

Soccerfest Field Marshal Guide



Key Contacts

Position	Name	Cell Phone	Email Address
Tournament Director	Mike Borges	(209) 993-7245	borgem01@hotmail.com
Assistant Tournament Director	Jeremiah Hiles	(925) 719-2206	rc@phmsa.org
Referee Administrator	John Hanken	(925) 300-6492	john.hanken@gmail.com
Fields and Equipment Director	Nils Kauffman		nils.j.kauffman@gmail.com
Fields and Equipment Manager			
Regional Commissioner	Jeremiah Hiles	(925) 719-2206	rc@phmsa.org

Thank You!

Thank you for your help in making Soccerfest a smashing success. Without the support of volunteers like you, this tournament would not be possible. To the coaches, players, parents and officials, you are the face of the tournament. Please take a few minutes to acquaint yourself with these instructions so that you can do the best job possible as a field marshal.

We encourage you to be resourceful in addressing any issues you may encounter while serving as a field marshal that is consistent with your comfort level and your knowledge of PHMSA, it's Select program, and AYSO. Please take advantage of the contact information above for any situation about which you are uncomfortable or unsure or if you encounter any situations that might be deemed unsafe or unfair.

2019 Soccerfest Tournament Committee

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AYSO Vision

PHMSA's vision is to provide world class youth soccer programs that enrich children's lives.

AYSO Mission

PHMSA's mission is to develop and deliver quality youth soccer programs which promote a fun, family environment based on AYSO's Six Philosophies:

- Everyone Plays®
- Balanced Teams
- Open Registration
- Positive Coaching
- Good Sportsmanship
- Player Development

PHMSA Soccerfest

The PHMSA Soccerfest is an AYSO tournament that supports all players and encourages teamwork and sportsmanship. Registration is open to all AYSO sponsored tournament teams and their current select teams. The Soccerfest welcomes teams in each division (10U – 14U). The purpose of the Soccerfest is for everyone to have fun and to prepare the players for future tournaments and other competitive play. It takes place in the cities of Pleasant Hill and Martinez in the eastern San Francisco Bay Area of California.

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Primary Functions and Tasks

The primary functions of the Field Marshall are as follows:

- 1) Check in teams and players
- 2) Monitor and report on the tournament games
- 3) Ensure that the tournament schedule is maintained

In a broader sense, you can consider yourselves as ambassadors for the Tournament Director to coaches, teams and referees that facilitates communication and ensures the tournament functions smoothly for all participants.

Timing of Matches: Try as best you can to keep all games on schedule. Starting games on time is critical to the overall flow of the tournament. The game schedules have been carefully designed to allow for officials to move between fields, teams to have appropriate breaks between games and minimizing automobile traffic gridlock.

The most effective thing you can to help maintain the schedule is to ensure that teams are checked in well prior to their scheduled matches. You will be asked to check player and coach ID cards against player rosters and to ensure that only players with valid picture-ID cards are allowed to participate.

Interacting with Referees

Another important feature of being a Field Marshal is interacting with referees. In general, you will find tournament referees manage themselves pretty well without your intervention. Expect that they will take over a portion of your workspace with their referee bags and that they may “hang out” with you between matches, so consider them resources for assistance with check in or other tasks. Feel free also to ensure that your workspace is respected.

Primary Referee Interactions:

- Provide the referee team with games cards prior to each match
- Collect game cards after the match and report results to tournament director
- Ensure any gaps in referees are managed to the best of your ability
- Assist in distributing referee gifts

PHMSA will be providing referees with lunch food, snacks and drinks. Drinks and snacks for referees will be available throughout the day, and specially-appointed volunteers will be delivering lunch items to your tent at some point before normal lunch time. Please ensure that these snacks and lunches are reserved for our referees, not for coaches or other volunteers, or for little Billy that is there to watch his sister’s match.

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PHMSA asks Field Marshals to monitor whether assigned referees are available for scheduled matches. Ideally, referees should check in with the field marshals prior to their scheduled matches by simply initialing their name on the referee schedule in your binder. PHMSA generally requests that referees sign in 30 minutes prior to each match for which they are scheduled. However, please recognize that tournaments such as Soccerfest present special challenges for referees. Often they are coming from other fields and may not arrive until only minutes before their scheduled match.

