

Referee Misconduct Report Guide

Version 2.3

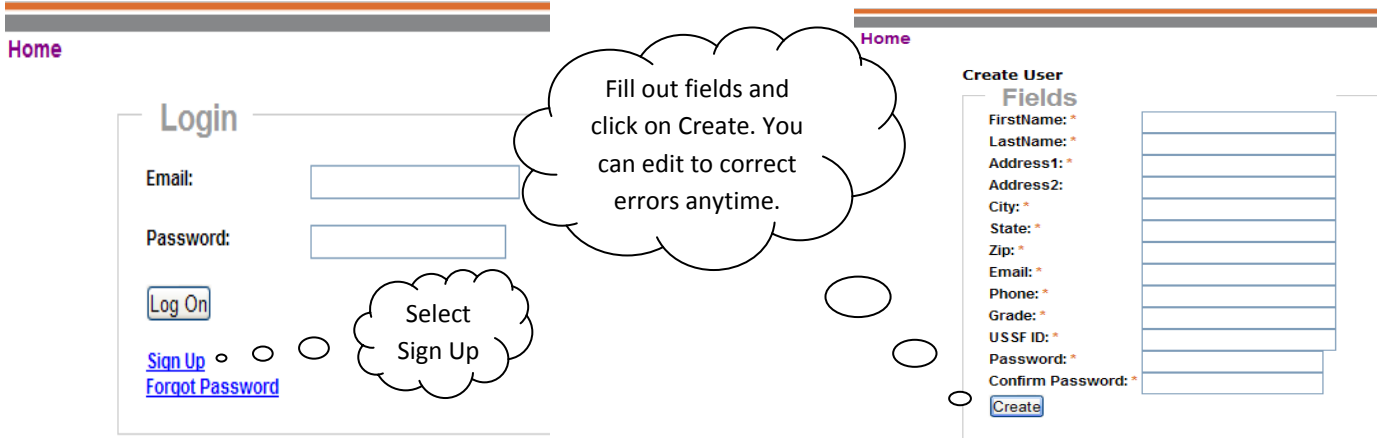
This guide should help the user through the automated process of preparing a misconduct report. Any suggestions for improvement of this Guide or the Report itself should be directed to the ASRA Brady N. Robinson at bnr48@charter.net

New Items in version 2.3 are indicated by a bar in the Right Margin



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

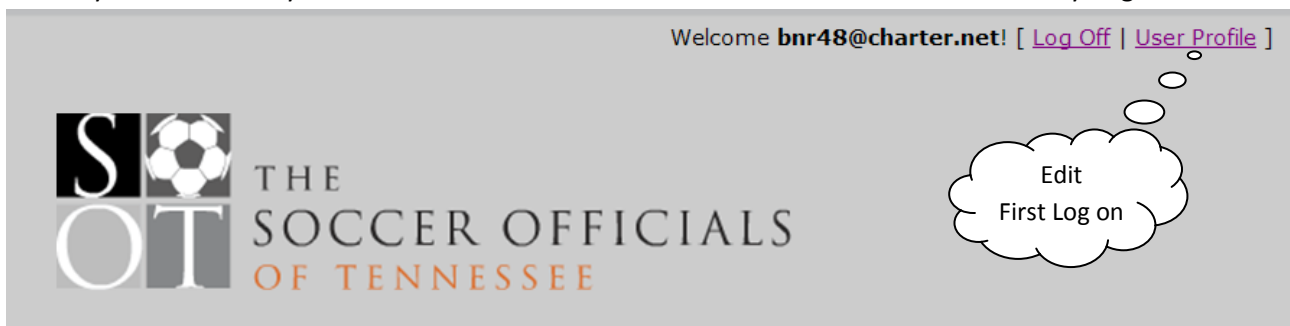
- Use the password that was sent to you OR
- Select **“Forgot Password”** a password will be emailed to You – IF your correct email address has been added by you.
- If you are a first-time user, choose **“Sign up”** to create a Misconduct Report System account.



The screenshot shows two web forms side-by-side. The left form is titled 'Login' and has fields for 'Email:' and 'Password:', a 'Log On' button, and links for 'Sign Up' and 'Forgot Password'. A thought bubble above the 'Sign Up' link says 'Select Sign Up'. The right form is titled 'Create User Fields' and has multiple input fields for 'FirstName:', 'LastName:', 'Address1:', 'Address2:', 'City:', 'State:', 'Zip:', 'Email:', 'Phone:', 'Grade:', 'USSF ID:', 'Password:', and 'Confirm Password:', followed by a 'Create' button. A large thought bubble above this form says 'Fill out fields and click on Create. You can edit to correct errors anytime.'

