

Field Marshal Check List Summary

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 the trailer at 917-658-4991 or 917-692-8503.

- **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 7:00 am.
- Check-in teams 20 minutes prior to game time
- Check/keep player passes, check approved roster and equipment. No Hard Casts, No Jewelry.
- Give ref game card (U11-U14 only)
- Give ref game ball (U8-U12 size 4, U13-U14 size 5)
- At the end of the game, retrieve game card from ref. Return player passes. Keep any Red Card Coach/Player pass
- Call in game scores for U11-U14 only.
 - Dial the toll free number 1-866-334-6294.
 - When asked, say or enter the pin number **9689** of the event, and the Game number of the game from the Game Card.
 - You will then be told the division, teams playing, and field location - if this is the correct game, confirm by saying yes.
 - When asked, say or enter the score for each team, then confirm.
 - You can do more games in the same call, or just say goodbye when done.
- **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.

If you have any problems or your cell phone is not working, please contact the Smith Field Trailer FIRST at 917-658-4991 or 917-692-8503.

Field Marshall Questions - Kim Kelly, or Barbara Gano – 917-769-0173 or 917-836-2186.

Trailer #1 917-658-4991, Trailer #2 917-692-8503, Cheryl Lowe 917-693-7634
DO NOT GIVE OUT ANY OF THESE PHONE NUMBERS TO PARENTS OR COACHES.
Only Field Marshals are permitted to contact the trailer or coordinators.

EMERGENCIES – Call 911 for any medical emergency, then contact Tournament Headquarters at 917-658-4991 or 917-692-8503.

Thank you for volunteering your time.

FIELD MARSHAL CHECK LIST –FULL SIDED (U11-U14)

The first field marshal of the day for every field must go to Smith Field trailer (just before Empire Diner parking lot) by 7am (or 45 minutes prior to your scheduled time if first game start is not at 7:45) 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 the player passes and approved roster. Check to see that all passes are for the same team. Ask the players to form a line facing you. Call out each player's name from the player pass. **The picture on the pass must match the player. Age group and team name must be the same on all passes. Passes must agree with Approved 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 turn around and lift each foot to show that there are no metal tips on cleats or toe cleat.
3. GIVE REFEREE GAME CARD (U11-U14 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 & U14 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 ARE ONLY CALLED IN FOR U11-U14. CALL IN SCORES FOR EACH GAME INTO DEMOSPHERE IMMEDIATELY FOLLOWING EACH GAME. USE CELL PHONES PROVIDED.
 - o Dial the toll free number 1-866-334-6294
 - o When asked, say or enter the pin number **9689** of the event, and the Game number of the game.
 - o You will then be told the division, teams playing, and field location - if correct, confirm by saying yes.
 - o When asked, say or enter the score for each team, then confirm.
 - o You can do more games in the same call, or just say goodbye when done.

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 (Yellow) located in the field marshal folder. Do not turn in the Game Log Sheet with the game cards. If you cannot reach Demosphere, call or text your scores into the trailer at either 917-658-4991 or 917-692-8503. If texting the scores, text the division, game number, home and away score (e.g., U13GRoyal #211 PSC 3- PDA 1) to either 917-658-4991 or 917-692-8503. You will receive a call back/text with confirmation of results, if necessary.

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.

If you have any problems or your cell phone is not working, please contact the Smith Field Trailer FIRST at 917-658-4991 or 917-692-8503.