MATCH REPORT BOOKS

Each 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 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 be recorded in the relevant columns. There is also a column available to identify which player assumed the role of Goalkeeper and Captain. Double-ups (D) and any Permit players (P) MUST also be recorded in this column, prior to the start of the match. This will provide adequate justification to opposition managers that all players are legitimate. Goals scored and any misconduct penalties (Cards) should also be recorded as the match progresses.

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 removed and 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. Retain this pink copy for your records , as it is important in the event of a match dispute or injury claim.

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://client.revolutionise.com.au/?clientName=wahockey&page=/wahockey/. This can also be accessed via the Hockey WA website via the 2023 Season and Result Entry buttons, or via the Managers' section on the Melville website.

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

1. Saving the result of the match by entering each team's score into the appropriate boxes. Please double-check this before saving. By hitting "Save results", the website will be updated to reflect the score.

    1.1 Clubs will be fined if managers do not "Save results" by 1:00pm on the first business day after the match.

    Please note that both teams will be able to enter the Match Result online. If the Home Team logs in to find the result already entered correctly, then there is no problem with this. Please remember, however, that should the match result not show, then only the Home Team will be fined.

2. Saving individual player statistics by selecting the players that participated in the match, and entering the goals scored or cards received into the relevant boxes.

    2.1 Clubs will also be fined if managers do not "Save results" with their Team Details by 1:00pm on the first business day after the match.

Away team (second mentioned) managers will also be responsible for Saving their Team List. Again, clubs will be fined if managers do not "Save results" with their Individual Player Statistics by 1:00pm on the first business day after the match. *If you log-in as an Away manager and the score has not yet been entered by the opposition, you MUST enter it before saving your team details, otherwise the game will be "locked" and neither team will be able to update the score.*

Please do not upload the Match Report Sheet from your duplicate book. There is a file upload option, but this shouldn't be used.

Result Dispute

If there is an issue with the result entered online, please contact your club. The respective club official should contact Hockey WA with the issue, outlining the error on the website supported with the evidence of the correct match result as evidenced by the Match Report Book copies signed off by the umpires.

It is important that any communication with Hockey WA is made by a Club's Junior Coordinator, Senior Coordinator, or Office Bearer.

Hockey WA will use both copies (Home and Away) of the Match Report Book 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 Books are kept and completed with the details of the injury. When making a claim, the copies may be required by the Insurance Company.

ONLINE MATCH REPORT WALKTHROUGH (REVOLUTIONISE SPORT)

1. Go to: https://client.revolutionise.com.au/?clientName=wahockey&page=/wahockey/
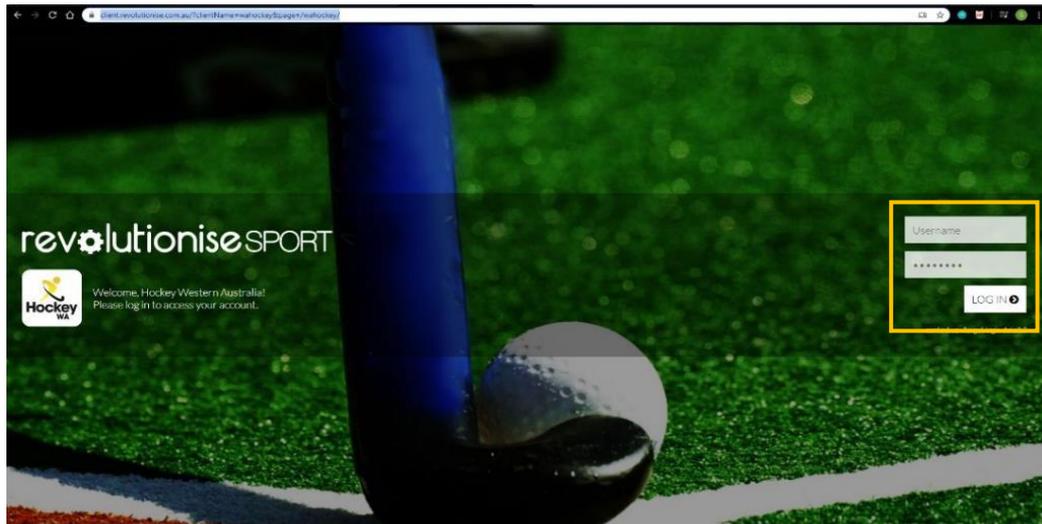
2. Log in using your personal username and password (created from email sent by revolutioniseSPORT). If you don't have your username, email colleen.bentley@melvillehockey.com and she will send it to you. There is a "forgot login details?" option to click if you need to reset your password.

3. The **FIRST** time you log in for the season, you will need to set up your team. (You will also need to do this step any time that you need to add an additional player ie a double-up player, who has never played for your team before.) Click on "edit"
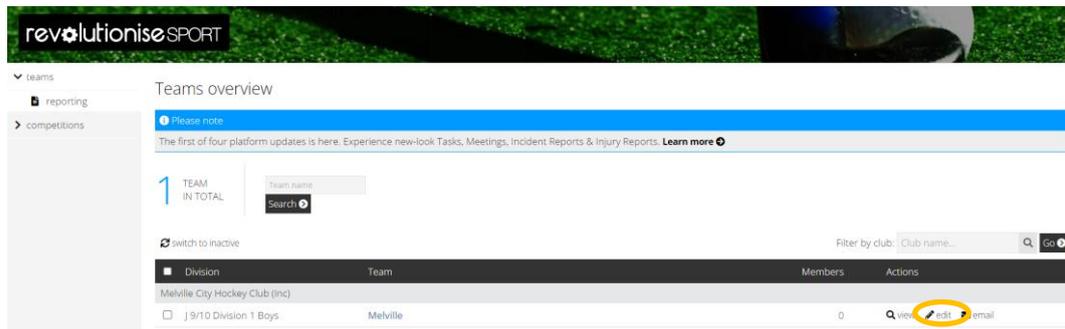
4. Start typing the name of the first player in the search box in the "Eligible members" column. Click on the name when you see it and it will be added to your "Current players" list. This list will only show eligible Melville members. *If you cannot find a player from your team, please contact colleen.bentley@melvillehockey.com for assistance – this player may not yet be registered.*
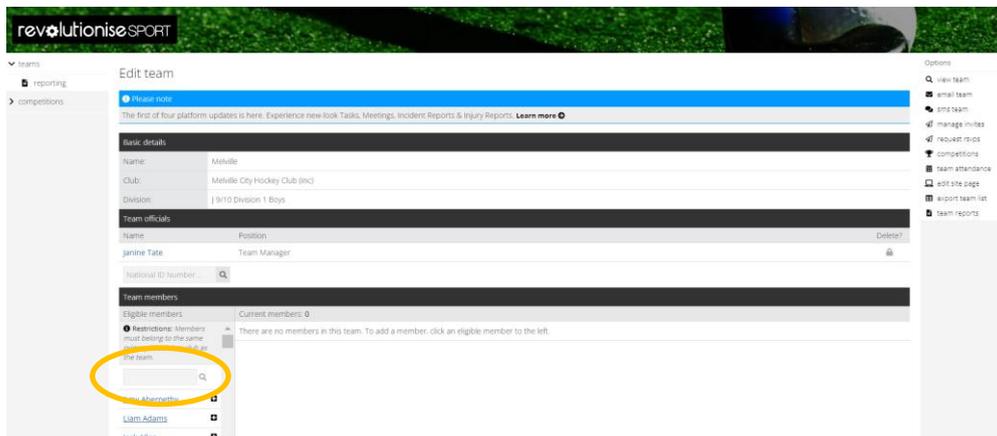
5. Continue until all players are added to the list. If you add the wrong person by accident, just click "remove" for that player on the right hand side of the screen. (If you are manager of a Senior Premier Grade team, you also need to edit the shirt number for each player.) Click "Save changes".

