

Game Day Reporting Guideline

Reporting Responsibility: Home team with visiting team reporting information included.

Reporting timeline: Game day no later than 6:00 PM to marybub@sfsoftball.net,
marybubsoftball@gmail.com

Reporting Format: Font - Aerial #12. Do not use all Capital or lower case letters in the body of the report. A basic letter writing format is recommended.

Reporting Game Highlights:

Email Content: Division of the teams playing, **Sponsor and Community** of each team playing and the score. **(Example): D3, Joe's Lounge (Applewood RV) 10, Bob's Lounge, (Orange Grove Country Club) 8**

Email Body:

Umpires: Home plate: Bob Apple, Bases: Bill Grove

Enter the game stats including the first and last names of each player and the highlights for both the home and visiting team. Feel free to comment on special hitting or fielding by either team, "**not a book**" just a nice paragraph or two.

Important Notice:

Game(s) postponed due to inclement weather must be reported to the Website Coordinator the day of the scheduled game by 6:00 PM for rescheduling on and if rain dates are available. Game(s) forfeited must also be reported to the Website Coordinator the day of the scheduled game by 6:00 PM.

January 9, 2020

Jim Milligan, Secretary -Treasurer