

Game Day Volunteer Instructions

Field Setup	2
Clock/Scoreboard Operator (Connor Field)	3
On-Field Scorekeeper	4
Penalty Timekeeper	5
Culture Keeper	6
Announcer (Connor Field)	6
Field Take Down	7
Music Instructions for Connor Field	8
Scoreboard Instructions for Connor Field	9
Equipment Checklist for Field Take Down	10

Game Day Volunteer Instructions

Field Set Up

This only occurs if you are the 1st Game of the Day at Connor Field or if the field set-up needs to be modified due to a U9 or G11 game.

Arrive 30 minutes prior to the game start. Because this is the first game of the day, responsibilities include:

- Open equipment shed and the announcer box over the field. (Code to the keys is XXXX)
- Turn on the power to the scoreboard. (Flip button to on in the switchbox)
 - If the power doesn't turn on, it means it was accidentally turned off on the scoreboard itself. This "should" never occur.
- Raise the flag. (Flag should have be in the shed on the equipment boxes)
 - Two flags to be raised.
- Get the field set up for the first game of the day. Position orange pylons, the sideline table and chairs, goals, and the endline balls accordingly (usually 6-10 endline balls is sufficient)
 - Note – U9 and G11 will play across the field the short way.
- Open the announcer booth. (There are two keys – one opens the booth)
- **Make sure the key is returned to the proper spot before the game begins.**

Game Day Volunteer Instructions

Clock/Scoreboard Operator at Connor Field

This individual will sit in the box above the field. Check with the referees prior to the start of the game to confirm the duration of periods and/or running clock, as well as the amount of time between the periods. See also the 2015 Boys and Girls rules regarding period times.

Responsibilities include:

- Running and stopping the game clock and scoreboard. See separate instructions in the booth (also on page 9).
 - Troubleshooting: If the scoreboard doesn't work, there is a switch on the back of the actual scoreboard that may be turned to the "off" position. This should always be left to the "on" position, using the switch in the shed to turn off and on.
- Play the national anthem before the game.
 - See separate instructions in the booth (also on page 8). Play the "second" version.
- Play music before the game and at halftime (optional).
- Sound a horn at the end of the period (this may also be done by the on field scorekeeper, as the on-field scorekeeper is the official game timer).
 - See Rules as sideline horns are permitted for U9 and U11 only.

Typical Youth Game Times (can be modified by officials)

- Boys U9: Usually 12-minute running-time (quarters). Could also be 10-minute running-time.
- Boys U11: Usually 10-minute stop-time (quarters), but could also be 12-minute running-time or 8-minute stop-time (quarters).
- Boys U13 & U15: 10-minute stop-time (quarters)

- Girls G11, G13, and G15: 20-minute running-time (halves). Stop-time in last two minutes of each half.
- Girls U9: 10-minute running clock (quarters).

Running-time: Clock only stops on timeouts and injuries.

Stop-time: Starts and stops on referee whistle, goal, timeouts, injuries, and the end of each period.

Game Day Volunteer Instructions

On-Field Scorekeeper

This individual will sit at a table on the sideline, and is the official scorekeeper and game timer. Check with the referees prior to the start of the game to confirm the duration of periods and/or running clock, as well as the amount of time between the periods. See also the 2015 Boys and Girls rules regarding period times.

Rosters: Will need to get a roster for each team listing player name and jersey number. Sample scoresheet on page 11

Running-time: Clock only stops on timeouts and injuries.

Stop-time: Starts and stops on referee whistle, goal, timeouts, injuries, and the end of each period.

Count-Down and End of Period Announcements:

- **2-minute warning:** Announce when there is 2 minutes left in a period
- **1-minute warning:** Announce when there is 1 minute left in a period
- **10-second countdown:** Count down “out loud” the last 10 seconds from 10 to 0 for the end of each period. *May want to ask if the officials/coaches want an additional warning at 20 seconds.*

Timeouts: Typically 1 minute

Time Between Quarters: Typically 2 minutes

Halftime: Typically 5 minutes

Typical Youth Game Times (can be modified by officials)

- Boys U9: Usually 12-minute running-time (quarters). Could also be 10-minute running-time.
- Boys U11: Usually 10-minute stop-time (quarters), but could also be 12-minute running-time or 8-minute stop-time (quarters).
- Boys U13 & U15: 10-minute stop-time (quarters)

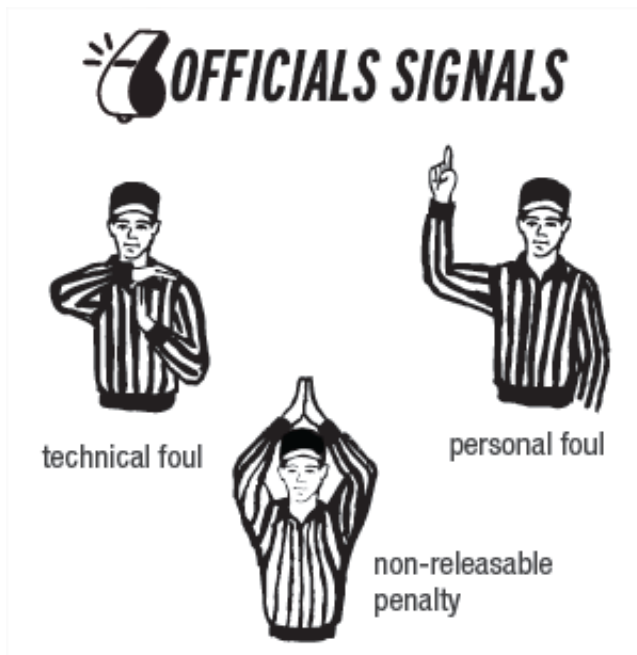
- Girls G11, G13, and G15: 20-minute running-time (halves). Stop-time in last two minutes of each half.

