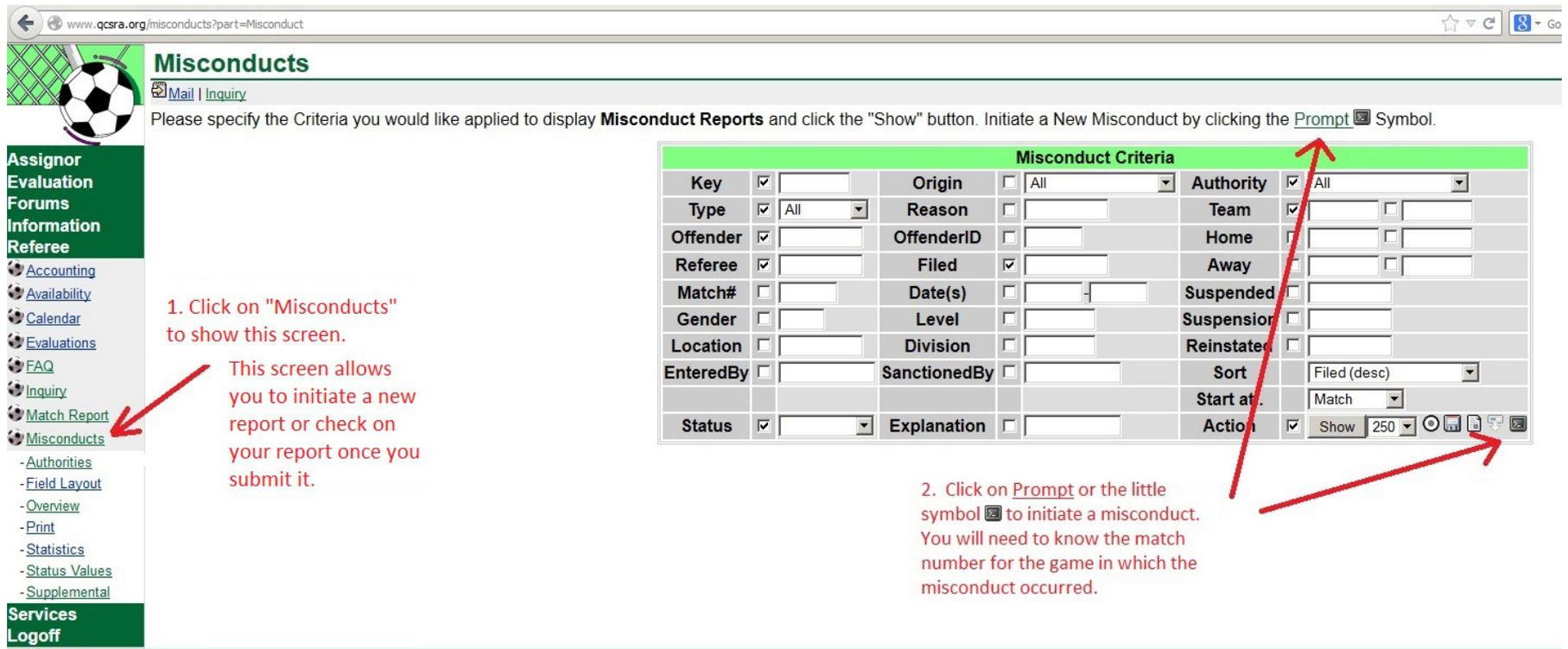


Filling Out Your First Misconduct Report on QCSRA.ORG

So you had some misconducts in your game today. How do you report them?

1. After you fill out your match report on QCSRA.ORG, **write down the match number** and then click on Misconducts in the left side menu.
2. Click on the word "Prompt" or the little  symbol to initiate the misconduct report.



1. Click on "Misconducts" to show this screen.

This screen allows you to initiate a new report or check on your report once you submit it.

Misconduct Criteria					
Key	<input checked="" type="checkbox"/>	<input type="text"/>	Origin	<input type="checkbox"/>	All <input type="text"/>
Type	<input checked="" type="checkbox"/>	All <input type="text"/>	Reason	<input type="checkbox"/>	<input type="text"/>
Offender	<input checked="" type="checkbox"/>	<input type="text"/>	OffenderID	<input type="checkbox"/>	<input type="text"/>
Referee	<input checked="" type="checkbox"/>	<input type="text"/>	Filed	<input checked="" type="checkbox"/>	<input type="text"/>
Match#	<input type="checkbox"/>	<input type="text"/>	Date(s)	<input type="checkbox"/>	<input type="text"/>
Gender	<input type="checkbox"/>	<input type="text"/>	Level	<input type="checkbox"/>	<input type="text"/>
Location	<input type="checkbox"/>	<input type="text"/>	Division	<input type="checkbox"/>	<input type="text"/>
EnteredBy	<input type="checkbox"/>	<input type="text"/>	SanctionedBy	<input type="checkbox"/>	<input type="text"/>
Status	<input checked="" type="checkbox"/>	<input type="text"/>	Explanation	<input type="checkbox"/>	<input type="text"/>
Authority	<input checked="" type="checkbox"/>	All <input type="text"/>	Team	<input checked="" type="checkbox"/>	<input type="text"/>
Home	<input type="checkbox"/>	<input type="text"/>	Away	<input type="checkbox"/>	<input type="text"/>
Suspended	<input type="checkbox"/>	<input type="text"/>	Suspension	<input type="checkbox"/>	<input type="text"/>
Reinstated	<input type="checkbox"/>	<input type="text"/>	Sort	Filed (desc) <input type="text"/>	
Start at	Match <input type="text"/>		Action	<input checked="" type="checkbox"/>	Show 250 <input type="text"/>

2. Click on Prompt or the little symbol  to initiate a misconduct. You will need to know the match number for the game in which the misconduct occurred.

