

CASTRO VALLEY SOCCER CLUB

FIELD MARSHALL GUIDELINES

The California Youth Soccer Association requires all soccer leagues to provide field marshals at all sites to facilitate the game of soccer. Because of the importance of this position, it is necessary to assign adults who have knowledge of the game and its rules to fulfill this requirement.

We staff Canyon with two or three marshals in the morning and two or three field marshals in the afternoon. At Proctor, we have two field marshals in the morning and two in the afternoon. At Five Canyons, we have one Field Marshal AM and PM.

Shift times vary by location and day so you will need to review the game schedules to verify the time of the first and last games of the day. Generally, the Saturday shift times are as follows:

	AM SHIFT	LUNCH SHIFT	PM SHIFT
CANYON	7:00AM-11:00PM	11:00AM-3:00 PM	3:00PM- <i>*CLOSING</i>
PROCTOR	7:00AM-NOON		NOON- <i>*CLOSING</i>
5 CANYONS	7:00AM-NOON		NOON- <i>*CLOSING</i>

**Saturday closing times are approximately 6:30pm at Canyon, 5:00pm at Proctor and 5 Canyons and when all the fields are broken down and all the equipment is returned to the storage containers.*

PRINCIPAL RESPONSIBILITIES

AM SHIFT – Make sure all equipment is on the fields for coaches and referees to set-up including nets, flags, trash cans, replacements bags, tables, chairs, and tents. The teams with the first game on each field should help set up nets and corner flags.

PM SHIFT – All equipment should be returned and properly stored in containers, garbage should be secured in the appropriate dumpster. The teams with the last game on each field should help take down nets and corner flags.

AM & PM SHIFTS:

Field Marshal vests are provided and should be worn the entire length of your shift.

Assist coaches, referees and players in getting games started on time.

Reviewing game schedule so you are familiar with start times and referee schedule so you know who should be on site prior to game time.

Advise coaches to have players warm-up on the sidelines prior to completion of game in progress if necessary, and

Check in players on sidelines if games are running late.

Do not allow goals to be tipped over or unstaked at any time.

Be prepared to help settle minor on/off field disputes with understanding and diplomacy. If the situation appears more than one can handle, please call the local authorities, i.e. Sheriff's Department. Phone numbers are in the Field Marshal binders.

If you witness or are made aware of a serious incident or disturbance, you should complete a Serious Incident Report and give it to the "Board Member of the Day" within 24 hours, who will forward it directly to the Head Field Marshal and Fields Director.

If there is serious injury to a player, after care is given, remind the coach to complete a CYSA Accident Form and HARD Incident Form within 24 hours. Copies of the form can be found in the back of the CYSA manual, which is found in the back of the on-site Field Marshal binder.

If there is a send-off, remind the referee to complete a Send-Off Report and forward to the referee coordinator.

Check and empty trash cans throughout the day. Garbage should be bagged, tied and brought to the dumpster. Additional replacement garbage can bags can be found in the storage container on site.

California State law prohibits alcohol, smoking and dogs on school and HARD property. Please strictly enforce these policies so that as guests of the school district and HARD, we can maintain our privileges to use their playing fields

The green utility cart at Canyon is to be operated only by the Board Members and Field Marshals of the day. Under NO circumstances is it to be operated by anyone under the age of 21.

Located at the snack bar:

- Telephone for emergency use

- First aid supplies and ice

Located at the Field Marshal/Referee tent:

- Game schedules and referee schedules

- Field Marshal binder which contains:

 - Master game schedule

 - Complete list of teams by team number, team name and coach

 - Field Marshal schedule

 - List of Board of Directors with emergency telephone number

 - Serious Incident Report forms

 - CYSA Accident Report forms

 - Referee's Send-Off Report forms

 - Field Marshal Journal form to record disturbances and observations you wish to have addressed.

Field Marshal responsibilities require your full attention for the entire length of your shift. You cannot expect to coach or referee during your shift. Relax and enjoy the soccer games, but keep moving to make your presence known. Your visibility is very important to our maintaining control and safety for all.

Thank you for everything you are doing to help make Castro Valley Soccer Club a good experience for everyone.

8/20/07