

HEMPFIELD FALL CLASSIC SOCCER TOURNAMENT

FIELD MARSHAL RESPONSIBILITIES

Each Hempfield team will be responsible to provide Field Marshals for 2 or 3 field locations for the entire tournament (see schedule). Care has been taken to schedule Field Marshall assignments at or next to the field where your child's team will play.

Field Marshals are primarily responsible for the following:

1. See that all games start on time
2. Monitor game situations for unruly fans, or to call for help or first aid.
3. Refrain from discussion or comments regarding refereeing issues. If there is an issue with something you have seen or reported to you, CALL THE SITE COORDINATOR IMMEDIATELY. It will be passed on to the site's referee coordinator. It is important for the game and the tournament that all decisions made on the field are supported by all tournament volunteers and officials. Make notes for future reference and turn them in to the site coordinator.
4. Following the game, record the scores, have the coaches and referee sign the game sheet, and report the scores to the site coordinator

Site Coordinators for the 9 venues are located at the following:

Venue	Location	Site Coordinator	Pick up Equipment
EP	East Petersburg Elementary School	Cafeteria, (Tournament HQ)	East Pete
SV	Sporting Valley Fields	RV and tent at field locations	Site Tent
BC	Lancaster County Bible CHURCH	Tent at field location	Site Tent
CV	Centerville Middle School	RV in parking area	RV
AH	Amos Herr Park	RV/Tent in parking area	Site Tent
LV	Landisville Middle School	Cafeteria, (Tournament HQ)	Landisville
MM	Manor Middle School	Tent at field location	Site Tent
HF	Hellam Fields (York County)	Tent at field location	Site Tent
MC	McCaskey East High School	Tent at field location	Site Tent

Each Field Marshal will be equipped with a walkie-talkie (or cellular phone), a bright colored vest, and a notebook. The notebook will contain the following:

- a. Field Marshal instructions.
- b. Program (with rules, field location map, tournament schedule, etc.).
- c. Pen or pencil.
- d. Individual Game Score sheets for each assigned field.
- e. Pencil pouch with money envelopes with referee fees.

Instructions

1. Each day, the Field Marshal should report to their site coordinators before 7:30 am to pick up their equipment. Please review the above chart to determine where to pick up your equipment. ***Pick up your gear in time to get to your assigned fields by 7:30 am.***
2. ***It is your team's responsibility to have Field Marshals assigned to your location for the entire day (see schedule).*** Relief Field Marshals should report to their field location 15 minutes before their shift begins. This will allow time to connect with the current Field Marshal and to exchange equipment. If you will be late or have a problem, contact your team Field Marshal Coordinator. If you need further assistance call the site coordinator.
3. Before the game, be sure the appropriate officials (center referee and linesmen (U13-19)) are present 10 minutes before the start of each game. You may also want to make sure both teams are ready. This can be done while the previous game is still being played. Report any problems to the site coordinator. The referee assignor will be stationed at the site headquarters.

Tournament rules state "Both teams will set up on the same side of the field for the game. Parents and fans will stay on the opposite side of the field." There will be designated areas for the fans. Only coaches and players will be allowed on the one side of the field. If a spectator refuses to leave the player's side of the field, ask the coach for assistance to move the spectator to the fan side in accordance with tournament rules.

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4. Prior to the start of every game, the field marshal should inspect the field to be sure it is free from objects or conditions that may cause injury. If any condition exists which cannot be immediately corrected it shall be brought to the attention of the referee and the site coordinator.
5. If asked, provide assistance to the referees during the game. You may be asked to get medical assistance, to help remove an unruly spectator, etc. If problems arise, immediately call your site coordinator for assistance. Keep things under control until help arrives. Inform the site coordinators of any serious injuries.
6. If spectators ask you for information, directions, etc., please be as helpful, courteous, and pleasant as possible. The Hempfield Soccer Club is the host of the tournament and the spectators are our guests. If you can not resolve a question or problem, contact the site coordinator.
7. Throughout the day, check to see that the goals are properly anchored. If you cannot fix the problem, call the site coordinator.
8. **At the end of each game you will need to go to the referee and get the following information on the game sheet in your notebook:**
 - a. Record the game score.
 - b. Record yellow or red cards by team, the player's number, and the reason for the card.
 - c. Have the center referee sign the game sheet verifying the correct score.
 - d. Have each coach sign the game sheet to verify the correct score. If the coach refuses to sign, just note "Refused" in the signature area on the game sheet. The referee's signature confirms the score is correct, and the game is official.
 - e. Pay the Center Referee with the appropriate game envelope. Be sure to match the envelope label with the game sheet label.
9. If you are covering more than one field, inform the referee before the game starts. If both games finish at the same time, you may be late getting back to one game. The referee should not leave until the game sheets are completed. They will not get paid unless they sign the game sheets.
10. After the game is over, and as soon as it is convenient to do so, contact the Site Coordinators to report the game scores. On Sunday, make sure that you call the scores into headquarters **immediately** as the scores will be needed to determine the pairings for the final games. Keep the game sheets in the notebooks until the end of the day.
11. When reporting scores, also report yellow and red cards. Report the game location, team name, player number, and reason. This is important since players receiving red cards may not play in subsequent games.
12. **The Field Marshals who work the last game of the day on each field need to return all the equipment to their site headquarters.** This includes the walkie-talkie (or cellular phone), the vest, and the notebooks (with signed game sheets). Please note: The walkie-talkies need to be recharged overnight. **DO NOT TAKE THEM HOME WITH YOU.**

Thank you in advance to all Field Marshals for all your help in making the Hempfield Fall Classic a success!