

## Match Report Books

Each Junior team will be provided (by Hockey WA) with a Match Report Book. These books serve a significant function in the completion of each match in the Hockey WA Winter Smarter than Smoking Junior competition.

The match book provides the team with physical evidence of the circumstances that took place during the match, and therefore should be completed accurately to ensure the team has played within the rules of competition.

There are a number of fields that need to be recorded to ensure that information is accurate. The match details (date, time, team names, grade/division, and venue) must be completed. The players' names should also be recorded in the relevant columns. This will provide adequate justification to opposition managers that all players are legitimate. Goals scored and any misconduct penalties (Cards) should also be recorded. There are also fields available to identify which child assumed the role of Goalkeeper and Captain.

The next section that must be completed is the final result. This needs to be recorded in the appropriate area below the team list, and both umpires should sign off that this information is accurate. This is crucial, as it provides written justification to Hockey WA should there be a conflict over the result.

The final section to be aware of is the Match Comments section. This allows managers to provide detailed information of significant issues that arise during a game. Player injuries, suspensions, Coach or spectator behaviours should be inserted here for future communication to Hockey WA.

At the conclusion of the match, the signed "Pink" copy of your Match Report should be provided to your opposition manager, and vice versa. This is done to provide both teams with the opportunity to confirm that they have played the game in the right spirit, within the rules of competition.

**PLEASE FILL IN ALL SECTIONS USING CAPITAL LETTERS AND WRITE NEATLY**

Round: \_\_\_\_\_ Date: \_\_\_\_\_ Game Time: \_\_\_\_\_  
 League: \_\_\_\_\_ Grade: \_\_\_\_\_ Venue: \_\_\_\_\_  
 Your Club: \_\_\_\_\_ Match Against: \_\_\_\_\_

Start	Shirt No. (if req)	Role *D/S/P/GK	Surname	First Name (no Initials)	Goals	Cards	
						Yellow	Red
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Result: Winning team or 'draw' if drawn game: \_\_\_\_\_ Score: \_\_\_\_\_

**UMPIRES: Before signing please check that the result and the score has been filled out correctly**

Umpire's Signature \_\_\_\_\_ Name: \_\_\_\_\_ Club / ID #: \_\_\_\_\_  
 Umpire's Signature \_\_\_\_\_ Name: \_\_\_\_\_ Club / ID #: \_\_\_\_\_

**Result:** First named team must enter result via HockeyNet by 11am the next working day after the match  
**Team Sheets:** Both teams must enter team details into HockeyNet by 9am on the second business day after the match  
**Injury/Reports:** For insurance purposes all injuries must be recorded in the box below and a copy must be sent to Hockey WA within 72 hours  
**Senior team phone results:** See cover page.

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WHITE COPY** to be retained by Club.  
**DUPLICATE COPY** to Opposition.

If Asterisk Rule used, place \* in the 'Role' column  
 If Double Up used, place D in the 'Role' column (Juniors Only)  
 If replacing State Player, place S in 'Role' column  
 If Match Permit used, place P in the 'Role' column  
 Goalkeepers must be indicated by placing GK in the 'Role' column

**Opposition endorsement of second game player(s):**

Nº of second game players \_\_\_\_\_ x Asterisk/Double Up \_\_\_\_\_ x State Replacement \_\_\_\_\_ x Permit

Persons Position: \_\_\_\_\_ Persons Signature: \_\_\_\_\_

## Online Match Reporting

Once the match is complete, all information that is recorded on the Match Report Book should be transferred to an Online Report page. Each team will only be able to enter information relevant to their own team.

To access the Online Report, each manager must log-in to the allocated fixture online via the following website: <https://sportsdesq.onesporttechnology.com/27/>.

Home team (first mentioned) managers will have two responsibilities:

1. **Submit and Send** the Final Result by entering the appropriate scores in the correct boxes. Please double-check this before sending. By “Submitting” the result, the website will be updated to reflect the score. By “Sending” the result, the opposition manager will be given the opportunity to confirm that the result is accurate.
  - 1.1 Clubs will be fined if managers do not “Submit” results by 1:00pm on the first business day after the match.
2. **Submit Team Statistics** by selecting the players that participated and entering the individual player statistics (Goals, Cards). Again, there is a field for identifying the player that assumed the role of Goalkeeper.
  - 2.1 Clubs will also be fined if managers do not “Submit” their Team Details by 1:00pm on the first business day after the match.

