

Game Day Volunteer Duties – Youth Boys and Girls

The following is a non-exclusive list of duties for all game day volunteers. Please note that duties may change from time-to-time as situations dictate.

Field Set-Up and Tear-Down:

First Game of the Day, Pre-Game:

- Set-up scorer's table and chairs at midfield on coaches' side of the field
- Place cones at field corners, midfield on far side (spectator's side), and far ends of player entry/exit boxes (see diagram in field binder for reference)
- Set-up trash bag at scorer's table
- Place six (6) game balls (must be NOCSAE approved), roughly evenly-spaced, along each end line, just out-of-bounds
- Assist coaches with goal set-up, if required

First Game of Day, Post-Game:

- Assist coaches in switching field orientation, if required
- Make sure all trash is cleared from the sidelines (make the players do it!)
- Retrieve all game balls and place them in the game day box
- Retrieve all cones and place them in the game day box
- Assist coaches with goal tear-down, if required

Middle Games, Pre-Game:

- Assist coaches in switching field orientation, if required
- Place cones at field corners, midfield on far side (spectator's side), and far ends of player entry/exit boxes (see diagram in field binder for reference)
- Place six (6) game balls (must be NOCSAE approved), roughly evenly-spaced, along each end line, just out-of-bounds
- Assist coaches with goal set-up, if required

Middle Games, Post-Game:

- Assist coaches in switching field orientation, if required
- Make sure all trash is cleared from the sidelines (make the players do it!)
- Retrieve all game balls and place them in the game day box
- Retrieve all cones and place them in the game day box
- Assist coaches with goal tear-down, if required

Last Game of Day, Pre-Game:

- Assist coaches in switching field orientation, if required
- Place cones at field corners, midfield on far side (spectator's side), and far ends of player entry/exit boxes (see diagram in field binder for reference)
- Place six (6) game balls (must be NOCSAE approved), roughly evenly-spaced, along each end line, just out-of-bounds
- Assist coaches with goal set-up, if required

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Last Game of Day, Post-Game:

- Make sure all trash is cleared from the sidelines (make the players do it!)
- Make sure trash bag is placed in proper receptacle at field site
- Retrieve all game balls and place them in the game day box
- Retrieve all cones and place them in the game day box
- Ensure, field clock, horns, scoreboard, score books, and other field gear is stored neatly in the game day box
- Assist coaches with goal tear-down, if required
- Wipe down and tear-down scorer's table and chairs
- Ensure the WLC team manager from the last game has all game day equipment
- If any equipment is damaged, malfunctioning, or missing, notify the WLC team manager from the last game

Scoreboard / Score Book:

Pre-Game:

- Make sure scoreboard is situated on scorer's table in clear view of the referees
- Confer with coaches and / or managers from both teams to ensure game day rosters are correct
- Transfer rosters / lineups to the score book
- Confer with coaches from both teams to determine which statistics will be kept for the game; at the youth level, statistics are typically limited to the following, although an even smaller subset is sometimes requested:
 - Goals
 - Assists
 - Shots
 - Shots-on-goal
 - Saves
 - Penalties
- Confer with spotter to ensure statistics requirements are clear, and to determine how statistics will be communicated using team or team color, jersey number, and relevant statistic(s)

In-Game:

- When a goal is scored, change the scoreboard accordingly; ensure the scoreboard shows the correct score for each team; if there is a question about the score, confer with the referees to ensure the score is correct
- Ensure the scoreboard shows the correct period of play
- If an opposing team manager or official is also keeping score, confer with that person at the end of each period of play to ensure the score is correct
- For recording statistics, rely on the spotter to provide the correct team, jersey number, and statistic, and record that information in the score book adjacent to the player's jersey number; when in doubt confer with the spotter to ensure the right information is recorded

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- When documenting penalties, record in the score book the team, jersey number, name of the penalty (slash, cross-check, etc.), the penalty duration, and the game time at which the penalty occurred; confer with the time keeper to ensure the penalty duration and game time are accurate; when in doubt, confer with the referees to ensure the penalty is recorded correctly

Post-Game:

