

FIELD MARSHAL DUTIES

Field Marshals are to check in teams 30 minutes prior to game time in the pre-game staging area. Teams not ready for check-in 15 minutes prior to the start of the game may forfeit that game.

When checking in a team, please complete the following:

1. Verify the correct teams are at the correct field at the correct time.
 2. A coach **MUST** be present during check-in.
 3. Players should line up in numerical order.
 4. The coach should provide the field marshal with a properly filled **OPI Game Card**. This includes the Date, Time and Field on the bottom of the card. Each division will have a designated color for the game card: U-19/U-16 will use a white Time Monitor Report; U-14 – Green; U-12 – Orange; and U-10 – Purple. (Spare game cards will be in the site boxes).
 5. The Field Marshals will place a **sticker** on the Game Card across the bottom front of the card. Two stickers for each game will be provided – one for the home team and one for the away team. This sticker will let the referees know that the team has been properly checked in.
 6. The coach should provide the Field Marshal with **laminated player ID cards** for all players in numerical order. There will be a pink tie strap attached to each set of cards showing that the players have been checked into the tournament. Please be aware that there could be other stickers and holes punched into the cards from other tournaments. If the cards are not secured by a pink tie strap, contact a Board Member (wearing pink t-shirts) to check the player into the tournament. There are Board Members assigned to each venue. Some team ID cards may be in alphabetical order instead of numeric. Match picture, number and name to the players. Remember – **NO ID CARD = NO PLAY!!!**
 7. While players are in the lineup, you must do an **Equipment Check**. Each player must be checked for the following:
 - a. Shin Guards – **REQUIRED** for ALL players and must be completely covered by socks.
 - b. Shoes – toe cleats are **NOT** allowed.
 - c. No casts of any type – soft or hard.
 - d. No jewelry, no earrings, and no hard hair barrettes or hard pony tail holders.
 - e. Medical Alert items must be taped.
 - f. No gum.
 - g. Shirts must be tucked in.
- IF YOU ARE NOT SURE OF THE REQUIREMENTS – CHECK WITH A BOARD MEMBER OR A REFEREE! A Safe, Fair, Positive, and Fun experience for all players is our goal.
8. The Coin Toss will be conducted by the referee.
 9. Once the team has been checked in, the Field Marshals will keep the player ID cards until the game is over. The team may proceed to the field to warm up until game time.

Other Field Marshal Responsibilities are:

1. The referees will pick up the GAME CARDS at the check-in area. PLEASE remind the referee to return the game cards after each game, because the coaches will not be given their PLAYER ID CARDS until the GAME CARDS are turned in.
2. If less than 3 referees are present 10 minutes prior to game time, contact the site Board Member.
3. The Field Marshal or site Board Member holds the PLAYER ID CARDS for both teams during the game. It is the responsibility of the coaches to collect the PLAYER ID CARDS from the Field Marshal or Board Member after each game. DO NOT release the player ID cards to the coaches until the referee gives his/her approval. If any player has received a RED CARD – DO NOT RELEASE THAT PLAYER'S ID CARD TO THE COACH. Any player receiving a RED CARD will sit out the next game. The card must be held by the site Board Member until after the next game in which the player who received the red card has sat out. Only the coach will then be able to pick up the player ID card after that game. All uncollected player ID cards will be turned into the main site at the end of the tournament. The site Board Member is responsible for calling in scores and reporting cards/incidents.
4. Please remain at the Field Marshal area for your shift until someone is there to relieve you or you have been released by the site Board Member.

Site Boxes

At each Field Marshal site, there will be a site box complete with the following items:

- a. Tournament Books with the rules, game schedules, and maps showing the location of the fields
- b. First Aid kit
- c. Pinnies
- d. Small basket for player cards
- e. Referee schedule
- f. Clipboards, pens, pencils, staplers, scissors, etc.
- g. Extra OPI game cards
- h. Toilet paper
- i. Board Member phone numbers
- j. Hammers, duct tape
- k. Zip lock bags
- l. Trash bags

FIELD MARSHALS – Please help to keep the fields picked up and remind coaches to do the same. If a trash container is full, please put a new trash bag into the trash container and throw away the full bag in the nearby dumpster.

THANK YOU FOR VOLUNTEERING!