

Player Suspension Report Writing

Report Writing – Aims

- To develop a template to allow consistent and objective report writing
- To develop reports that are accurate, informative and robust

Report Writing

- Use the template provided below
- Please write or type legibly
- Ensure all of the basic details are completed correctly and accurately
- 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 on the court when it happened?
- Where was the other umpire when the suspension was made?
- Where was the ball and who had possession of the ball?
- Where was the incident on the court?
- What happened in the run up to the incident?
- Had the player been formally cautioned/warned prior to the suspension?
- 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 emailed or posted to the relevant governing body within 48 hours