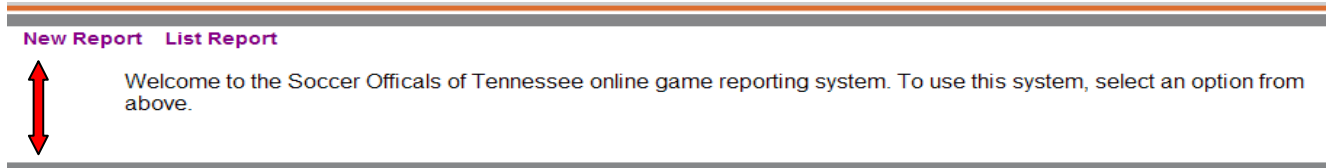
Login using your Email and Password – **EDIT** your User Profile to ensure your USSF Grade and Phone # are correct

If you don't know your USSF ID enter all 0's and ask SOT SDI for it and enter it when you get it



The screenshot shows a user profile page with the text 'Welcome bnr48@charter.net! [Log Off | User Profile]' and the SOT logo. A thought bubble on the right says 'Edit First Log on'.

Select **“New Report”** or **“List Report”** from the menu
(List Reports will allow you to review previously submitted reports).



The screenshot shows a menu with 'New Report' and 'List Report' options. Below the menu is a red double-headed vertical arrow pointing to the text: 'Welcome to the Soccer Officials of Tennessee online game reporting system. To use this system, select an option from above.'

General Information

1



Home Team *

Score *



Visiting Team *

Score *

This is where you will enter the team names. **PLEASE DO THIS FIRST** so names will populate to misconduct areas. 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

2

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.

3

State Association *

Division *

League or Tournament Name *

Age Group *

Pull Down or Type in the field – Default Tennessee

Pull Down Only – Currently restricted to Divisions 1-4

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

Pull Down Only

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Officials Information

Referee *	<input type="text"/>	Grade *	<input type="text"/>	USSF ID *	<input type="text"/>
AR 1 Official	<input type="text"/>	Grade	<input type="text"/>	USSF ID	<input type="text"/>
AR 2 Official	<input type="text"/>	Grade	<input type="text"/>	USSF ID	<input type="text"/>
4th Official	<input type="text"/>	Grade	<input type="text"/>	USSF ID	<input type="text"/>

The Referee data fields will access a data base that is preloaded with the 2011 TN Game Officials data and any new accounts created by users since then. The fields 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 and in the signature block of page two on the PDF. 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.** Try typing the first 4 characters of the referees last Name – if not found – try the first 4 characters of the First Name. // Be Patient.

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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

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

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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.** “GT” is Game Time – B-Game=Before Game Starts, 1+ Time=Added time 1st half, 2+ Time=Added time 2nd half, OT1 & OT2= Overtime periods and A-GM= After Game. **Comments Fields**, while unlimited should be brief and to the point. Please do not include opinions and hypotheticals.

SUBMIT GAME REPORT GO TO TOP

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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 Ridge 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\(submitted-03-21-2011\)](#)**
 - [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. Once a “**New Version**” has been submitted a + will appear to the left of the original report in List Reports. You must click the + to view subsequent versions. Only the latest version of a report may be edited. When the ASRA approves the latest version all older versions will auto delete. 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.

SUBMIT NEW VERSION GO TO TOP

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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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After clicking on **Submit Report** or **Submit New Version** the next page will allow you to send a copy of the report in pdf format to any email you may select. Please view the pdf before doing this. If the pdf is not viewable it will **NOT** send. Click list reports and open the report to ensure all data entered was saved.



Known issues with the reporting system

1. There is a TIME OUT issue with the GoDaddy server we use. The Server is a “Shared” server and will time you out if it perceives an idle use time in excess of 4 minutes. Due to the way the report system accesses the Server that can easily happen while you are typing below the field portrait. Due to the way the server communicates with the program you will not know it has timed you out until after trying to send an email after submitting a report. At the email submission attempt to view the pdf, if it opens up all is well, if not you may need to go to list reports and ensure all information that you entered was saved. If not please amend the original report.
This error took a long time to find and we are working to resolve it as soon as possible
2. PDF not emailing at end of submission process. This error is associated with # 1 above.



Common reporting errors – from August 1, 2013 through July 31, 2014 with more than 3,370 reports

- Not checking the pdf at end of submission process to see if all data is entered – we are working on a fix for this.
- Writing a paragraph filled with opinions rather than a sentence filled with FACTS.
- Users submitting as many as 4 **NEW REPORTS** of one match report instead of modifying the original as many times as needed. **If I don't catch this we could apply punishment incorrectly.**
- User marking the wrong sex and State for teams.
- User marking the wrong team for a player.
- User entering jersey numbers in the player id area.
- Users not knowing who the coach was and just saying “Coach”.
- Users not knowing the coach ID number – It's on their card.
- Putting Injuries, Cautions, Send-Off and Bench Personnel issues in “Other” instead of their area.
- Referee failing to state EXACTLY what was said, using abbreviations like "go to H.... you B..." to describe a word requiring some guess work on administrators. We know its offensive but write down what was said – exactly.

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

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