Referee Misconduct Report Guide   Version 2.1

This guide should help the user through the automated process of preparing a misconduct report. Any suggestions for improvement of this Guide or the Report itself should be directed to the ASRA Brady N. Robinson at bnr48@charter.net

New Items in version 2.1 are indicated by a bar in the Right Margin

Start Here Click on this URL: http://soccerofficialstn.org/reports/User/Login

First Time Tennessee Referee USERS are already in the Data Base

- 🌐 Use the password that was sent to you OR
- 🌐   Select "**Forgot Password**" a password will be emailed to You

IF you are not a Tennessee Referee or you are not in the Data Base select "**Sign up**"

Login using your Email and Password – **EDIT** your User Profile to ensure your USSF Grade and Phone # are correct

Select "**New Report**" or "**List Report**" from the menu
(List Reports will allow you to review previously submitted reports).

General Information

1

Home Team *

Score *

Visiting Team *

Score *

This is where you will enter the team names. The data fields have a memory so that once a team name has been entered the system will "remember" the name. As you begin typing a listing of "remembered" team names will populate allowing selection to save time entering the entire name. As with any "Auto Fill in Field" please ensure the correct data is entered before proceeding

2

Male ○ Female ○ Co-Ed ○   Teams in same state, association, division and league? ⦿Yes ○No

If one or more of the teams are from a state other than Tennessee you must click NO in this block. When you click No a menu will appear that will allow you to select state, division and age group of both teams.

3

State Association * Select ▾   Pull Down or Type in the field – Default Tennessee

Division * Select ▾   Pull Down Only – Currently restricted to Divisions 1-4

League or Tournament Name *   Examples – TSSA State League, GMSA, **Region 3 Premier** // Tournament Name

Age Group * Select ▾   Pull Down Only

Officials Information

4

Referee *		Grade *		USSF ID *	
AR 1 Official		Grade		USSF ID	
AR 2 Official		Grade		USSF ID	
4th Official		Grade		USSF ID	

The Referee data fields will access a data base that is preloaded with the 2011 TN Game Officials data and also have a memory that will provide auto-fill options as you begin to type. You may change the referee's information to the Referee that officiated the match if you are not that referee. The person submitting the report will be identified on the administrators report and in the signature block of page two on the PDF. The referee information is the only required field. It would not be appropriate to leave the other officials off the report as a function of routine. **As these fields search the data base for information you may need to be PATIENT if you are on a slow internet connection**. Try typing the first 4 characters of the referees last Name – if not found – try the first 4 characters of the First Name. // Be Patient.

Teams Information

5

Home Team Late	○Yes	⦿No
Visiting Team Late	○Yes	⦿No
Home Team Player Passes Received/Checked?	⦿Yes	○No
Visiting Team Player Passes Received/Checked?	⦿Yes	○No

Referee may change each line as appropriate.

6

Field Information

City *

Facility *

Field No   #1

Field Conditions *   Select

City: Nashville, Knoxville, Memphis, Smyrna, etc.

Facility: Mike Rose, Heritage Park, etc.

Field No.: # 1, change as necessary.

Field conditions: Pull down

7

Game Information

Played On *

Scheduled Start *   01 : 00 AM   Actual Start * 01 : 00 AM   Actual End * 01 : 00 AM

Approximate number of spectators *   Weather *   Fair

Half Time Score

Home Team Score *   Visiting Team Score *

The Played on is the date of Game and must be selected with the mouse. Time fields are easy using a keyboard and the Tab key. Times must be entered with a 0 if using the keyboard 05-06 etc.

8

Unusual Events

Incident Marker   ✕

To add a new field incident marker, simply click near where you wish to place a marker on the field. Select Add.
To **move** a marker, first select the marker, then click the Move button, finally click to the new location of the marker.
To **delete** marker, select the marker and click Delete. Deleting a marker will not automatically delete an associated unusual event description (below).

ADD

You "MUST" enter a location in order to add an Injury, Caution, Send Off, Bench Misconduct or other unusual event. To add a marker, simply touch the field with the mouse**.** For example the report here had 12 things to report. One injury, 4 cautions, 5 Send Offs, one Coach issue and one parent problem. Get as accurate as possible on the placement of the marker – once added you can come back and move it or delete if necessary (If you delete a # that # will not be available again in this report, so #'s may not be in sequence). A single Field # may be used in multiple events such as a caution and a sendoff for more than one player.

9

Players Cautioned

ADD

Name	Pass NO.	Team	Misconduct	#	GT	Remove	Edit

Click on Add in the appropriate area: Serious Injuries // Players Cautioned // Players Sent Off // Bench Personnel Misconduct and Other Unusual Events

10 Serious Injuries // Players Cautioned // Players Sent Off // Bench Personnel Misconduct and Other Unusual Events are basically completed the same. Players Cautioned does not have a place for comment as the 7 reasons for a caution will suffice. All other fields require a comment – **keep it brief and factual – NO opinions**. "Other Unusual Events" This field is intended to provide a place to make any comment that might not fit the standard formats. Make any comment that might be necessary – **just input NA or NR for any fields not used**. "GT" is Game Time – B-Game=Before Game Starts, 1+ Time=Added time 1st half, 2+ Time=Added time 2nd half, OT1 & OT2= Overtime periods and A-GM= After Game. **Comments Fields**, while unlimited should be brief and to the point. Please do not include opinions and hypotheticals.

11 Once a report is submitted it can NOT be changed - you can pull it back up and submit a newer version by going to "List Report" finding the report you wish to edit selecting it.

12 Once a submitted report has been opened for editing go to the top or bottom of the report and select "SUBMIT NEW VERSION". Edit report as required and submit it again. If the ASRA does not approve the report an automatic email will be sent to the person who submitted the report telling them what is wrong with the report. When the newest version is approved the original will auto delete.

13 A "PDF" of a submitted report may be viewed and downloaded after submission of any report by clicking on the View as PDF 📄 in the top right corner of any submitted report.

14 Submit corrections to this manual or suggestions to make the report better to;

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