



## 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](mailto:bnr48@charter.net)



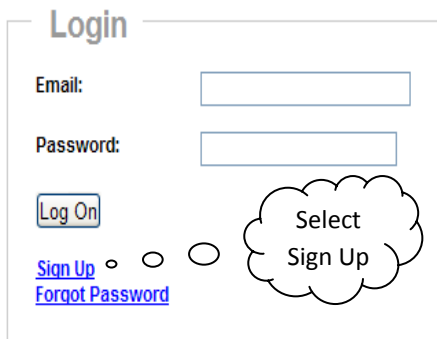
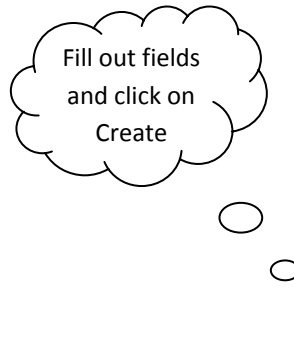
Click on this URL: <http://soccerofficialstn.org/reports/User/Login>

**First Time Tennessee Referee USERS** are already in the Data Base

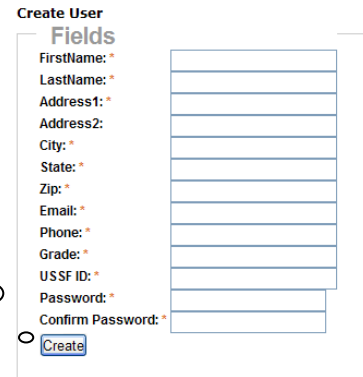
-  Use the password that was sent to you OR
-  Select "**Forgot Password**" a password will be mailed to You

IF you are not a Tennessee Referee or you are not in the Data Base select "**Sign up**"

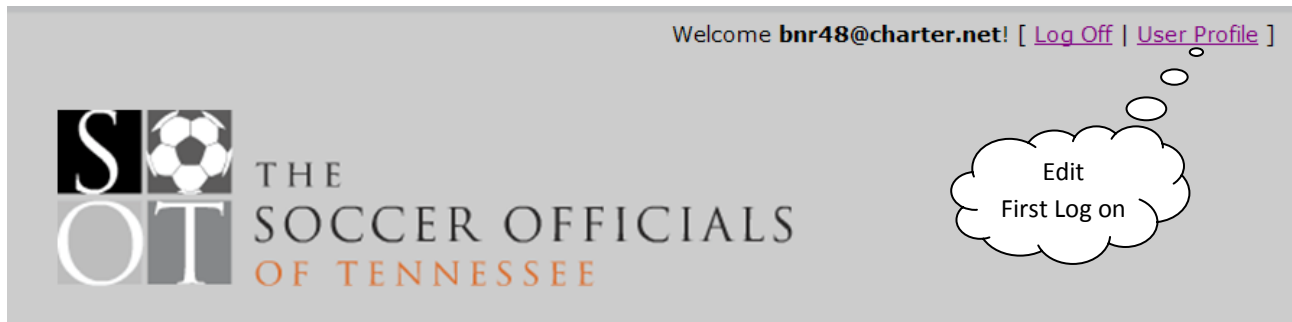
Home

Home

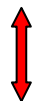


Login using your Email and Password – **EDIT** your User Profile to ensure your USSF Grade and Phone # are correct



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

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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. As with any “Auto Fill in Field” please ensure the correct data is entered before proceeding

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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.

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State Association \*

Select



Pull Down or Type in the field – Default Tennessee

Division \*

Select



Pull Down Only – Currently restricted to Divisions 1-4

League or Tournament Name \*

Examples – TSSA State League, GMSA, **Region 3 Premier** // Tournament Name

Age Group \*

Select



Pull Down Only

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### Officials Information

Referee \*

Grade \*

USSF ID \*

AR 1 Official

Grade

USSF ID

AR 2 Official

Grade

USSF ID

4th Official

Grade

USSF ID

The Referee data fields will access a data base that is preloaded with the 2011 TN Game Officials data and also have a memory that will provide auto-fill options as you begin to type. 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. **As these fields search the data base for information you may need to be PATIENT if you are on a slow internet connection.**

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### Teams Information

Home Team Late

Yes  No

Visiting Team Late

Yes  No

Home Team Player Passes Received/Checked?

Yes  No

Visiting Team Player Passes Received/Checked?

Yes  No

Referee may change each line as appropriate.

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### Field Information

City \*

Example: Nashville, Knoxville, Memphis, Smyrna, etc.

Facility \*

Example: Mike Rose, Heritage Park, etc.

Field No

Default # 1, change as necessary.

Field Conditions \*

Select



Pull down

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### Game Information

Played On \*

Scheduled Start \* 01 : 00 AM Actual Start \* 01 : 00 AM Actual End \* 01 : 00 AM

Approximate number of spectators \*  Weather \* Fair

#### Half Time Score

Home Team Score \*  Visiting Team Score \*

The Played on is the date of Game and must be selected with the mouse. Time fields are easy using a keyboard and the Tab key. Times must be entered with a 0 if using the keyboard 05-06 etc

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### Unusual Events

**You "MUST" enter a location in order to add an Injury, Caution, Send Off, Bench Misconduct or other unusual event.** To add a marker, simply touch the field with the mouse. 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 move it or delete if necessary **(Hit Refresh if you delete a Marker).**

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### Players Cautioned

Name	Pass NO.	Team	Misconduct	Location on Field	Remove Edit

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

<b>Add Serious Injuries</b> x Name * <input type="text" value="Who"/> Pass. NO. * <input type="text" value="Required"/> Team * <input type="text" value="Home"/> Field Position * <input type="text" value="1"/> Injury * <input type="text" value="What was injured"/> Comment * <input type="text" value="facts of injury"/> <input type="button" value="ADD"/>	<b>Add Players Cautioned</b> x Name * <input type="text" value="Name"/> Pass. NO. * <input type="text" value="Required"/> Team * <input type="text" value="Visiting"/> Field Position <input type="text" value="1"/> Misconduct * <input type="text" value="Unsporting Behavior (UB)"/> <input type="button" value="ADD"/>	<b>Add Players Sent Off</b> x Name * <input type="text" value="Name"/> Pass. NO. * <input type="text" value="Required"/> Team * <input type="text" value="Home"/> Field Position * <input type="text" value="1"/> Misconduct * <input type="text" value="Denies G/S Opportunity by foul (DGF)"/> Comment * <input type="text" value="What they did"/> <input type="button" value="ADD"/>	<b>Add Bench Personnel Misconduct</b> x Name * <input type="text" value="Name"/> Pass. NO. * <input type="text" value="Required"/> Team * <input type="text" value="Visiting"/> Field Position * <input type="text" value="1"/> Misconduct * <input type="text" value="Irresponsible Behavior"/> Comment * <input type="text" value="What they did"/> <input type="button" value="ADD"/>	<b>Add Other Unusual Events</b> x Name <input type="text" value="Name of offender"/> Pass. NO. <input type="text" value="NA is ok if not Partic"/> Team <input type="text" value="Other"/> Field Position <input type="text" value="1"/> Comment <input type="text" value="Comment"/> <input type="button" value="ADD"/>
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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.**

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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 Ridqe 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 top or 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.

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A “PDF” of a submitted report may be viewed and downloaded after submission of any report by clicking on the [View as PDF](#)  in the top right corner of any submitted report.

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

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931-801-8142  
[Bnr48@charter.net](mailto:Bnr48@charter.net)