



## Scorers Game Reporting Guide Junior game reports

### **REQUIREMENTS OF THE CLUB**

Clubs must submit a contact name and email address for their Club to *the LLWA Operations Support Manager for all Little League & Junior League Teams* at least 1 week prior to the season starting (earlier is better) To be the contact for all game reports.

All Players must be registered on the database to take the field. Clubs will be fined for unregistered players.

**Results are to be completed 72 hours after the game is played.** Example: Game played on Saturday must be submitted by 5pm Tuesday. Games played on Friday must be submitted by 5pm Monday.

[Link to scorers information and Late Game Report forms](#)

Last updated 8 November 2017

### **PLEASE READ ALL THE BELOW INSTRUCTIONS CAREFULLY.**

#### **PROCEDURES FOR GAME REPORTING ON-LINE**

1. **FORFEITS** – The team winning a game by forfeit must still submit the match report and credit each player with a game played. The Charter must advise LLWA of the forfeit so that the forfeit result can be entered. No player names are to be entered for the team who forfeited the game. A score of 7-0 for BL, SL & JL. A score of 6-0 for grades lower. For Big League Games, after the game has started, stats are to be included in game report.
2. **RAIN-OUT GAMES** – Rain-out games is to be recorded as "Wash-outs" on the on-line game report. No player's names are to be entered as they did not play a game. Both scorers also needs to add a comment in the "Comments" tab.

JL and younger age groups - If one full inning was completed, then it is considered a game

and not a washout. All stats and player names must be added.

Big League teams need to complete 3 full innings before it is called a game. Less than 3 innings is a rainout. Player names and Stats are not to be added if the game is called before 3 completed innings.

3. **Home Teams** must enter the Box scores. The Away team does not have the ability to do this. IF home teams does not enter the box score, then the Ladder will not run properly. Away teams can add a comment in the comment tab with the line scores if they see that the Home team have not entered the results.


When the away team submits their part of the game report and the home team has not done so, the confirm button will not appear. Do not worry about this as on the State Administrators end, it can be seen as a submitted report for the away side.

4. **COMMENT TAB** – You MUST enter your Name & Email address/Contact number in the Comment Tab if you are not using the Team|Team Roles tab. It is the only way I know who to contact in case of any queries. Please read STEP 5 of this booklet or alternately fill in the Team Roles tab.

**INJURIES** – Please add injuries in the “Comment Tab”. State the player’s name, type of injury and time of injury.

5. **ADDING STATISTICS IS MANDATORY** – It is Mandatory to add in your statistics in all columns. **DO NOT ADD PLAYERS WHO DID NOT PLAY IN THE GAME.**

## 6. CROSS CHECKING YOUR WORK

To cross-check player list for the opposition team, RETURN to the Fixtures & Results on the LLWA website, click on relevant fixture game, Click on the “Results” tab and click  for the team you wish to check, the players list and stats for the day. If home team hasn’t entered their results, the away team cannot see theirs.

