**Royal Navy Rugby Union Match Report**

**Writing Guidance**

 Wherever possible, please complete all fields of the document. Please try to write the report to appeal to as

 wide an audience as possible, rather than writing specifically for a military audience. Avoid using slang, jargon and jackspeak. When referring to the Royal Navy Rugby Union the name should be used in full (i.e. “Royal

 Navy Rugby Union”) the majority of the time, and only ever abbreviated to “Navy Rugby”.

 **Main Body of the Match Report**

The match report should be no fewer than 250 words and should include the following detail; **Summary:** Paragraph 1 should be a short summary of the report.

 **Reason for the fixture:** Friendly, Cup Competition etc.

 **Set the scene:** Have you played them before, Rivalry etc

 **Scoring:** Home team score is noted first.

 **Timings:** These should be written as figures e.g. **5** mins to go to half time.

 **Writing Style:** All reports should be written in the 3rd Person e.g. he, his, him, it and they. There is no need to capitalise ship names.

 **Team List**

List team from left to right, starting with the Front Row and in the following format

 Rank | Firstname | Surname | Ship, Unit or Establishment (If Representative)

 e.g. Anthony Smith (RNAS Culdrose)

 **Replacements**

It is important that when a player is replaced the replacement’s details are also noted in the team list.

 **Images**

 If possible, please supply at least one image to accompany the match report. If you only have a mobile

 phone available to take the photograph please take a team photo before the match (in the best light possible preferably outside). Action shots taken on a mobile phone under floodlights are rarely of sufficient quality for use on the website. Images should be in landscape format and supplied in jpeg files in as high a resolution (maximum file size) as possible. If sending images from a Dii account be advised that Dii emails can only support a maximum file size of 4MB. Please do not embed images in word documents.

 **Submitting the Report**

Match reports and images should be completed and sent in as timely manner as possible to:

 Adycherrington@rfu.com and docrnru@navyrugbyunion.co.uk

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| **Report Submitted by:** |
| Name: |  |
| Email: |  |

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| **Fixture Details:** |
| RN Team Name: |  |
| Opposition Team Name: |  |
| Opposition's Official Twitter:(if known) |  |
| Fixture Date: |  | Kick Off Time: |  |
| Venue Name: |  | Venue Postcode: |  |
| **Final Result:** |
| RN Team: |  | Opposition: |  |

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| **Match Report Details:** |
| Suggested Title:max 40 characters |  |
| Name of Author (writer): |  |

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| **Match Report:** *Match Reports are to be no fewer than 250 words* |
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| **Match Report Continued...** |
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| **Team List:** |
|  | Rank | First Name | Surname | Ship, Unit or Establishment (If Representative) |
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| 15 |  |  |  |  |
| **Replacements:** |
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| 23 |  |  |  |  |
| Please list the order the replacements were used, and what time they came on; |
| Time | Player Off - Name | Player On - Name |
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| **Images:** *All images are to be supplied in landscape, jpg format in the highest resolution possible (i.e. in the original format as large a file size as possible, not compressed for sending over the internet unless done in a zip file). They will be processed to 1024 x 682 (pixels) for publication on the website. Appropriate captions should be provided wherever possible. The person who has taken the photograph/s must give their permission for the Royal Navy Rugby Union to publish their image/s.* |
| Name of Photographer: |  |
| Phot. Contact Details |  |
|  |
| Item | File Name | Caption | Credit (i.e. photographer) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |