



## MWFRA Instructions for Submitting Send Off Reports

### Instructions

1. Note the details of the match and the send off at the end of the match (Date, kick off time, teams, grade, division, ground; player name and initial, id number, shirt number, time in match, score at the time).
2. Draft a short description of (1) the lead up to the offence, (2) the send off offence itself, and (3) the aftermath of the incident. Things to include, at the very least, are the location of the incident, the location of the ball, the location of the referee, the actions of the players involved, and the actions of the players after the incident. If offensive, insulting or abusive language/gestures was used, please note what was said or gestured.
3. Download a [MWFRA send-off report template](#) from the MWFRA website and input the data recorded into the appropriate fields including your own name and MWFRA id number at the bottom of the report template.
4. Send a draft of the completed form to the MWFRA Floor Member at [floor@mwfra.com.au](mailto:floor@mwfra.com.au) to be checked. This is an optional step and can be skipped, but it is recommended that you have your report checked to ensure the report is of a sufficiently high standard to be useful to the MWFA Judiciary.
5. Send the completed form, edited with any suggestions from the MWFRA Floor Member, to the MWFA Judiciary at [judiciary@mwfa.com.au](mailto:judiciary@mwfa.com.au) no later than 1.00pm on the Monday following a match between Friday and Sunday or no later than 1.00pm the day after a match between Monday and Thursday.

### Notes

1. You can contact the MWFRA Floor Member at [floor@mwfra.com.au](mailto:floor@mwfra.com.au) at any time through this process for assistance in completing your report.
2. If a player is cautioned twice in the same match, a send off report still needs to be submitted containing the players' details but the description need only read "Refer to caution report".
3. The R1 code for serious foul play applies in situations where there is a challenge for the ball and the offending player has used excessive force in the challenge. The R2 code for violent conduct applies in any situation where excessive force is used off the ball, such a punching somebody.

### Example

- A. R2 example: A foul was committed on the #7 in the middle of the centre circle for which I have a free kick. After getting up from the challenge, #7 punched the opposing player in the face twice with a clenched right hand with low force. I was approximately 15 metres from the incident and had a clear view of the incident. I quickly ran towards the incident and attempted to calm things down. I then showed the #7 the red card, who left the field without protest. The face of the punched player was red but the player continued playing after receiving some water.