



Team Reporters,

You are receiving this email because you are your ISL team's reporter. Thank you for taking on this important parent volunteer role for your team.

Next week will be the leagues first in a series of 5 dual/tri meets this summer. After the meets you are welcome to write two reports about your team's meet, one for the Irvine World News and one for the ISL Facebook page. (If you are not yet a fan of the ISL's Facebook page, please "Like" us!)

THE IRVINE WORLD NEWS IS ONLY PUBLISHING 1 DAY A WEEK THIS SUMMER

Please follow the procedure as listed:

1. Make contact with your team statistician this week and exchange emails/phone numbers. Let them know you will need the meet stats soon after the conclusion of every meet, certainly by Saturday evening after a meet, preferably right at the end of the meet before everyone packs up and goes home.
2. Using your team's meet stats write two reports.

The first is an approximate half page, with regular margins, 12 point Times New Roman font, ***less than 300 word*** meet highlight report for the Irvine World News. This report is to highlight what you believe are the most newsworthy items achieved by your team at that meet. You may wish to focus on team records, ISL qualifying times, first place finishes, a team sweep in an event, or a whopping time drop (those of you who are ran time trials this weekend will have time improvements at your first meet). It's up to you. **Do not mention the same swimmer more than once unless they are in a relay.** (See attached example of an IWN story). KEEP YOUR ARTICLES BRIEF-HIGHLIGHTS AND A PHOTO OR TWO ONLY.

The second report is a 1-2 page, regular margins, 12 point Times New Roman font, ***300-800 word meet highlight report*** for the ISL Facebook page. This report allows you enough space to list every kid who was at that meet. Take advantage of the FB option and include more information and swimmers in this article.

Please save the file with Team abbreviation, meet date, and IWN or FB for each. THESE MUST BE WORD DOCS, SO WE CAN EDIT. Example:

**OC.6.28.17.IWN
GT.6.28.17.FB**

3. Turn in both stories to Matt Wilson, league secretary, at secretary@irvineswimleague.org by noon on the Sunday following the meet. If you cannot make the deadline for any reason you may still submit the ISL Facebook story later if you wish.
4. For those teams with team photographers, talk with them about working with you this summer. I encourage you to select 3-5 action shots to submit every week. **Please note/remember, we DO NOT allow photos to be taken of swimmers from directly behind the blocks.**

Photos can only be accepted VIA DROPBOX. UPLOAD PHOTOS TO DROP BOX LINK HERE:

<https://www.dropbox.com/request/OueuPqMABvsrDFQYSCgm>

These will be forwarded to the IWN and they will decide whether to use or not. IWN LOVES slightly humorous shots or shots showing youthful intensity. But remember, for the IWN, it must be action shots, not deck shots. You can still send the cute deck shots among your 3-5 weekly selections but know those are going straight to the ISL Facebook administrator for consideration. If you are going to submit a photo for consideration please name them like this:

GTSwimmerNamebyTomPhotographerJune26.jpg

This tells the team, the swimmer's name, who took the shot and at what meet. We literally get dozens of these photos every week and we will only forward those properly tagged so the IWN can identify the photo easily. Know that the IWN and the ISL FB administrator are very selective in what they'll run, typically only photos with a high resolution, so most digital cameras aren't going to cut it. Warning, you may have to send large file photos one at a time because our computer inbox limits the size of the files coming in.

5. If you miss a weekend due to a stats issue or you are on vacation, don't sweat it. You'll get a report in the following week. With 21 teams in the league, it is rare that all 21 teams submit reports after every meet.
6. You are also responsible for writing your team's Champs meet report after The Champs meet on 8/5.
7. ISL meet reports will run in the IWN on Thursdays and/or Sundays depending on space.
8. I will not remind you if noon rolls around on a Sunday and your report is not in. I will assume you could not get in the story for a very good reason and you'll get one in after the next meet.

Some do's and don'ts.....

- Do spell out the stroke..... it is butterfly and freestyle not fly and free
- Do identify the event as such..... 9-10 boys 100-yard Individual Medley, not 9/10 IM
- Do make sure names are spelled correctly; request the official team roster from your team registrar.
- Don't focus on your team coach in the IWN report; it's a short report so focus on the kids.
- Do not run down the other team, in fact the only time the other team should be mentioned is at the beginning when you identify the meet as in "At their meet with the South Irvine Dolphins, the Greentree Gators 9-10 mixed relay set team records in both the 200- yard Freestyle and 200-yard Medley relays."
- Finally, don't write "new record" it drives the IWN guy crazy. With a team record-setting performance to mention that it is new is unnecessary and redundant or redundantly unnecessary if you catch my drift.

Good luck, do your best and have fun with it, the kids love to see their names in the paper and on the website.

Lizzie Howard
Irvine Swim League