



## **A GUIDE TO HOSTING CONFERENCE GAMES FOR LOCAL SITE COORDINATORS**

*Updated (5/15/2020) this document is subject to change at any time*

The USYS Conferences have developed this document in order to outline in detail the responsibilities associated with hosting Conference Games. This document will attempt to serve as a hands-on guide for teams and Local Site Coordinators in hosting Conference Games.

A Local Site Coordinator shall be designated by the host team/club. In situations of one-off or single games, the host team administrator will be considered the Local Site Coordinator.

The Site Coordinator's duties and responsibilities shall include but not be limited to:

- (a) Serving as a liaison between the Conference and participating teams on site;
- (b) Establishing a central location for site headquarters;
- (c) Ensuring that the game fields are ready for play;
- (d) Collecting, recording and distributing appropriate Referee Game Fees;

The Local Site Coordinator plays an important role in helping create a high-level competitive environment for Conference teams. Obviously hosting games in your town saves your team the costs associated with traveling to play games at an out of town location. While this is monetary savings, we understand that much time and effort will be put forth by your team in making certain that the Conference games that your team hosts, provide a first class playing environment. You can achieve this goal by doing the utmost in overseeing the quality and appearance of the playing fields and managing an effective referee support program. Weather and out of the ordinary circumstances can wreak havoc on game day, but we know that you will do you utmost to be prepared for the worst.

We have divided the various aspects of the hosting activities into the following categories

- Working with the Conference
- Working with Visiting Teams
- Playing Fields
- Referees
- Game Day & Post-Game Day

### **WORKING WITH THE CONFERENCE**

Local Site Coordinators shall work closely with the Conference regarding all aspect of the Hosting.

The Conference and its teams develop a league schedule assigning teams to certain playing dates and sites. The Conference may request the input from the Local Site Coordinator in assigning games to fields, as well as game times, as you may have a better feel in matching fields with certain age groups (i.e. larger field size for older age groups) and for the local needs of your referees. However, the scheduling should follow the parameters as established by the Conference Rules and scheduling polices.

All matches will be played as scheduled, unless weather conditions dictate. It is the intent of the conference to play only one match per day; however, when circumstances dictate, no more than two matches a day will be scheduled. Every effort will be made to provide for a minimum of three hours rest between matches. In addition, the conference shall work with teams in scheduling games in order to control travel. For example, we may schedule games earlier in the day so that teams may depart during daylight hours to drive home.

In situations where equal rest periods are unable to be provided to the teams, then the hosting team shall be required to accept a schedule with the least rest period between games (unless agreed upon by the other participating teams). If additional teams are needed to be scheduled with unequal rest, then any other local teams will accept schedules with the least rest time between games.

Once the scheduling is finalized the conference shall post information on its website. The Local Site Coordinator must confirm the availability of their host site for the games as posted on the conference website.

### **WORKING WITH VISITING TEAMS**

The following tasks are required of the Local Site Coordinator:

- As soon as the date of your hosting weekend is finalized, contact each of the Team Administrators and Coaches of visiting teams with information regarding local hotels. Please provide hotel name with phone numbers and contact person (if available). This is a courtesy to visiting teams.
- Distribute maps to the fields to each of the Team Administrators and Coaches of visiting teams.
- Distribute your contact information to each of the Team Administrators and Coaches of visiting teams, so that visitors may have the ability to reach you in the event of travel difficulties, emergencies or questions.
- Distribute, the location of Check In for visiting teams prior to playing their first game, so that visiting Team Administrators and Coaches may review any last minute field changes as well as to exchange contact information including cell phone numbers, hotel information etc. Referee Fees are to be collected from the teams by the Local Site Coordinator for distribution to Referees at the conclusion of their games.

Above all else, we encourage you to put yourselves in the shoes of the visitors and provide visiting teams with answers to any questions that they may have.

### **PLAYING FIELDS**

The Local Site Coordinator should ensure that the fields are ready to play by checking on the progress of the following a few days before and the day of the games:

- Making sure that the grass cut to optimal playing height
- Making sure that all field markings are clear and crisp
- Making sure that Goals and Goal Nets secured
- Making sure that Corner Flags in place
- Making sure that someone will be available to “open the doors” in the event that the complex is under lock and key

### **REFEREES**

The Local Site Coordinator shall work with their local referee assignor (assignor list can be found on your conference page) in securing the most qualified and available individual for the local assignment of referees for the games during your hosting weekend. The procedures for securing referees vary from state to state and from city to city – be sure to visit the Conference website’s Referees document for more information. In an event where fewer than four fields are used, the Local Site Coordinator shall serve as the on-site Referee Supervisor for the games responsible for any assignment changes to be made in an emergency situation only and always in conjunction with the local assignor.

