



GUIDE TO WRITING PLAYER DISMISSAL OR INCIDENT REPORT

BACKGROUND

The guide provides assistance to persons completing the Player Dismissal or Incident Report. The guide is produced so a consistent approach to player dismissals and incident report writing is achieved.

The referee(s) officiating the match is responsible to provide factual and informative information for decision making purposes.

OPERATIVE PART

This part relates to completing the Player Dismissal or Incident Report.

1. Complete all details at Part 1. Ensure you have the correct details so the incident is not dismissed through error in citing the incorrect person.
2. A person can only be cited for breach of Section 20, you must advise which sub-section of section 20 the incident relates to. For example; if the offender strikes another player, they are charged under section 20.1.6
3. To complete Part 2 – Incident; you must:
 - a. Describe the position on the field where the incident occurred and state your position and view of the incident. For example, the incident took place 20 meters from the try line at the Centaurs end, 10 meters infield on the sub box side of the Field 3. I was approximately 5 meters from the incident and had a clear view of the incident. You are permitted to draw a diagram setting out the location of the incident and your position.
 - b. Provide a brief narrative that will ‘set the scene’ of events immediately prior to the incident. For example; I penalised team X for disputing decisions. I then warned the captain of team X about players disputing decisions and that they will be Dismissed if it continues.
 - c. Describe the offence/ incident in detail. For example; if the offender uses excessive force when making a Touch, you must provide sufficient detail to confirm excessive force was used and this is apparent to the reader. For example; the offender used such force in the Touch that the ball carrier was propelled backwards and fell to the ground.
 - d. Be objective and dispassionate. Avoid motherhood and emotive statements, these will weaken your argument and be construed as bitterness. For example, do not say *‘this is the worse incident I have ever seen on a sporting field and children will stop playing Touch.’*
 - e. Be precise as possible. For example; if the offender swore at a Referee you must describe the actual words used. You must be clear and state the swearing was directed at the Referee. You must state the manner in which the swearing was delivered; was it aggressive or threatening, the volume used and was it audible to those in close proximity. You must spell out the actual words used and insert in quotation marks. Do not use characters to mask words., i.e. F\$#K
 - f. Describe the offender’s reaction after the incident. Did the offender accept the punishment and leave the field or did they continue to argue about the incident?

This document is current and maintained by Touch Singapore. Users must refer to the Touch Singapore Director of Referees if further advice is sought.