4. Enter your match # in the input box and press the Retrieve button.

www.qcsra.org/misconducts?action=prompt

Misconducts

Mail | Inquiry

Please enter the QuadCo Match Number associated with the Misconduct and click "Retrieve". If you are reporting Misconduct at a Match not scheduled by QuadCo, enter a "0" as the Match number.

Match Number?
Match#
Action Retrieve

Enter your match # in here and click "Retrieve."

If you don't know your match #, look it up under the Match Report or the Inquiry selections from the side menu.

Assignor
Evaluation
Forums
Information
Referee

- Accounting
- Availability
- Calendar
- Evaluations
- FAQ
- Inquiry
- Match Report
- Misconducts
 - Authorities
 - Field Layout
 - Overview
 - Print
 - Statistics
 - Status Values
 - Supplemental

Services
Logoff

- The Misconduct Report form opens up, and you can see it has five “tab” windows. It opens on the “Status” tab. The “Status” lets us know when the report is ready to be processed by the Disciplinary Committee.
- When you are all done writing your report, you will click the Submit button, and your report status will change automatically to “New” and be processed by the Disciplinary committee.
- For now, click over to the Report tab to complete your data entry.

www.qcsra.org/misconducts.php?action=display§ion=status

Misconducts

[Mail](#) | [Inquiry](#)

Misconduct Report # [REDACTED]

The following information is on file as **Misconduct Report #** [REDACTED] as of [REDACTED] at 10:23am PDT, but is subject to change by appropriate

Make sure you "Submit" when you are ready for the Committee to review this

Your Status starts as "Unfinished" and will change automatically to "New" once you click Submit. If the Committee needs more info, they may switch the status back to "Unfinished" so you can add more info or correct an error.

Status !
Source ok
Match ok
Report !
Committee
All

Misconduct #75418	
Authority	WSYSA District VII
Status	Unfinished
Action	Update Delete Submit

Status
! Important=Status is Unfinished, use Submit to set Status=New when complete

Report
! Warning=OffenderTeam, Minute
! Important=OffenderLast, OffenderFirst, Description

¹Unique participant identifier (e.g. WSSA Player# from the Player's card, etc.)
²Applies to Players and only IF the Player's Jersey number is available at the time the Misconduct is filed.

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8. Here's where you enter your actual report. Please fill out the Name of the Offender, the type of offense (caution or sendoff), the reason for the offense (7+7 choices), the location on the field, the minute of the incident, and a clear description of the incident.

www.qcra.org/misconducts.php?action=display§ion=report

Misconducts

Mail | Inquiry

Misconduct Report # [REDACTED]

The following information is on file as **Misconduct Report # [REDACTED]** as of [REDACTED] but is subject to change by appropriate personnel according to applicable administrative procedures.

Make sure you "Submit" when you are ready for the Committee to review this

Status Source Match Report Committee All

Misconduct #75418

Offender Id¹
Jersey²
Team Id

Offender
Name
Team
Offense
Reason

Identify FieldSpot by selecting an approximate intersection point..

1	2	3	4	5	6	7	8	9

Field Spot

Minute (from start of Match)

Description

Please fill out completely.

The symbol on the tab indicates important information is still missing.

(optional info)

9. The descriptions don't need to be essays, but they should be more than a restatement of the reason.
- WEAK Sample Description: *“The player got a yellow card for recklessly pushing his opponent.”*
 - [There is really no information provided regarding the specifics of this incident. Tell us what actually happened. Briefly.]
 - GOOD Sample Description: *“The player was cautioned when he used both hands to recklessly push his opponent in the upper back. The opponent was legally shielding the ball. This player had been warned once before to calm down after he physically challenged a different opponent for the ball. In that incident I had called a foul against him and talked to him privately.”*
 - [We can envision the incident as described, clearly and briefly. We also get some information about the events and behavior of the player leading up to the incident, if any.]
10. Click the Submit button when you have completed your writeup.
11. You can check on your misconducts by clicking on Misconducts on the left side menu. Then you can search for a list of your misconducts. The Disciplinary Committee may review your misconducts without altering the Status of your report. However, whenever possible, the reports will be updated in a timely fashion to indicate they were “Upheld,” “Denied,” “Expired,” or returned to the referee for more information (status reset to “Unfinished”).

Thanks for all your efforts on the field! Please be sure to document your misconducts so the leagues may manage the correct sanctioning of misconduct.