

DESCRIBE THE INCIDENT (WHAT HAPPENED – PLEASE PRINT)

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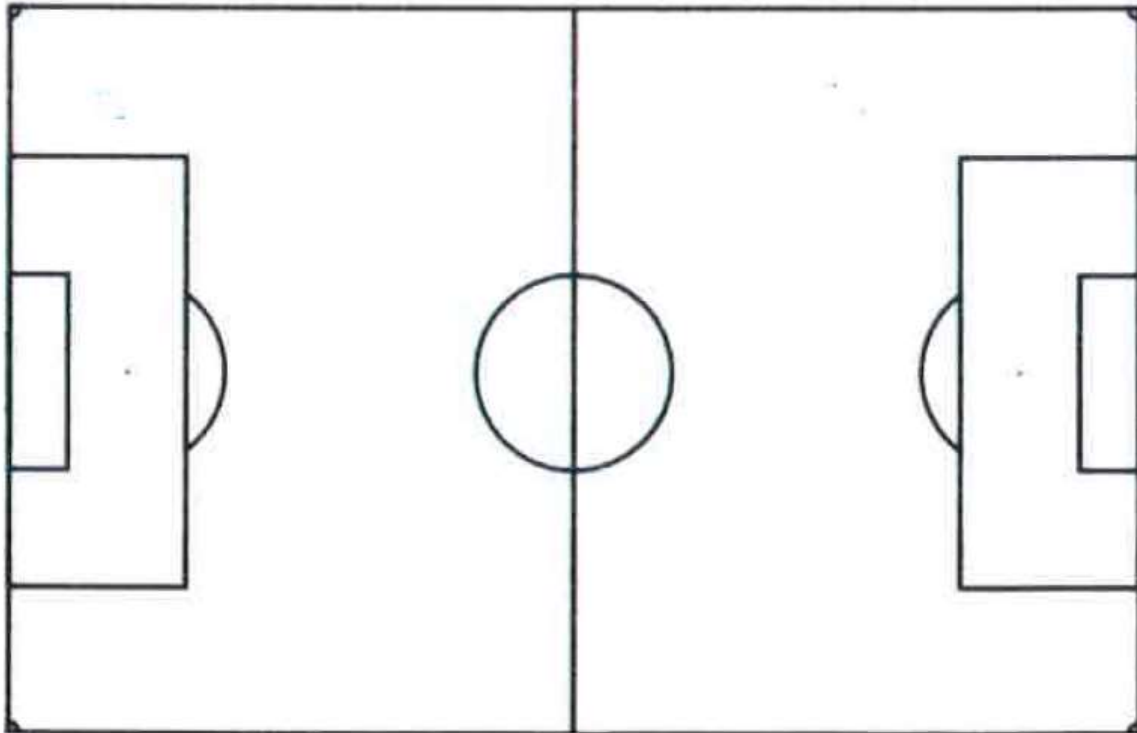
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**Team benches**

## Description Considerations

### Offense

Classification of the misconduct according to the Laws of the Game:

- Caution
- Send off

### Incident

What the player/team official did at the time of committing the offense.

### Description

- The specific offense from the LOTG.
- Time when the incident occurred (minute in the match)
- Location of the incident (use the field diagram).
- Who did what: Name of player(s), team official(s) or spectator(s) involved when applicable (including the identity of the opponent, official, person toward whom the misconduct was directed)
- How the incident occurred including:
  - Whether the action occurred during a challenge for the ball
  - Whether the misconduct occurred at a stoppage of play or during play
  - If anyone was injured because of the misconduct
- The specific words or gestures which were determined to be insulting, offensive, or abusive
- The demeanor of the player/team official during the send-off (including any difficulties in implementing the player's removal from the field)
- The subsequent intrusion of any other players (teammates or opponents) during the time the referee is managing the send-off
- Send-off for a second yellow card: A summary of the prior misconduct preceding the second caution for which the player was sent-off

### Don'ts

- Avoid using vague terms.
- Don't bring up hearsay or past experiences unless they are directly related to the incident.
- Don't threaten.
- Don't put the reader or others on the defensive.
- Do not state any personal opinions, speculation, or disciplinary suggestions.

### Do's

- Be professional, concise and yet complete.
- Write down pertinent information as soon as possible after the game.
- Work on writing the correct information.
- Coordinate your thoughts with the Assistant Referees when the incident is still in your minds.