

Tournament Administrative Responsibilities

The tournament can only be held because a large number of people help out. Basically, we have three roles and the following is a discussion of these roles and the associated responsibilities.

Site Coordinator

1. Provides the fields, nets, and ensures that fields are properly lined.
2. Provides officials for the fields.
3. Notifies the League Commissioner (703-406-8550) or Chris Martin (703-476-6611), and the Division Commissioners for their site in case of game cancellations due to the weather.

Generally, the site coordinator is the SFL Club Representative for club hosting a given tournament site.

Division Commissioner

The applicable SFL Club Representatives confirmed the division commissioners. If you have a question on why you were chosen, then contact your SFL Club Representative. Being a division commissioner is not a complicated task and basically requires you to be on the field when your team is scheduled to play a game. The following are the specific responsibilities for division commissioners.

1. Prepares a game board for their division and ensures that the scores are posted. If the division commissioner's team loses, then the board is given to the new division commissioner who assumes this responsibility. In some cases, the division commissioner's team may not play until later in the day. Therefore, the game board may not be available until the division commissioner's team plays its game.
2. Notifies the teams in their division of game cancellations. In the case of inclement weather, the division commissioner should also notify the teams in their division if games are going to be played. This responsibility remains with assigned division commissioner even if the division commissioner's team loses before the final tournament division game.
3. Arranges pickup of their trophies. Your package has a listing of who is going to pick up your trophies. Generally, this is the site coordinator and hopefully, this person has already discussed with you how this is going to work. However, in some cases, in order to reduce the travel requirements, we are having someone bring the trophies to the tournament site. Regardless, make sure that you have a clear understanding of how you are going to get the

trophies. The tournament letter discusses how trophies are handled should your team lose before the final game.

4. **Rosters. The division commissioner is no longer responsible for collecting rosters.** However, each team is required to present their roster to the other team **BEFORE** the start of their game. **IF A TEAM DOES NOT HAVE A ROSTER, THAT TEAM FORFEITS THE GAME**, the referee is notified that the game will not be played, and both teams leave the field of play.
5. In the case of teams playing the “round robin” tournament format, determines the final team rankings for the division.

Trophy Pickup

Some people are selected by their SFL Club Representative to pick up trophies and deliver them to a tournament site. A sheet is contained in your package giving you instructions on how to pick them up and the directions. Please make sure that you pick up your trophies by the Friday night before the tournament and that you take them to your first game. If you have any questions on how to get the trophies to the proper person, give them a call. Your package contains the necessary contact information.