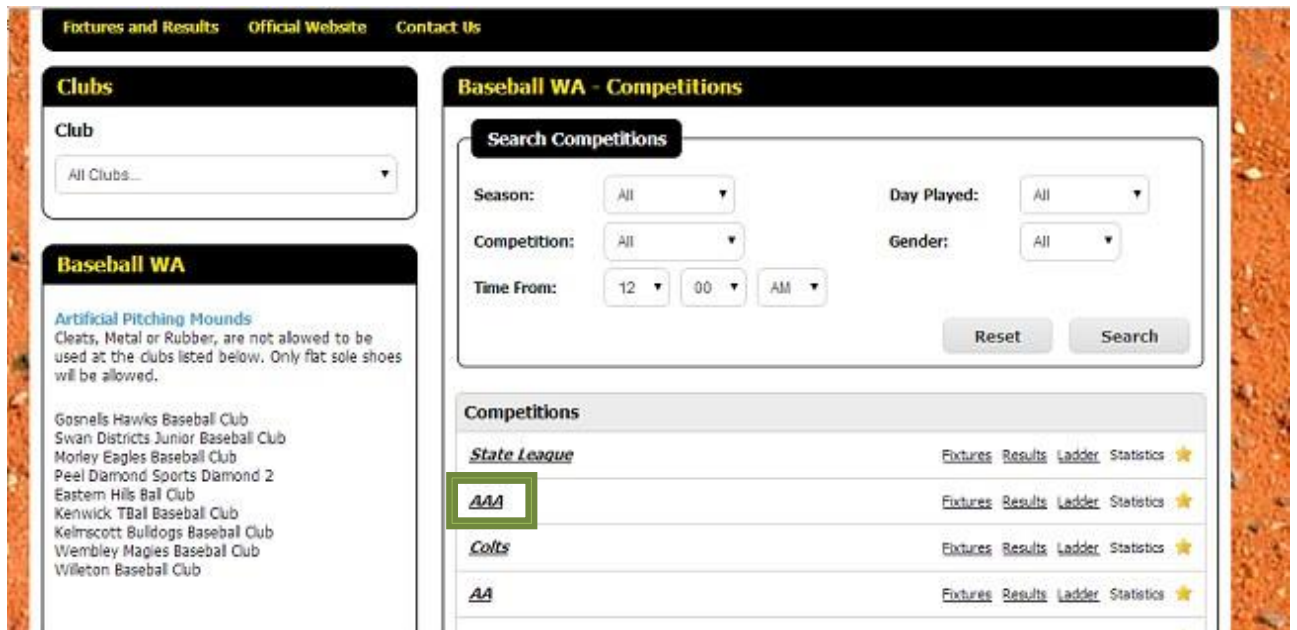
7. **LATE GAME REPORTS** – Incurs a \$10.00 fine per game report. All late game reports must be sent in via the Paper report available on the Little League WA Website as you will not be able to access the on- line reporting after the due date. Please send this to the email address on the paper report. Link to Paper report:  
[http://www.walittleleague.baseball.com.au/index.cfm?fuseaction=Display\\_Page&PageID=15557&OrgID=20476](http://www.walittleleague.baseball.com.au/index.cfm?fuseaction=Display_Page&PageID=15557&OrgID=20476)

8. **PLAYER NOT REGISTERED** will not appear on your club list when submitting your game report. Please report to your Club ASAP so you can correct this and complete your report. It is a \$100 fine per player per game if their name is not submitted on the game report before the cut-off time.

Please remember that if a player takes the field and is not registered with the club, there will be playing without any insurance and the club will be responsible for injuries should anything happen.

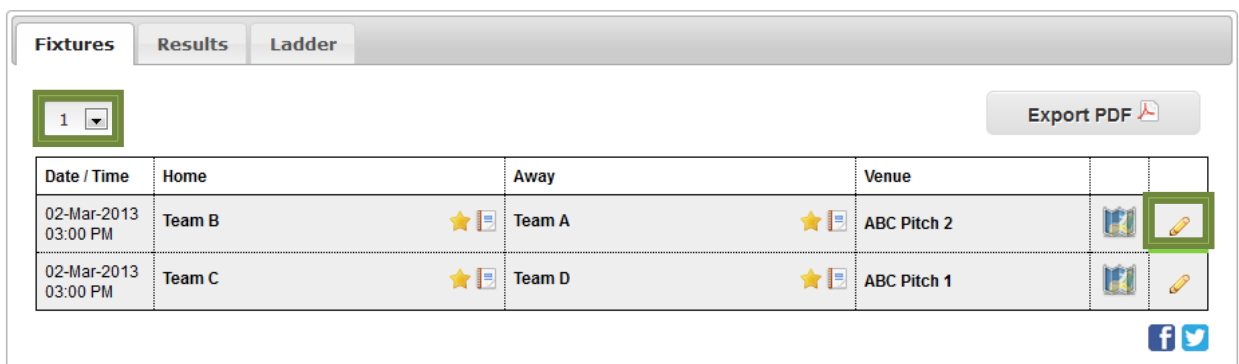
## STEP 1: ENTERING MATCH RESULTS – YOU DO NOT NEED TO WAIT FOR THE OPPOSITION TEAM TO ENTER THEIR RESULTS TO DO YOURS.

1. Go to the relevant fixtures for your competition. Big League, Junior league, Little League Majors or Minors will be on the Little League WA website.  
<https://sportsdesq.imgstg.com/portal/index.cfm?fuseaction=main&OrgID=20476>
2. Click on the relevant competition. Eg. AAA





The screenshot shows the 'Baseball WA - Competitions' page. On the left, there is a 'Clubs' dropdown menu and a list of clubs under 'Baseball WA'. The main area features a 'Search Competitions' form with filters for Season, Competition, Day Played, Gender, and Time From. Below the search form, a list of competitions is shown: State League, AAA (highlighted with a green box), Colts, and AA. Each competition has links for Fixtures, Results, Ladder, and Statistics.

