Referee writes a supporting report as well.

In situations of a very serious nature (mass confrontations, match abandonments, assault and or verbal abuse towards a match official) we would expect all Referees appointed to the game to submit a report. The appointed Referee is responsible for the submission of reports from their team in these incidences.

Report Writing for Junior Football Match Officials Under the age of 18: A note to parents and carers

If you are a parent or guardian of a Junior Football Match Official Under the age of 18, we completely appreciate that reporting cards or misconduct (especially after a negative match or a match where the match official has been subject themselves to an offence) can be a stressful experience for the Match Official as well as yourself.

If your son or daughter who refereed the game makes you aware that they had a negative experience during their game, or if you witnessed the negative behaviour yourself, we would ask that you support and encourage them to report the incident(s) as soon as possible. Of course, feel free to support them and help them write the report.

If you did witness anything yourself then please report it via the Protect Our Game Framework:

PROTECT OUR GAME

If your son/daughter needs more support either directly after the match or over the course of the next few days post match then you can use the following channels:

FQ REFEREES ON CALL NUMBER: 07 2103 9163

PROFESSIONAL COUNSELLING (24 HOURS): 1300 844 433 (Free of charge)

Other advice:

- In your notebook always write down what occurred in a brief way and make notes of exact words and phrases used. This will help jog your memory when it comes to writing the report.
- Do not give opinions or speculate on intention. Just write a report based on exactly what you saw and how you dealt with the situation.

- Remember your report is evidence in the sanctioning process. The clearer and more accurate it is, the easier it will be to make sure FQ can sanction correctly.
- If you feel like your AR can assist in corroborating your report, for example as a witness to foul and abusive language towards yourself, then ask them to write a report as well.
- If you feel like you want some advice before submitting a report discuss this with your Regional Referee Representative or email referees@footballqueensland.com.au

Failure to report Misconduct

We fully appreciate that Match Officials can have issues submitting misconduct which may cause a delay in getting reports finalised. If you are ever in this position please reach out to FQ Referees Department via email informing us of the situation. We are also aware that there may be an incident which you didn't deem worthy of a report, but we need clarification of what occurred and as such might reach out to you for a report.

If a Match Official is found to have not reported misconduct which occurred on the field of play, you will be asked for an explanation to this end as this is a very serious offence.

Ensuring the sanctioning of actions taken by Match Officials is a key pillar in upholding the integrity of competitions and fair play throughout the state.

Failure to report misconduct appropriately also calls into question the integrity of the Match Official themselves.

How do I submit a report?

When submitting a Send Off in the Match Verification process on Squadi you will be prompted to submit a report in relation to the card issued.

If for whatever reason that isn't possible for you then please use the following link:

FQ INCIDENT REPORT

What happens once a report has been submitted?

Once you press "Submit" on your Incident or Send Off Report then it will be sent to Football Queensland Disciplinary Department and processed appropriately. There may be occasion where we will be in contact with you for more information or further clarity but 99% of reports are processed without any further requirements in line with Football Queensland Disciplinary Regulations.

It is not unusual for a Referee to want to find out the results of an incident. Especially when the incident was very personal towards the Referee and they are concerned about the safety of other Match Officials in the future. We have empathy to this and understand how important it is to be transparent with sanction outcomes. Many sanctions are pre-determined by Football Queensland Disciplinary Regulations ([here](#)).

Each week the Football Queensland Match Review Panel meet to discuss incidents that are of a more serious nature. This panel is made up of people with all different backgrounds in the footballing community and from there a decision will be made based

on the aforementioned regulations as well as previous precedent and extenuating circumstances.

This is why having an excellent report as a Match Official is so important – as it speeds up this process, and helps the Match Review Panel come to more objective and streamlined decision. It also enables the Match Review Panel to have a very clear idea of what occurred and how it effected the integrity of the game which will then lead to more accurate sanctions.

