



## Field Supervisor Duties and Responsibilities

Each home field host Association will provide a **Certified** Field Supervisor for every game scheduled at its own home field.

The Field Supervisor is responsible for ensuring a smooth, fun and safe experience for players and fans on game day.

### Duties include:

- Introduction to referees and both coaches before each game.
- Ensuring proper field set up and safety.
- Being visible and available to assist referees, players, coaches and spectators.
- Enforcing NSJFL and host field rules and regulations.
- Resolving disputes of all types in a professional and calm manner.
- Maintaining order and control during emergency situations
- Representing NSJFL and the host Association in a professional and friendly manner.

### General Reminders

- Keep the Field Supervisor Kit with you. It includes:
  - A copy of NSJFL RULES.
  - A list of contacts and emergency numbers for the NSJFL Board members as well as the physical address of the field location in case on an emergency.
  - The Field Supervisor badge/vest.
  - Incident/accident/injury report forms.
  - Score reporting forms.
- Be visible and available
  - Always stay close to the field.
  - Wear a visible vest or jacket indicating that you are the Field supervisor.
  - Indicate to Referees and coaches where you can be located.
  - If you need to leave the immediate area of the field, try to delegate the task to someone else, or assign someone who knows where you will be to notify you of a situation.
  - Record your name and games that you will be supervising that day, in case the Board needs to address a situation that occurred during your watch.

### Pre-Game Duties

- Find a site at the field where you can be easily located.
  - Site should be close to the field.
  - Should be able to see playing field and whole facilities.
- Remember you are there to monitor the field use, spectator conduct, and help to keep everything running efficiently.
- Monitor schedule and help to keep games on time.
- Inspect field for play
  - 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 head coach before each game.**
  - Discuss any special situations or issues regarding the facilities, schedule, warm ups, etc.
  - Address local facilities rules.
- Ensure home team is aware that they must provide a chain crew.
- **Greet Referees**
  - Show where they can place their personal items for safekeeping.
  - Address layout of facilities as needed.
  - Remind them of NSJFL-specific rules such as mercy rule, special team and kicking rules, etc, as provided on the NSJFL rule cheat sheet.

### **During the Game**

- In the event a dispute arises, assist referees, and mediate as necessary.
  - The referees usually are not educated about NSJFL-specific rules including weight limits, etc.
  - Any football related judgment call by the referees is final.
- Keep an eye on facilities.
- Record any injuries requiring medical assistance on the incident report forms in the Field Supervisor Kit.
- Record any contact with spectators, coaches, players etc that result in ejection, stalling of game, physical violence, etc. When in doubt, write it out!
- Ensure spectators remain in the spectator viewing areas.
  - Different fields have different viewing areas.
  - As a rule of thumb, the spectators should stay off of the field, sidelines, and behind any viewing area barrier.
- Ensure spectators, coaches, and participants follow the facility rules. We rent these facilities at the pleasure of the school districts. Failure to follow and enforce their rules will result in loss of facility privileges for the NSJFL.
  - There is no smoking at any NSJFL event and it is illegal on school property.
  - Pets are not allowed at any of the stadiums/fields.
  - Water is the only beverage allowed on any Field-Turf facility (unless otherwise noted).

### **After Game**

- Record the outcome (score) of each game in the Field Supervisor Kit.
  - Get the head referee to initial the score report form, then initial it yourself
  - Remember, you are the official scorekeeper!
  - This needs to be reported to the NSJFL Board Member in charge of updating scores.
  - E-mail the report Saturday night or Sunday.
- After the game, teams should move with all their equipment into the stands or to another off-field site to have their 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.
  - Be sure spectators are still observing spectator area boundaries during this time.
- Make sure teams have cleaned up all their gear and garbage.
- Remain on site until relieved by next Field Supervisor.
  - Hand over Field Supervisor Kit and badge/vest.
  - Do not remove anything from the Field Supervisor Kit.
- The Field Supervisor of the last game is responsible for:



- Reporting all scores recorded for that day at that facility.
- Returning the Field Supervisor Kit to the proper place or person for storage.

### **Tips for handling and resolving issues:**

- Medical Emergencies
  - This is the most important reason to be located near the field, available to help and being aware of the game.
  - Injuries and other situations requiring immediate medical attention
    - Delegate someone familiar with the area to dial 911
    - Know the physical address to the field
    - Tell the player's coach to inform the family
    - Clear an access for the emergency vehicle before it arrives
    - Fill out the necessary insurance forms as well as the NSJFL incident report form
    - Ensure play resumes as soon as possible
    - Continue to be of assistance to coach and/or family as needed
  - Injuries not requiring immediate medical assistance
    - Ask the coach if any assistance is needed
    - Perform or delegate assistance as needed (retrieve ice pack, locate/inform family, etc.)
- Conflict resolution
  - Any incident involving an assault of an individual
    - Contact local authorities immediately
    - Attempt to calmly and peacefully remove the individual from the area
    - Do not attempt to physically restrain an individual
    - Assist law enforcement with their investigation
  - Dispute between a coach/player and referee
    - Be available to assist the referee as needed
    - Confidentially remind the coach of his conduct code
    - Enforce any decision by the referee to eject an individual from the field of play
      - Escort the individual out
      - Do not allow play to resume until the individual has left
      - Record any ejection on the proper form
    - Report any misconduct of a referee to the NSJFL referee liaison
- Conflict between coaches
  - Immediately defuse the situation by offering to mediate dispute
  - Maintain an unbiased position, offering information and solutions as needed
  - Remind the coaches of their conduct codes
  - Remove any coaches as necessary from the field of play
  - Do not resume play until conflict is resolved
  - Record incident and any protest on proper form
- Conflict with Spectator
  - Approach spectator calmly and introduce yourself and inform them you are the assigned field supervisor
  - Ask them politely to discontinue behavior
  - If spectator refuses, calmly inform them you have the authority to stop the play on the field until the behavior ceases, if necessary, ask them to leave the facility



- After this warning, discontinue the conversation; calmly approach the nearest referee to inform them you are temporarily ceasing play on the field to resolve an issue.
  - Be sure your expectations are clear, but do not escalate the conflict
  - Inform the head coach or coaches of the situation; ask them for their assistance in handling the situation
  - Resume play as soon as the issue is resolved
  - Maintain professionalism and composure at all times
- As a very last resort, a game maybe cancelled to avoid further issues or to prevent the escalation of problems
  - BE SURE TO DOCUMENT ANY INCIDENT, SITUATION or INJURY as necessary. This documentation may be helpful in a variety of ways including suspensions, legal matters, insurance matters, protests and game outcome. Please report *your own* eye witness account of incident. Do not state someone else's account of the incident as your own. Always indicate in your report when you are expressing someone else's account of the incident. Include names and affiliations of all witnesses whenever possible. Remember; witnesses are okay to use, but your own account carries the most weight.

**The Field Supervisor is NSJFL's way to ensure that goal of fun, competitive play is met while maintaining a positive learning environment for our players, as well as protecting our resources (such as fields and referees) to continue to provide these experiences for all involved. NSJFL has given you the authority to make decisions that are in the best interests of the league as well as your association. Use this authority as needed, with professionalism and integrity as an NSJFL representative, and the league will support your decisions.**