

**Sun and Fun Senior Softball Inc**

**Game Day Reporting Guideline**

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

**Reporting timeline:** Gameday no later than 6:00 PM to [marybub@sfsoftball.net](mailto:marybub@sfsoftball.net),  
[marybubsoftball@gmail.com](mailto:marybubsoftball@gmail.com)

**Reporting Format:** Font - Aerial #12. Do not use all Capital or lowercase 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 each player's first and last names 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 and if rain dates are available. Game(s) forfeited must also be reported to the Website Coordinator by the day of the scheduled game by 6:00 PM.

August 4, 2035

Jim Milligan, Secretary-Treasurer