3. Click FIXTURES and choose relevant round for your report.
4. Click the edit icon on the relevant match.



The screenshot shows the 'Fixtures' tab with a dropdown menu set to '1'. An 'Export PDF' button is visible. Below is a table of fixtures:

Date / Time	Home	Away	Venue	
02-Mar-2013 03:00 PM	Team B	Team A	ABC Pitch 2	
02-Mar-2013 03:00 PM	Team C	Team D	ABC Pitch 1	

Social media icons for Facebook and Twitter are located at the bottom right.





## STEP 2: ADDING PLAYERS TO A COMPETITION

**ADD ALL PLAYERS WHO HAVE PLAYED THE GAME.**

**DO NOT ADD IN PLAYERS WHO DID NOT PLAY IN THE GAME.**

Note: If you do not add players, they will not receive their games played to qualify for Finals / State Championship games. If they are not appearing, this means that they are not registered and you need to contact your registrar.

1. Click TEAM / MEMBERS
2. Select relevant member group if your club has set groups up or add players by clicking on the  button and Delete players off the "Players" list by clicking on the  button. The "Players" list is automatically saved.

**Please Note:** The Away Team can do Steps 1-5 before the Home team. No Penalty to the Away team should the home team not complete their report. The State Administrator can see who has entered their part of the report and who hasn't.





Confirm Logoff

Match **Team**

Players **Team Officials** Members

Player Count: 2

Member Group:

Members	Players
Baart, Sander 	Arnold, Ben 
Bakker, Billy 	Bazeley, George 

## STEP 3: ENTERING PLAYER STATISTICS





1. Click TEAM / PLAYERS
2. Enter relevant player, starting Positions, Total Pitches (TP) and how many innings a catcher caught in. Add extra statistics if required on the players list.
3. Click SAVE PLAYERS. If you go back to edit stats, remember to Click "Save Players" when you have finished editing.

Match **Team**

**Players** Team Roles Members

Print Team Sheet

Player Count: 4

Name	Number	Position	PA	AB	R	H	TP	Catch	
Alexander, Peter	<input type="text" value="3"/>	<input type="text" value="9"/>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="54"/>	<input type="text"/>	
Artingstall, Josh	<input type="text" value="7"/>	<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Artingstall, Zachariah	<input type="text" value="6"/>	<input type="text" value="8"/>	<input type="text" value="5"/>	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	
Bailey, Duncan	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="60"/>	<input type="text"/>	
<b>TOTAL</b>			<input type="text" value="18"/>	<input type="text" value="15"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="114"/>	<input type="text" value="0"/>	

## STEP 4: ENTERING MATCH STATISTICS

If you don't see this tab, then it is not required for your competition.

1. Click MATCH / STATISTICS
2. Enter match statistics – It is generally Total Hits & Errors for the game.
3. Click SAVE STATISTICS

The screenshot shows a web interface for entering match statistics. At the top, there are two tabs: 'Match' (highlighted) and 'Team'. Below this is a sub-section with three tabs: 'Result & Scores', 'Statistics' (highlighted), and 'Comments'. The main content area contains a table with three columns: 'Team Name', 'Goals', and 'Votes'. There are two rows of data: 'Australia' and 'Pakistan', each with a text input field for 'Goals' (containing '0') and a text input field for 'Votes' (containing '0'). At the bottom of the form, there are two buttons: 'Save Statistics' (highlighted) and 'Cancel'.


## STEP 5: ENTERING MATCH COMMENTS – VERY IMPORTANT

Comments will be seen by the State Administrators only.

1. Click MATCH then COMMENTS
2. Enter match COMMENTS
  - **Scorers must always add their name and email address/Phone number** in this section. This will let us know who have submitted your game report.
  - You can also enter any other comments like ejections or possible by-law infringements, Players not on the opposition list that played the game etc. Keep it short and we will contact you if necessary. RECORD FORFEITS HERE AS WELL.
3. Click "SAVE COMMENTS"

