



INSTRUCTIONS TO MATCH REFEREES WHEN REPORTING **SENDING-OFF OFFENCES**

1. An **Official Referee Report Form** must be completed for every sending-off offence committed and include all pertinent information such as the fixture details, player's name, player's number and Club.
2. The correct sending-off offence code must be inserted in the appropriate section on the Official Referee Report Form. One of the following sending-off offence codes must be used:-

A player, substitute or substituted player shall be sent-off and shown the Red Card if he/she:

S1 - is guilty of serious foul play.

S2 - is guilty of violent conduct.

S3 - spits at an opponent or any other person.

S4 - denies the opposing team a goal or an obvious goal scoring opportunity by deliberately handling the ball. (does not apply to a goalkeeper within his own penalty area.)

S5 - denies an obvious goal scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a Free Kick or Penalty Kick.

S6 - uses offensive, insulting or abusive language and / or gestures.

S7 - receives a second caution in the same match.

3. The Referee's Report must be **TO THE POINT** (containing no more than 50 words), and relate **ONLY** to the incident in question. The time of the incident must also be noted and where the offence relates to offensive, insulting or abusive language, the **ACTUAL WORDS USED** must be reported.

4. Referee sending-off reports must be submitted to the Disciplinary Secretary of North East Wales Football Association by the one of the following ways :-

(i) By e-mail - **By 2.00pm** of the **NEXT WORKING DAY** (Mon-Fri) following the match, the referee's completed sending-off reports must be e-mailed by the referee directly to the Disciplinary Secretary of the North East Wales Football Association.

(ii) By post - Handwritten copies of the referee's sending-off reports must be sent via **First Class** post and be received by the Disciplinary Secretary of the North East Wales Football Association **within 2 days of the match** (Sundays not included).

5. If two or more players are involved in an incident, a separate Referee's Report must be submitted for each player.

WARNING! It is vital that Referees submit sending-off reports in accordance with these Instructions. Any failure to do so will be referred to the NEWFA Referees Committee for their consideration, which may include disciplinary action against the referee concerned.

INSTRUCTIONS TO ALL MATCH OFFICIALS WHEN REPORTING FURTHER MISCONDUCT

1. A **White Paper Report** must be submitted to the Disciplinary Secretary of the North East Wales Football Association containing details of the following misconduct:

(a) Misconduct by players occurring after having been sent-off or whilst not on the Field-of-Play.

(b) Misconduct by a club official.

(c) Misconduct by spectators.

2. The Report must be **DETAILED** and relate **ONLY** to the incident in question. Details must also include the time of the incident, the location of the incident as well as **ANY ACTUAL ABUSIVE LANGUAGE AND GESTURES USED**.

3. All White Paper Reports must be signed and sent via **First Class** post and received by the Disciplinary Secretary of the North East Wales Football Association **within 2 days of the match** (Sundays not included).

PLEASE NOTE:

1. A WHITE PAPER REPORT MUST NOT BE FAXED OR PHONED IN TO THE DISCIPLINE SECRETARY

2. A WHITE PAPER REPORT MUST NOT BE COMPLETED ON AN OFFICIAL REFEREE REPORT FORM