

**VIRAL SPORTS NATIONAL CHAMPIONSHIP GAME**

**VOLUNTEER JOB DESCRIPTION**

Viral Sports Football League [VSFL] NATIONAL CHAMPIONSHIP GAME VOLUNTEER PACKET SUBMISSION DEADLINE IS 11/15/18 PLEASE REVIEW - VOLUNTEERS MUST COMPLETE THE APPLICATION, IMAGE RELEASE, AND WAIVER RELEASE OF LIABILITY. IF A MINOR (UNDER THE AGE OF 18 AT THE TIME OF VOLUNTEER REGISTRATION): COMPLETE THE ADDITIONAL FORM SIGNED BY PARENT OR GUARDIAN. EMAIL THE COMPLETED FORMS ONLY TO: corporate@viralsports.us THANK YOU FOR YOUR SUPPORT OF OUR YOUTH FOOTBALL EVENTS! Any questions? email [corporate@viralsports.us](mailto:corporate@viralsports.us)

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**VSFL NATIONAL CHAMPIONSHIPS GAME VOLUNTEER APPLICATION**

COMPLETE AND EMAIL THIS FORM TO: CORPORATE@VIRALSPORTS.US

Thank you for volunteering as a VSFL National Championship Game Staff. VSFL hopes to create lasting, happy memories of achievement and pride for our children. This is not possible without your help. Please take the time to read the volunteer opportunities included in this packet and a description of the duties involved.

PLEASE NOTE OFFICIAL VOLUNTEER CHECK IN WILL OCCUR ON THE FOLLOWING DATES:

FOOTBALL PLAYERS & VOLUNTEERS: Saturday, December 1, 2018 | 7:30 AM - 9:00 PM

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF ARRIVAL: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_ T-SHIRT SIZE: \_\_\_\_\_\_\_\_\_

Please indicate the days you are available by filling in **YES** next to the description and date. Additionally, be sure to indicate AM or PM shift for the days you are available to volunteer.

**\*\*\*\*\*PLEASE NOTE THESE TIMES ARE TENTATIVE DUE TO UNCONTROLLABLE CIRCUMSTANCES**\*\*\*\*\* Completion of this application does not guarantee a comped room. It is not the responsibility of VSFL and/or your Region, Association, Conference, or League to pay for flights, accommodations, or food.

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**VSFL NATIONAL CHAMPIONSHIPS VOLUNTEER JOB DESCRIPTIONS**

VOLUNTEER REGISTRATION AND CHECK-IN: Saturday, December 1, 2018 | 8:00 AM – 9:00 PM

**LATE** VOLUNTEER CHECK-IN: December 2, 2018 | 7:30 AM - 8:30 AM

Stockton, California **[location to be announced]**

**Registration:** We will meet at a location **to be announced**. Registration is the first interaction our youth athletes and coaches have at the VSFL National Championships. You will assist with the entire registration process for athletes and coaches including football weigh-ins, VSFL bag distribution, etc.

**DATE:** December 1, 2018 (FOOTBALL)

**A.M. SHIFT:** 8:00 AM – 2:00 PM

**P.M. SHIFT:** 2:00 PM - 8:00 PM

Field Marshals: Field Marshals ensure fair and equal play for all of our youth football athletes. VSFL is dedicated to our young athletes and believes that every child gets the right to play.

Field Marshals (3 per field) (1) ensure rosters are accurate (2) every child is present on the field (3) every child gets their mandatory plays (4) there are no incidents (5) and that there are no unauthorized people on the field.

**DATE:** December 2, 2018 **A.M. SHIFT** 8:00 AM – 2:00 PM **P.M. SHIFT** 2:00 PM - 8:00 PM

**DATE:** December 3, 2018 **A.M. SHIFT** 8:00 AM - 2:00 PM **P.M. SHIFT** 2:00 PM - 8:00 PM

**DATE:** December 4, 2018 **A.M. SHIFT** 8:00 AM - 2:00 PM **P.M. SHIFT** 2:00 PM - 8:00 PM

**DATE:** December 5, 2018 **A.M. SHIFT** 8:00 AM - 2:00 PM **P.M. SHIFT** 2:00 PM - 8:00 PM

**DATE:** December 6, 2018 **A.M. SHIFT** 8:00 AM – 2:00 PM **P.M. SHIFT** 2:00 PM - 8:00 PM

**DATE:** December 7, 2018 **A.M. SHIFT** 8:00 AM – 2:00 PM **P.M. SHIFT** 2:00 PM - 8:00 PM

***\*Tentative dates. Subject to change.***

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**VSFL NATIONAL CHAMPIONSHIP GAME FIELD MARSHAL DUTIES**

Field Marshal stations will be set up at the field. The stations will help our teams identify who and where you are if they need your assistance. Please wear the VSFL shirts we will provide to help identify you to our members. You will be given a copy of the venue layout at the Field Marshal meeting. You will be asked to sign in on the field sign in sheet (the field will have a clip board with the sign in sheet attached and will be kept in the VSFL Operations Office). The VSFL Operations Office location will be disclosed at the Field Marshal meeting. The Official VSFL station is generally at or near the Fieldhouse. Designated Program Directors are responsible for Field Marshal assignments, ensuring paperwork is delivered to and retrieved from Field Marshals for each game, and serving as the first line of communication for all Field Marshal questions. Founder / President Ramel Tiggett and Administrative staff will prepare the paperwork for each game, monitor player disqualification/injury information, and file paperwork. Administrative staff will also run the Complaint/Protest table in the VSFL Operations Office.

All Field Marshals will have radio contact to the VSFL Operations Office, Trainers, and Head Game Official.

Only three Field Marshals will be permitted on field and in station area (if there are more than three in the station area, we will likely ask you to help perform alternative duties as needed).

**Coaches will be informed at the coaches meeting to bring the water bottles we have given each player filled with water. Each child should write their name on their bottle. We will also be providing a water cooler filled with ice water at each team bench. The coaches will be instructed to check-in at a predetermined location, once they arrive, where they will be given a case of sport drinks for their team while supplies last.**

Please direct anyone with complaints or protests to the VSFL Operations Office and ask for Ramel Tiggett - he may schedule an appointment between the complaining/protesting parties.

**GAME PROCEDURES:**

No later than One (1) hour prior to the start of the (next) game, the Operations Office will deliver the **Game Report** to the Field Marshall for each team. The Field Marshal Game Report provides the following information:

● Team name and playing division of each team.

● Head coach names and contact info.

● A listing of any players who are disqualified or unavailable due to injury which requires a medical clearance.

● A form for you to report the score of the game.

● A form for you to record noteworthy incidents (good or bad) and report any info on officials (good or bad). If possible, please try to include names with these comments.

● Record any player ejections and injury information involving a declaration by the trainer that a player has or may have a concussion or is otherwise taken from the field to a medical facility.

● Record any play worthy of the Highlight film (detail quarter, time in, description)

● Ensure your name is on the form and hold all paperwork until it is retrieved by the Operations Office.

**Note:** Please refer anyone seeking directions to a medical facility to the VSFL station. If a child is taken away by ambulance, ask the driver and/or medical facility where they will be taking the child and inform the coach.

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Give the coach a **Resume Participation** form for any child removed by ambulance or who has been identified by the trainer as having suffered or may have suffered a concussion. Explain to the coach that the child will not be allowed to play again unless this form is returned signed.

**The following is a list of game responsibilities**:

1. Prior to the start of each game, introduce yourself to the head coaches & explain the game process.

(a.) Field Marshal will review the player identities against the Game Report. Review any player on the Game Report (see attached) who is listed for disqualification or medical unavailability.

(b.) Prior to the start of the game, the Field Marshals will call both coaches to mid field and introduce them to each other as well as the game officials.

(c.) Explain the **Mandatory Play Requirement** rule. THE MPR PROCEDURES ARE NOT OPTIONAL. Officials will pause at the end of the third **3rd quarter** so the Field Marshal can check each MPR sheet to ensure all players have the requisite number of plays. If any player has not received the required number of plays, that player MUST enter the game **AT THAT POINT**. If more than **11 players** need their plays completed, the game will be forfeit. Players will remain in the game until all of their plays are completed. Field Marshals shall monitor the recording of plays on the MPR until all players have their plays.

(d.) MPR personnel shall stand on the sideline AWAY from the team. MPR personnel shall not “coach” or otherwise give direction or pointers/tips to players in the game or on the sideline. If a Head Coach has any issues with the MPR person, the Head Coach can request the person be replaced. **We will honor this without question to avoid any incidents.** The team supplying the MPR monitor must immediately replace that person with someone already credentialed from their sideline.

(e.) It is the Head Coach’s responsibility to check with the MPR personnel to know how many plays his/her players have. It is NOT the MPR personnel’s responsibility to report the plays his/her players have. It is NOT the MPR personnel’s responsibility to report the number of plays to the Head Coach.

(f.) **NOTE:** National Championship Games **must complete** Three (3) Over Time periods before a tie can be declared. Review the rules with Coaches and Officials prior to the game. After Three (3) Overtime periods have ended only then does a Tie score end in Tie game.

3. Only adults with proper credentials will be allowed onto the sideline. At the coaches meeting, all coaches will be informed of the process:

(a.) At check-in, all rostered coaches and appointed MPR person(s) will sign adult waivers and be given credentials for the day (if they have not been checked and certified by the Regional Director or Regional Staff).

(b.) Credentials and number of sideline personnel will be governed by VSFL (see rule book page 30). If the coach wishes to allow a parent on the sideline for photographs, they are to bring this individual to the Field Marshal station to sign adult paperwork and receive credentials.

(c.) Any other individuals requesting access to the sideline must have the Head Coach’s permission and must be deemed reasonable by the Field Marshal, like a local reporter (credentials required) or League Officers. Said individuals must sign adult waivers. **Please** do not be unreasonable. The main goal is for all to enjoy the event.

(d.) Field Marshals have the right to ask anyone who is disruptive to exit the sideline area. If you ask someone to leave the sideline and they refuse, use the provided radio to contact the security on site. Do not engage in a confrontation with anyone.

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