



## 2009 SPRING SEASON HOSTING SUMMARY SHEET

If your team is hosting multiple FWRL games, your team needs to complete a Local Site Coordinator Designation Form appointing an individual who is responsible for coordinating all the FWRL hosting duties and responsibilities. Hosting Information is posted on our website under the FWR League tab at <http://www.REGIONIV.COM> There is no need to complete a LSC Designation Form for self schedule games.

Be sure to review the FWRL Game Hosting Guidelines and Local Site Coordinator Guidelines. In summary, the key areas of hosting include:

- (1) obtaining and insuring that fields are ready for play,**
- (2) assuring that FWRL assignors have assigned referees to games; and**
- (3) communicating with visiting teams.**

(1) Host teams need to secure site locations and work with the FWRL Office in finalizing game times. While we are cognizant of field time availability, FWRL rules require that in situations where teams play multiple games in one day, a two hour break between games is required. In most cases, the FWRL will assign game times and fields, subject to local custom. In facilities with exceptionally complicated needs, or in privately run facilities, hosts should forward a proposed game time schedule to the FWRL for review, approval and posting. Securing the game times will allow you to move on to the next step.

(2) Please contact your local State SYRA immediately and verify that the FWRL has notified them of the game dates, times and sites. (If game times have not been finalized at least notify your assignor of the number of games and game dates). Be sure to emphasize that these games are Regional League games. Please refer the SYRA, the local assignor and local referees to the Referee section on the Region IV website in regards to specific game rules and procedures for referees. Assignors are paid \$6 per game by the FWRL. The assignor form is available at: <http://www.regioniv.com>

(3) As for communicating with visiting teams, we suggest that you provide your visitors with everything that you would look for when visiting a site (i.e. directions, hotel information, emergency contact information etc.). The team contacts for teams within your division are posted at <http://www.regioniv.com>. Please complete this portion of your responsibilities as soon as possible so that visiting teams can complete travel plans as early and inexpensively as possible. We have the ability to post directions, field maps etc. on our website. If you would like information posted for your host site, please email the information to Jim Tilley at [fwrljt@aol.com](mailto:fwrljt@aol.com) in Word or PDF format, or provide a web link to the information and we will post at <http://www.regioniv.com> If your site is already listed, please review the information that is posted as information may need to be updated.