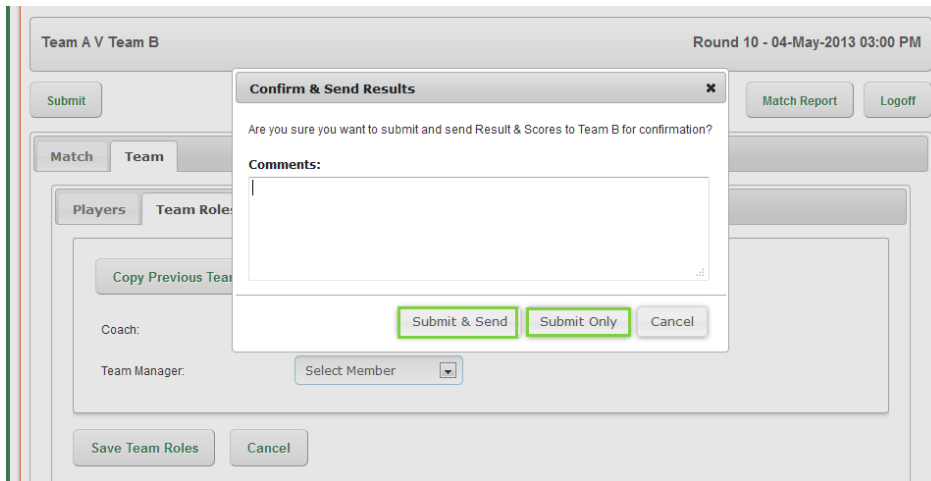
The screenshot shows a web interface for entering match comments. At the top, there are three links: 'Fixtures & Results Home', 'Official Website', and 'Contact Us'. On the right, it says 'You are logged in as: Gosnells Hawks'. Below this is a header for 'z - Little league Majors (test for Divisions)'. The main content area shows 'Gosnells Hawks V South Perth Cubs' and 'Round 3 - 16-Oct-2013 05:00 PM'. There is a 'Logoff' button. Below this is a sub-section with two tabs: 'Match' (highlighted) and 'Team'. Below this is a sub-section with two tabs: 'Result & Scores' and 'Comments' (highlighted). The main content area contains a large text input field for entering comments. At the bottom of the form, there are two buttons: 'Save Comments' (highlighted) and 'Cancel'.

## 4. CROSS CHECKING YOUR WORK

To cross-check player list for the opposition team, RETURN to the Fixtures & Results on the LLWA website, click on relevant fixture game, Click on the "Results" tab and click  for the team you wish to check, the players list and stats for the day. If home team hasn't entered their results, the away team cannot see theirs.

**PLEASE NOTE THAT YOU DO NOT HAVE TO USE THE SUBMIT & CONFIRM BUTTONS. LLWA can see that you have submitted your game report on their end.**

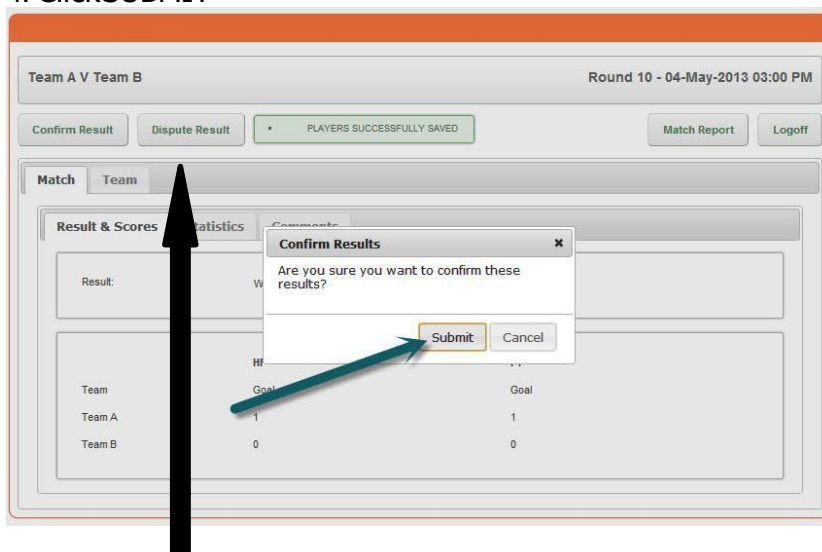
1. **STEP 6: SUBMITTING RESULTS** - Once the *Home team* has entered match results, statistics, comments, Team and player statistics the SUBMIT button will appear. Enter comments if required and click 'SUBMIT ONLY'.
2. If this box doesn't appear, don't worry about it and no requirement to go back for it.