Please recognize that some changes in referee assignment may have occurred that are not reflected in the schedule provided for you. You may also encounter situations where the full complement of referees are not assigned on the schedule provided. This is especially true on the second day of the tournament when visiting referees may not know if they are staying in town, and to accommodate our goal of ensuring referees are neutral. You may be asked to assist in identifying referees to “fill in” in case of no-shows or other vacancies. Referees can generally police their readiness to officiate a given match, but we encourage you at a minimum to help the tournament administrators ensure referee neutrality (i.e. not officiating their own kids’ matches).

PHMSA provides gifts for referees to show them how much they are appreciated. Please make sure that only tournament referees collect the gifts. Again, referees should largely police this themselves.

Interacting with Teams and Coaches

Most of your interaction with teams and coaches will occur prior to the match during team check-in. PHMSA asks teams to be checked-in at least 30 minutes prior to each match. If teams have not checked in by the required time, you are encouraged to reach out to coaches and get them into compliance with the tournament guidance.

Team Check-In Steps:

- Obtain player cards from coach
- Ask players to stand in a line facing you in player-card or roster order, calling them up one at a time
- Ensure that the face of the player or coach matches the picture on the card
- Ensure that ID cards fully laminated over the pictures and signatures, and that they have an appropriate sticker indicating that players have been validated against official team rosters
- Ensure the player is listed on the game card
- Ensure that the player has socks pulled all the way up over shin guards
- Ensure uniform jerseys are tucked in (don’t worry about this with keepers)

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- Ensure that the players are not wearing jewelry or anything in their hair that is not part of the uniform that has anything still or metallic (e.g. hair pins) or headgear that is not entirely brimless and soft
- Ensure that no unauthorized clothing is worn and that any base layers are either black, white or the same color as the uniform
- Ensure that no casts or hard braces are worn. Entirely soft braces are permitted
- Retain the player cards until after the match is completed and retrieved by the coach

Coaches or other team representatives should come to you to retrieve their match cards following their last match on that field for that day. For last matches of the day for any given team, please make sure that coaches get their team's ID cards back. Please report any ID cards remaining at the end of the day to the Field Marshal by phone or text message and returned to him/her by the end of day.

First Match of the Day

Prior to the first match, the field marshal equipment (tables, binders, pens, tent) will be delivered by specially designated PHMSA volunteers. You may be asked to help set them up. Choose a location that is central to all of the fields for which you are assigned.

Please set out referee sign-in sheet, game cards, etc. You should also ensure that the field setup crew has set up or is setting up the field, notifying the Tournament Director and the Fields volunteers as soon as possible (see the first page for contact information).

Mid-Day Matches

Please arrive a few minutes early for your shift so that the person you are replacing can show you the ropes. Be prepared if possible to stay after for a few minutes to help transition to your replacements.

Please check in teams as needed, encourage referees to check in, and be sure to communicate scores to the Tournament Director as they come in throughout the day.

Last Match of the First Day

You should have volunteers arrive to help with field and field-marshal teardown. They will pick up all equipment and bring it to the soccer locker, including all field marshal binders and anything left inadvertently at the field marshal table such as player cards. **Please make sure that the tournament director is aware if you have any player cards left overnight.**

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Last Match of the Last Day

You should have volunteers arrive to help with field and field-marshal teardown. They will pick up all equipment and bring it to the soccer locker, including all field marshal binders and anything left inadvertently at the field marshal table such as player cards. **Please make sure that the tournament director is aware if you have any player cards left after the tournament.**

You may be asked to help with distributing medals to teams, so please be sure to use your BIG voice and congratulate them on behalf of PHMSA and the Soccerfest tournament director.

Recommended Things to Bring

To accomplish your mission in comfort, please come prepared to be in the elements with the tools necessary to do the job. Some items to consider bringing with you:

- Sunscreen as appropriate
- Appropriate and helpful clothing, including any rain or cold-weather gear.
- A camp chair or similar to sit on during your shift
- Money for snacks, etc.
- Water or other drinks
- A pen
- A fully-charged cell phone (for communicating with tournament officials)
- Hand sanitizer

Remember that restroom facilities may not be available at your location, may be far away, or may consist solely of portable bathrooms with no access to running water, so please plan accordingly.