

SUBMITTING A GAME REPORT

1. Log into your GameOfficials account
2. In the Personal Info section, click **After Games**
3. Click on a Game # to enter the game scores
4. **Game Details**
 - a. Provides the game details for the report you are preparing
5. **Game Score** – fill out this section
 - a. Final Score
 - i. If the game went into overtime to determine a winner, enter the final score in the "Final Score" boxes (including goals scored in the overtime period).
 - b. Kicks From The Mark
 - i. If Kicks determined a winner, enter the number of kicks scored for each team. Don't include goals scored during the Kicks in the **Final Score** box.
6. **Game Summary Information** – fill out this section
 - a. **Crew Change Needed**
 - i. Select "Yes" or "No"
 - b. **Needs Admin Attention**
 - i. If you need to submit an Incident Report, select "Yes"
 - ii. Incident reports need to be submitted for these situations:
 1. Caution (needed for RBJSL game reports)
 2. Player send-off
 3. Coach dismissal
 4. Serious injury – generally, if player can't return to the game
 5. Head injury – whether the player returns or not
 6. Abandonment of game
 7. Referee abuse
 8. Referee assault
 - c. **Incident Report Needed**
 - i. If you need to submit an Incident Report, select "Yes"
7. **Summary Notes To Admin Users**
 - a. Skip – not needed
8. **Team-Specific Notes**
 - a. For EACH team, provide the following:
 - i. Did the team use the Digital Pass Live Page?
 - ii. Behavior - Coach
 1. Select one: Great, Very Good, Good, Poor, Awful
 2. Give details for Poor and Awful
 - iii. Behavior - Fans
 1. Select one: Great, Very Good, Good, Poor, Awful
 2. Give details for Poor and Awful
9. Click the **SAVE (Modify Game Details)** button

SUBMITTING AN INCIDENT REPORT

1. Log into your GameOfficials account
2. In the Personal Info section, click **After Games**
3. Click on the **Incident Reports** link to go to the **After Game Maintenance** page
4. **Game Details**
 - a. Provides the game details for the report you are preparing
5. **Guidelines for writing a good incident report**
 - a. Record the basic game data in the **Game Report**
 - b. Provide a clear, concise and factual account of what happened
 - c. Include all relevant information to identify the persons involved
 - d. Do not give opinions or recommendations
 - e. Confirm the details in the report with all other officials
 - f. File the report within 48 hours of the incident
 - g. Retain a copy of all reports for future reference
 - h. Ask your Assignor or EPSARC to help you complete the report
6. **Incident Reports**
 - a. Lists the incident reports that have been submitted for the game.
 - b. One incident report needs to be submitted for each incident
 - c. **Click to Add a New Incident Report**
 - i. Click the link to go to the **Incident Report Maintenance** page
7. **Incident Report Maintenance** page
 - a. Report Type – select one
 - b. Time of Incident – use the dropdown menu to find the choices – select one
 - c. Reason – use the dropdown menu to find the choices – select one
 - d. Reporting On – select who caused the incident
 - e. **Name** – provide the name of the person being reported on
 - i. You may have to use the line-up or roster sheet to find their name
 - f. Team – use the dropdown menu to select the team the person is associated with
 - g. Uniform/Jersey # - enter the number
 - h. Roster/Pass # - leave blank
 - i. **Offensive Language** – check the box if you report will include offensive language said during the incident
8. **Detailed Description**
 - a. Using the guidelines provided for preparing a good incident report, write up your detailed report.
9. Select **Save to Edit Later** or **Submit to Secretary/League**
10. Click **SAVE (Add Report)**