

Writing Special Reports

By

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Objectives

At the end of this lesson the official will:

- List the **4 events which prompt a special report**
- Explain the **procedure to file** a special report online
- List the **4 elements to include** in the special report explanation
- Explain **what NOT to include** in the special report explanation.



Events Prompting a Special Report

- “Any matter that merits the attention of the school principal,” including:
 1. **Unsporting conduct** on the part of players, coaches or spectators at all contests involving member schools (even if only one participating school is a member)
 2. **All ejections** – also call WVSSAC administrator at 304-485-5494 by noon the next business day.
 3. **All bench decorum violations**
 4. **Positive examples** of good administration or sporting attitudes or behaviors among players, coaches or spectators
- At all levels: varsity, junior varsity, junior high school and middle school.



Special Report Procedure

- Confer with entire referee team before writing draft
- Must be filed by the calling official within **twenty-four hours or next business day** following the incident.
- Submit online via www.wvssac.org
 - Admin Login → Officials Login → Login Name (WVSSAC ID), Password & Sport → Enter Special Reports



Special Report Screen

WVSSAC Submit Special Report - Windows Internet Explorer provided by Marshall University

http://www.wvssac.org/Official/special_report.asp

File Edit View Favorites Tools Help

WVSSAC Submit Special Report

This form shall be filled out and emailed to the WVSSAC and offending school. Form will be emailed when clicking the 'submit' button at the bottom of this page.

Event Information

Sport: SOCCER **Date of Event:** **Reference Number:** WW1030-1

Program: Middle - Varsity **Gender:** Boys

Home School: **Score:**

Visiting School: **Score:**

Report eMail Distribution: home school visiting school both

Report Type: positive unsportsmanlike ejections other

Specific matter to report:

Explanation:

Official's Information

Name and Address: MICHAEL MCCARTHY
102 PARKWAY DRIVE
HUNTINGTON, WV 25705

Registration Number: WW1030
Sport: SOCCER
Region: WESTERN WV
Email Address:
Home Phone: 304-525-1066
Work Phone: 304-633-4440

Done Internet | Protected Mode: On 100%



Special Report Explanation: What to Include

- Include objective **FACTS**
 1. **When** did the matter occur?
 - “Prior to the start of the game....”
 - “During the game....”
 - “With 3:25 minutes to play in first quarter (half)....”
 2. **Where** did it happen?
 - “Off the field of play in the visiting team’s bench area....”
 - “Near the mid court line....”
 3. **Who** was involved – team(s), name(s) & number(s) / role(s)
 - “Huntington HS #18 (John Doe)....”
 - “The High School head coach (John Doe)....”
 4. **What** happened – specific NFHS Rules violations by rule, section & article
 - Describe audible WORDS and observable ACTIONS & BEHAVIORS
 - “committed violent conduct by striking the opponent in the face with her/his fist, in violation of 12.8.3a”
 - Don’t censor words that were said; include them as they were used.



Special Report Explanation: What to Omit

- Do NOT include **subjective opinions**
 - **Omit** speculations about motivations, thoughts, attitudes or intentions
 - **Do NOT** attempt to explain WHY the matter occurred. Let the school and state administrators draw their own conclusions
 - **Omit** recommendations for sanctions for those involved.



Special Report Explanation

- **Don't write:**

- “The player was attempting to intimidate the opposing team”
- “The coach was mad about my call”
- “The player was attempting to break the opponent's leg”

- **Do write:**

- “The player committed a reckless tackle near the touchline in front of the opposing team's bench”
- “The coach objected verbally, calling me an idiot”
- “The player's tackle endangered the safety of the opponent.”

