

HELP GUIDE FOR SUBMITTING TEAM STORIES

Ensuring your team is covered well in the newspaper

To help *The Glengarry News* provide the best sports coverage possible, we offer the following suggestions. By providing your roster, team details, contact information, and schedules in advance, you help to ensure the accuracy of our stories. E-mail this information to our sports department prior to submitting any team news and/or photos.

TEAM ROSTER: Prior to sending articles, game sheets, or other information to us, please submit a full team roster that indicates the following:

- Name of each player
- Jersey number of each player
- Position of each player
- Town of residence for each player

You may optionally choose to use the roster form available from our website to assist in organizing this information.

TEAM DETAILS: Include background information on your team: team name, coaching staff, association to which your team belongs, level of play (e.g. A, AA, AAA, B, or C), and home arena/field/court.

TEAM CONTACT INFORMATION: Provide the name, phone number, and e-mail address for the team's manager or parent representative. This is needed to follow up when we might have questions about a submitted story, or may be interested in putting together a larger article or covering a special event that your team is participating in or may be hosting.

TEAM SCHEDULES: Submitting your team's schedule is optional; however, this does allow us the possibility of covering your team, particularly during playoff time. Do keep us informed of any upcoming special events, and we will do our best to provide coverage.

PHOTOS: Photos will only be considered for publication if faces are visible, overall image is clear, and full names are provided. Team photos may be submitted for tournament wins or end-of-season championships. Sports and other action photography can be particularly troublesome, especially indoors or in other low-light conditions. For more guidelines on photos, please refer to our help sheet entitled "Guidelines for Submitted Photos."

EDITORIAL CONSIDERATIONS: All articles are subject to editing and may be deferred to a future edition of *The News* should space or other matters so dictate.

SUBMITTING CONTENT: Ideal submissions are short stories, rather than game sheets, as stories give a better flavour of the game and allow for names of non-scoring players (e.g. a strong defenceman or a solid goaltender) to be highlighted as well. (Game sheets may be sent in addition) Send submissions to sports@glengarrynews.ca or fax to 613-525-3824. Questions should be directed to Sean Bray, Sports Editor, at 613-525-2020 extension 22.