



Lakeland Cup Hosting Requirements

1. **5-6 Full sized fields:** 4 fields will be operating at all times and one will be used in case we have penalty kicks to decide or if a field is damaged due to weather.
2. **Field Maintenance:** Host community is responsible to make sure fields are marked properly and maintained in case of rain or inclement weather. Fields must have corner flags and secured nets. There must be a field map supplied to the Executive Director by June 1 for scheduling purposes.
3. **Referee Coordinator:** This person would be expected to schedule all the referees for every game over the weekend. This schedule would need to be approved by the DRA and then sent to the Executive director for reference when paying the referees. They would also be working directly with the DRA & Executive Director in case any issue come up with the schedule. They must be available all weekend to oversee the referee and will only referee a game if absolutely necessary. This person will also assist with locating any missing game sheets. The referee coordinator is also in charge of posting the schedule in the referee room and handing out referee timesheets to the referees to fill out. All changes to the schedule must be reported to the Executive Director.
4. **Referee Room:** a space for the referees to get changed and relax between games. This would also be a safe space for referees to write up misconduct reports. If fields are not in one location there must be designated volunteers to run water to referees.
5. **Food for referees:** water, snacks and lunch is provided by host community. Its usually done by volunteers example: muffins, sandwiches, crockpot of soup and buns etc.
6. **Designated space for Executive Director:** Table and 2 chairs with space and electricity for Executive Director to set up laptop and printer. Preferable if it can be closed off for disciplinary situations. If you do not have these supplies, please let the executive director know in advance so they can be brought.
7. **Emergency Exit Strategy:** It must be posted in plain sight. In the case that an ambulance must be called to the fields, there must be a marked route with full park address posted.
8. **Field Marshalls:** There must be a minimum of 3 field marshalls on the fields at all times. These people must be wearing safety vests or some sort of clothing making them noticeable marshalls.

These individuals would be in charge of watching the spectators and reporting problems to the Executive Director. They may also have to escort ejected players or spectators out of the field area.

9. **Bathrooms:** There must be at least 6 bathrooms on site, if all the fields are at one site. If separated throughout the town, each field must have 2 toilets available. Portable toilets are acceptable.
10. **Host Community Executive Members:** There must be a volunteer coordinator or tournament coordinator available to guide the volunteers. The Executive Director may also call on these coordinators for help locating game sheets if the referee coordinator is unavailable. They may also be asked to assist in disciplinary situations.
11. **Parking:** The host community is responsible for making all parking arrangements including overflow. Designated coach parking must be close to fields and clearly marked. One coach per team will be allowed a parking pass.