- Confer with the referees and the opposing team manager or official to ensure the final score is accurate
- Confer with the spotter to verify the accuracy of the recorded statistics
- Record the result (W or L), the final score, and the date in large letters at the top of the score page, ensuring that other information is not obscured by the marking, and initial next to this notation
- Confer with the opposing coach, team manager, or other official to determine if they need your tally of statistics; if so, provide that information
- Return the scoreboard and score book to the game day box
- If the scoreboard is damaged or missing, or the score book is full, notify one of the WLC team managers or youth directors immediately

Spotter / Statistics:

Pre-Game:

- Confer with scorekeeper to ensure statistics requirements are clear, and to determine how statistics will be communicated using team or team color, jersey number, and relevant statistic(s)

In-Game:

- Closely monitor the game
- When an in-game event triggers recording a statistic, clearly inform the scorekeeper by providing the team or team color, jersey number, and statistic(s), using the communication format determined before the game, for example:
 - Waukesha goal, 10, unassisted
 - Black goal, 90, assisted by 42
 - Black shot-on-goal, 42, save Purple 22
 - Waukesha shot 90 (Note that no save is recorded for a shot that is not on-goal)
 - Penalty, Black 10, slash, one minute, at 8:37
 - Penalty, White 11, unsportsmanlike conduct, two minutes non-releasable, 11:25
- At the youth level, the most important statistics are goals, assists, saves, and penalties; make every effort to get these correct, sacrificing the others if necessary
- When in doubt regarding a goal or penalty, confer with the referees to ensure these are recorded correctly

Post-Game:

- Confer with the scorekeeper to verify the accuracy of the recorded statistics

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Field Clock:

Pre-Game:

- Familiarize yourself with the difference between a “releasable” and “non-releasable” penalty; this will come into play when timing penalties
- If rain or precipitation is occurring or expected, ensure the weather-resistant cover is in-place over the field clock
- Ensure the timer, penalty timer, and horn functions are all operating correctly
- Ensure a functioning air horn is available within arm’s reach of the field clock
- Confer with the referees to ensure the game timing requirements are clear – games typically run with 10 minute (or 8 minute, depending on age level) stop-time quarters, or 20 minute running-time halves; if a game ends in a tie, a final, four minute sudden death period may be played
- Confer with the coaches to ensure the game timing requirements are clear
- Confer with the referees to determine their special time notification requirements, e.g., verbal notification of one or two minutes left in a play period, etc.
- Confer with the coaches to determine their special time notification requirements; most coaches ask only for a verbal notification of two minutes, one minute, and 30 seconds remaining in a play period
- Confer with the referees to determine game horn requirements; under most circumstances the air horn is sounded only at the end of each play period
- Set the game timer for the correct period time, and ensure all penalty timers are set to zero

In-Game:

- When the referee whistles the start of the game and the start of each subsequent play period, start the game timer; this timer will remain running until the referee whistles a stoppage in play; a whistled play stoppage may result from:
 - A goal
 - A change of possession due to the ball or ball-handling player out-of-bounds
 - A ball out-of-bounds as a result of an errant shot or shot-on-goal, regardless of whether there is an ensuing change of possession
 - A change of possession due to offsides, illegal procedure, restraining line violation (early release), etc.
 - A change of possession due to a non-flagged on-field infraction such as warding, loose-ball push, push with possession, playing with the free hand, etc.
 - A penalty
 - An injury
 - A referee-initiated “teaching moment”
 - Any other referee-initiated whistled stoppage
- EXCEPTION: When running-time periods are used, the game timer will remain running for the entire period except if play is stopped due to an injury or a penalty; under these circumstances, the timer will remain stopped until the referee whistles the restart of play
- Restart the timer when the referee whistles the restart of play
- In the event of a penalty, the following protocol should be used:

