



# 2011 FALL SEASON GAME HOSTING GUIDELINES

as of July 13, 2011

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 three types of categories:

- |    |                                  |                                              |
|----|----------------------------------|----------------------------------------------|
| A) | <b>SINGLE GAME</b>               | <b>One field—one game (usually one-offs)</b> |
| B) | <b>MID-SIZE MULTIPLE GAMES</b>   | <b>One to three fields—multiple games</b>    |
| C) | <b>LARGE-SIZE MULTIPLE GAMES</b> | <b>Four or more fields—multiple games</b>    |

Where applicable, Host and Venue are required to enter into an agreement with the MRL outlining responsibilities of each in relation to the MRL.

A MRL Site Coordinator shall be designated for all games. MRL Rules are specific as to the duties and responsibilities of the Site Coordinator:

## ***"1.09 Site Coordinators***

*All Site Coordinators shall be approved by the MRL Commissioner.*

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

## **1.10 Site Coordinators Duties and Responsibilities**

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

- (a) Serving as a liaison between the MRL 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 MRL at the conclusion of the event;*
- (g) Completing any other duties as assigned by the MRL Commission."*

Any questions should be directed to the MRL Commissioner's Office.

***Note: These Guidelines may be updated from time to time. Please check [www.MidwestRegionalLeague.com](http://www.MidwestRegionalLeague.com) for the latest copy of these guidelines and updates.***

**A) SINGLE GAMES****One field—one game (usually one-offs)****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 normal 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 Manager 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. A Local Site Coordinator Designation Form does not need to be filed with the MRL.

**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 Teams to pay Game Officials prior to the game. Referee to file game report with Local Site Coordinator who forwards reports to the MRL Office. Referees are paid directly by the teams prior to the game.

**POST GAME**

Local Site Coordinator to submit game scores to the MRL (email to [mrlcommissioner@region2.com](mailto:mrlcommissioner@region2.com) ) 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) MID-SIZE MULTIPLE GAMES****One to three fields—multiple games****FIELD**

Host to provide playing fields and bear normal 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 four weeks prior to the hosting weekend. Site Coordinator may recruit volunteer Field Marshals to assist in the oversight of games.

**HOTELS FOR VISITING TEAMS**

Local Site Coordinator to provide list of local hotels for visiting teams to MRL for distribution within seven (7) days of games being scheduled.

**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. Teams to pay all of team’s 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.

**POST GAME REPORT**

Local Site Coordinator to submit game scores to the MRL (email to [mrlcommissioner@region2.com](mailto:mrlcommissioner@region2.com) ) 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.

**C) LARGE-SIZE MULTIPLE GAMES Four or more fields—multiple games****FIELD**

Host to provide playing fields and bear normal 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 four weeks prior to the hosting weekend. Site Coordinator may recruit volunteer Field Marshals to assist in the oversight of games.

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**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.

**POST GAME REPORT**

Local Site Coordinator to submit game scores to the MRL (email to [mrlcommissioner@region2.com](mailto:mrlcommissioner@region2.com)) 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.