



A GUIDE TO HOSTING MRL GAMES FOR LOCAL SITE COORDINATORS

In addition to the "GAME HOSTING GUIDELINES", the Midwest Regional League (MRL) has developed this document in order to outline in greater detail the responsibilities associated with hosting MRL Games. While the "GAME HOSTING GUIDELINES" provide a general overview, this document ("A GUIDE TO HOSTING MRL GAMES FOR LOCAL SITE COORDINATORS") will attempt to serve as a hands-on guide for teams and **Local Site Coordinators** in hosting MRL Games.

A Local Site Coordinator shall be designated by the host team. In situations of one-off or single games (i.e. one off 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 MRL and participating teams on site;*
- (b) Establishing a central location for site headquarters;*
- (c) Ensuring that the game fields are ready for play;*
- (d) Distributing Game Reports and collecting Referee Game Reports and Match Line-up Cards;*
- (e) Collecting, recording and distributing appropriate Referee Game Fees;*
- (f) Submitting match scores, collecting Referee Game Reports and Match Line-up Cards for each match at your event.*

The Local Site Coordinator plays an important role in helping create a high-level competitive environment for MRL 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 MRL 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 MRL**
- **Working with Visiting Teams**
- **Playing Fields**
- **Referees**
- **Game Day & Post-Game Day**

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WORKING WITH THE MRL

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

The MRL and its teams develop a league schedule assigning teams to certain playing dates and sites. The MRL 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 MRL Rules:

“6.11 Match Schedule and Rest Periods

All matches will be played as scheduled, unless weather conditions dictate. It is the intent of the league 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 MRL 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 MRL 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 MRL 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 (but no less than one month prior to the games), 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.

Please be sure to copy the MRL (mrlcommissioner@usyouthsoccer.org) with copies of all e-mails that are distributed to teams.

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.

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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 (as listed here: http://www.usyouthsoccer.org/mrl_referees/) 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 MRL website’s Referees page 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.

The Local Site Coordinator should download off of the MRL website an adequate supply of Referee Game Report forms for use during your weekend.

In working with your local referee assignor, be sure to remind him/her that MRL Referee information is available at <http://www.usyouthsoccer.org/mrl/> under the “Referees” including the “Instructions to MRL Referees” sheets that should be handed to each Referee working games. These sheets provide 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 MRL 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 MRL 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.

MRL Rules are specific regarding Referee Fees:

“8.03 Payment of Referees

Referees and Assistant Referees appointed under the provisions of these MRL Rules shall be paid at the conclusion of the match upon receipt by the Site Coordinator of the MRL Referee Report, Game Cards, and Team Rosters. Each team is responsible for payment of one half of the MRL required fees of the match officials.

- (a) Referee fees for U-17 and U-18 games shall total \$160.00 (\$70 for Referee and \$45 for each Assistant Referee).*
- (b) Referee fees for U-15 and U16 games shall total \$140.00 (\$60 for Referee and \$40 for each Assistant Referee).*
- (c) Referee fees for U-13 and U-14 games shall total \$120.00 (\$50 for Referee and \$35 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 MRL at a rate of \$12.00 per game. Request for payment forms are available at <http://www.usyouthsoccer.org/mrl/>

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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. Referee Game Report Forms, Line Up Cards, and "Instructions to MRL Referees" sheets should be available for distribution to the referees. Referees shall receive their game fee from the Local Site Coordinator after Referee Game Card and Line Up Cards are 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 Referee Game Cards and Game Line Up Cards, as well as disbursing referee fees.

GAME SCHEDULE

MRL Rules are specific in regards to game changes, including game time changes:
Additional information on scheduling is available by reviewing the 2017 SPRING Season Scheduling Policy

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 MRL 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 MRL matches.

OFFICIAL MATCH—GAMES THAT ARE NOT PLAYED IN FULL

Here is the MRL rule for games that are not completed.

7.05 Official Match

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 MRL Commission. 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 MRL 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 MRL staff, etc.

END OF EACH DAY

At the conclusion of each day of play, the Local Site Coordinator shall submit all scores, Referee Game Reports and Match Line-up cards via SportsForms Game Score Reporting at <https://www.SportsForms.club/MRL>. If there are any Send Offs, such information should also be reported to the MRL by emailing the information to the MRL at mrlscores@usyouthsoccer.org

POST EVENT

Local Site Coordinators are to submit all scores, Referee Game Reports and Match Line-up cards via SportsForms Game Score Reporting at <https://www.SportsForms.club/MRL>

Note: These Guidelines may be updated from time to time. Please check <http://www.usyouthsoccer.org/mrl/> for the latest copy of these guidelines and updates.