



## Disciplinary Report Writing

(Report form is on the second page of the document)

### Report writing - aims

- To develop a writing frame to allow consistent objective report writing
- To develop reports that are accurate, informative and robust
- To ensure that the integrity of officials is never questioned

### Report writing

- Use the template provided below
- Ensure all of the basic details are completed correctly
- Do not collude and produce reports that are clearly 'cut and paste'!
- Make sure your report is objective (don't include personal opinions and keep it factual)

### Reporting the incident

- Give some context to the incident
- Where were you when it happened?
- Where was the ball?
- Where was the incident?
- What happened in the run up to the incident?
- What happened in the incident?
- Report only what you **saw** and **heard** - these must be linked!

### Concluding the report

- What were the outcomes you came to?
- How did you reach these outcomes?
- How was the game restarted?
- Were there any repercussions from the incident - only comment if there were!
- The report must be sent EB within 48 hours

### In summary

- Provide a context
- Be factual
- Avoid conjecture - only report facts
- Meet the deadlines



## Disciplinary Report Form

This form should be used in the case of a disqualification or other disciplinary matter, or in the case of an official wishing to draw attention to any other matter associated with the match, which may result in disciplinary action. The contents of this form are confidential and should not be shown or otherwise divulged to any other person. The report must be sent to [Discipline@basketballengland.co.uk](mailto:Discipline@basketballengland.co.uk) **within 48 hours of the incident or in the case of a Sunday fixture by 12.00pm on Tuesday.**

Competition					Match No					Date				
Team A					Team B									
Referee 1					Referee 2									
Referee 3														
Report by					Duty									
Re: conduct of					Team					License No				
Conduct type	Disqualification		Pre-Game conduct		In game conduct		Post game conduct		Other					
	Player		Coach		Spectator		Bench		Other					
Re: conduct of					Team					License No				
Conduct type	Disqualification		Pre-Game conduct		In game conduct		Post game conduct		Other					
	Player		Coach		Spectator		Bench		Other					

**N.B.** Only report what you actually witness, not hearsay.

Signed					Date				
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Continue report on next page if necessary