

# Guidance to Referees on submitting Discipline Reports and Abuse of Official Reports

Please remember that all reports must be submitted through the Society Discipline Officer Stephen Dowse to [Dowse@sdowse.fsnet.co.uk](mailto:Dowse@sdowse.fsnet.co.uk).

Do not take any action on your own account to contact clubs or individuals in regard to specific incidents. The RFU has correct, robust and well established disciplinary procedures which must not be undermined.

If you need further advice or wish to discuss specific cases, please contact Stephen on 01980 619054 (h), 01980 673345 (b) or 07714 203209.

## Red Card Action

- When dismissing a player, note the following:
  - his shirt number and position,
  - his name if possible,
  - the time of the dismissal,
  - the score at the time,
  - the nature of his offence.
- **Immediately** after leaving the pitch confirm the name of the player and make detailed notes of the incident.
- As soon as possible, and certainly **within 48 hours, complete a Rugby Football Union Discipline Report**. The latest version may be found through the link on the 'Refereeing' section on the Society website or at <http://www.community-rugby.com/community> (Referee/Officiate, Resources, Forms & Info section) (**use the Word version**)
- Email the completed Report to the Society Discipline Officer, Stephen Dowse at [Dowse@sdowse.fsnet.co.uk](mailto:Dowse@sdowse.fsnet.co.uk), who will forward it the relevant Constituent Body, after discussing it with you if necessary. If you can only submit a hand written report FAX it to 01980 672329, for the attention of Maj (Retd) S M Dowse.

## Abuse

- If you are subject to abuse, do not react abusively or take any threatening action yourself. Act in a way to defuse the situation. Try to identify the individual(s) concerned and note their names at the time. If possible, warn the individuals that you will be reporting their behaviour (this would not be appropriate if it were crowd abuse being reported, where it would be better to inform the club of the action you will be taking).
- Make detailed notes immediately after the game.
- Consult the Society Discipline Officer if you need advice - Stephen Dowse at or Tel: 94321 3345/01980 673345 or 07714 203209.

- As soon as possible complete a **Rugby Football Union Match Official Abuse Incident Report** (see Society website link), and send it to the Discipline Officer at **Dowse@sdowse.fsnet.co.uk**.

### **Citing**

- There may occasions when action may be taken to cite a player. This will be rare and can only happen where the referee has, for a number of reasons (unsighted, yellow card or penalty), not dismissed a player for an act of foul play.
- As soon as you become aware of any citing action being considered, make your own detailed notes about the game, as you would probably be called as witness at the subsequent disciplinary hearing.

### **Abandoning a Match**

- If you have to abandon a match on disciplinary grounds, you have in fact dismissed both sides and will need to submit a **Rugby Football Union Discipline Report**.
- Discuss the situation with the Society Discipline Officer - Stephen Dowse Tel: 01980 619054 or 07714 203209.