



## 2008 SPRING SEASON HOSTING SUMMARY SHEET

If your team is listed as a Host (i.e. 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. To view, click on the 2008 Spring Season/Hosting Information tab or visit: <http://www.REGIONIV.COM>. LSC Designation Forms do not need to be completed 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) Coordinating with SYRA to assure that referees are assigned to your games.**
- (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 2 hour break between games is required. Hosts should forward a proposed game slot schedule to the FWRL for review and approval. Securing the game timeslots will allow you to move on to the next step. While coordinating with the Host, the FWRL will schedule the actual teams involved in each timeslot.

(2) Please contact your local State SYRA immediately and notify the assignor 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 and times). Be sure to emphasize that these games are Regional League games. Please refer the assignor to the Referee section on our 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 will be posted at <http://www.regioniv.com>. Please prepare site information as soon as possible after designation as a Host, as the travel expenses of the FWRL can be substantial and early information can result in substantial savings for your guests. 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 [jim.tilley@regioniv.com](mailto:jim.tilley@regioniv.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.

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