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.

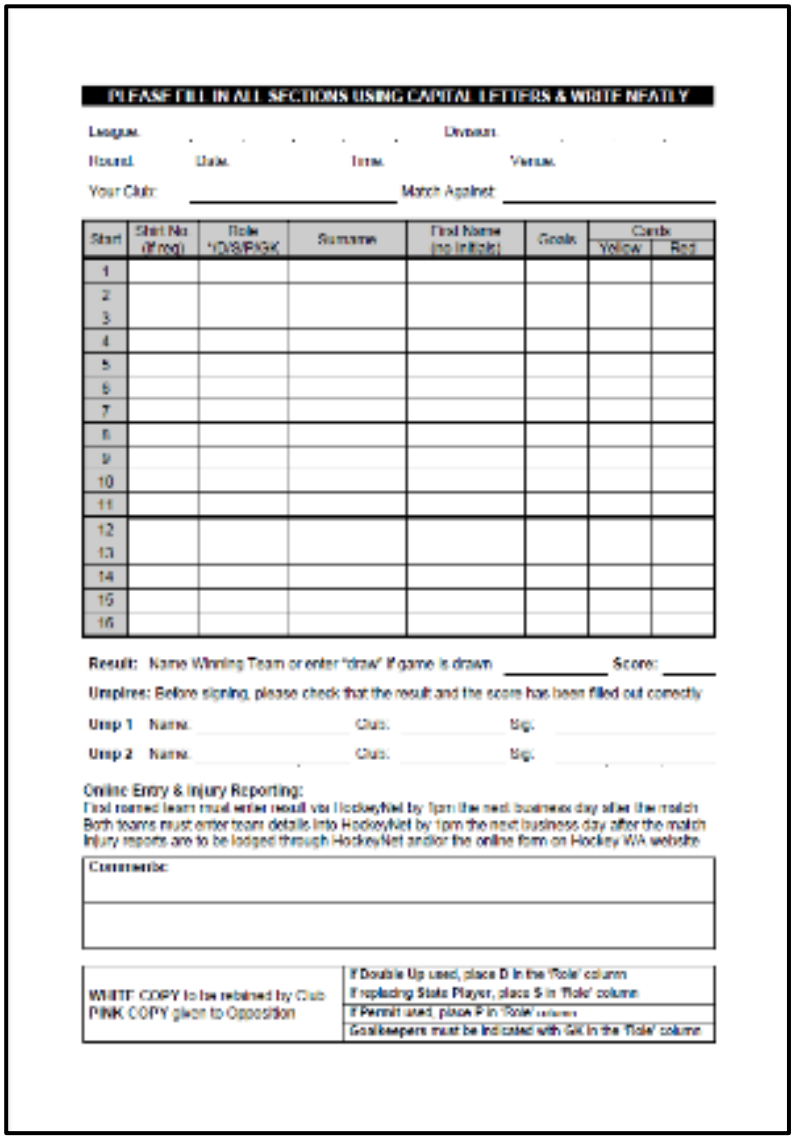
The match book provides the team with physical evidence of the circumstances that took place during the match, and therefore should be completed accurately to ensure the team has played within the rules of competition.

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 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 player 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.



PLEASE FILL IN ALL SECTIONS USING CAPITAL LETTERS & WRITE NEATLY

League: Division:

Round: Date: Time: Venue:

Your Club: Match Against:

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

Result: Name Winning Team or enter 'draw' if game is drawn _____ Score: _____

Umpires: Before signing, please check that the result and the score has been filled out correctly

Ump 1 Name: Club: Sig:

Ump 2 Name: Club: Sig:

Online Entry & Injury Reporting:
Final scores/ team must enter result via HockeyNet by 1pm the next business day after the match
Both teams must enter team details into HockeyNet by 1pm the next business day after the match
Injury reports are to be logged through HockeyNet and/or the online form on Hockey WA website

Comments:

WHITE COPY to be retained by Club
PINK COPY given to Opposition

If Double Up used, place D in the 'Role' column
If replacing Stats Player, place S in 'Role' column
If Permit used, place P in 'Role' column
Goalkeepers must be indicated with GK in the 'Role' column

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.

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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 2021 Season and Result Entry buttons.

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.

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.

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