

Reporting Guidelines October 21, 2013

1. HOME TEAM MANAGERS, it is your duty to email the game report to the website.

Reporting

is to be done by the Home Team. While your scorer may have data on both teams, please get your opponent's information from them at the end of the game. This allows your opponent's manager to make the decisions about who gets mentioned. Some managers strive to insure that folks who don't often get their name mentioned are included even if they weren't the top performer. Additionally, not all managers make the same judgments about hits, errors, etc. You may mention as many players as you wish. Feel free to comment on special events such as great defense, pitching, triple plays, RBIs, etc. As you will see in the examples below, common softball abbreviations are just fine.

2. VISITING TEAM MANAGERS, it is your responsibility to provide the first and last names of

your players to the home team manager. You may mention as many players as you wish. Feel free to comment on special events such as great defense, pitching, triple plays, RBIs, etc. As you

will see in the examples below, common softball abbreviations are just fine.

Care should be given to the correct spelling of all player's names.

3. Sponsor Name must be included with the team name in the format: Sponsor Name (Community Name).

For example: Urology Center of Fla. (Spruce Creek) 15 DeLuca Toyota (Del Webb) 9

4. Game reports are to be sent by email to the Website Coordinator as quickly as is reasonable. In most instances this should be accomplished within 2 hours following the completion of the game. In order to foil the "ghost in the machine", reports should be sent to both of the following

email addresses com marybub@ssoftball.net and marybubsoftball@gmail.com

5. If your computer is down, don't give up. Find someone to email it for you! If that fails, please

call 352-452-0757 or 516-413-5864 and leave a message. Please, please, please, file your reports promptly.

6. Remember that you must report postponements and the scores of make-up games. Do not assume that because it is raining at your field that all games are postponed throughout the league.

Remember these things when you file your report:

Do include your Division Number in the Subject Line of the Email

Do include Sponsor name AND Community name.

Do include properly spelled players' first and last names.

Do use a common font. Do not use font sizes greater than 12.
Do put information in the Subject of the email, for example: "Div4 at HT"
Do not use all capital or all lower case letters.
Do not hit the enter key while typing. Your computer will automatically "wrap" the sentences. Hitting "enter" complicates the website work.
Do review the examples on the following page.
Do remember you are typing a paragraph not a list.

PROPER FORMAT:

Armstrong Homes (Stonecrest) 13 Thermo Cool (Water Oak 11) For ST: Mike Benvenuto had 3 hits, Bob Jones, Rick Smith (walk off HR) each had 2 hits. For WO: Bob Holbert & Mike Eshbach each had 3 hits. Larry Hill 2 hits.

IMPROPER FORMAT:

Problems in the examples below include:
no sponsor mentioned,
players listed in a column,
WO players typed in all Capital letters.

Del Webb 14, Water Oak 4
Leading Hitters Del Webb:
Mick Bentley 4-4
Dan Kelley 3-4
Bill Shuckle 3-4
Don Riley 2-4
Leading Hitters Water Oak:
HUGH TALBOT 2-3
BILL GARDINER 2-3
DENNIS CORBIN 2-3

IMPROPER FORMAT:

Problems:
This example has been typed hitting the "enter key" at the end of each line.
No location or division is given.
First names should be provided.

Del Webb - All Safe Pest Control defeated Royal Highlands/
United Southern Bank 10 - 1.
Del Webb : D Feldkamp 3 hits, D Wood and L Parise 2 hits each, winning pitcher Ed Stacoffe.
Royal Highlands: Reimer and Klaben 2 hits each.