**Offensive/Insulting Language/Actions Match Report Checklist**

**Paragraph One**

1. Minute of incident (75th, 90+2 etc)
2. Name of offender
3. “named on the teamsheet as…”
4. Offence under Law 12/Law 5 for which the offender was sent off

**Paragraph Two**

1. State time of offence
2. Where on the FOP did the incident take place, where was the offender
3. What was said – exact quotes
4. How far from the incident were you? State that you clearly heard the words used

**Paragraph Three**

1. What did you do? Issued red card etc
2. State the exact Law word for word for which you issued a red card Law 12 and/or Law 5 as appropriate

**Paragraph Four**

1. How did the offender leave the field of play? Without further incident? Did he protest or become involved in further incidents?
2. How did you restart game?
3. “This concludes my report”
4. Sign Report