



How to Write a Report

Each tribunal report needs to be as comprehensive as possible. The tribunal were not there at the time – they need to know what happened! This is VITALLY important when it comes to alternate procedures, as the tribunal are not able to ask questions to get more detail.

When writing out a report, you need to:

- Fill out all the information on the front of the report form
- Make sure you remember to tick all the relevant boxes for the charges you wish to lay and chose Yes or No for alternate procedure.
- Write out the sequence of events with detail in order from start to finish.
- You can also give any background information related to the game as well before the actual reported incident (especially when filling out an alternate procedure report) to help the tribunal know what the feel of the game was.
 - Eg. "The game between Team A and Team B had been fairly physical the whole way through and several players had been given warning for making unnecessary comments to myself, my partner and other players. There had also been a technical foul called on black #11 from Team A in the first half of the game because of this."
- Describe all the charges in the report at the end of the sequence of events. In a "Summary of Charges"
 - List each individual charge and the reason/example as to why the person has been reported for this charge. **It is very important that each charge relates to a single event. Please do not select 2 charges for the same action. If more than 1 seem relevant, select the one that has the higher penalty.**
- **OFFENSIVE LANGUAGE B:** Black #5 saying "That's bull s**t! You're the worst ref I have ever had!" after receiving a technical foul
- **UNSPORTSMANLIKE BEHAVIOUR:** When black #5 threw the drink bottle on the ground causing water to go onto the court and then kicking the drink bottle causing more water to come out of it and spread further.

If it is an alternate procedure report, make sure you include things in the writing of the report that you would question on in a hearing.

- On a scale of 1-5, how loud/hard was the incident?
- Had there been any issues throughout the game?
- Were there any spectators/children around?
- Where did the incident take place on the court? Where were you? Where was your partner?
 - For this, please use and bring the court plan with you. You can attach an image of the court labelled with where you, your partner, the reported player, spectators, witness and any other relevant people were located at the time of the event.

If you are unavailable on certain nights due to work or are going away in the next 3 weeks, list the dates at the bottom of the report form and why you will be unavailable.

Some offences are clear cut, others a little unclear. There is a definition of each charge available online on the Basketball Victoria website listed under the tribunals tab as "Tribunal Offences Summary". PLEASE make sure that you are familiar with the charges you are using so you can explain

to the tribunal why you have chosen these offenses. If you are unsure about the charges to use or what a particular charge means, ask your supervisor or a committee member.

Alternate Procedure is a way for referees to deal with untoward player/coach/spectator behaviour without wasting countless hours. HOWEVER, this is only relevant for **minor matters**. This constitutes an incident that would in most cases result in a penalty of less than 20 weeks.

Decisions about the suitability of the case to be dealt with as an alternate procedure rest with the Tribunal Chairperson. They decide this based on the charges laid and the description of the events given by the reporting official. If the Tribunal Chairperson feels that the case does not warrant alternate procedure, they may elect to take the case to a tribunal hearing. If there is not enough detail, the Tribunal Chairperson will need to get more information. This may mean going to a tribunal hearing.

If the reported person does not respond to the Tribunal's offer, or rejects the offer made, the case will go to a tribunal hearing.

Even if the referee deems the incident suitable to be dealt with as an alternate procedure, the case may STILL go to tribunal. This is something that MUST be taken into consideration.

Report Example:

Black #5 from Team A had been making continual disruptive general comments and comments towards other players throughout the game to which members of the other team had said they found rude and offensive.

In a break of play during a time-out black #5 was spoken to individually by both refs, made aware of this and was asked to discontinue the behaviour.

In the next play phase black #5 made another comment towards green #7, a player on the opposition Team B, saying "Oh my god, I can't believe you missed that shot! You retard!" This comment was loud enough for everyone in the half of the court where the ball was to hear, around a 3-4 out of 5. Not shouting but still loud. For this comment black #5 received a technical foul.

In response to the technical foul black #5 then exclaimed "That's bull s**t! You're the worst ref I have ever had!" at the same volume level as before, 3-4 out of 5, loud enough for everyone to hear. He then received a disqualifying foul and was asked to leave the stadium.

When collecting their belongings black #5 threw a drink bottle on the ground causing water to go onto the court. They then kicked the drink bottle causing more water to come out of it and spread further.

The drink bottle was a screw top Mount Franklin thrown to the ground with a force of 3 out of 5 causing it to bounce a bit and the lid to come off so the water spread on the court. The force used to kick the drink bottle and make the water spread further was about a 2, a light-ish kick that moved the bottle around 2m from its original location.

Black #5 then exited the basketball stadium.

This whole incident and the way black #5 was acting was unnecessary and reflected poorly on the game of basketball to anyone who was participating in or watching the game.

OFFENSIVE LANGUAGE A: Black #5 saying to green #7 "Oh my god, I can't believe you missed that shot! You idiot!"

OFFENSIVE LANGUAGE B: Black #5 saying "That's bull s**t! You're the worst ref I have ever had!" after receiving a technical foul

UNSPORTSMANLIKE BEHAVIOUR: When black #5 threw the drink bottle on the ground causing water to go onto the court and then kicking the drink bottle causing more water to come out of it and spread further.

BRINGING BASKETBALL INTO DISREPUTE: The comments black #5 was making towards the players during the game and the way this whole situation took place reflected poorly on the game of basketball.

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