

Protocol for Reports of Unusual Events Etc.

1. **When Needed.** For any match assigned by SSBRA (CSL, SCDSL, J-League, SBPSL, etc.) the referee will be required to submit a report for any match which had an “unusual incident” such as:
 - A. A send off involving serious foul play or violent conduct;
 - B. An incident involving referee abuse or referee assault;
 - C. An incident involving a serious injury (Serious injuries include a broken bone, unconsciousness, etc.: basically anything for which a player would have to go to the Hospital or see a doctor); and,
 - D. An incident that resulted in the involvement of law enforcement.

2. **Format.** The USSF Referee Report Form (aka Match Report and Supplemental Report) will be used for all leagues, regardless of whether or not affiliated. This form is available on the SSBRA website <http://ssbra.solidwebworks.com/association/match-report/>

3. **Prior to Submission of Report to SSBRA.** Referee should consult with assistant referees for accuracy of report. The USSF Referee Administrative Handbook contains the following guidance on writing reports:
 1. The misconduct report should include:
 - A. The teams (the full and correct names of the competing teams)
 - B. The venue and date of the match
 - C. The competition (league, tournament, etc.)
 - D. The player’s name, jersey number, registration card, team
 - E. Reason for report (i.e., specific Law 12 reason)
 - F. Action taken
 - G. The incident (i.e., description of what actually happened stating only the facts, with no opinions, and no recommendations)
 2. The incident (G) must be:
 - A. As you saw it (there is no substitute for the facts)
 - B. Brief, but containing enough evidence and information to enable a committee to understand what happened. This description would include the reaction, if any, of the player(s) and others.

4. **Submission of Report to SSBRA.** All reports will be submitted by the affected Referee to the SSBRA Member-At-Large, before submission to any

league. The SSBRA Member-At-Large as of July 2013 is [Chris Nevil](mailto:Chris.Nevil@soccerofficials@gmail.com) , soccerofficials@gmail.com, 310.346.0055. If he is unavailable, submit the report to another board member.

5. **Timing of Report Submission to SSBRA Member-At-Large.** The report should be submitted to the SSBRA Member-At-Large not more than 24 hours after the incident. In case of extreme situations, please call or e-mail the SSBRA Member-At-Large as soon as practicable to alert him to the situation.
6. **Submission of Report to Applicable League.** Referee will be asked to sign report after review and any comments or suggestions from SSBRA Member-At-Large. SSBRA will submit the report to applicable league if required.
7. **Competitions Requiring At-Field Reports.** For any competition in which the competition authority requires the referee to submit a report at the field, the referee shall follow the requirement of the competition, but shall also notify the SSBRA Member-At-Large of the unusual incident and the submission of the report.

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