

Field Marshal Checklist Summary U11-U15

Please make sure all games start on time. Check in each team 20 minutes prior to the start of the game. Games must start on time!

If you don't see a referee at the field, please call tournament headquarters.

- **First field marshal of the day** - Pick up ball bag, cell phone, corner flags, field folder, ice chest, and vest at Smith Field trailer at 6:30 am.
- Check-in teams 20 minutes prior to game time
 - **Training Video:** <http://youtu.be/Bs4oiaLv9Og>
- Check player/coach passes against roster. Check shin guards, cleats, no jewelry, etc.
- Give ref game card (U11-U15 only)
- Give ref game ball (U8-U12 size 4, U13-U15 size 5)
- At the end of the game, retrieve game card from ref. Return player passes. Keep any Red Card Coach/Player pass.
- **U11-U15 only:** Scan the QR code to record the game scores OR call it in

Either use the phone number and PIN in the game card or scan the QR Code from your phone to submit scores after the game.



Phone-In: 904-758-0875
Event ID: 74377 PIN: 1234

- Dial **904-758-0875**
- When asked, press the "1" key
- Enter the Event ID "74377" and press the # key
- Enter the Event PIN "1234" and press the # key
- Enter the **Game #** and press the # key
- Press the "1" key
 - Enter the home team score and press the # key
 - Enter the away team score and press the # key
- **Last field marshal of the day** – Return all equipment (ball bag, cell phone, corner flags, field folder, ice chest, and vest) at Smith Field trailer at end of last game. Please make sure that all garbage is in trash cans and taken to nearest dumpsters.

For more detailed field marshal directions, please see other side.

Field directions and schedules are in the folder to help answer questions.

EMERGENCIES – Call 911 FIRST for any medical emergency, then contact the Tournament Headquarters

For all other inquiries (phones are not working properly, field marshal questions, team hasn't shown for a game, items are missing from the field, etc...), please call tournament headquarters.

**Tournament Headquarters can be reached at
(201) 452-6075, (201) 452-3355, or (201) 953-3667**

**DO NOT GIVE OUT ANY OF THESE PHONE NUMBERS TO PARENTS OR COACHES.
Only Field Marshals are permitted to contact the trailer or coordinators.**

Thank you for volunteering your time.

FIELD MARSHAL CHECKLIST – FULL SIDED (U11-U15)

The first field marshal of the day for every field must go to Smith Field trailer (just before Empire Diner parking lot) by 6:30am (or 45 minutes prior to your scheduled time) to pick up field equipment. After picking up the equipment proceed directly to the field you have been assigned. Set up the corner flags and check the teams in as they arrive.

PLEASE MAKE SURE ALL GAMES START ON TIME. CHECK EACH TEAM IN 20 MINUTES PRIOR TO THE START OF THE GAME. GAMES MUST START ON TIME!!!!

If you do not see any referees at a field please call the trailer ASAP!!!

1. **CHECK PLAYER PASSES** – Ask the team coach for his/her team’s roster. Ensure each player is holding on to his/her player pass. Check each player’s pass against the team roster by asking the players to form a line facing you. Call out each player and ask him/her to give you his/her player pass. **The picture on the pass must match the player and the player must be on the roster.** Keep the passes until the match is over.
2. **CHECK PLAYER EQUIPMENT** – While players are still in the line ask them to bang on their shin guards - shin guards must be worn under the socks. No hard casts, no jewelry, no hard hair ties, clips, etc. Ask players to show you the bottom of their cleats to make sure there are no metal tips on cleats or toe cleat.
3. **GIVE REFEREE GAME CARD (U11-U15 ONLY)** – give the referee the game card only for the game being played. Teams, game number, game time, and name of field must match the game to be played. There will be a game schedule in the game folder so that you can match the card to the correct game.
4. **GIVE REFEREE GAME BALL** – U11-U12 receives a size 4 ball and U13 - U15 receive a size 5 ball. Please get the ball back from the referee after each game.
5. **AFTER THE GAME:** Return Player Passes to Coaches. **Keep pass of any Red Carded Player/Coach.** The referee will fill in the scores, sign the card, and ask each coach to sign the card. The referee must give the game card back to you after the game. Make sure the scores are filled in and signed by the referee and each coach. Log in all game information into the Game Log Sheet in the field folder for each game.
6. **RECORD GAME SCORES – SCORES ONLY NEED TO BE RECORDED FOR U11-U15. TO RECORD THE SCORE, EITHER SCAN THE QR CODE FROM THE GAME CARD OR CALL IT IN IMMEDIATELY FOLLOWING EACH GAME.**
 - o Dial **904-758-0875**
 - o When asked, press the “**1**” key
 - o Enter the Event ID “**74377**” and press the # key
 - o Enter the Event PIN “**1234**” and press the # key
 - o Enter the **Game #** and press the # key
 - o Press the “**1**” key
 - Enter the home team score and press the # key
 - Enter the away team score and press the # key

Keep the game card in the folder until someone picks them up. If no one comes to pick up the cards, keep all the cards in the folder until the end of the day. Record scores in the Game Log located in the field marshal folder. Do not turn in the Game Log Sheet with the game cards. If you cannot reach GotSoccer, call your scores into the trailer at either **(201) 452-6075, (201) 452-3355, or (201) 953-3667.**

There are directions, schedules, and cell phone numbers in the folder to help answer questions.

The last field marshal of the day needs to bring the game balls, field folder, flags, ice chest, field marshal vest, and cell phone to the trailer at Smith Field immediately following the game.