



2011 FALL SEASON GUIDE TO HOSTING FWRL GAMES FOR LOCAL SITE COORDINATORS

The Far West Regional League (FWRL) has developed this document to outline in greater detail the responsibilities associated with hosting FWRL Games. The FWRL GAME HOSTING GUIDELINES provide a general overview, while this document will attempt to serve as a hands-on guide for teams and **Local Site Coordinators** in hosting FWRL Games.

A Local Site Coordinator shall be designated for all games. It is a requirement to submit to the FWRL for approval a **LOCAL SITE COORDINATOR DESIGNATION FORM** (available at www.Regioniv.com) so that a formal record is in place as to the individual who shall perform the following duties and responsibilities as outlined in the FWRL Rules:

“1.09 Site Coordinators

The FWRL Commissioner shall approve all Site Coordinators.

- (a) In cases where a participating FWRL team is hosting multiple games at a local site, the host FWRL team must provide a Site Coordinator for the FWRL event.*
- (b) For FWRL events hosted by an unaffiliated local organization, the State Association Representative shall provide the FWRL with a Site Coordinator.*

1.10 Site Coordinators Duties and Responsibilities

The Site Coordinator’s duties and responsibilities under the jurisdiction of the FWRL Commission shall include but not be limited to:

- (a) Serving as a liaison between the FWRL 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 and distributing Referee Game Reports;*
- (e) Collecting, recording and distributing appropriate Referee Game Fees;*
- (f) Forwarding Referee Game Reports to the FWRL at the conclusion of the event;*
- (g) Completing any other duties as assigned by the FWRL Committee.”*

The FAR WEST REGIONAL LEAGUE (FWRL) mission is to provide the highest standard of competitive play for youth teams in US Youth Soccer Region IV (the Far West Region) and to assure the continued growth and development of elite level players.

All of us associated with the FWRL strive to provide the absolute best high-level competitive environment for our teams. We are here to serve the elite US Youth Soccer affiliated teams and are cognizant of the choices that these teams have in participating in events, tournaments and leagues in order to showcase their players. The FWRL offers the absolute best league competition in our area as teams vie for the chance to earn spots into the Far West Regionals as part of the US Youth Soccer National Championship Series. For all teams, this is a step up from their local soccer league, as all teams in the FWRL have previously exhibited championship caliber performance to earn participation in the FWRL.

With this in mind, the Local Site Coordinator plays an important role in helping create a high-level competitive environment for FWRL 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 FWRL 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 weekend’s activities into the following categories

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

Working With the Far West Regional League

Local Site Coordinators shall work closely with the FWRL regarding all aspects of the hosting.

The FWRL develops a league schedule assigning teams to certain playing dates and sites. The FWRL 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 must follow the parameters as established by the FWRL Rules:

“6.04 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 and no more than three matches per Saturday/Sunday weekend. Every effort will be made to provide for a minimum of three hours rest between matches.”

In addition, the FWRL shall work with teams in scheduling games in order to control travel costs. For example, we may schedule games earlier in the day so that teams may depart during daylight hours to drive home.”

Once the scheduling is finalized the FWRL shall post all information on its website. The Local Site Coordinator must confirm the availability of their host site for the games as posted on the FWRL 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 managers and coaches of visiting teams with information regarding local hotels. Please provide hotel name with phone numbers and contact person (if available).
- Distribute maps to the fields to each of the team managers and coaches of visiting teams, or verify that appropriate maps are available through the FWRL web schedule.
- Distribute your contact information to each of the team managers 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 managers and coaches may review any last minute field changes as well as to exchange contact information including cell phone numbers, hotel information etc.

Please be sure to copy the FWRL (jim.tilley@regioniv.com) 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.

