



## **2012 Spring Season LOCAL SITE COORDINATOR SUGGESTED EVENT CHECKLIST**

As the Local Site Coordinator, here is a suggested check list of items that need to be completed when serving the LSC capacity:

- Post schedule of all games with field numbers
- Confirm that trainer is on site (if applicable)
- Emergency Plan in place
- Have Emergency Phone Numbers
- Setup Check-In Table for Teams
  - Collect ref fees
  - Collect Team Check-In Forms
  - Collect ODP Rosters (if applicable)
  - Answer Questions
- Setup check-in area for teams and area for referees
- Provide Referee (Game) Reports
- Provide Referees with Game fees once Game Reports are turned in

### *At the end of each day*

- Email scores to MRL
- Report any problems to MRL

### *At the end of the weekend*

- Mail all Ref Reports and Lineup Cards to MRL

In the event that you are hosting an event utilizing four or more fields, then the hosting team must provide a Referee Coordinator. The Referee Coordinator's duties are:

- Have referee schedule on hand
- Confirm referees as they arrive
- Coordinate any ref assignment changes
- Hand Referee (Game) Reports to Refs
- Collect Referee (Game) Reports and Lineup Cards from Refs
- Pay Refs after receiving Referee Reports and Lineup Cards for each game
- Handle any referee incidents in conjunction as directed by the LSC

In the event of weather delays or poor field conditions that may require the rescheduling of games, please be sure to contact Paul Luchowski at 440-353-1199 for assistance.

The MRL Scheduling Policy is specific in regards to rescheduling games during a weekend series of games...be sure to have the policy in hand in the event that games are postponed and need to be rescheduled.