

MSI Cherry Blossom Classic – Home Team Field Marshal Instructions

Home Team (listed first on schedules) Managers are responsible for providing a person who will be the point of contact (Field Marshal) **for their game only**. The Home Team Field Marshal **for the first game of the day** is responsible for obtaining the equipment from the Tournament HQ (located in the main office of the indoor soccer center at Soccerplex, next to the Stadium Field). "First Games" of the day will have start times that vary but will be 6:00 or 6:35 on Friday evening, and between 8:00-10:00 on Saturday and Sunday mornings. If you are uncertain if you are the first game of the day, please check the list on the schedules page on the MSI website. Home Teams for all of the other games during the day will receive the equipment from the Field Marshal of the game that precedes their game. The Field Marshal for the last game of the day is responsible for returning the equipment to the Tournament HQ.

If you are scheduled as the Field Marshal for the "First match of the day" on any field (on either Friday, Saturday, or Sunday):

1. Arrive at Tournament HQ (located in main office of indoor soccer center at Soccerplex) 30 minutes before the game
2. Pick up radio, orange vest, and Field Marshal book from tournament representative
3. Receive instructions on radio usage and protocol

Pre-Game (for all games)

1. Make sure referees are present and identify yourself as the Field Marshal to them
2. Wear the orange Field Marshal vest; it is very stylish
3. Make sure Home Team provides the game ball
4. Enforce the "no warmup in goal area" rule
5. Make sure game starts on time
6. Use the field loading information in this book to fill out the next blank Game Report in the book for your game

During Game (for all games)

1. Monitor game for problems
2. Stay tuned to radio at all times
3. Use the radio to call for an Athletic Trainer (located on-site at all times) or Tournament HQ, if necessary
4. Enjoy the game

Post-Game (for all games)

1. Meet with the Center Referee and complete the Game Report in your Field Marshal book; enter the game's scores AND the player numbers/coach names for any red/yellow cards that were issued
2. Have the Center Referee and coaches of both teams sign the Game Report
3. Make sure teams clean the bench areas of any trash, water bottles, etc.
4. Use the radio to call Tournament Headquarters, and report the game's score and red/yellow cards to HQ
5. Do not leave until your replacement arrives (the manager of the Home Team for the game following yours). All Home Team managers should seek out the Field Marshal equipment items immediately upon arrival at the field, and be courteous to the previous game's Field Marshal by not being late. **If you are scheduled to be a Field Marshal – PLEASE SHOW UP ON TIME!!! The previous Field Marshal is counting on you to relieve them in a timely manner.**
6. Give your replacement the orange vest, radio, and Field Marshal book. Give brief instructions for using the radio.

Last Match of the Day (check field loading schedule in the Field Marshal book to see if yours is the last game)

If you are scheduled as the Field Marshal during the last match of the day on that field, make sure you:

1. Do items 1-4 in the "Post-Game" section, listed above
2. At the conclusion of your game, bring the radio, orange vest, and Field Marshal book to Tournament HQ (located in the indoor soccer center at Soccerplex)

Radio Protocol

- All radios should be on Channel 1, unless otherwise instructed. Make sure your volume is loud enough to hear if you are being called by Tournament HQ
- "Push and hold" the button to speak, waiting one second before beginning to speak, and releasing the button when completely finished speaking
- Never "push and hold" the button to speak when others already are speaking on the radio. When more than one person tries to speak on the same frequency, you "step on" each other, and everything becomes garbled
- When you call Tournament HQ, wait for a break in the radio traffic and say "Field 16 to HQ". Wait for acknowledgement, and then give your message.
- Do not leave the radio unattended, and do NOT lose the radio!!!!

General

- Provide assistance whenever possible (maps, schedules and rules are all in the binder).
- Refer to the Tournament Rules, if necessary (in binder).
- Any weather issues will be determined by the Tournament Director for resolution. Make sure you are wearing your vest so as to be easily identifiable.