Game Day Volunteer Instructions

Penalty Time Keeper

This individual will sit at a table on the sideline. When a penalty is called, the player will stand/kneel by the table until the penalty has expired. The referee will indicate the penalty time. Penalty Time Keepers will count down the last few seconds of the penalty (typically a count down from 10 to 0 or 5 to 0 seconds) and then release (send/release) the player back onto the field with the penalty is over. If the penalty expires during a face-off, the player should not be released back onto the field until possession is called by the official.

- **Running-Time:** Penalty timing begins with the next whistle resuming play. Running-time penalty timing stops for timeouts, injuries, and at the end of a period.
- **Stop-Time:** Penalty timing starts and stops on the official's whistle.
- **Fouls:** Technical Fouls are typically 30 seconds, and Personal Fouls are typically 1 or more minutes. Unless the penalty is non-releaseable, players serving these penalties are "released" from the penalty when the time is served or when the opposing team scores.



<http://www.uslacrosse.org/rules.aspx>

Game Day Volunteer Instructions

Culture Keeper (Sideline Coach) at Connor Field

This position is responsible for reminding overly "enthusiastic" parents/spectators to "Honor the Game" and respect the ROOTS of Positive Play. This is a required position by U.S. Lacrosse for both HOME and AWAY games.

This means:

- **R**ules: We refuse to bend the rules to win.
- **O**pponents: A worthy opponent is a gift that brings out our best.
- **O**fficials: Show respect even when we disagree.
- **T**eammates: Never do anything to embarrass our team.
- **S**elf: We live up to our own standards even when others don't.

If this position encounters an unacceptable behavior from a parent or spectator, which appears to be recurring, they should contact the Volunteer Coordinator for additional assistance.

Announcer at Connor Field

This volunteer position is optional. This position sits in the scoreboard box above the field next to the Clock/Scoreboard Operator and announces the scoring player names/numbers. They may also announce assists and other critical plays.

Game Day Volunteer Instructions

Field Take Down - Last Game of the Day at Connor Field

Upon completion of the last game of the day, this position is responsible for returning the orange pylons, sideline table and chairs, and supply bin to the equipment shed. Additional responsibilities include:

- Turn off the power to the scoreboard. (Turn off via the switchbox in the shed)
- Make sure the scoreboard box area is locked and the key is returned to the proper location. (Both booth and shed keys are maintained together)
- Take both flags down, fold, and put it in the shed.
- Complete an equipment check to make sure there are sufficient supplies, i.e., score sheets, sufficient balls, pencils, penalty clock timers (2), horn, first aid kit, etc., for the next game. A checklist will be provided, along with whom to communicate needed supplies to.

STOP! Did you remember.....

- **Lock the booth**
 - **Put the keys back**
 - **Take down & fold the flag**
 - **Switch off the Scoreboard**
 - **Write down what is missing from the equipment bin? (see separate list or page 10)**
- THANK YOU!!**

Game Day Volunteer Instructions

Music Instructions

Turning on the music:

1. Make sure the white i-pod is connected to the back of the ***crown*** equipment.
2. Turn on three (3) power switches:
 - a. one on ***shure***
 - b. one on ***crown***
 - c. one on **QSC**
3. Turn on i-pod (it might already be on) and start music during warm-ups. Use "**MASTER**" volume knob or ***crown*** box to turn the volume up or down.
4. There are two (2) versions of the National Anthem on the i-pod. Chose the second version – it's shorter.
5. About two minutes before the game ask the players to line up for the anthem.

Game Day Volunteer Instructions

Scoreboard Instructions

Before you turn on the scoreboard, check on the following:

- Is the circuit breaker thrown to "ON" in the shed?
- Is the board plugged in – in the booth?
- Is the small black antenna on the board 'up'?

Running the scoreboard:

1. Plug in the scoreboard.
2. Put up the small back antenna.
3. Push the **ON** button.
4. Hit the **CODE** button and then **66**, **ENTER**.
5. Set the time by hitting **TIME SET**, then how much pre-game time and **ENTER**.
6. Follow the prompts if you want to set up the time for the quarters.
7. The silver **TIME OUT/IN** toggle switch is used for Stop-Time games. (At the refs whistle or at the scrum.)

Troubleshooting:

- Just because the lights are on in the booth does not mean the circuit is on in the shed (different circuits).
- Is the small black antenna pointing to the ceiling?
- There is a switch on the back of the actual scoreboard at the end of the field. Sometimes volunteers turn that to the 'off' position. Check that.

Game Day Volunteer Instructions

EQUIPMENT LIST

(Please take a minute to write down what was missing!!)

	Description	Date Added	Date Replaced
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			