

VOLUNTEER ROLE DESCRIPTIONS (from Tournament Manual) 9/4/22 eb

SITE MANAGERS

Work with Tournament Director and President and Director of Operations to be knowledgeable about Tournament Day operations and serve as Tournament Director at site. The site manager will supervise the site's Volunteer Coordinator and coordinate second site Field Marshal manager and concessions manager. Thus the Second and Third and Fourth Site Manager should review all check lists.

CONCESSIONS

Run the concession stands by serving customers, selling snacks and drinks, and stocking items as needed. Communicate with Tournament Director items that are running low on Saturday for replenishment Saturday night. Make change and ensure money is kept secure, including the credit card machine. Communicate with Operations Director when change is needed. At MJGSC, work in tandem with Grill station to maximize hamburger and hot dog sales.

HOSPITALITY

Maintain fruit and liquid refreshment for referees and volunteers. Ice individual bottle water in an ice chest ON EACH REF ASSIGNOR GOLF CART and in each Ref assignor tent.

Pick-up TRASH during the day and after all games Saturday and final pick-up on Sunday after tournament is over. Be sure to have a good supply of extra can liners.

Maintain restroom and port-o-lets (Director of Operations: Schedule service 2x Saturday and 1x Sunday). Be sure to have extra toilet paper and anti-bacterial soap on hand to restock. Have duct tape to close a portable toilet for the rest of the day if necessary. Be sure to close down the Indy Parks portable toilets before the tournament (as they will quickly become unusable). Then reopen them Sunday night.

PICKUP ATTENDANT (NEW)

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PARKING

Help drivers find a legal parking space. Help drivers exit to the closest and fastest exit. Control parking and traffic flow at each site. Coordinate traffic control with off duty police; get cash from Geisse to pay police at end of shift. Plan, set up, and take down parking items for each site, including tear down of EVENT signs, posts, caution tape and rope. Be sure to leave in place those items to be used for soccer season.

FIELD MARSHALS

Serve as tournament representative in a designated area of the facility by being stationed in a zone of soccer fields. Use your radio to communicate for medical assistance or help if needed. Make sure that games start on time and to communicate other messaging from headquarters to the referees and coaches as needed. Make sure that game cards are signed by coaches and referees upon the completion of each game and be ready for the Field Marshal manager to pick up them up as quickly as possible.

FIELD MARSHAL INSTRUCTIONS

The primary duty of Field Marshals is RISK MANAGEMENT. You may need to call the Medical trainers if someone needs taping or is injured. You may need to call HQ/Info tent to request police or ER (ambulance) assistance. You may need to call 911 yourself. You may need to call the Ref tent for Assignor to help on penalty kicks or heated coaches or players (literally and figuratively).

The secondary duty of Field Marshals is to keep Event running ON TIME.

ALL GAMES ARE TO START 6 MINUTES EARLY.

There are NO TEAM WARM UPS ON THE FIELD.

The third duty of Field Marshals is to collect the correct and signed game score card. Keep these cards with you until you return to the HQ/Info tent. You may release them to Tournament officials if asked.

For each game the Field Marshals does these tasks:

>About 15 minutes before game time go to the field of the next game and look for the next two teams. Get the tournament roster from each team.

(Field Marshals/Referees DO NOT call out players nor perform an equipment check. NO PLAYER CARDS ARE REQUIRED AT THIS STAGE.)

Remind coaches to have players ready to play (no jewelry, cover casts) 10 minutes before game time. >About 10 minutes before game time, be sure the teams are ready to play "in 5 minutes" and there is a proper game ball ready.

>After each game ask the Center Referee to return the SIGNED game card to you. PLEASE CHECK THAT THE SCORE IS CORRECT AND THAT BOTH COACHES SIGN THE GAME CARD. Give each team its tournament roster back.

Field Marshals will carry radios and wear orange vest. It is very important for our guests to have all Field Marshals readily identifiable to help with emergencies. They will have clipboards (with a pen) with a Red Cross emblem on the back. The clipboard may then be held high in the air to assist a needed ER people on exact location of the injured player.

FM's will radio for anything that might be needed on the field during the course of the game. You can radio in for assistance should fans, coaches, or players become unruly to the point of being a significant problem.

FM's DO NOT HANDLE REFEREE MONEY as Refs are paid at ref pay station for all games.