



# OHIO STATE TOURNAMENT

## INSTRUCTIONS FOR COMPLETION OF THE FIELD SUPERVISOR REPORT FORM

1. Accurately and neatly record ALL information.
2. Complete all of the Information sections (above the playing time sections) before each game.
3. Fill in all sections of the form including referee names and field numbers.
4. Use a stopwatch so that substitution times may be accurately recorded.
5. Sit on the coaches' side of the field at the centerline, next to the parent volunteer from the opposing team but leaving sufficient room for substitutes.
6. Be sure to record Substitution and Scoring information for BOTH teams.
7. **SUBSTITUTIONS: (DURING THE FOUR QUARTERS OF REGULATION PLAY ONLY)**
  - A. Record the shirt number of all players in number order
  - B. For all team members who begin a quarter as a substitute, record the full time of the quarter in the "Time Out" column for each substitute (e.g. 15:00 for games with fifteen minute quarters.)
  - C. Note the time when a substitute is at the midfield line to be put into the game in the "Time In" column
  - D. Upon completion of the substitution, record the time remaining in the quarter in the "Time Out" column for each of the team member(s) coming off.
  - E. Upon completion of the substitution or the end of the quarter, calculate the time - in minutes - for entering players by subtracting the time entered in the "Time In" from the "Time Out" column, and enter that time in minutes in the "Min" column
  - F. Upon completion of each quarter, calculate the time - in minutes - for all remaining substitutes and enter that time in minutes in the "Min" column
  - G. Show "0" for players that play every minute of a quarter.
  - H. Compare all entries with the opposing team's Field Supervisor upon the completion of each substitution. Both the opposing team's Field Supervisor's and your Report Form should agree on the log entries as they are made and the entries that they make should be identical to yours.
  - I. NOTE: Any discrepancies or unresolved disagreements MUST be presented to the teams' coaches immediately for resolution.
  - J. If the disagreement cannot be resolved, both coaches must immediately notify the appropriate Field
  - K. Each player is expected to be given the opportunity to play the equivalent of two full quarters.
    - (1) Any team member who has not been a player for a minimum of the equivalent of one full quarter should be reported to the responsible Coach as soon as possible after the second quarter.
    - (2) Any team member who has not been a player for a minimum of the equivalent of two full quarters should be reported to the responsible coach as soon as possible after the third quarter.
  - L. Any violation of the minimum required playing time may result in forfeiture for the game and elimination from the tournament.
  - M. While it is the coach's responsibility to ensure each player gets the opportunity to play the equivalent of two full quarters of play. Failure by the Field Supervisors to warn the Coach of potential problems may relieve the coach of that responsibility.
8. **SCORING:**
  - A. For the Four Quarters of Regulation Play:
    - (1) Record each goal scored with an "X" in the appropriate box for each quarter.
    - (2) Record the total for ALL goals scored for each quarter in the appropriate box (Q 1, Q 2, Q 3 or Q 4)
  - B. For the Two Additional Tie Breaking Playing Periods: (If tied after the four quarters of regulation play)
    - (1) Record each goal scored with an "X" in the appropriate box for each quarter.
    - (2) Record the total for ALL goals scored for each quarter in the appropriate box (Q 5 or Q 6)
  - C. For Kicks from the Penalty Mark: (if still tied after the Two Additional Tie Breaking Periods)
    - (1) Record the shirt number of each team's Kicker as they take their Kicks.
    - (2) Record each Kicker's result with an "X" for a goal and a "O" for a miss
  - D. Record the final score of the game including ALL goals scored in Regulation Play, the Additional Tie Breaking Playing Period (if any) and Kicks From the Penalty Mark (if any)
9. **SIGNATURES: Have both team's Head (or senior) Coach sign.**
10. The completed form should be given to the winning Coach for turn in to the Tournament Committee