

Volunteer Information

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NOTE: This is meant to be a reference. It may not be all-inclusive and/or team parents may use slightly different job descriptions for girls/boys youth and/or HS games.

Volunteer Information

FIELD SETUP

This only occurs if you are the 1st Game of the Day at Connor Field.

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)
 - There are two keys – one opens the booth.
 - **Make sure the key is returned to the proper spot before the game begins.**
 - Remove windows on the announcer box.
 - If raining, consider getting the orange canopy for the in-field scorer's table (this is in the main storage and will need additional code to access).
- Turn on the power to the scoreboard. (Flip button to ON in the electrical 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 flags. (Flag should be in the shed on the equipment boxes)
 - Two flags to be raised.
 - US Flag on the tallest flag pole and Wisconsin flag on the shorter pole.
- Start clock to run down to 2 minutes prior to the game time (or allow clock operator to do that).
- Turn on/test sound system (3 separate power switches). See page 8 or allow announcer to do that.
- VARSITY ONLY: Place video equipment and walkie talkies in pressbox.
- Get the field set up for the first game of the day. All equipment should be in the shed.
 - Position orange pylons/cones at all corners of the field, midfield on the press box side, and on each side of the sideline table (substitution/penalty box). There are 7 cones in total.
 - Place Scorer's table and 4 chairs at the back of the substitution box.
 - Game Box (test back-up timers) – use rocks to hold down penalty forms.
 - Immediately prior to the game (once the teams have left the field from warm-ups), place ~ 6 balls for youth and ~10 balls for varsity (evenly spaced).
 - , the sideline table and chairs, goals, and the endline balls accordingly (usually 6-10 endline balls is sufficient)
 - Note – Some of the younger levels (U8 and G11) will play across the field the short way.
- **Make sure the key is returned to the proper spot before the game begins.**

NOTES: Games for U8 and G11 have a modified field format.

Volunteer Information

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.

Responsibilities include:

- Running and stopping the game clock and scoreboard.
- Set Clock to run down to 2 minutes prior to the game time.
- 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).

Typical HS Game Times

- Boys: 12-minute stop-time quarters.
- Girls: 25-minute stop-time halves.

Typical Youth Game Times (can be modified by officials)

- Boys U8: Usually 12-minute running-time (quarters). Could also be 10-minute running-time.
- Boys U10: Usually 10-minute stop-time (quarters), but could also be 12-minute running-time or 8-minute stop-time (quarters).
- Boys U12 & U14: 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 G9: 10-minute running clock (quarters).

Timeouts: Typically 1 minute

Time Between Quarters: Typically 2 minutes

Halftime: Typically 5 or 10 minutes

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.

Volunteer Information

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.

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.*

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- Girls: 25-minute stop-time halves.

Typical Youth Game Times (can be modified by officials)

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Timeouts: Typically 1 minute

Time Between Quarters: Typically 2 minutes

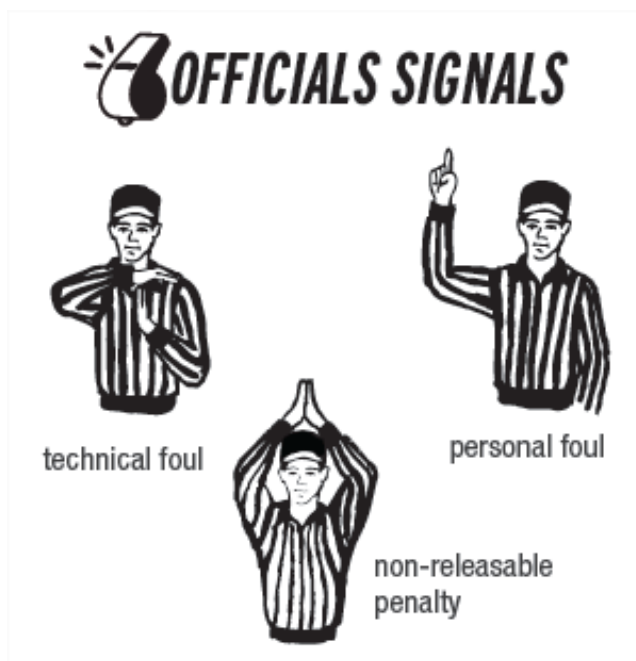
Halftime: Typically 5 or 10 minutes

Volunteer Information

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-releasable, 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>

Volunteer Information

CULTURE KEEPER (SIDELINE COACH)

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 position should also introduce themselves to the referee, particularly at HOME 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 their applicable Age Level Manager or Director for additional assistance.

ANNOUNCER AT CONNOR FIELD

This volunteer position is optional but is really a perk for the kids if it is filled.

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.

This position also plays the National Anthem at the start of the game and music at half time.

Volunteer Information

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 the following:

- Pick up game balls and return to the shed.
- Returning the orange pylons, sideline table and chairs, and supply bin to the equipment shed.
- Turn off the power to the scoreboard. Turn off via the switch on the electrical panel in the shed.
- Lower flag(s), fold, and put it in the shed.
- Pressbox
 - Put windows back in pressbox.
 - Turn off sound system (3 switches).
 - Turn off lights.
 - Lock pressbox door, and make sure the key is returned to the proper location. (Both booth and shed keys are maintained together.)
 - Latch chain across stairway.
- Make sure field gate is closed.
- Pick-up any remaining trash in the spectator and player bench areas.
- 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.....

- **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!!

Volunteer Information

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.
6. Microphone plugs into the wall
7. If there is a warm-up CD, the black cord plugs into the CD player.

Volunteer Information

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**. (i.e. TIME SET Button 12:00 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.) (i.e. IN SWITHC)
8. Goals - + 1 to ADD a goal.
9. Reset score by type in Score and Enter.

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.

Volunteer Information

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			

Volunteer Information

Verona High School Lacrosse Scoresheet

Date: _____



Team Name	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Final
Verona (V)	1	2	1	1	5
Milwaukee	1	2	0	1	4

GOALS

Number	Team	Name	Goal (Period)
4	V	Edwards	1 (4:40)
21	M		1 (3:30)
11	V	Jeske	2 (9:16)
18	M		2 (7:15)
23	V	Myland	2 (1:42)
21	M		2 (1:30)
3	V	Jeske	3 (2:50)
14	M		4 (3:30)
4	V	Edwards	4 (1:50)

PENALTIES

Player	Team	Length/Clock Time	Penalty
25	V	1:00 (3:17)	Slash
8	M	.30 (6:50)	Push
11	V	.30 (7:15)	Push
22	V	1:00 (10:05)	Body Check
20	M	1:00 (2:15)	Slash

Signed: _____