6. Select "competitions", then select "manage results" to the right of your team name.

7. Choose the Round you wish to enter a result for by again selecting "manage results"
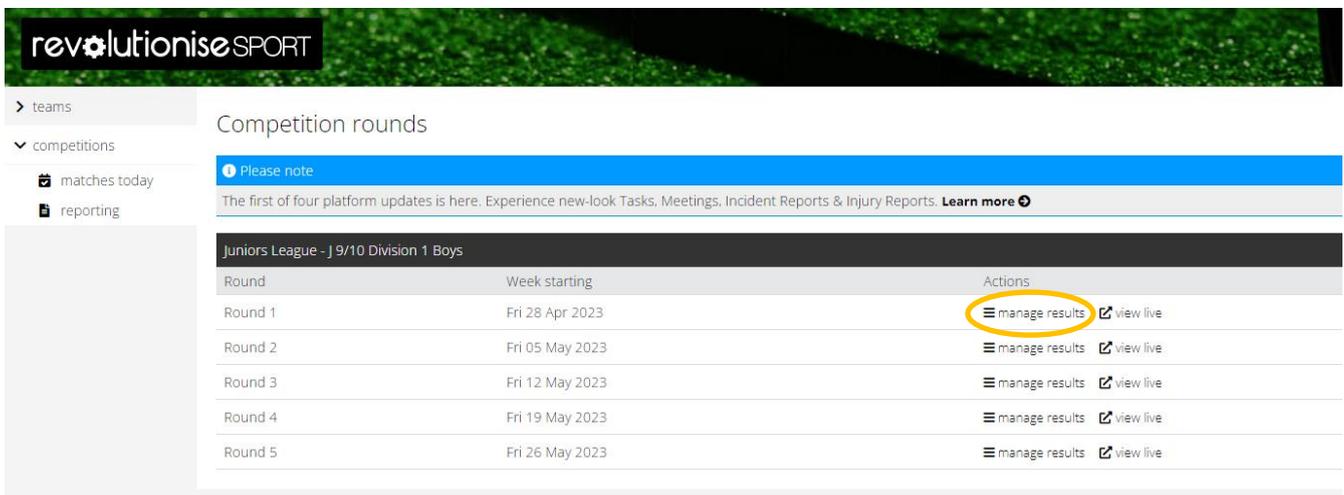
8. Choose the Fixture you wish to enter the result for by selecting "enter"

9. Enter the result of the fixture by adding in the scores for the respective teams (if it has not already been added by the opposition).

10. Select the players who actually played this game by ticking the box to the left of their name. <u>If a player is missing from your list (ie a double-up or permit player), you will need to save what you have done so far, then go back to Step 3 and add them to your team list.</u> Click "enter metrics" to add the goals scored or card(s) received by each player.

11. To show "Goalkeepers", "Import Players", "Double-up Players", "Absent Players" or "Replacement Players", add this information through the "enter metrics" function.

NB: Goalkeepers (GK) and Import Players (I) must be entered as **text** (please use the letter(s) in brackets to represent each). For Double-ups, Absent Players or Replacement Players, please **insert the number "1"** (regardless of how many times the player has doubled-up) by clicking on the "plus" sign, as this needs to be recorded numerically so that reporting can identify how many occasions a player has played under the relevant by-laws.

12. *The "Fill in" option remains available but should solely be used for the purpose of identifying Permit Players and Goalkeepers that don't regularly play in the team. DO NOT USE FOR DOUBLE-UP PLAYERS! For example, if a Goalkeeper plays on the field for another team, then select the relevant option, or if the Goalkeeper is filling in for this team, but regularly plays for another team as their Goalkeeper. Any Hockey WA granted permit players should also be listed as a "Fill In".*

13. REMINDER: Do not upload Match Report Sheets

14. Click "Next Step", then "Confirm details" if everything is correct.