



INSTRUCTIONS FOR FILLING OUT A SEND-OFF REPORT

To ensure that the Judiciary can reach an informed and correct decision, the referee must complete the Send-Off report fully and accurately. The following suggestions will assist the referee in doing so. Further help can be obtained from the referees' President and Secretary.

To facilitate this process, the Send-Off report must be lodged via the IDRU Website. A copy of the form will be emailed to the referee if they enter their email address. The form can also be printed. This form can be printed and retained by the referee. It is recommended that the referee fill out the form at the ground and transfer it to a computer as soon as practicable afterwards. Clubs should consider facilitating the process by helping to fill out the form at the ground.

This Send-Off report will automatically be sent to the relevant parties. The report must be completed on the same day as the offence.

Field	Instructions
Venue	The Ground the Game was Played at.
Name of Player Ordered Off:	It is the responsibility of the Referee to get the player's name.
Player's Number:	It is the responsibility of the Referee to get the player's number.
Player's Club:	Select from Drop Down Menu. It is the responsibility of the Referee to get the player's number.
Opposition	Select from drop down menu
Send-off Date:	Date Send-off Occurred.
Grade	Team Grade
Ground & Weather Conditions:	This is important to the Judiciary. It Assists in better understanding the conditions of the match.
Had the Player Been Previously Warned During the Game?	A yes answer will reveal another field for the details. This should be described. e.g. "You're tackling high. Keep them down"
Had a Yellow Card Been Previously Issued to the Player:	A yes answer will reveal another 3 fields for the details. Select the appropriate law violations from the drop down menu
For what offence(S) was the RED card issued	Select the appropriate law violations from the drop down menu. There are three fields offered for multiple offences
Period of Game When Offence Occurred:	Select one of the options
Time in Half:	Select one of the options
Was the Player Ordered Off Further to the Report of a Assistant Referee:	If the Answer is yes, the Assistant Referee MUST complete and "Assistant Referee Red Card Report"
Describe the Circumstances of the offence and provide any comments which would assist the Judiciary in determining a penalty (i.e. Seriousness of the offence, Players reaction etc.).	In writing the narrative to a send-off, it is best to use the age-old method that writers say should be used when describing an event i.e. use the headings, Who, What, When, Where, and Why. "Who" is the player who committed the offence. "What" is the offence. "When" should identify the time in the match. "Where" should be both the game phase and the location in the playing enclosure. "Why" can be difficult to assess, however, if you feel you know why a player committed an offence, it is worthwhile putting it in. Finally, remember to address any loose ends that remain after the previous sections have been filled in