**STEP 7: CONFIRMING RESULTS – Not Necessary to do. If this is not done, it does not affect the team's lodgment of their report.**

Once the Home Team enters results the Away Team can log in to confirm the results entered are correct. *Please Note:* the Confirm and Dispute button will only appear if the Home team have entered their Results.



1. Click on MATCH
2. Click on RESULT & SCORES
3. If Results are correct click CONFIRM RESULT
4. Click SUBMIT



**If RESULTS are incorrect click DISPUTE**

You are then able to write an explanation of why you disputed this result entry. Please add a comment in the Comments tab as per STEP 5, and remove the comment when corrected. Once you have completed results in the first week, The "Copy Previous Team" button will show up in the following weeks.

## COPYING PLAYERS FROM A PREVIOUS ROUND

1. Click TEAM / PLAYERS
2. Click COPY PREVIOUS TEAM
3. Click relevant round / COPY
4. Delete  any players who did not play, and add  additional players from the Members list as in STEP 2 who did play and was not on the previous list.
5. Click SAVE PLAYERS.



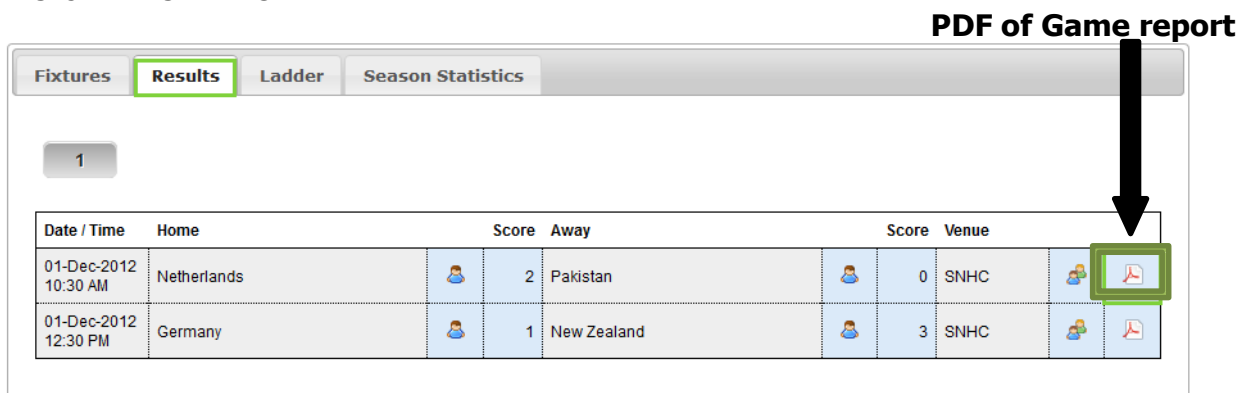
## ADDING "TEAM OFFICIALS"









You cannot add Team officials if your club has not put them of the database. Coaches / Scorers & umpires all need to register on the Club database or they are not covered by insurance.

## PRINTING MATCH REPORTS

1. Go to Fixtures
2. Click on the relevant competition.
3. Click RESULTS
4. Click MATCH REPORT

**PDF of Game report**



Date / Time	Home	Score	Away	Score	Venue	
01-Dec-2012 10:30 AM	Netherlands	 2	Pakistan	 0	SNHC	 
01-Dec-2012 12:30 PM	Germany	 1	New Zealand	 3	SNHC	 

















## VIEWING / PRINTING A FIXTURE

1. Go to Fixtures
2. Click on the relevant competition.
3. Click FIXTURES
4. Click EXPORT PDF

Fixtures Results Ladder

10 Export PDF

Date / Time	Home	Away	Venue		
04-May-2013 03:00 PM	Team A  	Team B  	ABC Pitch 2		
04-May-2013 03:00 PM	Team D  	Team C  	ABC Pitch 1		















 

## VIEWING A VENUE LOCATION

1. Go to SportsDesq.
2. Click on the relevant competition.
3. Click FIXTURES
4. Click on map icon next to relevant match.

Fixtures Results Ladder Season Statistics

1 2 3 Export PDF

Date / Time	Home	Away	Venue		
01-Dec-2012 10:30 AM	Netherlands 	Pakistan 	State Netball Hockey Centre		
01-Dec-2012 12:30 PM	Germany 	New Zealand 	State Netball Hockey Centre		
01-Dec-2012 02:30 PM	Australia 	Belgium 	State Netball Hockey Centre		
01-Dec-2012 04:30 PM	England 	India 	State Netball Hockey Centre	