Away team (second mentioned) managers will be able to complete the Team Details section, and “Confirm” or “Dispute” the result once it has been sent.

Again, there is a section of the Online Report page for Match Comments which can be used to communicate with Hockey WA about issues that arose during the match. Player injuries should be noted here, as well as any information about poor spectator/coach behaviour, so that Hockey WA can follow-up with the relevant parties. Some teams also use this section to provide feedback to their players, reflecting on what a great job they are doing!

## Resolution of Issues

### Result Dispute

If a result is disputed, then the Home manager will receive an email indicating such, and be able to log-in to the match to correct the score. Should the dispute not be resolved, then Hockey WA should be contacted to resolve the issue.

*It is important that any communication with Hockey WA is made by the Club’s Junior Coordinator.*

Should a dispute be taken to Hockey WA, original copies of the Match Report Sheet’s taken at the game will be required to justify the result of the match. Hockey WA will use both copies (Home and Away) to determine the accurate result, and if there is a discrepancy will make contact with all parties (managers and umpires) to determine the correct result.

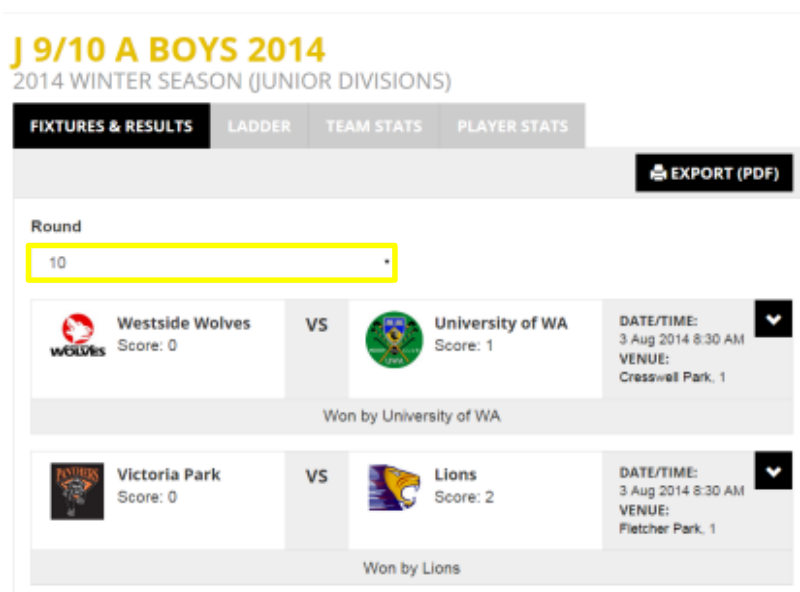
### Insurance for Injury

For insurance purposes, it is important that the Match Report Sheet is kept and completed with the details of the injury. When making a claim, the Match Report sheet should be sent to Hockey WA for follow-up from there.

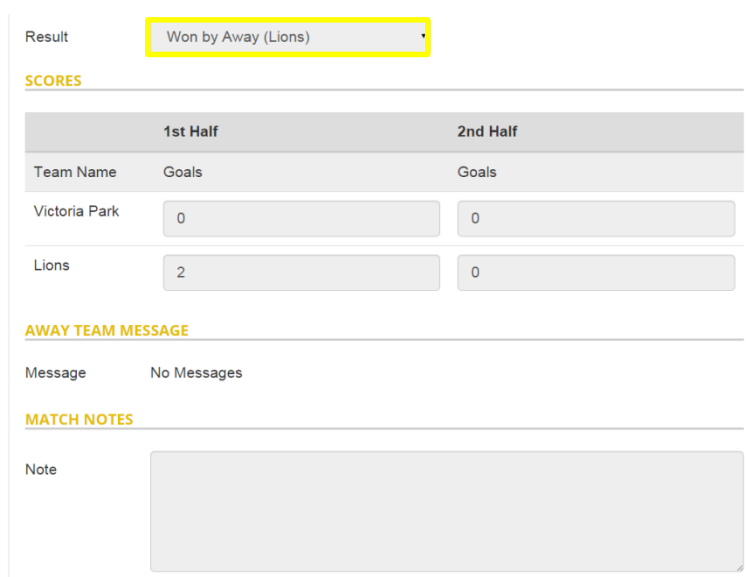
## Match Report Walkthrough

To commence Online Match Report, go to HockeyNet Fixtures & Results Page, which can be found from the Hockey WA website, or using this link: <https://sportsdesq.onesporttechnology.com/27/>

