

Guidelines for Calling in the Score of Games

- **Call in the score of each game to Headquarters (see listing for phone numbers) immediately after the end of the game.**
- When calling in the score, please provide the following information:
 - Location (the field on which the game was played)
 - Start time of game:
 - Age Group and Gender:
 - Game Reference Number:
 - Score (Home Team name, Away Team name)

 - Yellow Cards Handed out
 - Team Name
 - Player Number

 - Red Cards Handed out
 - Team Name
 - Player Number

 - Information on Other Incidents:
 - Injuries
 - Incident Report

SATURDAY INSTRUCTIONS FOR CONVENORS

- Arrive at field at least 45 minutes before the first game
- Put corner flags on the field
- Inspect and report any field condition problems to the office

- **30 minutes before the first game of any team**
 - Ask the coach to have the players line up with their books/IDs in hand in the sequence they are listed on the team roster (provided by the coach)
 - Check the photo to the player to validate ID of player
 - Have coach place the bracelet on the player
 - Remove the Referee payment tickets from the Game Sheet
 - Hand the game sheet to the HOME team (listed on the left side of the schedule) and have the coach fill out his/her section; the HOME team then gives the schedule to the VISITING team (listed on the right side of the schedule) who then completes his/her section and hands it back to the Convenor
 - The Convenor holds on to the game sheet until the end of the game for the referee to record the score and any cards issued
 - The white copy is to be filed into the field binder
 - The other 2 copies are to be given to each of the coaches
 - Call in the Game Score and any cards issued to the office (as per phone list provided)
 - Give the referee payment cards to the referee and assistants

- **15 minutes before a game in which both teams have already been checked in:**
 - Remove the Referee payment tickets from the Game Sheet
 - Hand the game sheet to the HOME team (listed on the left side of the schedule) and have the coach fill out his/her section; the HOME team then gives the schedule to the VISITING team (listed on the right side of the schedule) who then completes his/her section and hands it back to the Convenor
 - The Convenor holds on to the game sheet until the end of the game for the referee to record the score and any cards issued
 - The white copy is to be filed into the field binder
 - The other 2 copies are to be given to each of the coaches
 - Call in the Game Score and any cards issued to the office (as per phone list provided)
 - Give the referee payment cards to the referee and assistants

- **AT THE END OF THE DAY**
 - Remove the corner flags and return them to the office
 - Return the BINDERS to the office (in the event that there is a scoring dispute)
 - Pick up payment, if any

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FIELD CONVENOR GUIDELINES

Revised 08/09/03

FIELD CONVENOR GUIDELINES

Purpose

These guidelines are intended to help experienced and new Field Convenors understand the process and their duties as they relate to convening at the Challenge Cup.

As a starting point, please become familiar with the Tournament Rules to ensure there is a common understanding and interpretation of these rules. It is important that we all interpret these rules consistently to reduce confusion and misunderstanding.

General Responsibilities

As a convenor, your basic responsibility is to manage the "book keeping" part of the game and to keep order at your field. You are the official representative of the Thornhill Soccer Club and must be perceived as taking a neutral/impartial perspective on all matters. Keeping order includes the following:

- **Ensure suitable field conditions and equipment**
- **Ensure suitable officials available (referee and linespersons, where applicable)**
 - Managing referee payment tickets
- **Enforcement of player eligibility**
- **Record keeping**
 - Game sheets
 - Game scores
 - Yellow and Red Card situations
- **Mediate disputes, as needed**
- **Interpreting the Tournament Rules**
- **Ensuring games start and end on time, as per the schedule**

Field conditions and equipment

Each field must have nets and four (4) corner flags. Certain fields, specifically the ones in the Thornhill area (between Hwy #7 and Steeles Ave, and between Hwy #404 and Yonge St.) are equipped with permanent nets; you will only need to place corner flags on these fields.

Fields in the Unionville and Markham area may need to have nets installed prior to the start of the first game in the morning (Saturday); these nets will need to be removed immediately after the last game in the evening (Saturday). As with the Thornhill fields, you will need to place corner flags on these fields. You may be asked to install or remove the nets. If this is required you will be given further instructions.

Corner flags are to be removed by the last convenor and returned to the Thornhill Soccer Club office or the Tournament Headquarters.

Nets and corner flags are available from the Thornhill Soccer Club office.

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Game Officials

Every game must have a referee assigned by the referee coordinator. In the event that a referee does not show up for a game, contact the Tournament Headquarters immediately.

Game Official Assignment

The following are the guidelines in respect to assignment of linespersons.

AGE GROUPS	PRELIMINARY GAMES	PLAYOFF AND FINAL GAMES
U-08, U-09	NO	NO
U-10, U-11	NO	YES
U-12 and UP	YES	YES

Payment for Game Officials

All payments are made in cash at the Tournament Headquarters. Field Convenors will provide each Referee and Linesperson with a ticket (payment ticket) immediately after each game and upon completion of the game sheet and receipt of caution/ejection report(s). For your convenience, the tickets are attached to the game sheets.

The Referee and/or Linesperson are required to bring the ticket to the Tournament Headquarters for payment.

Information on the ticket:

- Type of game (Preliminary or Playoff)
- Age group
- Gender
- Game reference number
- Indication whether a REFEREE or LINE
- Amount of payment
- Thornhill Soccer Club logo

You must ensure you provide the correct ticket for each game.

Enforcement of Player eligibility

Please refer to the Tournament Rules regarding Player eligibility dealing with:

- Number of eligible players
- Guest players' eligibility
- Age groups and date of birth
- Proof of age

Only those players on the official team rosters and wearing a wristband may play in the game.

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Each player must have an official player's card/book/identification duly authorized by the appropriate district/association.

Checking Players' Cards prior to the start of the game.

