

## 2012 Spring Invite Volunteer Job Descriptions

**Concessions** - Location: Concessions volunteers should check in at the concessions tent at their assigned location. Responsibilities: Concessions volunteers sell prepared food and drinks and ensure that there is sufficient stock at the concession stand by notifying a coordinator of any shortages.

**Field Marshal** - Location: Field marshals should check in with the site coordinator at their assigned location. Two-way radios will be made available to field marshals for communicating with the site coordinator and medical staff, if necessary. Responsibilities: About 30 minutes before a game, the field marshal verifies that players participating in the game have player cards. Directly before the game begins, the field marshal notifies the site coordinator if referees assigned to games don't show up for the game; verifies that the game card lists the correct teams, field, and game time; delivers the game card and referee pay to the center referee; and has the center referee sign the game envelope signifying the correct money and game card were included. During the game, the field marshal alerts medical staff in the event of an injury, and notifies the site coordinator or tournament director in the event of a problem with a coach, parent, or player.

A more detailed description of the field marshal responsibilities is included below.

**Grill** – There will be no grill jobs for the Spring Invite this year.

**Registration** - Location: On Friday, May 4, registration will be located at Soccer Planet (2310 N. Willow Road, Urbana) from 4:30-10:30 p.m., and on Saturday, May 5, registration will be located at the Main Site (Lincoln and Florida fields) from 7:00 a.m. – 1:00 p.m. Responsibilities: Registration volunteers greet coaches/managers and check in teams when they arrive for the tournament by accepting payment (if not yet received) and by verifying the receipt and accuracy of all required documents; record local contact and lodging information for the coaches/managers; check the player cards of registered teams against the teams' rosters and medical waivers; and distribute registration bags.

**Runners:** Location: Runners should check in with the site coordinator at their assigned location. Responsibilities: Runners assist in various 'general purpose' jobs to help the tournament run smoothly. For example, Runners may be asked to take scores to other sites, go to the store for concession supplies, fill in for another volunteer, fill referee water containers, etc.

**Scoring:** Location: Scorers should check in with the site coordinator at their assigned location. Responsibilities: Scorers obtain score cards from the winning team after each game (the manager of the winning team is responsible for bringing the score card to the scoring area). Scorers also review the score cards to make sure the cards include the referee's name and score of the game.

**Trophies:** Location: Trophy volunteers should check in with the site coordinator at their assigned location. Responsibilities: Trophy volunteers count the appropriate number of trophies to be awarded to each division's 1<sup>st</sup> and 2<sup>nd</sup> place winners; direct teams to the bleacher area for pictures or ceremonies if the team is interested (coaches, not volunteers, will present trophies during any ceremony); and can offer to take pictures of 1<sup>st</sup> and 2<sup>nd</sup> place teams using a camera provided by the team.

# **LISC TOURNAMENT FIELD MARSHAL GUIDELINES**

Please arrive at your scheduled complex 10 minutes BEFORE your starting time.

Check in with the Site Coordinator and get your field(s) assignment.

If you are working the first shift of the day, pick up: an orange vest, a fanny pack for each of your assigned fields, and a 2-way radio.

If you are replacing someone, head to your assigned field(s).

## **PRE-GAME DUTIES**

Most teams will be warming up within 30 minutes of their game. Using the schedule included in your fanny pack, you should know who is scheduled to play on your field(s).

Find each of the scheduled teams and approach them. Ask the coach if you can get the team checked in.

Get the player cards from the coach. Call off each player's name and have them approach. Make sure the picture on the card matches the actual player. Hold on to the player cards.

Once both teams are checked in, wait for the previous game to end. Once it has ended, and the referees appear to be done with their post-game duties, approach the referees. Find out if they are staying on the field for the next game.

If they are, give the center referee (ask them who it is) the 2 sets of player cards and the game envelope (from the fanny pack for that field.) Have the center referee verify the payment and sign the envelope. Place the empty, signed envelope back in your fanny pack.

If the current referees are NOT staying for the next game, wait for the new referees to show up and then do the same thing. If the new referees are not at the field a few minutes before the game is scheduled to start, make an announcement on your 2-way radio saying, "Field #?? does not have any referees for the XX:XX game."

## **DURING GAME DUTIES**

Once the game begins, your main responsibility is to use the 2-way radio to get assistance for an injury or a special situation (fight, obnoxious parents, etc.)

Please make sure you reference your field number anytime you need to make a radio announcement.

**THANKS FOR VOLUNTEERING FOR OUR TOURNAMENTS!!**