

Field Manager Roles and Responsibilities

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The Field Manager is basically the person responsible for oversight of all field operations on game day.

Duties include:

- Supervision of proper field set-up;
- Monitoring game clock and scoreboard operations;
- Giving direction to teams on where to warm-up;
- Conducting the official Player Weigh-in;
- Assisting the referees, as requested, in the event of field or GEJFA rules disputes;
- Monitoring the activities of players, coaches and spectators, to ensure all adhere to the governing school district field use policies; and

A more detailed description and chain of events is provided below:

General

- Have a copy of GEJFA RULES & REGULATIONS.
- List of contacts, emergency numbers, Systems Reps, Referee Scheduler etc.
- Dress the part; make sure you are highly visible.
 - Wear some type of Hat, Jacket or Vest.

Pre-Game Duties

- Locate School site manager to unlock necessary gates, score box, rest rooms, concessions etc.
- Find a site at the field where you can be easily located.
 - Site should be close to the field. Protected from rain. (Outside of end zones or on running track)
 - Should be able to see playing field and whole facilities.
- Remember you are there to conduct player weigh-in as well as monitor the field use, spectator conduct and help to keep everything running efficiently.
- Monitor schedule and help to keep games on time.
- Set-up official weigh-in scale.
 - Make sure scale rests on flat hard surface.
 - Check scale for accuracy.
 - Make sure you have a copy of league weigh-in rules.
 - Make sure you have a clipboard or notebook, pens/pencils for recording on home & visiting team rosters.
- Scoreboard/Clock
 - Check for proper operation.
 - Prior to each game make sure there is someone assigned to run scoreboard/clock.
 - Make sure the person(s) running the scoreboard/clock know how to operate them and know the official clock management rules! Referees will also usually give necessary instruction regarding clock operation. Have available a copy of the NFHS General Instructions for Football Clock Operators.
- Inspect the playing field.
 - All necessary equipment accounted for, down box marker, 10-yard chain-set, goal post padding, goal markers, sideline yard markers, benches, water if available.
 - All nonessential equipment moved a safe distance away from playing field.

Greet each team

- Show each team where to warm-up.
- Address layout of facilities.
- Address local facilities RULES.
- Specify weigh-in time.
- Ensure visiting team aware that they must provide a chain crew.
- Ensure home team has scoreboard/clock operators identified.

Greet Referee's

- Show where they can place their personal items for safekeeping.
- Address layout of facilities as needed.
- Share your systems policy for food distribution, box lunches, concessions, etc. (referees should be provided free refreshments within reason).

Conduct Official Weigh-in

- Have copy of weigh-in procedures. See GEJFA Rule 2 -- "Official weigh-ins."
- Have copy of Age/Weight Schedule with "seasonal weight growth" chart included.
- Should begin weigh-in one hour prior to game start.
- Weigh one team at a time; players should be in single file line in order they appear on the game roster.
- Witnesses: Should be one (only one) representative from each team to witness.
- Players who are assigned by age points only and exceed their "cap weight" should be so indicated on the roster and need not be weighed. These players are to have a visible "X" (tape will do) on the back of their helmet.
- Rosters: Each team should have two copies of the game roster: one copy for Field Manager and one copy for the opposing team; as well as copy for their own records.
- Check to see if their rosters show proper week's game schedule. Check bottom of roster or see which week is shown above the "Maximum Weight/Equipment" columns. This important to ensure proper weekly player growth points that are to be added to players total age points.
- Roster should be sorted by highest "age points" to lowest. Therefore, "Equipment Weight" column starts out at the lowest down to the highest.
- Ask each team if they have any players that are to receive limited playing time, due to "Disciplinary" reasons. This must be noted on roster and on copy to be given to the opponent team. Such disciplinary action must begin with the start of the game & run through consecutive quarters.
- Only Field Manager or his/her helper is to operate scale.
 - Note: Keep everyone at least 3 feet away from scale – except Player being weighed & Field Manager.
- Keeps the Honest, honest and those trying to influence the scale away.
- Players are to weigh-in with all equipment – except for Helmet & Shoes. Players do have the option to weigh-in without gear, however, in this case, the player is not allowed the additional weight for gear allowance.
- Check off each player as they weigh-in, note their weight on rosters.
- Players over weight and ineligible to play must be reported into League representative. Coaches are to note these weigh in issues (discipline, over-weight) on their Game Reports.
- Double check Game Jersey numbers, mark on roster where they differ and let opponent team be aware.

During the Game

- In the event a dispute arises, assist referees and mediate as necessary. See GEJFA Rule 6 – "Game Day."
- Keep eye on Facilities.
- Coordinate with Field Security, School District Event Coordinator, etc. (if available).

