

**November 15 and 16, 2008**  
**JACK LONDON YOUTH SOCCER LEAGUE**  
**SEASON ENDING TOURNAMENT**  
**SITE MANAGER and FIELD MARSHAL GUIDE**

(TO BE KEPT AT FIELD MARSHAL TABLE)

# **JACK LONDON YOUTH SOCCER LEAGUE END OF SEASON TOURNAMENT**

## **GUIDELINES FOR SITE MANAGERS AND FIELD MARSHALS**

Thank you for helping to bring our season to a successful conclusion by volunteering to act as a Site Manager or Field Marshal. Please read this entire page as you begin your duties.

Following are guidelines for completing your important job.

### **BEFORE THE FIRST GAME**

Set up the Field Marshal and Referee table with an umbrella and a couple of chairs at each site. The Site Manager is to arrange for this ahead of time. Site Manager must also provide extra game cards, scoreboard, markers, pens, glue stick, envelope for game cards, entire tourney schedule, rules, Field Marshal duties, tourney committee contact phone numbers, etc). Remember to bring some water. During the first game, set up the Scoreboards – one for each flight playing at the Site.

### **PREGAME:**

**MOST IMPORTANT: MAKE SURE GAMES START ON TIME.** We have about 130 teams playing on over 30 fields in our league. If games do not begin on time, our late games may not have an opportunity to finish. You must press the referee to start a game on time. If you believe that the games are getting behind schedule, you must direct the referee to reduce the game time as appropriate.

- A) To help keep games on time, your primary responsibility will be to get the GAME CARD ready for the ref to do check-in. This involves having both the home and visiting coaches fill out and SIGN the card with the names and jersey numbers of their players. It is up to you to make sure this starts to happen 30 minutes before game time and is completed 15 minutes before game time.
- B) Read and become familiar with the Tournament rules and the Field Marshal duties.
- C) Address any field hazards (holes, standing water, etc) as needed or requested
- D) If the ref has not shown up 15 minutes prior to game time, you will need to check the players in. You may have seen this process performed by the referees during league games. You need to do the following:
  - 1) Check in the players (and coaches) against their player passes. No player may participate unless there is a player pass. Examine each pass to make sure that the player is a Class IV player from the correct team and that the photo looks like the player, though it may be several years out of date.
  - 2) Verify that each player's jersey number is correctly listed on the game card
  - 3) Check that all players are wearing shin guards by having them rap on them. Socks must be pulled up over the shin guards.
  - 4) No players may wear any jewelry, including earrings, rings and necklaces, and fingernails should be cut.
  - 5) Check that all players have appropriate footwear. Players may not wear baseball cleats (noted by the cleat at the toe of the shoe), and they may not wear footwear that includes metal studs.

## **DURING THE GAME**

- A) The home team supplies the game balls.
- B) The field marshal helps to enforce the rules of the tournament. You should keep a copy of the rules with you while working at the field. The Field Marshals address fan behavior as needed or requested by the referees, coaches, or other fans.
- C) Potential issues you may encounter:
  - 1) Making sure teams and spectators are with their coaches and are on opposite sides of the field from their opponents.
  - 2) No parents, spectators or coaches are allowed to observe or coach from the goal ends of the field.
  - 3) You may be the recipient of complaints from parents and coaches. Most likely these will be about refereeing. Listen carefully and get their name and phone number; they are a perfect person to get licensed as a referee for next year since they feel so strongly about it.
- D) The field marshal and Site Manager will be contacted if there is any serious medical emergency. Please act cautiously. If you believe an ambulance should be called in, do not hesitate. Coaches should have basic first aid materials with them.

## **POST GAME**

- A) After the game is completed obtain the game card from the referee. Make certain that it is filled out completely including cautions, red cards, and warnings to coaches in addition to the score. It should be signed by the referee and any neutral AR's.
- B) The Site Manager is responsible for recording game scores and points on the scoring board. Win = 6 points, Tie = 3 point, Loss = 0. One point for each goal up to a max of four. Max of 10 points per game. See the Tournament Rules for details on deductions.

## **AT THE END OF SATURDAY'S GAMES**

- A) Give the scoreboard to the Site Manager
- B) Pack up the delivered by tournament staff (before first game) you will be provided with extra game cards, scoreboard, pens, glue stick, envelope for game cards, entire tourney schedule, rules, Field Marshal duties, tourney committee contact phone numbers, etc) and give them to the Site Manager.
- C) Remove table, chairs, umbrella etc. Make sure that all trash has been picked up and placed in garbage cans, and your field is in good shape

## **AT THE END OF TOURNEY (SUNDAY PM)**

- A) Record final game scores/determine champion
- B) Distribute trophies to first place winners and medals to second place winners after Championship Game for U12 and U14 flights.
- B) Make sure all U10 players receive their participation medals Hand out medals to first- and second-place teams (or all participants in U10)

C) Remove scoreboards, table, chairs etc. Make sure that all trash has been picked up and placed in garbage cans, and your field is in good shape

### **AMONG THE PROBLEMS YOU MIGHT NEED TO SOLVE**

**No referee?** Find one! If you cannot reach the scheduled referee. Then ask around the field (fans, coaches) for someone willing to work the game. Worst case scenario is to allow teams playing to provide their own referee (everyone should have at least one, right?). Be proactive. If no referee is on hand 15 minutes prior to start time, that is the moment to start shaking the tree. With or without a referee, the game needs to start on time. Please remember that referees might be working games elsewhere or watching a child play at another field. Some folks are tightly scheduled. They may arrive only a few minutes before game time. But the games must start on time. A game starting late at Alameda Point could potentially cause a delay at Merritt. To avoid that, start times must be honored.

**Player injury:** when in doubt, call 911. Coaches should be carrying first aid kits. But if the injury is beyond that, please assist in contacting paramedics. Better safe than sorry.

**Disputes** between coaches or with game results or scoring (typically handled by referee). If no resolution can be gained, there will be a committee of tourney officials reachable by cell phone. If you as field marshal cannot solve the crisis, you may involve one of them.

**Missing medals or trophies.** We will get them to the coaches ASAP if an oversight has been made.

**No Relief:** No field marshal after your shift is over. Stay at the table until someone arrives to take over.

Please keep in mind particularly on Sunday that teams will play their last game at some point. Be sure all U10 players have received their medals before they leave the field for the last time.

Your responsibilities, in the worst possible case, might include acting as reinforcement for the referee(s) or helping to deal with serious injuries. Should a parent or coach (or even player), become abusive or belligerent towards a referee, you may need to act to have that person removed from the field. This is particularly important when a youth referee is involved. The game should be stopped (with the game clock continuing to run), until the offender is off the premises. You may also contact the field coordinator for the host club or any other league official if the problem is not resolved, and you may also contact the police to assist in the removal.

Note: these are exceptional and rare circumstances, but any field marshal should be aware that while they are serving in this capacity, they are in charge of the field, and the conduct of the participants and fans.