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 are secured
- Making sure that corner flags are 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 verify that the state association SYRA, working with the FWRL, has secured the most qualified and available individual for the local assignment of referees for the games during your hosting weekend. In an event where fewer than four fields are used, the Local Site Coordinator shall serve as the on-site Referee Coordinator for the games. The LSC will be responsible for any assignment changes to be made in an emergency situation only and always in conjunction with the local assignor.

A list of the Referees to be used for FWRL games are to be provided to FWRL Commissioner's Office no later than 14 days prior to game. The FWRL Commissioner's Office is to be notified of any changes.

The teams are responsible for providing the center referee with Referee Game Report forms and Line Up cards for use during each game. The Local Site Coordinator is responsible for supplying USSF Supplemental Game reports for referees that need to explain cautions, send-offs or coach ejections.

In working with your local referee assignor, be sure to remind him/her that FWRL Referee information is available at www.Regioniv.com under the “Referees” heading. The FWRL shall also provide you with an adequate supply of “Instructions to FWRL 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 FWRL games, then a Referee Coordinator shall be assigned by the local SYRA. Due to the number of games and officials needed to cover all games, a Local Referee Coordinator is required to be on site before (no later than one hour prior to the first game) and during FWRL games to handle any last minute changes to assignments and to assist the Local Site Coordinator with any matters related to the referees.

FWRL Rules are specific regarding Referee Fees:

“8.03 Payment of Referees”

Referees and Assistant Referees appointed under the provisions of these FWRL Rules shall be paid in accordance with acceptable federal and state guidelines as independent contractors. All referees will be required to complete a US Youth Soccer Independent Contractor form to be compensated. Each team is responsible for payment of one half of the FWRL required fees of the match officials.

- (a) Referee fees for U-14 games shall total \$100.00 (\$50 per team).
- (b) Referee fees for U-15 and U-16 games shall total \$110.00 (\$55 per team).
- (c) Referee fees for U-17 and U-18 games shall total \$130.00 (\$65 per team).

Fees will be distributed in accordance with local custom.

If, the league requests a 4th official they will be paid \$25.00 by the league.

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. 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 FWRL at a rate of \$6.00 per game. Request for payment forms are available at www.Regioniv.com.

Game Day and Post-Game Day

CHECK IN AREA - TEAMS

Establish a check in area for team representatives to report prior to their first game. Team managers 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. The teams will provide you with Referee Game Report Forms and Line Up Cards. The LSC will provide "Instructions to FWRL Referees" sheets 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

FWRL Rules are specific in regards to game changes, including game time changes:

6.02 Scheduling of FWRL Games

The FWRL Commissioner or designee will schedule all FWRL games. Once the FWRL publishes the season schedule, no game can be rescheduled without the written permission of the FWRL Commissioner. In the event that games are postponed, the FWRL Commissioner shall reschedule the games at the earliest possible reasonable date.

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 requires that a Certified 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.

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 FWRL games. FWRL Rules regarding inclement weather are as follows:

6.05 Inclement Weather

The Host Club/State Association is responsible for notifying the FWRL Commissioner as soon as possible if the scheduled fields are unavailable due to inclement weather. The FWRL Commissioner will be responsible for notifying all teams regarding game postponement due to inclement weather. All reasonable efforts must be made to complete the match on the scheduled dates.

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 FWRL 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 FWRL Commissioner will decide the disposition of the match score following review of all information available including but not limited to Referee Game Reports, reports for FWRL staff, etc.

END OF EACH DAY

At the conclusion of each day of play, the Local Site Coordinator shall e-mail to the FWRL the scores of all games played to the appropriate FWRL representative. In any event, the scores can be e-mailed to jim.tilley@regioniv.com. If there are any Send Offs, such information should also be reported to the FWRL by emailing the information to the FWRL.

POST EVENT

Local Site Coordinators are to mail all Referee Game Reports with the attached Line Up Cards for each game to the FWRL within 24 hours following the conclusion of your hosting event.

Note: These Guidelines may be updated from time to time. Please check www.Regioniv.com for the latest copy of these guidelines and updates.