

GUIDELINES FOR WRITING COURIER REPORTS

'The Courier' match reports provide a widely read profile and promotion of your club, team and association.

If you are the *Home Team* during minor rounds, it is your responsibility to write the game report which will be printed in 'The Courier' the following Wednesday. *Winning Teams* are responsible for match reports for finals games.

You are required to email the match report to the Mid Hills Press Officer at matchreports.mhna@outlook.com by 2pm on the Sunday following your match and this will then be forwarded on to the Courier.

Please note that fines apply to some grades who do not submit match reports.

The reports are always subject to sub editing and cuts may be made to ensure the reports fit the space criteria available in The Courier. Here are few guidelines to assist the effect and quality of the report. .

Please make sure that Courier reports:

- ❖ Are a true reflection of the game
- ❖ Tell a story of the game not just list players, describe what actually happened, not just who played well
- ❖ Do not name players from one team only
- ❖ Full Christian and Surnames of the players are required and where possible use club and player position
- ❖ Only mention weather conditions where it has affected the game
- ❖ Be fair and report on other teams in a manner that you would like your team to be described
- ❖ Do not use dot points

Any reports that are unfairly biased or which criticise an umpire or official will be disregarded or edited at the Press Officer's discretion.

You will need to enter your report in a 'type in' form and email it off to matchreports.mhna@outlook.com. You can find the 'type in' form on the Mid Hills website, (Governance > Forms.) You will need to save the form as a word file on your computer, then open it, complete each section, including the drop down fields, and please remember to fill in the 'Grade'. For the actual report, just place the cursor over the highlighted area and begin typing. The content area will increase as you type in the information.

To assist with writing your reports, you are able to take photo or obtain a copy of the game scorecard from the Mid Hills office, to gain further details to help complete your report.