

1. Your role as a Field Marshal is to be an ambassador for the tournament and to support and assist the tournament HQ staff and the designated game referees.
2. Check in at the tournament HQ tent at least 30 minutes before your assigned game time. Adjust your arrival time with the understanding that parking at will be busy at all sites so you may have to hunt for a parking spot.
3. When you arrive at the HQ tent, you will receive an envelope that is the game card and has referee payment in it. Field marshals assigned to the 8:00 AM games will also pick up a vest and radio. The FM volunteers that work games after the first scheduled times will meet their counterpart at the end of the matches to swap the vest and radio.
4. There will be a plastic folder for each field that is given to the FM at the beginning of the day. Inside the folder will be maps, program, field schedule, tournament rules, and field marshal rules. This is a good spot to hold the game envelopes and player cards during the game.
5. As soon as you get to your respective field, identify the coach/manager and request the player cards. You will hold the cards during the game and can store them in your plastic folder during the game.
6. When you get the player cards from the team manager after introducing yourself, ask the manager for their assistance in two areas. First, ask that the parents be reminded to demonstrate good sportsmanship. It is the manager's responsibility to keep their parents under control. Secondly, at the end of each game, the manager will be requested to help ensure that the area around their team bench has the trash picked up and disposed of in trash containers. This includes bottles, tape, etc. Their assistance is greatly appreciated.
7. At each game (with the exception of U9 & U10s), there will be 3 referees: one center and two sideline referees. Introduce yourself to the referees when you arrive at your field. One of your primary responsibilities is to get the game started on time. It is recommended that you coordinate the start time with the center referee reminding them 5-7 minutes prior to the designated start time. You will give the game envelope to the referees.
8. In the event of an injury to a player or spectator, notify by radio the first aid tent of the injury and your field location. If possible, identify the type of injury. Head injuries should be given immediate attention. Please use your best judgment when asking for medical assistance. We don't want the trainers to fly over for a bag of ice after a game when they are needed for a serious injury on another field. Send the not serious injuries to the medical tent for assistance.
9. In the event that a player or coach is red carded, notify the HQ tent that a red card has been issued and request a golf cart to transport the ejected player/coach from the playing area until after the game. The field marshal will hold the player card of the ejected player/coach and will hand the card into the HQ tent at the end of the game.

10. At the end of the game ask the referees to sign the game envelope and record the scores and yellow/red cards. Verify that all information is complete including: game score and the names of the referees. It is important to verify the score is correct. If not, ask the center referee to correct it before you return the game envelope to the tent. After your shift, return the game envelope(s) to the HQ tent. If you are working a game directly after the completed match, call the game score into the tent by radio. Return both envelopes to the HQ tent after you have completed your marshaling assignment.
11. The field marshal is responsible for verifying there is a game ball at the field for the start of the game and reclaiming the ball at the end of the game. The first field marshal of the day should receive the ball for his/her field and that ball should remain in play at the field throughout the day. After the last game of the day for the field, the field marshal is to return the ball in addition to the game card, radio, and vest to the HQ tent. Make sure no one walks off with the game ball. We may have extra balls for some fields.
12. Prior to the start of the game, identify any field conditions that may be considered hazardous, such as deep ruts or holes that can be filled. Notify by radio to the site crew if such conditions exist so the condition can be corrected.
13. Be attentive to weather conditions. Clear the field area immediately if play is suspended due to weather. This involves directing the players and spectators to their vehicles until notified that play can resume. The field marshal will stay 'on duty' until their assigned game is completed or canceled due to weather. Do not leave until you have confirmed the status of your game.
14. If you notice that post game comments are running long (over 5 minutes), ask the coach to move off of the field area and into the parking lot for further team discussion. This will assist in keeping the games on schedule.
15. If you are working a championship game, inform the teams that there will be an awards presentation ceremony after the match. Do your best to get players, coaches, and parents to the championship awards area near the HQ tent. When you get everyone moving in that direction, advise the HQ tent so the area can be prepared for the awards presentation.
16. Most important, have fun, bring your chair along, support your son or daughter's team, and watch some good soccer. Most of all, thank you for being a good role model for your children.