In working with your local referee assignor, be sure to remind him/her that Conference Referee information is available the Conference page, in the Referee Information drop down. This information provides Referees with the general rules of the competition and list pre-game, in-game, and post-game instructions to the Referees.

In the event that your site is using four or more fields for Conference games, then a Referee Supervisor should be assigned by the local assignor. Due to the number of games and officials needed to cover all games, a Local Referee Supervisor is required to be on site before (no later than one hour prior to the first game) and during conference games to handle any last minute changes to assignments and to assist the Local Site Coordinator with any matters related to the referees. Any fees for such supervision are covered by the host team.

Conference Rules are specific regarding Referee Fees:

Referees and Assistant Referees appointed under the provisions of these Conference Rules shall be paid at the conclusion of the match upon receipt by the Site Coordinator of the GotSport Game Card. Each team is responsible for payment of one half of the Conference required fees of the match officials.

- (a) Referee fees for 17U, 18U and 19U games shall total \$180.00 (\$80 for Referee and \$50 for each Assistant Referee)
- (b) Referee fees for 15U and 16U games shall total \$160.00 (\$70 for Referee and \$45 for each Assistant Referee)
- (c) Referee fees for 13U and 14U games shall total \$140.00 (\$60 for Referee and \$40 for each Assistant Referee)

If fields are closed and/or games are cancelled and the referees are not notified prior to their arrival at the site, the officials will be paid for their first scheduled match only. The site coordinator is responsible for collecting the referee fees prior to the match, and distributing them to the officials. In the event that there is only one Assistant Referee, only one Assistant Referee payment is made. The other Assistant Referee fee may be paid to a club assistant referee, if they are a registered USSF official.

Referee Assignors are paid directly by the Conference at a rate of \$15.00 per game. More information regarding referees can be found in the Referee Information tab linked [here](#).

## **GAME DAY & POST-GAME DAY**

### **CHECK IN AREA - TEAMS**

Establish a Check-In Area for Team Representatives to report prior to their first game. Team Administrators and Coaches may review any last minute field changes as well as to exchange contact information including cell phone numbers, hotel information etc. Referee Fees are to be collected from the teams prior to playing in a team's first game by the Local Site Coordinator for distribution to Referees at the conclusion of their games.

### **CHECK IN AREA - REFEREES**

Establish a Check In Area for all Referees. GotSport Game Cards and Instructions should be available for distribution to the referees. Referees shall receive their game fee from the Local Site Coordinator after the GotSport Game Card is turned in to the Local Site Coordinator. In situations where four or more fields are utilized, the Local Referee Supervisor may handle the responsibilities of collecting the GotSport Game Card, as well as disbursing referee fees.

## **GAME SCHEDULE**

Conference Rules are specific in regards to game changes, including game time changes. Additional information on scheduling is available by reviewing the Team Information Documents on your conference page.

## **EMERGENCY - FIRST AID STATION**

Have an emergency plan in place so that you are prepared in the event of severe weather or other incident. Be sure to have phone numbers for the local police and emergency units. If your state association requires that a Certified Athletic Trainer be on hand, be sure to have such staff on hand. It is highly suggested that ice, water and a first aid kit be available, as well as directions to the closest hospital(s).

### WEATHER CONDITIONS

There is no greater disappointment for a team to travel all the way to a site and find out that games cannot be played due to field conditions. Every effort must be made to play games as scheduled. Backup fields should be on call in the event of poor weather or field conditions. All weather turfs may be used for Conference games. IT IS RECOMMENDED THAT HOST TEAMS MONITOR WEATHER AND FIELD CONDITIONS THROUGHOUT THE WEEK PRIOR TO YOUR GAMES AND NOTIFY TEAMS IN ADVANCE OF ANY POTENTIAL ISSUES. Treat your visitors the way you would wish to be treated if travelling to a site to play Conference matches.

### OFFICIAL MATCH - GAMES THAT ARE NOT PLAYED IN FULL

A match shall be considered official after one full half of play is completed (the second half does not have to start). If less than one half is completed and the match is abandoned, the entire match must be replayed, subject to review by the Conference Committee. If a match is abandoned in the second half of play due to inclement weather, the final score will be the score at the time the match is abandoned. If a match is abandoned due to gross misconduct, the Conference Executive Committee will decide the disposition of the match score following review of all information available including but not limited to Referee Game Reports, reports for Conference staff, etc.

Note: These Guidelines may be updated from time to time. Please check this page regularly.