Video Taping

- Coaches, spectators, etc may only video tape games in which their own team is participating.
 - Scouting is allowed by other systems – but use of a video is not allowed.
- Spectators, as well as coaches, must have a "Video Pass" assigned to them by their system.
 - Per GEJFA Rules – No Pass/No Video. Respectfully challenge those who do not have passes, inform them of the rules, get their name, and report same to GEJFA President.

Field Lights

- Coordinate with School Field Manager regarding who will turn on the field lights.
- Remember it takes awhile for the lights to come on to full brightness. (15 to 30 minutes)

After Game

- After the game, teams should promptly move with all their equipment into the stands or to another off-field site to have there after game talk. This is so the teams in the next game have ample time to set up for their game and more importantly so the next game can start on time.
- Make sure teams have cleaned up all their gear and garbage.

Safety and Security

Safety and Security are key functions on game days. Having a security group will help ensure all goes well on game day. Your security will control the crowd and monitor activities away from the field. Often times the Field Manager is too busy with his/her duties and, if someone doesn't keep an eye on these other areas, problems happen. How often have you had to chase kids out from under grandstands, unauthorized areas etc. Smokers are everywhere and this is a quick way to lose your field privileges.

It is the responsibility of everyone to make sure the games go on without any incidents.

- The school grounds are not a playground for unsupervised children. Ensure that children stay off of school equipment and no one other than players and coaches should be allowed on the playing field at any time, including half-time.
- Unfortunately the general public doesn't always know the school district rules and policies. The best way to handle this is thru good system communication.
- Get some volunteers to walk the grounds.
 - Have them visible, by having them wear bright colored vests and with identification labeling, e.g., "SECURITY." Hats work as well or both.
 - Make sure they have a copy of your systems "Emergency Contacts."
 - Address issues respectfully. If you are treated with disrespect, attempt to get names (or identify System to which these person(s) belong). Report it to your System representative and send a report by email to the GEJFA President.

Consider the use of two-way electronic communications between field manager and security personnel.

- Systems can pick-up inexpensive two-way radios at various department stores.
- The following personal should have one and why:
 - Field Manger – Needs to be in touch with everyone, as situations arise he/she can be notified or call another person to go investigate/assist in the problem. Recommend a radio with a headset that has an earpiece and microphone, so he/she can listen in and talk while doing other duties.
 - Security personal – Same as Field Manager.
 - Score Board operator – Hand unit. Often there are times when running up to the scoreboard tower is not time feasible and a quick call will help. Example – correct game clock, score, assist in referee communication between scoreboard operator, etc.
 - Medical personal (if available) – Hand unit. Quick response is the answer here.
 - Concessions – (Optional) Hand unit with speaker. Usually this is where most systems have their medical supplies. Also a great way to get the announcer/scoreboard operator to make announcements.

Attachment: Kingco Conference Field Rules

38. RULES AND REGULATIONS GOVERNING SYNTHETIC TURF FIELDS IN THE KINGCO CONFERENCE

1. **Participants and officials must wear approved shoes by the host school on the artificial turf.**
2. Track spikes are to be limited to 1/4" in length only and are limited to, and for, use on the track, runways, and high jump aprons.
3. **Substances which may stain the artificial turf or track, such as crepe paper, food, candy, seeds, soft drinks, coffee, Vaseline, etc., must be kept outside the turf surface and track.**
4. The use of sharp objects or golf clubs on the artificial turf surface and track is prohibited.
5. **Only participants (coaches, players or officials) are permitted inside the playing area fence. This includes the track and field areas.**
6. Marking or painting on the track, turf, or other facility surfaces is prohibited. Competitors in track must use moveable markers.
7. Cheerleaders may use team run-through signs. However, such activity is limited to the blacktop area in the end zone and in front of visitor benches.
8. Only authorized maintenance vehicles are allowed on the track or artificial turf.
9. **The following are examples of activities not permitted inside the perimeter of the facility.**
 - a. **Bicycle riding**
 - b. **Pets**
 - c. **Skateboard riding/roller-skating/rollerblading**
10. **Unsafe, boisterous conduct, improper language, and other objectionable practices will not be allowed and must be controlled by user.**
11. **Alcoholic beverages or narcotics shall not be brought to, or consumed on school property. The use of tobacco (smoking or chewing) is not permitted on school property.**
12. Kicking or bouncing balls against the fence, grandstands, or any standing structure is prohibited.
13. Burning material of any kind is prohibited within the complex.
14. No signs are to be brought into the complex without prior approval. Approved signs may be posted within Conference rules.
15. **Any and all field manager/field supervisor directives must be observed and obeyed.**