If at any point the Match Review Panel are not satisfied that they can come to an objective decision in line with the Regulations, or the incident is of an extremely serious nature and the allegation isn't a footballing incident then the incident will be escalated to the Football Queensland Integrity Unit (who are fully independent and work outside of Football Queensland), who will then conduct a much more detailed investigation into what occurred and will seek to find one of three outcomes:

- **Unable to be substantiated**

There is sufficient evidence to show that the complaint is unfounded

- **The complaint is substantiated**

This means that there is sufficient evidence to support the complaint.

- **The complaint is unable to be substantiated**

There is insufficient evidence either way.

And from there the Integrity Unit will recommend the next steps for Football Queensland to take in relation to those involved.

It is very important to remember that everyone involved in an incident has the right to have their case heard in an objective manner – and all decisions taken are set by regulatory process.

Sometimes, the Referee can find this frustrating, as they may see a gap between what happened, and the sanction handed out. We fully appreciate this side of being a Match Official. What is most important to remember is that as a Match Official your job is to execute your decisions on the field of play and if needed to report those decisions to Football Queensland. Once that has occurred, your job is complete, and the governance of the sport is not within your scope. As you can see there is a transparent and heavily regulated process which takes place on all of these incidents, and as such a referee can't "expect" a certain sanction outside of these guidelines. Added to that, with every incident that occurs, Football Queensland are always willing to review and strengthen Disciplinary Sanctions in line with the ever changing nature of football.

If you would ever like to see the outcome of an Incident then you can view that here:

FQ STATE DISCIPLINARY

Exemplar Send Off Report:

Below is an example Send Off Report formatted the way in which you would have to submit it on the Incident Report link above. Please pay attention to the way it is structured and the key terms used in line with the Laws of the Game.

Region?

Darling Downs Region

Match Date and Time?

01/01/2025 | 11:45AM

Competition?

FQPL1

Match Competition Details?

FQPL1 Senior Football

Home Team

Football Queensland Maroon (FQM)

Away Team

Football Queensland White (QW)

Sanctioned Player Details (Shirt#)

5

Sanctioned Player Name*

John Doe

Minute of Match

63rd

Where did the offence occur?

The incident took place on the far side of the field in the attacking third of the pitch as play was breaking towards the FQM goal.

Offence?

R1 – Serious Foul Play

What caused the incident to occur?

In the 63rd minute of the match in which I was the appointed referee between Football Queensland Maroon (FQM) and Football Queensland White (QW) I sent off John Doe (Player #5 for FQM) for a Serious Foul Play offence on John Smith (Player #10 for QW). The incident involved no other participants.

As play broke with speed towards the FQM goal there was a heavy touch by Jane Doe which created a 50/50 situation. In defence John Doe was closing in on the ball at a fast pace, upon realising that he would not get possession, John Doe jumped towards John Smith with a straight leg making full contact on the shin with his studs at high velocity. It was my assessment that he acted with disregard for John Smith's safety whilst using excessive force.

Where were you in relation to the offence?

As the incident took place, I was positioned 12 meters away, with an unobstructed viewing angle, squarely on, looking directly at both players involved and positioned in accordance with positioning advice for match officials. At the time of the incident, I was running in the channel next to the incident.

How did the offence happen?

John Doe jumped towards Jane Doe with a straight leg making full contact on the shin with his studs at high velocity. It was my assessment that he acted with disregard for John Smith's safety using excessive force.

Did anything happen after the event?

Upon witnessing this, I blew my whistle, isolated John Doe, requested treatment from the bench for John Smith, and when the situation was under control, I sent John Doe from the field of play for Serious Foul Play using excessive force.

He left the field of play and returned to the changing rooms with no further incident taking place.

If you need to seek any clarification on the above please feel free to contact me on email@email.com.au or call me on 0412 345 678.

Many Thanks

FQ Referee

If you have any questions in relation to the above please email us on <mailto:referees@footballqueensland.com.au>

Subject: Advice for Match Officials Writing Send Off Reports

Then someone from the Referees Department will get back to you as soon as possible.