

# Advice to Umpires for Completing a Red Card Report

Issuing a Red Card is a rare occurrence for any umpire. This advice note is designed to help you with the reporting process if you have had to do this.

New Disciplinary Regulations came into effect on 1 Sept 2024 with important changes to the Red Card process with which you should familiarise yourself. You can view and download the most up to date version of the Disciplinary Regulations and the latest Red Card Report Form from the England Hockey (EH) website using this link [Red Cards | England Hockey](#)

Red Cards may be issued not only during the match, but also within 30 minutes of the conclusion of the match. For any Red Card incidents outside of that time frame you should use the Misconduct Complaint process. More information about this can be found on the Misconduct Complaint pages of both the Area and England Hockey (EH) websites.

A new Red Card/ Misconduct Complaint Form comes into effect from **12.09.2025**. Any Red Card report forms that pre-date 12.09.2025 must not be used to report an offence occurring on or after that date. The new Red Card / Misconduct Complaint Form is an online Microsoft (MS) Form which will be easy to complete whether on a smart phone, tablet or computer (Android or Apple).

The link to the form is available from the EH website [Discipline And Misconduct | England Hockey](#) and via the various Area website discipline pages. You may wish to carry an old style Red Card Report Form as an aide memoire to gather the key information required. Alternatively, a checklist of required information is available as a download from the Red Card section of the EH website and you may wish to carry this with you. Please note, the old style red card report forms will no longer be accepted by Disciplinary Administrators and you will be asked to complete the online form, so submitting an old style form will delay the Red Card process.

Awarding a Red Card may be a stressful event and may certainly involve heightened emotions. Nevertheless, the offender's team must cooperate with you to enable you to issue the card, and to accurately record and report the offence.



### **Summary of Red Card Procedure**

- Step 1.** Red Card issued for an offence committed by a player / team official during the match or within 30 minutes of the conclusion of the match.
- Step 2.** Umpire records the relevant facts (see checklist download on the EH website).
- Step 3.** Umpire reports the issue of the card within 72 hours of the offence via the online Red Card Report form (see section below “Record” and “Report”).
- Step 4.** The relevant Disciplinary Body considers the offence on the basis of the facts as reported by the umpire (and where appropriate any additional comments from the Club).
- Step 5** The Disciplinary Body decides the category of offence and imposes a sanction.
- Step 6.** The Disciplinary Body issues the Penalty Notice to the Club (copy to the umpire).
- Step 7.** The club / individual has 7 days from receipt of the penalty to challenge the outcome, but there is no right of appeal against the first 16 days of a mandatory period of suspension.

### **Where to find a Red Card / Misconduct Complaint Form**

The procedure is set out in full in the EH Disciplinary Regulations 2024. The Red Card Form can be accessed via this link <https://forms.cloud.microsoft/e/URByvWx9pE> on the EH website or via the Discipline pages of your Area website.

The form is pre populated for you to select the club names and Areas. This, with the other mandatory information for you to complete, will ensure that the Red Card Report is directed to the appropriate Area or National Disciplinary Administrator.

### **Record**

Red Cards - after awarding a Red Card:

- note the player’s number so you can report it accurately after the match;
- the immediate priority is then to get the player off the field of play and away from the pitch/ bench areas for the remainder of the game and any warm down period after it. Use your colleague, team captain and / or team manager to help with this. If the offender refuses to leave the pitch quietly and quickly this should be reported in report so that the Disciplinary Body can decide whether this triggers a more serious sanction;
- obtain both the first and last names of the offender and the offender’s age if under 18. This may be clear from the team sheet, but if not, the team captain (or manager) must supply that information promptly; a failure to cooperate may be grounds to raise a Misconduct Complaint;
- record what happened as soon as possible after the match while events are still fresh in your mind.



- Make a verbatim note of anything said as it is often difficult to remember the precise words used later. Any rough notes made immediately after the incident can obviously then be used as the basis for your formal Red Card report.

**Note:**

- Complete the Red Card form carefully by finishing each section before moving on to the next.
- You should indicate if the Red Card was, in your opinion, issued as a Minor Offences Red Card or for an offence including dissent or an act of violence (see the definitions of offences included in the Regulations but remember, yellow cards issued for acts of dissent can never form part of a Minor Offences Red Card).
- You will need to report the facts behind the issue of the Red Card. This should be provided in as much detail as possible.
  - Be clear and specific; try to give facts not opinions.
  - The role of the umpire is to report the facts. If, for example, the Red Card was shown for verbal dissent and you recall what was said, then complete the form with the specific words used and do not edit these.
  - If you cannot be sure exactly what was said, it is better to report only the words you can remember rather than guess.
- The Disciplinary Body will decide the category of offence based upon the information you give them in your report; this can include recategorisation of an incorrectly recorded Minor Offences Red Card.
- It is obviously best to complete the report while events are still fresh in your mind, although it may be helpful to take a little time to reflect upon what happened; concentrate just on the facts and avoid any temptation to exaggerate what happened in an attempt to validate your decision
- Your colleague has the opportunity to add their own comments, either via an optional section of your report or by completing their own report online. Resist the temptation to complete the form “together”; ask your colleague to add their comments on the incident if they have anything to add.

**Report**

The completed form should be submitted as soon as possible, and in any event no later than 72 hours after the end of the game. Always call your disciplinary administrator to let them know the Red Card has been issued so they are aware the form is on its way.

**Who Deals with Red Cards?**

- Contact details for the Disciplinary Administrators can be found here [Disciplinary Administrators Contact Details](#) or on your Area website in the Discipline pages.
- The EH National Disciplinary Panel (NDP) deals with incidents in the EHL and in the latter stages of specified national competitions.
- The Area Disciplinary Administrators (ADAs) for each of the 8 EH Areas deal with all other Red Cards based on the Area in which the offender’s team is a member.



- If you are unsure of which Area to select when completing your form, contact the Disciplinary Body whom you think is the most likely recipient for their advice.
- Be prepared to offer clarification on any points within the form if so requested by the Disciplinary Body.

### **In Conclusion**

**As an umpire you have a duty to report any Red Card issued.** The Regulations are very clear that a Red Card can only be withdrawn in a clear case of mistaken identity. You may agree to deal with a genuine case of mistaken identity (the regulations tell you what to do here) but do not succumb to pressure to turn a blind eye and “forget” to report the Red Card. In the unlikely event that you are ever put under pressure to do this you must report it on the report form as it could well constitute a separate Misconduct Offence.

After issuing a Red Card it is best to take a little time to put the incident in context before completing the Red Card form and taking advice as necessary but please never, ever let the paperwork get in the way of your duty to follow up a Red Card.

Whilst this advice note deals with completing Red Card reports, if you are subjected to behaviour that occurs outside of the immediate 30 minute period from the conclusion of your match, or which falls short of a Red Card offence but which you believe either breaches the England Hockey Code of Conduct or may amount to a Misconduct Complaint offence, you can use the same form to report this offence. A different process will then apply to consider the offence, the details of which can also be found in the Disciplinary Regulations.

Finally, don’t forget, if you need any help to understand the process or support having given a Red Card or you are considering issuing a Misconduct Complaint, reach out to England Hockey, your Area Disciplinary personnel or Area Officiating Committee. They will be happy to provide this help.

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