



FIELD AMBASSADOR

Thank you so much for volunteering to ensure the Vail Cup runs smoothly this weekend.

AMBASSADOR DUTIES

The binder in front of you has lots of useful information such as schedules, emergency information and phone numbers. PLEASE REVIEW.

- Help is only a phone call away if you have any questions at all. Start with your Regional Manager (listed on phone sheet) and if they are unable to assist with something call Lisa Reeder - Tournament Director, Kerri Thelen - Executive Director.

* A LIST OF ALL CONTACT PHONE NUMBERS IS AT THE BEGINNING OF THIS BOOK

AMBASSADOR BOX

Basic first-aid kit, TP if porta potty runs low, trash bags for cleaning the field, extra snacks for the referees (let them know), tape in case a team needs to add a number to their jersey as all players should have different jersey numbers (referee will let players know if this needs to be done), Coaches gift bags (*see below for info on coaches gift bags).

- **Distribution of Coaches gift and player pins:**

Hand the Head coach the Vail Valley gift bag (1) during check in; just the head coach gets a bag. These are all labeled with an index card with team name on it. Pins inside bag are for players. Some of the coaches might coach more than one team; if they ask for the bag for their other team let them know they will get that bag during that teams first game check in at the field location of that teams first game.

TEAM CHECK IN IS YOUR RESPONSIBILITY

Team PLAYER Check in: IF AT ANY POINT DURING CHECK IN YOU HAVE QUESTIONS PLEASE ASK THE REFEREE THAT IS ASSIGNED TO THE GAME.

- Thirty minutes prior to each game locate the two teams who will be playing the next game. Locate the game cards; ALL ROSTERS HAVE BEEN VERIFIED AHEAD OF TIME, THEREFORE, THE GAME CARDS ARE ALL YOU NEED IN ORDER TO CHECK IN TEAMS. (cards in the book should be in order of game time); find those teams who should be warming up nearby. The Game Cards are what you will hand to the referee of the game once you have checked both teams in. Verify that you have the proper game card by referencing the schedule in the book. IF A SPECIFIC PLAYER ON YOUR ROSTERED GAME CARD IS NOT PLAYING PLEASE NOTE THIS ON THE GAME CARD AS YOU CHECK THEM IN. NO ADDITIONAL PLAYERS CAN BE ADDED by hand TO THE GAME CARD.
- Line the players up and ask them to knock on their shin guards to show they are wearing them and then to show you the bottom of their shoes – metal spikes are not allowed. Ask them to take off any necklaces, earrings, beaded hair adornments and watches. If they have a cast, it needs to be wrapped appropriately for everyone's safety – ask the referee if you have concerns.
- Next, call out each name on the Roster. When player names are called they will step out and show you their number. If number isn't listed on game card you can add it.
- Once the team has lined up and been cleared to play, please approach the second team and go through the same process.
- When both teams have been checked in the Game Card should be handed to the Referee. He or she will use it to score the game. When the game has concluded they will bring the game card to you so you can record the score into the website. If the game ends and they do not come to you with the game card, please follow up with them immediately to retrieve it so that we can get the score input asap.
- **TO RECORD GAME SCORE:** You do this by scanning the QR code on the game card. There is a page in the front of the book showing you WHAT **REMOTE GAME SCORING** looks like.
- IF you are on a 9v9 (U11-U12) the roster will only have 16 MAX players on the roster; if there are players on the game card not playing in the game you can cross them off on the game card as you check them in.
- IF you are on an 11v11 field (U13-U14) the roster will only have 18 MAX players on the roster; if there are players on the game card not playing in the game you can cross them off on the game card as you check them in.

- **IF you are on an 11v11 field (U15-U19 HIGH SCHOOL) the roster can have 22 LISTED ON THE ROSTER, but only have 18 DRESSED to play players during each game; players not playing in that game will be crossed off your game roster by you.**
- All teams are also asked to carry Medical Releases for each player; the teams might pull these out and show them to you.

IF YOU HAVE ANY QUESTIONS ABOUT THE CHECK IN PLEASE SPEAK TO THE REFEREE

- When both teams have been checked in the Game Card should be handed to the Referee.
- IF the referee tells you there was a yellow or red card during any given game (or you see it noted on the game card) please call Lisa Reeder 970-390-4481 with this information immediately.

REPORTING THE SCORE AFTER THE GAME REMOTE SCORING PICTURE IN FRONT OF BOOK

- On the Game Card there will be a **QR code ON THE TOP RIGHT CORNER OF THE GAME CARD**. You will scan by hovering over the QR code with your phone camera engaged. You will then be directed to the live score site. This QR code is mutually exclusive to each game.
- Check the **GAME NUMBER** listed on the upper corner of the card to make sure it is the same GAME NUMBER as the screen on your phone.
- FILL IN the score for the HOME team and the AWAY team and press save. When you are finished place the Game Card back inside the book **AT THE BACK OF THE BOOK**. The Tournament Director will need these cards at the end of each day.
- REPEAT this process while on your shift until the next Ambassador comes on duty. Please spend a few minutes training the person that is replacing you before you leave your shift! THANK YOU!

IMPORTANT GAME INFORMATION

- If the games run behind due to an emergency on the field or some other unforeseen reason its imperative that the day stay "on time" as we are losing sunlight earlier in the fall. Each half runs for 30 minutes with a 3-5-minute half-time. Christina (referee assignor)
- Uniforms: If both teams are wearing similar-colored jerseys, the home team shall wear dark jerseys and the visiting team shall wear light-colored jerseys. If the visiting team does not have a light-colored jersey, then they should wear an alternate dark color that does not conflict with the home team's jersey. Either team's goalkeeper shall change jerseys as the referee directs regardless of the home/visitor status.

Christina, the referee assignor needs to know if games are behind by more than 10 minutes. Please call her – her phone number is in the book.

THERE IS WEATHER PROTOCOL INFORMATION IN THE FIELD MARSHAL BOOK IF NEEDED

SUNDAY FIELD AMBASSADOR REMINDER

Please note that many of the Sunday game cards will not have the TEAM names on them; this is because, at the time the cards were printed, we did not know who the teams would be in respect to the consolation, semi finals and finals. We will try and be proactive in calling you to give you that information, but you can also look it up by scanning the QR code at the front of the book that has updated brackets and scores. When checking these teams in use a game card from a previous game they played to get player names of the team and physically write in those player names so you are prepared for check in. Please remember HOME team is listed first (left) and away team is listed second (right) on the game card.

CLOSING AMBASSADOR INFORMATION

- If you are a **CLOSING AMBASSADOR**, please lower the tent half-way (do not take it completely down; unless you think we are going to have weather overnight) and tuck the cooler and the table under the tent.
- The **Regional Field Marshals** will bring the field **Marshall Box** back to Freedom Park and drop it with the Tournament each night so please have it packed up and ready before leaving for the day.
- **ON SUNDAY** the opening Ambassador should set the winning trophies on the table so that kids can check them out. The closing Ambassador will be responsible for handing out trophies and medals as each Championship Game concludes.

THANK YOU!