



MEMORANDUM

To: Referee Society Secretaries

Cc: Ian Woodgate (RFRU Secretary)
John Lawn (Head of Game Development)

From: Michael Patz (Match Official Development Manager)

Date: 16/01/2019 Ext: 07710 381814
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Subject: Discipline Report Writing Guidance

It has long been an acknowledged part of our game that the vast majority of Match Officials give voluntarily of their time and that generally speaking they do not like issuing red cards. It is recognised as one of the least attractive aspects of their role, as is completing the subsequent discipline reports.

Nevertheless, there is much to be gained from getting it right first time. A report which is accurate, factual and detailed is likely to be accepted by the offending player and where the report contains sufficient detail regarding the incident it enables the discipline panel to deal with the matter without clarification or attendance by the referee at the hearing.

To support the accurate completion of writing discipline reports, the RFU Discipline and the RFU Match Official Development teams have produced a two page Discipline Report Writing Guidance document (attached) to assist referees in ensuring that all relevant matters are covered. The document can be found on WTR, the KYBO site at:

[Keep Your Boots on - Referee resources](#)

We are sure referees will find referring to the document helpful when completing a discipline report form. Further guidance and advice can be sought through your local Match Official Development Officer.

Kind regards,

David

David Barnes
Head of RFU Discipline

Michael

Michael Patz
RFU Match Official
Development Manager

Tim

Dr Tim Miller
Chair of the RFU
Laws Sub-Committee