**Congratulations on being chosen to contribute to the  
PMCJFC Newsletter each week. A couple of requirements that we would like to bring to your attention before you enjoy watching the match and get busy reporting...**

**OBJECTIVE**

We have provided you with a simple word template in order to make this ‘job’ simple.  
Follow the easy to use template as a guide to fill in the information we need to make our newsletter great!

**WHAT CAN’T I SAY?**

• Avoid any negative commentary about any player, coach, team official or parent

• Avoid any negative commentary about umpire decisions

• Do not use remarks based on race, religion, cultural background, gender, sexuality, appearance, disability or football ability – many such comments are now illegal and are simply **not** acceptable.

**WHAT ABOUT MODIFIED RULES REPORTING?**

Modified rules teams (U8-U10). Please note that there is no need to mention final scores, best on ground or final number of goals. You **can** however mention who the goal kickers were, who marked the ball, who made a great handball etc. and of course you can certainly mention the recipients of “coaches awards”

**DO I NEED TO SEND IMAGES?**

If you or any of the parents from your team have any awesome shots from the day then we encourage you to send them on to us for inclusion. Albeit not mandatory, it’s always great to have some action shots included!

**WHERE DO I SEND THE REPORT?**

Please email your report directly to: **secretary@portcoltsju iorfootballclub.com.au**

**WHAT IS THE DEADLINE?**

**Please submit your report in the word template provided by your  
Team Manager NO LATER than 12noon on the Monday morning following the game.**

If you have any further questions please feel free to email directly me at **secretary@portcoltsjuniorfootballclub.com.au**

Kind regards

**Annette Maloney**

Secretary  
Marketing and Communications