

Game Reporting Procedures of the Georgia Soccer Officials Association



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GSOA Game Reporting Procedures

GSOA Game Reports will adhere to the following standards:

1. METHODOLOGY

All game reports will be created and submitted using the GSOA Referee Access System, available at <http://gsoa.net>

2. TIMELINESS

a. Report Submissions

All game reports will be submitted by midnight on the day of the game

b. Report Revisions (“Kickbacks”)

- i. All Game Reports will be reviewed by the GSOA Secretary and/or Assistant Secretary prior to submission to the appropriate competition authority. The Secretary and/or Assistant Secretary may reject (“kick back”) a report if it does not meet all of the guidelines listed within this document.
- ii. Notice of a report rejection will be sent to the submitting official, with a copy to the submitting official’s Commissioner.
- iii. Notice of a second rejection of the same report will be copied to the 2nd Vice President for Referees and to the submitting official’s Commissioner.
- iv. Disqualification Reports rejected by the Secretary and/or Assistant Secretary must be revised and resubmitted within 12 hours of notice of rejection
- v. All other Game Reports rejected by the Secretary and/or Assistant Secretary must be revised and resubmitted within 24 hours of notice of rejection
- vi. All reports rejected a second time must be submitted via email to the referee’s assigned Commissioner for approval prior to resubmission on GSOA.net.

3. RESPONSIBILITY FOR MISCONDUCT REPORTS

- a. In the case of misconduct, game reports will be submitted by the official who physically displays a card for misconduct during the game. Responsibility for misconduct reports may not be delegated to another member of the crew without the prior approval of the 2nd Vice President for Referees.
- b. SITUATION: An Assistant Referee informs the Referee of coach misconduct. The Referee issues a caution to the offending coach. RULING: The Referee shall submit the Game Report.
- c. SITUATION: In a dual referee crew, Referee B issues a disqualification to a player for violent conduct. Referee A is in possession of the team rosters. RULING: Referee B shall submit the Game Report and is responsible for obtaining the necessary roster information from Referee A.

4. RESPONSIBILITY FOR ALL OTHER REPORTS

- a. In the case of a Game Report for any reason other than misconduct (e.g., Serious Injury, Field Conditions, etc), the Referee (in a three-person crew), or Referee A (in a dual referee system) will be responsible for ensuring the Report is submitted within the required timelines. In a dual referee crew, the official whose name appears first on the assignment is Referee A. For games involving a dual referee crew, the referees may mutually agree to have either of the referees submit a non-misconduct report, but Referee A will be ultimately responsible for ensuring the report is submitted in a timely manner.
- b. SITUATION: In a dual referee system, Referee B notes that the nets on one of the goals are missing. Referee B and Referee A agree to play the game, as no safety concerns are noted. RULING: Referee A is responsible for submitting the report. The referees may mutually agree to have Referee B submit the report on behalf of the crew, but ultimate responsibility remains with Referee A.

5. MISCONDUCT REPORTS – WHEN REQUIRED

Game Reports involving misconduct must be submitted in the following circumstances:

- a. Any time a red card is displayed, whether to players, coaches or bench personnel. This includes a red card issued for a second cautionable offense.
- b. For any caution to a coach or bench personnel other than players

Please note that a single caution to a player in a GHSA contest is NOT reportable.

6. USE OF NARRATIVE TEMPLATES

To make report writing easier and more consistent across officials, GSOA Narrative Templates are provided as helpful guide for constructing a Game Report. The appropriate narrative can be copied from the template and pasted into the “Description of Incident” field on the Game Report. Narrative Templates are provided for the following situations:

- a. Coach Caution – Dissent
- b. Coach Caution – Illegal Equipment
- c. Disqualification – Serious Foul Play: Denies Obvious Goal Scoring Opportunity by Handling
- d. Disqualification – Serious Foul Play: Denies Obvious Goal Scoring Opportunity by Foul
- e. Disqualification – Insulting, Offensive or Abusive Language
- f. Disqualification – Subsequent Caution (2nd Caution)

In the vast majority of cases, the information provided in the Narrative Template will be sufficient for the report.

Narrative Templates are posted on the GSOA website, in the following location:

7. GAME REPORT CONTENT - MISCONDUCT

All game reports involving misconduct MUST contain the following information within the “Description of Incident” field:

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- a. The name, jersey number and school name of the player or coach who committed the misconduct.
- b. The game timing when the misconduct occurred. This should be expressed in high school standards, according to the scoreboard clock. For example, “with 16 minutes remaining in the second half. . .”
- c. What the player or coach did or said that resulted in the sanction. In the case of serious foul play, describe the tackle: “Smith committed a sliding tackle, from behind his opponent with his studs raised, making contact with the opponent’s ankle”. In the case of foul, abusive or offensive language, the actual language of the player must be cited.
- d. What you (the referee) did; e.g.: “I displayed the red card and disqualified Smith from the game. . .”.
- e. The rule violated, e.g. “. . . for Violent Conduct.” OPTIONAL: a citation of the specific Rule reference number, e.g., “ in violation of Rule 12.8.2.a”
- f. Description of Incident must adhere to the following stylistic standards:
 - i. Grammatically correct
 - ii. Free of spelling errors
 - iii. Clear enough for someone who was not at the game to understand what happened
 - iv. Concise
 - v. Free of editorial comment

8. SEPARATE GAME REPORTS

Separate game reports must be submitted for each incidence of misconduct or other issue. For example, a game that involves a coach caution and an issue with field conditions would require two reports, one for the coach caution and one for field conditions. EXCEPTION: a subsequent caution (2nd yellow card) to a player requires only one report that details both cautions.

9. FAILURE TO COMPLY

- a. Noting that timely submission of accurate and rule-bound Game Reports are critical to the reputation of GSOA and high school sports in general, penalties for failure to comply with the procedures in this document may lead to any or all of the following penalties being imposed on the member:
 - i. verbal warning
 - ii. written reprimand
 - iii. monetary fine up to the amount of the game fee plus mileage
 - iv. suspension from assignments
 - v. expulsion from GSOA
- b. Penalties for Failure to Comply, except for expulsion from GSOA will be imposed by the 2nd Vice President for Referees.
- c. Penalties imposed by the 2nd Vice President for Referees may be appealed to the GSOA President.

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- d. Expulsion from GSOA may only be imposed by an ad-hoc Ethics and Grievance (E&G) committee. A decision to refer a member to E&G must be approved by the GSOA President.

10. GHSA CONTEST OFFICIALS HANDBOOK

References to GHSA policy and procedures are incorporated here for convenience. In the event of any conflict between this document and the GHSA Contest Officials Handbook, the GHSA Contest Officials Handbook shall be considered authoritative.