



**Document Title:** Club guidelines for writing and submitting of match reports

**Revision number:** 1

**Applicable to:** All Clubs – Men’s Hurling & Football; Juvenile; Camogie; Ladies Football

**Document Owner(s):** Clubs PROs

**Approved by Club Executive on:**     **Date:** 10.08.15

### **Guidelines:**

The following are the agree guidelines to be followed when writing and submitting all match reports:

- The following standard information is to be included in all match reports. The order of this information is at the discretion of the report writer, but it should all be covered in the first few sentences:
  - Date
  - Competition (and stage of competition – e.g. 2<sup>nd</sup> round; semi-final, etc.)
  - Grade and/or Age
  - Opposition
  - Location
- Include the half-time score, if possible
- Include the full-time score always
- Include the names of the panel of players present. For juvenile competitions, no distinction should be made between the starting team, subs used or those panel members who did not play. For minor and adult grades, more detail can be provided, including starting 15. **All subs used for adult games should be mentioned, as this information is useful to determine future eligibility for championship games.**
- The commentary on the game itself should comply with the following guidelines:
  - Be as positive as possible in terms of player and team performance. This is especially important for juvenile (and indeed minor) grades. ‘Mol and Óige agus Tiocfaidh sí’.
  - For juvenile games, avoid mentioning specific players’ performance. Comment generally on the performance of the team, the backs, the forwards, the attack, the defence, etc.
  - Never criticise individual players, selectors, the opposition, the referee or the venue. The weather is fair game!
  - Try to write in the ‘first person’ as opposed to the ‘third person’. In other words, use phrases like, ‘we performed’ and ‘our defence’ as opposed to ‘they performed’ and ‘their defence’.
- The total report should not exceed approx. 200 words. Exceptions can, of course, be made, should the event warrant it.
- It would be good to include a picture of the team panel – not for every match report, but maybe once or twice during the season. This should be submitted as a ‘jpeg attachment’ with the report. For



hurling/camogie teams, ideally players should remove helmets for the photograph, but please ensure they are immediately replaced, as required.

- The report itself should be written using **MS Word and 'Arial' font type, size 10**. This is important for consistency and can save a lot of editing time afterwards.
- All reports are to be submitted to the designated Club representative **no later than 6.00pm on Sunday evenings**.

**Finally, all team managers or designated persons are encouraged to submit reports for each match, where feasible. Players, especially juvenile, and parents do like to see these reports in the media. It also helps publicise the Clubs' activities within the community and promote all the good work being done by those who look after our players.**