

## Preparing and Lodging a Send-Off Report

*I sent a player off earlier today. What do I need to do now?*

### Background

Situations are sometimes encountered during a match that results in a player who has contravened the foul play law being shown a **red card** by the referee and ordered from the field. That player takes no further part in that match.

For every **red card** occurrence the referee **MUST** — as soon as possible after the match — prepare and lodge a Send-Off Report detailing the incident that gave rise to the player being sent off. The authority for this action is contained in Law 6.18.

Send-Off Reports are prepared and submitted via the Referee Appointments System (RAS). You'll find detailed procedures on how to access and use RAS in a document titled "The Referee Appointments System" available from the **Resource Library Index** page of our website.

RAS is accessed via the Rugby Portal. Should you ever need it, you'll find a link to the Rugby Portal on the **Links** page of our website.

Although the Send-Off Report is simple and straightforward, it is suggested that every referee takes a minute to acquaint themselves with the layout and information requirements of the form. This will ensure that, should you ever need to prepare one, you have an idea of the information required for its completion. Keep in mind that you will need to collect some of that information prior to leaving the match venue.

**The steps to be taken following a red card send off are outlined below:-**

**IMPORTANT:** To enable the judiciary process to get underway, your Send-Off Report must reach the Central Appointments Officer (CAO) no later than 10.00am on the first working day after the match.

**Step 1:** Before leaving the match venue, make sure that you have all of the details you're going to need to complete your Send-Off Report.

**Step 2:** ASAP after the match advise the CAO, Stuart Wright, by phone or text message that a player was sent off in your match. This alerts the CAO that a Send-Off Report will be arriving soon. Stuart can be reached on **0422 532 961**.

**Step 3:** As soon as you're able, login to RAS via the Rugby Portal, select "Send-Off" and "Add New Report".

**HINT:** If you need a refresher on what to include in a Send-Off Report, download and read the "Send Off Report – Guidelines" and "Send Off Report – Scale of Seriousness" documents. These papers provide context to the send-off process and are available from the **Resource Library Index** page of our website.

**Step 4:** Complete every information box on the Send-Off Report form ensuring that all relevant facts are recorded clearly and in detail. Most people find short sentences easier to compose and easier to read than long sentences. Make sure that you report the facts as you witnessed them.

**Step 5:** Check the completed form to ensure that it reads correctly and says precisely what you intended to say. When you're satisfied as to content, select our Appointment Officer's name (i.e. Stuart Wright) from the dropdown list at the bottom of the page and then click "Add Report". Your completed report will then be transmitted to the CAO for attention.

The Send-Off Report makes its way to the relevant Judiciary Committee. In determining the penalty (if any) to be imposed on the player, the Judiciary Committee considers the information provided in the Send-Off Report together with any evidence the player provides to the Committee at the hearing he or she may be required to attend.

**Bob Watson**  
**Secretary**

association website: [www.swrra.sportzvault.com](http://www.swrra.sportzvault.com)

---