As we did last year we are using a wristband system this year, you do not have to check cards at every game. All eligible, registered players will be wearing a wristband showing the player's name and shirt number. **YOU DO NOT HAVE TO CHECK THESE FOR EACH GAME.** Only if an opposing coach requests that you check them. If a player does not have a wristband they cannot play and the coach should contact the tournament headquarters.

If a player has a broken wristband and can show you the wristband, check the player book as you would under the "First Game by a Team" instructions below, if all is well, you may re-band the player. You will be given a small supply of wristbands.

If a player has lost their wristband and they want to play the game, please call headquarters and ask if the player is still a valid player.

If a player plays with someone else's wrist band, that team will be disqualified from that game and the win will be awarded to the other team as per the rules.

At the end of the game, if a player has been ejected (red card) you must remove and keep that player's wristband. The player must then report to tournament headquarters for a new band after they have served their suspension.

First Game by a Team

As discussed above, we are using a system of wristbands this year. If you are convening a team and it is that team's first game of the tournament then you will have to work with the team to put the wristbands on.

This process is quite simple. The coach will present you with three things; his team's wristbands (that were marked with the players names and numbers at registration), his team's player books and his team.

For each player, please do the following:

- match the name on the wristband to the name in the player's book
- match the photograph in the player's book to the player
- match the number on the wristband to the player's shirt number.

If all items match, then put the wristband on the player and trim the excess off the band.

Record Keeping

To help you in record keeping you will be provided with the following in your 'Convenor Binder':

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- Tournament Rules
- Field Convenor Guidelines
- Maps of field locations
- Specific game schedule for your field(s)
- Overall game schedule for all fields
- Game schedules for your age groups
- For each game:
 - Blank Game Sheet
 - Referee and Linespersons' payment ticket
- Blank forms
 - Spare Game Sheets
 - Yellow and Red Card reports
 - Blue special incident reports
- Forms to be completed if required
 - Record of Cautions and Ejections
 - Game Scores
 - Game Scores are to be reported to the Tournament Headquarters immediately after the game; also, provide information on Cautions and Ejections
- Copy of OSA Tournament Guidelines
- List of phone numbers.

Record Keeping guidelines

The following is a list of records you must manage:

- Game Sheets
 - Copy 1 goes to the Home Team
 - Copy 2 goes to the Visiting Team
 - Copy 3 is retained and sent to the Tournament Headquarters'
- List of Yellow and Red Card incidents
- Each incident must be reported to the Tournament Headquarters immediately after the game; provide the following information
 - Game reference (Age, Gender, Game #)
 - Team (receiving the Yellow/Red Card)
 - Team color
 - Player's number
 - Player's name
- Scores of Games
- Referee and Linesperson assignments

Game sheets

You should provide coaches with Game Sheets 30 minutes prior to the start of the game. Ensure the completed Game Sheet is returned to you at the end of the game.

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Mediating Disputes

As a representative of the Thornhill Soccer Club you must, at all times, take a non-partisan, impartial and neutral position on all matters of dispute. In the event of a dispute dealing with a referee's decision on the field, the referee's decision is not subject to dispute.

Where you are not able to or are unsure of how to handle a specific dispute, please refer the matter to the Tournament Headquarters. In the case of dealing with a protest, please refer to the Tournament Rules.

Interpretation of the Tournament Rules

We have made every possible effort to clearly document the Tournament Rules. However, there may be occasions where a different interpretation is possible. It is recommended that these incidents be reported and resolved at the Tournament Headquarters.

If you do not feel comfortable interpreting the rules... call headquarters, people will be there who can interpret the rules.

Summary of Specific Responsibilities

Your specific responsibilities as a Field Convenor may be summed up as follows:

Represent the Thornhill Soccer Club in a manner, which adds to the integrity of the game and the enjoyment by all.

- Maintain a positive and helpful perspective throughout the day.
- Enjoy the game and the company.
- Keep accurate and timely records.
- Provide information to the Tournament Headquarters in a timely manner.
- Keep track of what is going on and, where needed, hand-over your information to the next convenor; maintain a good flow of information.
- Ensure the field is always supervised (by a convenor) DO NOT just leave the field.

The following is a suggested schedule.

Time Lines

The following describes the general time line you should follow during the day:

- **Early morning (7:30 am)**
 - Arrive at field and ensure field is ready for play
 - You may need to install, maintain or repair nets and place corner flags. If there are no nets on a field, and you have not been asked to install them, please contact headquarters immediately.
- **30 minutes prior to a game**
 - Hand the blank Game Sheet to the Home team coach
 - Instruct coach to fill out the Home team side (column on the left)
 - Instruct coach to hand Game Sheet to Visiting team coach to fill out the right column and to return Game Sheet to you

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- **15 minutes prior to a game**
 - Ensure there is a referee (and linespersons, where applicable)
 - Contact the Tournament Headquarters if there is no referee
 - Ensure you have received a completed Game Sheet
- **At game time**
 - Ensure game starts on time and there are appropriate officials
 - Ensure all players on the fields have a wristband.
 - Inform coach of discrepancies and player ineligibility
- **At end of game**
 - Ensure referee fills out the scores on the Game Sheet and signs the form
 - Determine if there were any Yellow or Red cards
 - Note information on form and pull the players' cards from team
 - Remove the wristband for any player who received a red card.
 - Inform coach of status of removed wrist band and the process
 - Phone the game results to Tournament Headquarters
- **At end of day**
 - Remove nets when specified and corner flags at all times.
 - Return the Convenor Binder to the Tournament Headquarters

Please ensure the Convenor Binder is turned-over to your 'relief' person. Please do not leave the field if your relief person does not show up. Contact headquarters and we will send a relief person immediately.