

## Protocol For Reports for Unusual Events Etc.

1. **When Needed.** For any match assigned by SSBRA (CSL, J-League, SBPSL, SBS, 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.** USSF Form of 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.org/html/laws/matchreport.html>
  
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 disciplinary 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 is Gabriel Goldsman. His contact information is: E-mail: [gabriel@gggtech.com](mailto:gabriel@gggtech.com) ; Phone: 213-220-3580. If Gabriel 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 48 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.

rev. 11.08