

ROBBINSVILLE RAVENS - PARENT VOLUNTEER INSTRUCTIONS FIELD PREP/PRE-GAME SET UP

Field prep only needs to be done if your team is HOME, and it is the first game of the day.

We ask that you arrive 30 minutes prior to the game to make sure everything is set up and ready to go when the whistle blows.

If we are the first game of the day, the following needs to be in place for all fields except for Field B1 (*see separate instructions for Field B1*):

A FIELD CART WILL BE IN THE SHED WITH THE FOLLOWING ITEMS:

- Scorer's table and 2 chairs: The tables should be set up on the North side of the field (the side away from the bleachers/spectators)
- Scoreboard
- Horn
- Clock: for timing the game
- 2 Stopwatches: for timing penalties
- 7 Cones: The cones should be set up on the four corners of the field, at the midfield line opposite the penalty box and the two lines that mark the front of the penalty box. All of these items are in the shed, which is on the Meadowbrook Road side of field at Blakely Park; and next to the tot lot at Community Park.
- Game Balls – 3 spread out on each end line, and the rest with the scorekeeper as needed

Head coaches all have keys to the sheds.

POST GAME BREAK DOWN

After the game is over, **parents who have been assigned to keep score and time penalties** are asked to police the area to ensure that the boys have not left any equipment or trash laying around.

Also - only if it is the last game of the day, the tables, chairs, horns and cones need to be moved back into the shed. ***Please also be sure to secure the game balls from the end lines.***

TIMING AND SCOREKEEPING

We need 1 Score/Time Keeper per game (home games ONLY). Timing and scorekeeping procedures are the same for all fields except BLAKELY 1 -- which makes use of an electronic scoreboard. *See separate instructions below for B1. Instructions for the electronic scoreboard will be kept with the controller at the field.*

The Game Clock and Horn

The referee will advise of the length of the game--this means the game clock is stopped when the ball goes out of bounds, after a goal, after penalties and, of course, for time outs--basically when the whistle blows, the timer stops.

Running the Game Clock and Horns

- As a courtesy, notify each coach when there are 2 minutes left in the quarter.
- SHOUT to notify the referee when there are 30 seconds left in the quarter.
- Audibly count down last ten seconds of each period
- Sound horn to end the quarter as the referee blows the whistle.
- THERE ARE NO HORNS FOR SUBSTITUTIONS.

Keeping Score

- Flip over to next number on scoreboard each time a goal is scored.
- Periodically (end of each quarter) check with ref and coaches to confirm we are all on the same page.

INSTRUCTIONS FOR FIELD B1

If we are the first game of the day, the following needs to be in place for Field B1

A FIELD CART WILL BE IN THE SHED WITH THE FOLLOWING ITEMS:

- Scorer's table and 2 chairs: The tables should be set up on the North side of the field - the side opposite the bleachers/spectators
- 2 Stopwatches: for timing penalties
- 7 Cones: The cones should be set up on the four corners of the field, at the midfield line opposite the penalty box and the two lines that mark the front of the penalty box.
- Game Balls – 3 spread out on each end line (extras kept at scorer's table)
- Scoreboard charger and Remote (*see Mike Langford for location*)

All of these items (except the remote) are in the shed, which is on the Meadowbrook Road side of field at Blakely Park. Head coaches all have keys to the shed.

- If we are the first game on B1, the scoreboard must be powered up using the gray switch located about 12 feet up on the back of the scoreboard.
- To reach the switch, use a long pole. (If none can be found on the field, one should be in the shed.)

- Using the tip of the pole, toggle the switch to the "ON" (left) position. On the front of the scoreboard, the PERIOD number will flash "8."

DETAILED INSTRUCTIONS FOR OPERATING THE SCOREBOARD ARE KEPT WITH THE WIRELESS CONTROLLER.

When a penalty is called:

- The referee will blow the whistle and call the number, team, penalty and time. For example: "#19, BLUE, SLASHING, 1 MINUTE"
- Confirm with referee the length of the penalty and if it is releasable (most are)
- Player then comes to the penalty box, kneels down, and when the referee blows the whistle to restart play, the designated Penalty Timer STARTS A STOPWATCH or another timer to time the penalty. If there are two penalties at the same time you must

TRACK BOTH GAME AND PENALTY TIMES SEPARATELY

- Penalty time tracks with game time, so if the game is stopped for some reason, the penalty time is also stopped.
- Verbally count down the last 10 seconds of a penalty for a player "10-9-8-7-6-5-4-3-2-1-RELEASE"
- Note that either the player who committed the infraction or any other player designated by the coach may serve the penalty and either may reenter the game on release.
- For multiple penalties, either use multiple timers /watches/stopwatch or count one off in your head. Or you could just use the game clock and write down when each penalty should expire.
- There are timers in the shed but they often go missing by mid-season, a better option is to use the timer on your phone. Smartphone users might want to consider using a time keeping app.

Note to iPhone and iPad users: a really easy way to track penalties is to download the app LAX Time and Score (\$0.99.) It tracks 1 minute and 30 second penalties and can time multiple penalties simultaneously.

After the game is over, **parents who have been assigned to keep score and time penalties** are asked to police the area to ensure that the boys have not left any equipment or trash lying around. Also - only if it is the last game of the day-- the tables, chairs, horns and cones need to be moved back into the shed.

SPECIAL CONSIDERATIONS FOR ROUND ROBIN GAMES

We will be participating in several Round Robins at home this season. As the host team, **we are responsible for providing scorekeepers and timers for ALL games --- including games that our boys are not playing in!**

Some of you will be assigned to cover these games. Please be aware of this when checking your assignments and be sure to check the parent schedule against your son's game schedule, as they may differ.

Round Robin games that do not include Robbinsville teams will be listed on website.

Volunteers (or assigned parents) will be listed and notified.

Should you be assigned to one of these games, please note the following:

1. If the non-Robbinsville game you are assigned to is the first game of the day on that field:

- Field Prep is included in your responsibilities.

(See the FIELD PREP/PRE-GAME SET UP section on page 1 of this document for details)

- All parents assigned to these games – both timers and scorers– should arrive at least 30 minutes prior to this game to set up the field --even if your son's games start later that day.

2. If the non-Robbinsville game you are assigned to is a middle game that our team is sitting out OR if our team has played their last game and are done for the day:

- Scorers and timekeepers are still required as long as there is a game going on.

3. If the non-Robbinsville game you are assigned to is the last game of the day on that field:

- Post-game break down is part of your responsibility
- All tables, chairs, horns and cones need to be moved back into the shed via the field cart.
- All balls need to be picked up from the end lines and returned.
- Parents are asked to police the area to ensure that the boys have not left any equipment or trash lying around.