



## Red Card Report.....How To.....

**Time frame:** Clause 4.2.1 Officials must use their best endeavours to submit the Game Report Form as soon as possible after the Match (especially for Tournaments) **but no later than 24 hours after the completion of the Match.**

If the GRF is not submitted within 24 hours after the completion of the Match, the matter is dismissed.

## Completing a Game Report Form

It is important to remove emotion from any report written, succinct facts without irrelevant information is essential to allow for an accurate account of each situation. This, in turn, allows for the report to be easily understood and actioned.

Ensure to record the report number (in orange) for your reference.

The report once submitted is automatically forwarded to WPWA contacts via the RELY system implemented by WPA. There is no need to email your report or any reference number to WPWA directly.

Step by step screenshots below are easy to follow:

### Step 1- Organising Body

#### Game Report Form (Officials)

WH0H0T6

#### Game Information

Who is the organising body for this competition?

A screenshot of a web form showing a dropdown menu. The menu is open, displaying a list of Australian states and territories: QLD, SA, TAS, VIC, and WA. The WA option is currently selected and highlighted in a light blue color. The dropdown box has a white background and a thin border, with a small downward arrow icon in the top right corner.

## Step 2- Name of Competition

### Game Report Form (Officials)

WH0H0T6

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### Game Information

Name of Competition?

Senior State League

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## Step 3- Division and Gender

### Game Report Form (Officials)

WH0H0T6

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### Game Information

Division & Gender

C Grade Men

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Step 4- Game Date and Time

### Game Report Form (Officials)

WH0H0T6

#### Game Information

##### Game Date & Time

21/01/2026 7:45 PM 

< January 2026 >

January 2026

Mo Tu We Th Fr Sa Su

29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Time 07:45 PM

Step 5- Game Venue

### Game Report Form (Officials)

WH0H0T6

#### Game Information

Venue

PHPC- THAC 1

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## Step 6- Team 1

### Game Report Form (Officials)

WH0H0T6

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#### Game Information

Team 1

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## Step 7- Team 2

### Game Report Form (Officials)

WH0H0T6

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#### Game Information

Team 2

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## Step 8- Number of reports

### Game Report Form (Officials)

WH0H0T6

#### Game Information

Number reports to be completed from this game, (if more than 4 reports are required a second Game Report will need to be completed). ***Please note inappropriate conduct reports not witnessed by an official need to be completed by the club through the club game report form.***

Select something... ▾

- 1
- 2
- 3
- 4

If not witnessed the referee must not submit a report using this Game Report form. Refer person to **Club Game Report Form**

## Step 9- Officials of the game

### Game Report Form (Officials)

WH0H0T6

#### Game Information

Referees/officials involved in the match

B I U 🔗 ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♂ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓

Referees  
Fat Cat  
Big Bird  
Delegate (if applicable)

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## Step 10- Copy of Game Scoresheet

### Game Report Form (Officials)

WH0H0T6

#### Game Information

Please upload the Game Sheet relevant for this game



Drag and drop a file here or

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Skip >









## Step 11- Reported person details

### Game Report Form (Officials)

WH0H0T6

#### Report 1

Details of Reported Person #1 or who a Complaint has been lodged against  
(Name, Club, Cap Colour and Number)

B I U        

Joe Smith  
Sea Urchins  
White  
4

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## Step 12- Opposing Person Details

### Game Report Form (Officials)

WH0H0T6

#### Report 1

Provide details of opposing team athlete involved in incident if applicable (Name, Club, Cap Colour and Number).

B I U

Bob Brown  
Sandy Shores  
Blue  
8

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## Step 13- Role of reported person

### Game Report Form (Officials)

WH0H0T6

#### Report 1

Role of Reported Person #1

Select something...

Player

Coach

Other








## Step 14- Details of the Incident

## Game Report Form (Officials)

WH0H0T6

## Report 1

Provide details of incident #1 as witnessed, including any mitigating or aggravating circumstances. Provide details who, what, when and where incident happened... also include any impact after the incident (eg the player who was struck during the incident remained out of the pool for the remainder of the game).

B I U       

Following a penalty being awarded against 4 W, he held player 8 B underwater. Red card was shown, player was excluded for the remainder of the game with substitution.

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## Step 15- Qtr and time of Incident

## Game Report Form (Officials)

WH0H0T6

## Report 1

Quarter and Time of Incident #1

3rd Qtr 3:54

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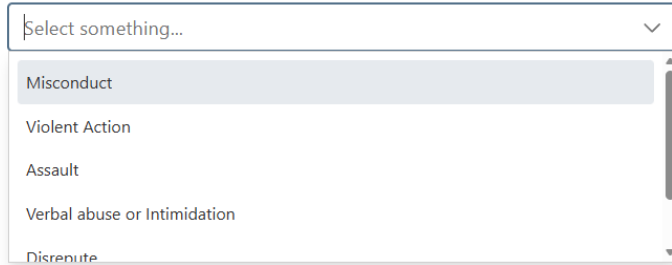
## Step 16- Recommended Charge

### Game Report Form (Officials)

WH0H0T6

#### Report 1

Recommended Charge #1



A dropdown menu with a search bar containing the text "Select something...". The menu is open, showing a list of options: Misconduct, Violent Action, Assault, Verbal abuse or Intimidation, and Disrepute. The "Misconduct" option is currently selected and highlighted.

Ensure you are familiar with the Sanction Offences, Annexure A page 18 of National Sanctioning policy <https://cdn.revolutionise.com.au/cups/wpa/files/rxdsjeyv97umrnrf.pdf>

Eg Difference between Misconduct and Verbal abuse

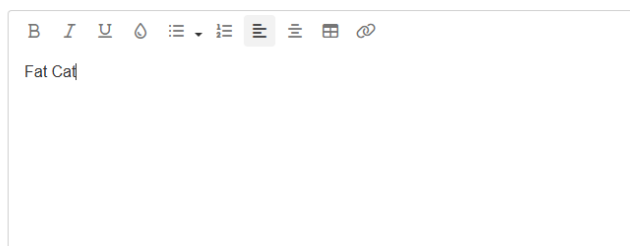
## Step 17- Official making report

### Game Report Form (Officials)

WH0H0T6

#### Report 1

Referee/official who is making the #1 report (this is the referee/official who implemented the card/report if both referees saw the incident list both names). If not sighted by any official, please state this was not witnessed.



A text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Link (chain), Bulleted list, Numbered list, Indent, Outdent, Table, and Unlink. The text "Fat Cat" is entered into the editor.

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## Step 18- Review all details and submit report

WH0H0T6

### Review & submit

Who is the organising body for this competition?

WA

 Edit

Name of Competition?

Senior State League

 Edit

Division & Gender

C Grade Men

 Edit

Game Date & Time

21/01/2026, 7:45 PM

 Edit

Venue

PHPC- THAC 1

 Edit

[Confirm & Submit](#)

**Referees should have a set of cards on them when officiating any game. If you do not have cards, contact [development@waterpolowa.asn.au](mailto:development@waterpolowa.asn.au).**