



KELOWNA WOMEN'S SOCCER LEAGUE

c/o 120 -1606 Findlay Road

Kelowna, BC V1X 6B8

Website: www.kwsl.ca

Publishing game reports provides positive exposure and promotion for our league, the sport of soccer, and a healthy lifestyle. Published game reports help demonstrate that soccer is a lifetime sport, and we hope that this coverage will help to encourage young women to continue playing after finishing their youth programs. Encouraging more girls to aspire to play competitive or recreational soccer as adults strengthens the player base and helps ensure the future of the KWSL. In addition, the exposure brings more awareness to the KWSL and may encourage more women who are not currently playing soccer to potentially sign up to play in future seasons.

We also recognize that your team sponsors appreciate getting positive exposure from the money they provide to the teams in the KWSL. Publishing names of sponsoring organizations in the newspaper and our website provides them with this. The more exposure we are able to provide to sponsors, the more likely they are to be a continuing supporter of the KWSL.

The following are required contacts:

ALL DIVISIONS

Amanda Samaddar	Public Relations/Media	media@kwsl.ca
Jen Van Every	Scheduler	scheduler@kwsl.ca
Meghan McCourt	Registrar	registrar@kwsl.ca

Please use the following guidelines for submitting your media reports:

Email To:	Division contacts listed above (can also be found on the website)
Email Subject:	Your Team Name & Division
Email Body:	Date of game: _____ Location of game: _____ Your Team Name: _____ The team name of your opponent: _____ The final score: (*specify which team got what score*) _____ The names of the goal scores: _____ Optional – any other information (ex. Descriptions of goals, the score at halftime, outstanding goalkeeping, the names of players providing assists, etc.....)



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PLEASE DO **NOT** SEND ATTACHMENTS

At the 2011 KWSL Annual General Meeting, representatives voted to continue enforcing a 12:00 pm deadline for all media reports on the day following the game. In the past, team media representatives have found it easiest to comply with this deadline by getting into the habit of submitting game reports as soon as they return home once their game is completed! **Every team is required to participate. Failure to comply with this deadline will result in a \$25 fine for your team, as per resolutions 055 and 064 of the KWSL Administrative Policies.** Teams will be given one "grace period" warning for late or missing reports.

The above information can also be found under the Players à Media Reporting section of our website.

Please do not hesitate to contact me for further information. Have a great season!

Amanda Samaddar
Public Relations/Media, KWSL Executive
media@kwsl.ca





Duties of the Referee - KWSL

Arrive at least 20 minutes before kick off time.

Field inspection walk - look for sharp items, any dangerous areas.

Introduce yourself to the coaches and get the gamesheet and ID cards. Note time you received the sheet on the gamesheet.

Do pre-game talk to teams and check ID cards - match to gamesheet - no card no play

Equipment checks - No Jewelry can be worn - no taping. Any supports must be covered.

Pre-game instructions with the ARs

Coin toss - winner picks side, loser kick off

After the game

Complete the gamesheet

Show any cautions or send offs - send off report is on back of gamesheet.

Show score on gamesheet

Have coaches sign sheet - point out the scores to confirm they are shown correctly

Gamesheet submission

Submit gamesheet to KWSL within 24 hours

Gamesheet can be emailed to registrar@kwsl.ca, scheduler@kwsl.ca, and kelownaref@gmail.com - must be pdf format

Gamesheet can be dropped off at Eurosport on Cooper Road. Mail slot on right of building for after hours drop off

Complete game report on HorizonWebRef.

Complete incident report on HorizonWebRef if necessary.

Advise AI if AR is missing.