1. Find the correct grade for the match you wish to enter the result of. This can be achieved by trolling through the pages, or by typing in the grade in the Search bar.
2. Click on the **v** button and select *View Fixtures and Results*.
3. Select the Round you wish to enter the result of from the drop-down box.



4. Click on the **v** button and select *Enter Results*.
5. Enter your Team's Username and Password.
6. Select the Result of the match from the drop-down box according to the outcome.



	1st Half	2nd Half
Victoria Park	0	0
Lions	2	0

- The Home team must enter the Team Goals into the appropriate boxes. *N.B. These are accumulative, so 2 first half goals and 2 second half goals will result in a total of 4 goals for the match.*

Result Won by Away (Lions)

**SCORES**

	1st Half	2nd Half
Victoria Park	0	0
Lions	2	0

**AWAY TEAM MESSAGE**

Message No Messages

**MATCH NOTES**

Note

- Enter any match notes into the appropriate box, this may discuss umpires not attending, or any significant incidents worth reporting, particularly injuries.
- If the Home team has made an error, the Away Team can communicate this by entering details into the *Away Team Message* area.
- Click **SUBMIT & SEND** button to inform opposition team of your entry.
- Click on **PLAYER STATS** tab to access individual Player Statistics section.
- Either select the **ADD/REMOVE PLAYERS** button, or if previous rounds have been entered, you can use the **COPY PLAYERS** button.
- In the Add/Remove Players Screen, you can simply select a player from the Available Players column and drag or click them across to the Selected Players column. Once your team list is complete, click Save.
- In the Copy Players Screen, select the Round number you wish to copy from in the drop-down box, and then click Save. You may then need to go to Add/Remove players to edit your list according to discrepancies.

15. Once your team list is entered, each player will have a number of columns to fill.

**J9/10 A BOYS 2014**  
VICTORIA PARK VS LIONS

RESULT TEAM STATS **PLAYER STATS** TEAM ROLES

VICTORIA PARK

Player	Number	Position	G	RC	YC	GC
Allen, Lucas	<input type="text"/>	NF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Akinrind, Oliver	<input type="text"/>	FB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Baldwin-Wright, Dakota	<input type="text"/>	FB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cain, Alex	<input type="text"/>	NF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cain, Dominic	<input type="text"/>	GK	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chia, Tristan	<input type="text"/>	S	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Collins, James	<input type="text"/>	NF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dick, Mitchell	<input type="text"/>	S	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ehford, Ryan	<input type="text"/>	NF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hill, Monty	<input type="text"/>	S	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pace, Ryan	<input type="text"/>	NF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vallekannas, Hayden	<input type="text"/>	NF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Walshuter, Tom	<input type="text"/>	NF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weissenbuttel, Christopher	<input type="text"/>	S	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

16. If your team has shirt numbers, this information can be presented in the Number column. This is generally reserved for Premier League Senior competitions, so is not mandatory.

17. The Position Column should be reserved for identifying specific players to opposition members. This includes Goalkeepers, Captains, Permit players and Double-up players. Hockey WA intends to change the name of this column to reflect this.

18. Enter each individual players Goal stats into the column titled "G". *Please be extremely careful that these are entered correctly, as otherwise Hockey WA could be contacting the club to discuss Red Card infringements because the players Goals were incorrectly entered!*

19. The RC column is for any Red Cards given during the game. Hopefully this column does not get used at all!

20. The YC column is for any Yellow Cards given during the game.

21. The GC column is for any Green Cards given during the game.

22. Once complete, click Save.

23. Previously, Hockey WA has used the Team Roles Tab, but has decided for 2015, that this is not necessary, as all the information can be included in the Player Statistics page.