



# GAME HOSTING GUIDELINES

The Midwest Regional League (MRL) has established the following guidelines so that all teams are aware of the responsibilities of the host team/club/organization when hosting MRL games. For purposes of this document, the term “Venue” shall pertain to the site of the MRL competition; “Host” shall pertain to the hosting team of the MRL competition. The MRL has divided the Hosting of games into four types of categories:

- A) **ONE-OFF HOSTING (SINGLE GAME)**      **One field—one game**
- B) **GROUP HOSTING (MID-SIZE, MULTIPLE TEAMS, MULTIPLE GAMES)**  
   **One to three fields—multiple games**
- C) **GROUP HOSTING (LARGE-SIZE, MULTIPLE TEAMS, MULTIPLE GAMES)**  
   **Four or more fields—multiple games**
- D) **MRL HOSTED EVENTS (MULTIPLE TEAMS, MULTIPLE GAMES)**  
   **Games hosted by MRL at neutral sites**

A MRL Site Coordinator shall be designated by the hosting team for all games. The Site Coordinator is responsible to insure that MRL procedures are followed and is charged with making sure that Referee Reports are available to referees and that scores are reported to the MRL. Any questions should be directed to the MRL Commissioner’s Office.

*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.*

<b>A)      ONE OFF HOSTING</b>	<b>One field—one game</b>
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## FIELD

Host (or in the event that teams agree to play at a “neutral site” the teams may share such responsibilities) to provide playing fields and bear costs related to the hosting of MRL games. Host shall be responsible for condition of fields insuring that the field meets the standards of the MRL and its teams.

## LOCAL SITE COORDINATOR

Host Team/Club/Organization Team Administrator or designate to serve as Site Coordinator. In the event that the game is played at a “neutral site” the teams shall mutually agree on an individual who shall serve as the Local Site Coordinator.

## REFEREES

Local Site Coordinator to secure Referees as per MRL Guidelines. Game Officials List to be provided to MRL Commissioner’s Office per MRL Referee Guidelines. Referee will file game report and Line-up Cards with Local Site Coordinator who in turn submits all documents at <https://www.SportsForms.club/MRL> . Referees are paid directly by the teams prior to the game.

## POST GAME

Local Site Coordinator to submit game scores, Referee Game Reports and Match Line-up cards via SportsForms Game Score Reporting at <https://www.SportsForms.club/MRL> following the game but no later than midnight following the conclusion of the game. Local Site Coordinator to notify the MRL of any problems associated with the playing of the games.

<b>B) GROUP HOSTING (MID-SIZE)</b>	<b>One to three fields—multiple games</b>
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**FIELDS**

Host to provide playing fields and bear costs related to the hosting of MRL games. Host team shall be responsible for condition of fields insuring that fields meet the standards of the MRL and its teams.

**LOCAL SITE COORDINATOR**

Host Team/Club/Organization Team Administrator or designate to serve as Local Site Coordinator. Site Coordinator may wish to recruit volunteer Field Marshals to assist in the oversight of games.

As a courtesy, Local Site Coordinator to provide list of local hotels to visiting teams.

**REFEREES**

Local Site Coordinator to secure Referees as per MRL Guidelines. Game Officials are secured by the host as per MRL Referee Guidelines. Teams to pay all of team's referee game fees for the weekend to the Local Site Coordinator prior the team's first game. Referee to file game report with Local Site Coordinator who forwards reports to the MRL Office. Referees are paid by Local Site Coordinator after games are completed and paperwork is filed or at the field as per instructions from Local Site Coordinator.

**POST GAME REPORT**

Local Site Coordinator to submit game scores, Referee Game Reports and Match Line-up cards via SportsForms Game Score Reporting at <https://www.SportsForms.club/MRL> following the game but no later than midnight following the conclusion of the game. Local Site Coordinator to notify the MRL of any problems associated with the playing of the games.

<b>C) GROUP HOSTING (LARGE-SIZE)</b>	<b>Four or more fields—multiple games</b>
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**FIELDS**

Host to provide playing fields and bear costs related to the hosting of MRL games. Host team shall be responsible for condition of fields insuring that fields meet the standards of the MRL and its teams.

**LOCAL SITE COORDINATOR**

Host Team/Club/Organization Manager or designate to serve as Local Site Coordinator. A Local Site Coordinator Designation Form needs to be filed with the MRL at least three weeks prior to the hosting weekend. Site Coordinator may recruit volunteer Field Marshals to assist in the oversight of games.

As a courtesy, Local Site Coordinator to provide list of local hotels to visiting teams.

**REFEREES**

Local Site Coordinator to secure Referees as per MRL Guidelines. Game Officials are secured by the host as per MRL Referee Guidelines. Teams to pay all of team's referee game fees for the weekend to the Local Site Coordinator prior the team's first game. Referee to file game report with Local Site Coordinator who forwards reports to the MRL Office. Referees are paid by Local Site Coordinator after games are completed and paperwork is filed or at the field as per instructions from Local Site Coordinator.

**REFEREE SUPERVISOR**

Due to the number of games and officials needed to cover all games, a Local Referee Supervisor may be needed 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 Site Coordinator with any matters related to the referees. Host to cover costs for use of a Referee Supervisor.

**POST GAME REPORT**

Local Site Coordinator to submit game scores, Referee Game Reports and Match Line-up cards via SportsForms Game Score Reporting at <https://www.SportsForms.club/MRL> following the game but no later than midnight following the conclusion of the game. Local Site Coordinator to notify the MRL of any problems associated with the playing of the games.

**D) MRL HOSTED**

**Multiple teams, fields and games**

**FIELDS**

MRL secures playing fields and bears costs related to the hosting of MRL games.

**LOCAL SITE COORDINATOR**

MRL provides. Local Site Coordinator to collect all referee fees for the from teams prior to a team's first game

**HOTELS FOR TEAMS**

Information may be provided to teams (with requirements) on an event by event basis.

**REFEREES/REFEREE SUPERVISOR**

Based on the number of games, a Referee Supervisor may be on site to oversee all referee matters. For each game Referee to file game report with Referee Supervisor who forwards reports to Local Site Coordinator who files at <https://www.SportsForms.club/MRL>. Referees are paid by Local Site Coordinator after games are completed and paperwork is filed or at the field as per instructions from Local Site Coordinator.

**POST GAME REPORT**

Local Site Coordinator to submit game scores, Referee Game Reports and Match Line-up cards via SportsForms Game Score Reporting at <https://www.SportsForms.club/MRL> following the game but no later than midnight following the conclusion of the game. Local Site Coordinator to notify the MRL of any problems associated with the playing of the games.