

## Instructions to Referees for Completing Match Reports

Instructions:

1. After each match each referee must file a match report to NCSL within 72 hours of the match.
2. Completed match reports should be saved for your records. Please “save as” using the following format as a file name: “<Your Last Name><Date of match (mm-dd-yy)><Division>.” For example, John Smith officiated a game on October 15, 2006 for BU9’s. The file name should read: Smith 10-15-06 BU9.doc
3. Submit completed match reports to NCSL by e-mailing them as an attachment to [phyllis@ncsl.cc](mailto:phyllis@ncsl.cc). It is best to place all reports for one day within the same file.

Each template has 2 blank match reports. If you have officiated more than 2 games, make certain you copy and paste as many blank tables as you need for that day’s matches. If you only officiate in one match please delete the second report before sending it to NCSL.

To complete the report:

1. Indicate Home and Away teams (can be filled in before the match)
2. Color: Jersey color
3. Captains: Indicate by name or number
4. Date: Match date
5. Duration: Total time of each quarter or half (in minutes)
6. Field: Which field the match took place on
7. Kick-off: Indicate which team kicked off (erase the period(s) that they **don’t** kick off)
8. Level/League: NCSL/Division
9. Start and end time are the actual times started and completed
10. Goals: indicate, by number, how many goals were scored each period of play and the final score of the match.
11. Misconduct: Indicate player number, when it happened, foul, and the reason
12. Officials: Name yourself and any co-referee or assistant referee
13. Comments: This is a detailed description of the match. Include all relative facts such as coach/parent/player attitude, injuries, field conditions, etc. All fouls must be described in detail.

EXAMPLE:

<b>REFEREE REPORT</b>													
HOME	Tigers						Huskies						AWAY
Color	Orange		3,12		Captains		5,8		Purple		Color		
Date:	10-15-06		Kickoff						Duration (4x)		12		
Field:	PRC #2		1			4			2	3	Start Time		11:00 a
Level/League	NCSL/BU9						End Time		12:15 p				
Goals	Q1	Q2	Q3	Q4	OT	Final	Goals	Q1	Q2	Q3	Q4	OT	Final
#	1	1	1	2		5	#		2	1	1		4
Misconduct													
#	Qtr	W/C/S	Reason				#	Qtr	W/C/S	Reason			
10	1	W	Pushing										
10	2	W	Pushing										
10	3	C	PI, pushing										
W=Warning   C=Caution (Yellow)   S = Send-Off (Red)													
Officials:	John Smith						Bill Butler						
Comments:	Lines on the field were getting hard to see. #10 on the Tigers was warned for carelessly pushing opponents throughout the first half. After repeated warnings I yellow carded him in the 3 <sup>rd</sup> quarter for persistent infringement of the Laws of the Game (PI). #2 on the Huskies had to come off the field in the second quarter when he took a ball to his stomach. He came back in later in the game.												

**Match Report for Quarters (U9):**

<b>REFEREE REPORT</b>															
<b>HOME</b>							<b>AWAY</b>								
Color				Captains			Color								
Date:		Kickoff						Duration (4x)							
Field:		1	2	3	4	O	1	2	3	4	O	Start Time			
Level/League											End Time				
Goals	Q1	Q2	Q3	Q4	OT	Final	Goals	Q1	Q2	Q3	Q4	OT	Final		
#							#								
<b>Misconduct</b>															
#	Qtr	W/C/S	Reason				#	Qtr	W/C/S	Reason					
W=Warning C=Caution (Yellow) S = Send-Off (Red)															
Officials:															
Comments:															

**Match Report for Halves (U11 and above):**

<b>REFEREE REPORT</b>												
<b>HOME</b>						<b>AWAY</b>						
Color				Captains		Color						
Date:		Kickoff						Duration (2x)				
Field:		1st	2nd	O	1st	2nd	O	Start Time				
Level/League								End Time				
Goals	1st	2nd	OT	Final	Goals	1st	2nd	OT	Final			
#					#							
<b>Misconduct</b>												
#	Qtr	W/C/S	Reason			#	Qtr	W/C/S	Reason			
W=Warning C=Caution (Yellow) S = Send-Off (Red)												
Officials:												
Comments:												