



Guidelines for Volunteer Reporter

The WRFL Media Team is a dedicated group of volunteers who help produce the league's print, online, video, and radio coverage each week.

A position on the WRFL Media team gives volunteers the opportunity to experience different areas of the media, giving volunteers hands on experience and the confidence to take the next step in your career.

As a WRFL reporter, you are required to:

- Produce a written report each week on your given assignment (match report, feature article or event review) NOTE: All work submitted must be **your original work** and not the work of someone else unless otherwise sufficiently/accurately credited.
- Match Reports approx. 300-350 words
- Must adhere to **strict deadlines** and submit final written piece **before 12 midnight every Sunday** night, unless otherwise notified before Saturday 6pm.
- Check your email regularly for feedback on work.
- Ensure what you submit is your own original copy and that you do not plagiarize/ replicate anyone else's work.
- Depending on your assignment, you are encouraged to attend at least one football match each weekend. Even if you are only able to stay for a half, that is fine. It's important you get to know the league you are covering and familiarize yourself with players, coaches and clubs who you will be writing about and dealing with regularly.
- Must accurately record and interview all subjects and produce a copy of the interview as evidence of accuracy if required.

MATCH REPORTS:

If you're not familiar with writing a match reports, think of it like a recipe.

The opening section of any match report should focus on one particular theme, event or game from the weekend.

The theme could be something along the lines of all the favourites lost, or all the home teams won, or there were a lot of close winning margins, a league/club drought was broken etc. The event could be anything from one player kicking an outstanding amount of goals, a record score produced from a team, a milestone match for a player etc. The match you pick for that round is completely up to you- it may be a game you went to, or a game which was a close match etc.

In this first section, you should try to paint the picture/describe the game to those who didn't attend.

Take time to break down each quarter, detailing a great mark or goal from a particular player, or give credit/name the players who stood out on the day.



Also look beyond the field and take time to go to the huddles to hear what the coach had to say to the players and even try to interview the captain, coach or manager from the day to add something extra to your story.

It's not compulsory to include a quote from someone each week, but the better stories are the ones which add a human/personal element into it.

The next section of your story will include the results from the other matches in the round. This can be about two paragraphs per match, just outlining the scores, where the match was played at, any outstanding performances from particular players, ladder positions etc.

Please note that this section can get a little bit repetitive so try varying the information you use for each game, so it's not the same basic stats used for each match.

This last section is to preview the upcoming rounds for the week ahead.

This part gives the reader a basic outline of who will be playing who and where, and anything exciting to watch out for in the upcoming round. You can describe what the upcoming match will mean for the club, where it will place the club on the ladder if they win or lose, or how it will affect the team for the finals campaign etc.

TIPS:

- If you are at a game, event or when interviewing a person, please always try to take an image of your experience, so we can include it in your story.
- When interviewing people from the league, ensure that they understand **WHAT** you are doing, **WHERE** your story will be published (e.g. WRFL website) and most importantly **WHO** you are as people can become a little uneasy when being interviewed so just take the time to get to know them a bit before interviewing them.
- Ensure you are always respectful and polite to all interview subjects and understand that they are busy people to, so allow an extra few days for them to get back to you for quotes if you are interviewing via email.
- Always **BE PREPARED**. Before interviewing someone, write 3-4 questions down on a piece of paper for you to use as a script. That way if you get nervous, you have a guide there to help you.