



# FA|WALES CBD|CYMRU

## Guidance for Reporting Offences 2012/2013

### Guidance for Reporting | Sending-off Offences

Sending-off Report Forms must be submitted to the FAW Compliance Department in one of the following ways:

#### Online

Referees may use the online 'Referee Reporting Portal' to submit their Sending-off Report Forms to the Compliance Department. Access and instructions on how to use the 'Referee Reporting Portal' have been emailed to match officials. If you have not received access please email [discipline@faw.co.uk](mailto:discipline@faw.co.uk).

#### Email

Referees may submit a scanned version of their Sending-off Report Forms to the Compliance Department via [discipline@faw.co.uk](mailto:discipline@faw.co.uk). When submitting a Sending-off Report Form please include the words 'Red Card' and the fixture in your email subject line: e.g. 'Red Card – Team A v Team B'.

#### Fax

Sending-off Report Forms may also be faxed to the Compliance Department on 02920 435877.

#### Telephone

Sending-off Report Forms may also be telephoned to the Compliance Department on the following numbers: 02920 435850 or 02920 435866. You may then dictate your prepared report to a member of staff. If reporting via telephone we will require an original copy of your report to be posted first class and be received by the FAW within two working days.

**Please note** that in all of the above methods the reports must be received by 2.00pm of the next working day following the match. Details of late submissions or failure to report a sending-off offence will be referred to the FAW Referees Manager for consideration.

#### Report Form for Assistant Referees

Assistant Referees may submit their Report Form via the following methods: Online, Email (with subject line 'Assistant Report – Team A v Team B'), Fax or Post.

#### Public Holidays

Office opening times are subject to change. Please check [www.faw.org.uk/RefereeReporting.ink](http://www.faw.org.uk/RefereeReporting.ink) for more specific details at these times.

All replacement Report Forms can be downloaded from [www.faw.org.uk/RefereeReporting.ink](http://www.faw.org.uk/RefereeReporting.ink)

### Guidance for Reporting | Caution Offences

Caution Report Forms must be submitted to the FAW Compliance Department in one of the following ways:

#### Online

Referees may use the online 'Referee Reporting Portal' to submit their Caution Reports to the Compliance Department. Access and instructions on how to use the 'Referee Reporting Portal' have been emailed to match officials. If you have not received access please email [discipline@faw.co.uk](mailto:discipline@faw.co.uk).

#### Email

Referees may submit a scanned version of their Caution Report Form to the Compliance Department via [discipline@faw.co.uk](mailto:discipline@faw.co.uk). When submitting a Caution Report Form please include the words 'Cautions' and the fixture in your email subject line: e.g. 'Cautions – Team A v Team B'.

#### Fax

Caution Report Forms may also be faxed to the Compliance Department on 02920 435877.

#### Post

Alternatively Caution Report Forms can be posted first class to the FAW Compliance Department, 11/12 Neptune Court, Vanguard Way, Cardiff, CF24 5PL.

**Please note** that in all of the above methods the reports must be received within two working days of the match. Details of late submissions or failure to report a caution offence will be referred to the FAW Referees Manager for consideration.

### Guidance for Reporting | Further Misconduct

The Further Misconduct Report Form can be used to detail the following:

- Misconduct that occurs after a player has been sent-off, whilst on or off the field of play, or any other incident outside of the 'Laws of the Game'.
- Misconduct by a club official.
- Misconduct by spectators.

Further Misconduct Report Forms can be submitted via the following methods: Online, Email (with subject line 'Misconduct Report – Team A v Team B'), Fax or Post and must be received by the Compliance Department within two working days of the match.