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- Stop the game timer on the referee's whistle
- Enter the correct penalty time using one of the two available penalty timers; when in doubt, confer with the referee to ensure the correct penalty time is entered
- Restart the game timer when the referee whistles the restart of play; restarting the game timer will automatically start the penalty timer; stopping the game timer automatically stops the penalty timer
- Verbally notify the penalized player by name or jersey number when 10 seconds remain on the penalty clock, when 5 seconds remain on the penalty clock, and when the player is "released" (the penalty clock buzzer will sound when the penalty timer reaches zero)
- In the event of a second concurrent or semi-concurrent penalty, follow the same protocol using the second penalty timer
- In the unlikely event of a third or greater number of concurrent or semi-concurrent penalties, the same protocol should be used, but it may be necessary to manually time the additional penalties using a watch or stopwatch (this is rare, but it does happen)
- If a penalized player is "released" due to the opposing team scoring a goal (a "releasable penalty"), stop the game and penalty clocks, reset the penalty clock to zero, and verbally notify the penalized player that he or she is released; restart the game clock when the referee whistles the restart of play
 - In the case of multiple "releasable" penalties assessed against the same team, penalized players are "released" one-at-a-time in the order they were penalized
- Provide the referees and coaches with their requested special timing notifications
- Sound the air horn to signal the end of a play period
- Time the play stoppages between play periods and notify the teams and referees when these stoppages have expired
 - When playing a game separated into quarters, there is a maximum two minute break between the first and second quarters, and between the third and fourth quarters; there is a maximum five minute break between the second and third quarters (halftime);
 - When playing a game separated into halves, there is a maximum five minute break between the first and second halves (halftime)
 - The teams and referees may agree to shorter play stoppages between periods
 - Indicate the end of these play stoppages using the game clock buzzer or a SHORT blast from the air horn, followed by verbal notification if necessary

Post-Game:

- Ensure the game clock is powered off
- If precipitation occurred during the game, ensure the clock and weather-resistant cover are dried thoroughly
- Return the field clock and air horns to the game day box
- If the field clock or air horns are damaged, malfunctioning, or missing, notify one of the WLC team managers or youth directors immediately

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Culture Keeper:

Each team has been requested by US Lacrosse and the WLF to provide a culture keeper for every game. This person's role is to ensure that his or her team's fans and spectators behave in accordance with the "spirit of the game." In a nutshell, that means letting the players play, the coaches coach, and the officials officiate.

Although it is certainly acceptable to be boisterous and enthusiastic – this is a competition, after all – it is important to realize that the purpose of youth lacrosse is to teach the game, and to teach sportsmanship and respect for teammates, competitors, coaches, officials, and spectators. It is important to win and lose graciously and with dignity. Taken as a whole, this is the "spirit of the game."

We have all attended youth sporting events where parents and spectators cross the line by communicating negatively with opposing players, coaches, fans, and the officials. We may have been these parents ourselves. This type of behavior detracts from everyone's enjoyment of the game, and has even escalated into verbal and physical confrontations.

The Culture Keeper's job is to stop this behavior before it starts and, as a result, the role is not for everyone. The Culture Keeper may have to confront an unruly fan, possibly more than once, and may even have to approach the officials to have the game stopped and potentially forfeited.

Based on this background, the following duties are recommended for the Culture Keeper:

- Wear a lanyard with a badge identifying yourself as the Culture Keeper
- Introduce yourself as the Culture Keeper to your team's fans and spectators, and remind them to "respect the game" in any way you deem appropriate
- If one of your team's fans or spectators acts in a manner disrespectful to the players, coaches, officials, or opposing fans, approach that person politely and remind him or her to respect the game
- If the person's behavior persists, politely inform the person that you will notify the officials if the behavior persists; the officials may ask the person to leave the premises and, in extreme cases, may elect to cancel the game, resulting in a forfeit for your team
- If the person's behavior continues, politely notify the officials at the next play stoppage; after notifying the officials, you are not required to take any further action
- You are neither required nor expected to police the opposing fans and spectators; if an opposing fan is acting inappropriately, and the team does not have a Culture Keeper, or the Culture Keeper has failed to curtail the inappropriate behavior, you may take any action you feel is appropriate, including doing nothing
 - If this situation occurs, please notify the Waukesha Lacrosse Club President

Please also see the "Role of the Culture Keeper" document posted on the WLC web site.