SCOUTING REPORT

Scouting department template

REPORT NO.

Club crest

1 MATCH

DATE | COMPETITION | OPPONENT

RESULT | MINUTES PLAYED | POSITION IN THE MATCH

2 PLAYER

NAME | DATE OF BIRTH | CURRENT CLUB | MAIN POSITION

OTHER POSITIONS | HEIGHT | CONTRACT UNTIL | FOOT

☐ LEFT ☐ RIGHT ☐ BOTH

3 RATING BY AREA

Circle a score from 1 to 10 and note what justifies it.

Technical First touch, passing, carrying, striking, dribbling	1 2 3 4 5 6 **7** **8** **9** **10**	
Tactical Positioning, reading the game, movement, cover	1 2 3 4 5 6 **7** **8** **9** **10**	
Physical Pace, stamina, duels, aerial play	1 2 3 4 5 6 **7** **8** **9** **10**	
Mental Decisions, character, reaction to mistakes, leadership	1 2 3 4 5 6 **7** **8** **9** **10**	
Positional What defines the role	1 2 3 4 5 6 **7** **8** **9** **10**	

OVERALL

4 STRENGTHS

1

2

3

WEAKNESSES

Specific: which pass, and where.

1

2

3

5 CEILING AND FIT

How far can the player go, and do they fit the way the club plays?

6 RECOMMENDATION

☐ **Sign** ☐ **Keep watching** ☐ **Discard**

NEXT STEP (WHICH MATCH OR OPPONENT TO WATCH)

SCOUT | REPORT DATE

Scale: 9-10 clearly above the club's level · 7-8 starter · 5-6 squad player or doubts · below 5 below the level we need

HOW TO FILL IN THE TEMPLATE

Someone else has to be able to read a report in two minutes and compare it with others. These rules make that possible.

1 Always give context
A 7 against the leaders is not a 7 against the bottom side, and a holding midfielder is not judged like a number 8. Without match, opponent and minutes, a score means nothing.

2 One score per area
Splitting technical, tactical, physical and mental makes you look at the whole player, not just what stands out.

3 Write the scale down
The whole department has to read each number the same way. The scale below is a starting point: adapt it to your club's level.

4 Three strengths and three weaknesses at most
Specific, and something you can check at the next match.

5 One recommendation only
Sign, keep watching or discard. A report without one forces someone else to interpret it.

THE RATING SCALE

9-10	7-8	5-6	< 5
Clearly above the club's level.	Starter in the club's team.	Squad player, or doubts.	Below the level we need.

FILLED-IN EXAMPLE

Fictional player, for illustration.

Attacking midfielder, 23, left-footed. Started, 90 minutes, against a top-half side.

Technical 8	very clean directional first touch, always opens up towards goal.
Tactical 8	finds space between the lines and pins the centre-backs with his runs.
Physical 6	struggles to repeat efforts in the last 20 minutes.
Mental 7	keeps asking for the ball even after a mistake.
Strengths	final pass, reading space, left-footed striking.
Weaknesses	tracking back, aerial duels.
Recommendation	keep watching; see him against a side that presses high.

WHAT TO LOOK FOR BY POSITION

Goalkeeper
Handling, distribution, claiming crosses, positioning.

Centre-back
Aerial play, anticipation, playing out, duels.

Full-back
Range, crossing, defending one against one, inverting.

Holding midfielder
Body shape on receiving, line-breaking passes, cover, tempo.

Winger
Beating a man, final ball, runs in behind, tracking back.

Striker
Finishing, movement, hold-up play, pressing.

WHAT IF THE REPORT WROTE ITSELF?

In SquadOffice the scout dictates notes from the stands and the AI arranges them in this same structure, with a suggested score. Every report adds up on the player's profile and reaches the director. Try it without signing up:

squadoffice.com/en/demo/