

Incident Report Writing

There is a concern this season over the quality of reports written by officials. This is not a local problem but it is happening throughout the branch. The following penalties must always be followed up with a written report:

- All Game Misconduct Penalties
- All Gross Misconduct Penalties
- All Match Penalties (*Match penalties on officials are reported separately*)
- All Misconduct Penalties occurring within 10 minutes of the conclusion of the game.

In your report the following must be included:

- Name, number, time of infraction, and team of offender – if it is a coach and you do not know his name, ask one of the assistants, or someone from the other team.
- Check the front of the game sheet to be certain the timekeeper recorded the penalty properly – if it isn't listed on the front, you can add it with the time recorded that it happened and initial this.
- The rule number of the infraction – from section 6 in the rulebook
- Report if anything happened during the game that led up to the incident or if anything happened afterwards.
- Report only the facts of the actual occurrence describing exactly what you saw happen and where you were in relation to the incident.
 - *Was the incident accidental or was it intentional*
 - *If profane language was used you can state “abuse with profanity” or “the player shouted profanities at an opposing player”*
 - *Rule (47f) will need the actual verbal taunt that was used*
 - *Did the injured player come back in the game later or did he go to the dressing room for the remainder of the game*
 - *Do not state what you think is the extent of the injury, this is a doctor or trainers job*
- When describing the incident use team names and not team colors as the person reading the report probably does not know the jersey colors of the teams
- Report any other occurrence that may have happened as the penalized player was leaving the ice
- Read your report over and see if you are able to picture the actual occurrence from what you have reported, as this report will end up with a league official that was probably not at the game and will have to visualize what happened by reading this report and then make a decision on suspensions.
- Sign the report and include your telephone number in the event a league official needs to contact you.
- Some leagues supply special write-up books for these reports that are left in the referees room but if there is no report form available it should be written on the back of the original copy of the game sheet.
- Do not make any comment to a team official regarding the length of any suspension a player may receive. If you are asked, your answer should be, “it is up to the league to determine the length of any suspension”