



Misconduct Report Pitfalls

1. Be accurate with your report and please make it legible.
2. In the case of spectator interference, if you cannot identify the individual, simply record the team association of that spectator. The onus of the responsibility to identify that individual will now fall to the team.
3. Check off only one reason for the dismissal or if no dismissal took place, however, a recordable incident occurred, please refer back to the line item that reads **“The incident or dismissal took place when?”**
4. It is important to check off one or two of the events following the dismissal, do not leave that section blank. This allows the discipline committee to determine the degree of intent behind the individual’s actions.

- Left the field without any further incident.**
- Did not leave immediately and continued to dispute the Referee’s decision.**
- Returned at the end of the game: (Referee to document actions in report).**

An individual may have succumbed to an “isolated” moment of frustration on the field of play. If they return at the end of the game to harass or dispute, it would be fair to assume that they have had time to re-evaluate and have chosen not to show any remorse for their actions. This now becomes a purposeful action rather than reactionary and will not reflect well on this individual during a discipline hearing.

It is also important to note if the individual accepted your decision and immediately left the field without further incident. Of course if that individual has thrown a punch at you and knocked you out...then left the field without further incident...you may want to leave that box unchecked.

5. When you have written your report, please check it and ensure that your comments are accurate and describe the incident in a precise manner. Keep it short and professional. Do not allow for personal opinion or conjecture. Stick only to the actual incident itself. If the individual has sworn, write exactly what they said. If they said “Fuck you ref”, then you write “Fuck you ref”.

6. When you are asked to attend a hearing...go prepared. Review your report in advance and do not read it at the hearing for reference. Show the committee that you have no doubt what occurred and the incident is very clear in your mind.
7. When you are at the discipline hearing and you are asked if you have any thing further to add...[stand by your report as written.](#)
 - Do not add any further information.
 - When asked a question ...think about your answer before opening your mouth. Show respect to all in attendance.
 - Address all answers to the Chairman if questions are asked by the accused. You look at the Chairman and you say “Through the Chair please”, when the Chairman has acknowledged you, you can then answer the question.
 - Do not allow yourself to be drawn into any verbal debates with anybody that is attending the hearing. The Chairman should not allow this to occur.
 - No personal opinions, keep your answers professional.
 - Do not appear cocky or over-confident. Sit straight in your chair, do not slouch, keep good eye contact with the committee and show confidence in your answers. Do not look down or fidget.
 - Do not contradict your report.

If you follow all the above procedures, you will have given the Committee the accuracy and the confidence they require to make an educated decision in the case.

The results of the discipline hearing are not your concern. Once you have been dismissed the matter no longer rests with you. Stand up shake hands with all in attendance, including the accused. This shows the Committee that there is no malice on your part. If the accused refuses to take your hand, simply turn and walk away without comment. You have done your part and it is now time to move forward.

