

Referee Misconduct Report Guide

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



Click on this URL: <http://soccerofficialstn.org/reports/User/Login>

Home

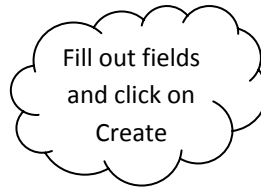
Login

Email:

Password:

[Sign Up](#) [Forgot Password](#)

Thought bubble: Select Sign Up



Home

Create User

Fields

FirstName: *

LastName: *

Address1: *

Address2:

City: *

State: *

Zip: *

Email: *

Phone: *

Grade: *

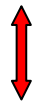
USSF ID: *

Password: *

Confirm Password: *

Login using your Email and Password, select "New Report" or "List Report" from the menu (List Reports will allow you to review previously submitted reports).

[New Report](#) [List Report](#)



Welcome to the Soccer Officials of Tennessee online game reporting system. To use this system, select an option from above.

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.

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 *
 Division *
 League or Tournament Name *
 Age Group *

Pull Down or Type in the field – Default Tennessee

Pull Down Only

Examples – State, GMSA, Region 3 Premier // Tournament Name

Pull Down Only

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Officials Information

Referee *	<input type="text"/>	Grade *	<input type="text"/>	USSF ID *	<input type="text"/>
AR 1 Official	<input type="text"/>	Grade	<input type="text"/>	USSF ID	<input type="text"/>
AR 2 Official	<input type="text"/>	Grade	<input type="text"/>	USSF ID	<input type="text"/>
4th Official	<input type="text"/>	Grade	<input type="text"/>	USSF ID	<input type="text"/>

Last Name, First Name PLEASE - The Referee data fields have a memory and will provide auto-fill options as you begin to type. Referee field will “auto fill” from the “Log on” information as soon as you select new report. 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. 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.

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Teams Information

Home Team Late Yes No minutes

Visiting Team Late Yes No

Home Team Player Passes Received/Checked? Yes No

Visiting Team Player Passes Received/Checked? Yes No

Home Team Line-up Enclosed? Yes No

Visiting Team Line-up Enclosed? Yes No

Referee MUST select Yes or No for each line as appropriate.

6

Field Information

Metro Area *

Facility *

Field No

Field Conditions *

Example: Nashville, Knoxville, Memphis, Smyrna, etc.
 Example: Mike Rose, Heritage Park, etc.
 Default # 1, change as necessary.
 Pull down

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Game Information

Played On *

Scheduled Start * : Actual Start * : Actual End * :

Approximate number of spectators * Weather *

Half Time Score

Home Team Score * Visiting Team Score *

This should require no explanation – all fields are mandatory.

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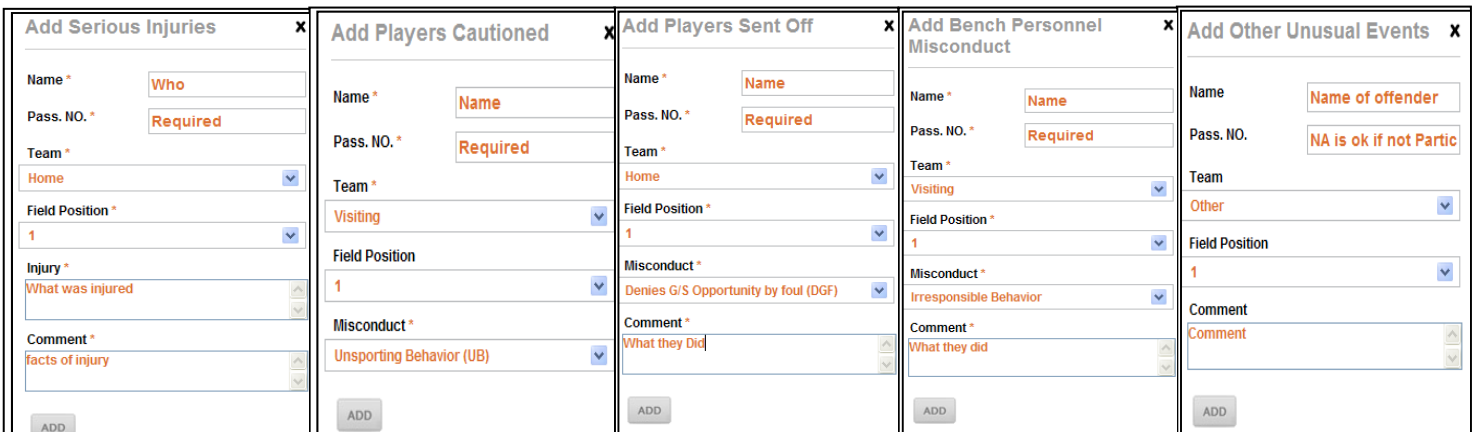


To add a marker, simply touch the field with the mouse. You “MUST” enter a location in order to add an Injury, Caution, Send Off, Bench Misconduct or other unusual event. For example the report here had 12 things to report. One injury, 4 cautions, 5 Send Offs, one Coach issue and one parent problem. Get as accurate as possible on the placement of the marker – once added you can come back and delete if necessary (Hit Refresh if you delete a Marker).

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



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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.

SUBMIT GAME REPORT

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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.

New Report **List Report**

- [FC Alliance-Metro Rapids Blue-01-30-2011\(submitted-02-07-2011\)](#)
- [Express 92-Oak Ridge Fire-10-12-2008\(submitted-02-19-2011\)](#)
- [AC/FC-Milanos \(Dragons\)-02-22-2011\(submitted-02-28-2011\)](#)
- [+ WARRIORS FC-MIDTOWN FC-03-03-2011\(submitted-03-07-2011\)](#)
- [MCSA-White-MCSA-Dark-03-19-2011\(submitted-03-21-2011\)](#)
- [MSC-KAOS-03-19-2011\(submitted-03-21-2011\)](#)
- [- Desoto United-F/C Desoto-03-20-2011\(submitted-03-21-2011\)](#)
- [L Desoto United-F/C Desoto-03-20-2011\(revised-03-24-2011\)](#)

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Once a submitted report has been opened for editing go to the 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.

SUBMIT NEW VERSION

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

Brady N. Robinson
ASRA, SOT
931-801-8142
Bnr48@charter.net

Click on this URL to view submissions from other Referees that will be used to improve this system.

<http://www.mcsaonline.net/PDF/Referee/MisconductReportGuideChangeLog.pdf>