

UNITED CUP TOURNAMENT

FIELD MARSHAL INFORMATION

Job Description:

- Represent United Soccer Club with a **neutral, friendly** and **helpful** demeanor toward our guests
- Monitor ongoing activity on two fields of play and adjacent spectator areas
- Keep all games running smoothly and on time
- Communicate with referees and pay them at the end of games
- Insure that the scores and score cards are turned in to the main tent
- Handle communication with medics in the event of injuries to players or spectators
- Insure that spectators maintain appropriate behavior
- Be an information source on the fields, and keep the main tent linked with activity on the fields.

Upon Arrival:

- The first field marshal of the day:
 - at Louisville Soccer Park should report to the volunteer area (Headquarters Tent) to pick up:
 - at Thurman Hutchins should report to the Administration Tent to pick up:
 - a radio
 - GAME CARDS for the day for the two fields you will be working
 - Game schedule for the day for the two fields you will be working
 - Game Balls for the two fields you will be working
 - Referee pay envelopes for the first games of the day
- Field Marshals working later shifts:
 - **Please Be on Time!** Many volunteers were scheduled close to the start of their players' game and likely have an interest in making it to those games on time. Please give them the same consideration you would expect and allow enough time to park, check in and arrive at the site in a timely manner. **Field Marshals remain responsible for equipment and are not allowed to leave their designated area until a replacement arrives.**
 - Marshals at **Louisville Soccer Park** should sign in at the headquarters tent and then proceed to their fields of duty and exchange equipment (game ball, scorecards, schedule, radio, vest, ref money) with the previous Field Marshal.
 - Marshals at **Thurman Hutchins** should report to the Administration Tent for sign in, pick up referee pay envelopes for the games scheduled during their shift and then proceed to their fields of responsibility.

Duties before the Game:

- Try to insure all games that occur during your shift start on time. (Some teams may have to warm up on the sidelines before the game). We are on an extremely tight schedule!
- If refs are not on the field 10 minutes prior to game time, start the check in process:
 - Obtain player cards from each coach.

- Check in each player by looking at player's card, checking birth date, and calling the name.
- Locate the game ball, check that it is the correct size and give it to the center ref. If the game ball cannot be located, obtain a replacement game ball from the home team.
 - Fields TH 1, 2, 3 U9/U10 Size 4 ball
 - Fields TH 4, LSP 1, 2, 3, 4, 11 U11/U12 Size 4 ball
 - Fields LSP 5-10 U13/U14 Size 5 ball
- Give the Correct game card to the Center Ref before the game begins (check the game card and the field schedule to make sure you have the correct card for each field).

Duties during the Game:

- Position yourself so that you are accessible and have a good line of sight to each field for which you are responsible.
- Hold player cards during the game and return them to the respective team coaches/managers at the end of the game.
- If a spectator becomes unruly or tournament rules are in question, call administration for support on your radio.
- If you are working 2 fields, watch the time on both games so you will be in position to talk to the referees on the field that finishes first.

- **MEDICAL EMERGENCIES: You are our information link for injuries. If there is an injury on the field, ask the coach if he/she wants medical services to check the player. Call Medical Staff on the designated "Medical" radio channel. Tell them the field number and the type of injury. Medical staff can also be called for any spectator needing assistance. Please notify the main tent of all medical emergencies by radio.**

Duties after the Game:

- Collect the game ball
- Collect the score card from referee and do the following:
 - **Thurman Hutchins-** Turn scorecards into the Administration Tent (If you are the last game, also turn in all equipment.)
 - **Louisville Soccer Park-** Someone will come by to pick up scorecards. If you exchange equipment with the next Field Marshal before the pick up, pass on the scorecards to the new field marshal. (If you are the last game, also turn in all equipment to the main tent.)
- **Pay referees only after you have collected the Game Score Card:**
 - Pay envelopes are picked up during check in at the Administration Tent at Thurman Hutchins.
 - Pay envelopes are delivered to you at the Louisville Soccer Park Fields.
- Log the Score for Each Game on the Schedule in your possession at the fields.
- Call Score in to the Main Tent (make sure they are ready to accept the score) **on the "Scores" channel.**
- Check to see that the striped lines on the field are adequate. If not, call the main tent.
- Pick up trash around your fields and report anything to the main tent that needs attention.
- You must stay at the field until the next scheduled field marshal arrives.

Thank you!