



## LOCAL SITE COORDINATOR SUGGESTED EVENT CHECKLIST

As the Local Site Coordinator, here is a suggested check list of items that need to be completed when serving the LSC capacity:

- Post schedule of all games with field numbers
- Confirm that trainer is on site (if applicable)
- Emergency Plan in place
- Have Emergency Phone Numbers
- Setup Check-In Table for Teams (if needed)
  - Collect ref fees
  - Collect Team Check-In Forms
  - Answer Questions
- Setup check-in area for teams and area for referees (if needed)
- Provide Referee (Game) Reports
- Have Supplemental Game Reports available for Referees
- Provide Referees with Game fees once Game Reports and Line-up Cards are turned in
- Provide computer with printer access to those teams which may need to create a new Match Line-up Card

### *At the end of each day*

- Submit match scores, Game Reports and Line-up cards via the SportsForms Game Score Reporting at <https://www.SportsForms.club/MRL>
- Report any problems to MRL [mrlcommissioner@usyouthsoccer.org](mailto:mrlcommissioner@usyouthsoccer.org)

### *At the end of the weekend*

- Submit match scores, Game Reports and Line-up cards via the SportsForms Game Score Reporting at <https://www.SportsForms.club/MRL>

In the event that you are hosting an event utilizing four or more fields, then the hosting team may provide a Referee Coordinator. The Referee Coordinator's duties are:

- Have referee schedule on hand
- Confirm referees as they arrive
- Coordinate any ref assignment changes
- Hand Referee (Game) Reports to Refs
- Collect Referee (Game) Reports and Line Up Cards from Refs
- Pay Refs after receiving Referee Reports and Line Up Cards for each game
- Handle any referee incidents in conjunction as directed by the LSC

In the event of weather delays or poor field conditions that may require the rescheduling of games, please be sure to contact the MRL for assistance. [mrlcommissioner@usyouthsoccer.org](mailto:mrlcommissioner@usyouthsoccer.org)

The MRL Scheduling Policy is specific in regards to rescheduling games during a weekend series of games...be sure to have the policy in hand in the event that games are postponed and need to be rescheduled.