

PROGRAM ADMINISTRATOR/PROGRAM MANAGER (PM) RESPONSIBILITIES

- Program Manager (PM) acts in place of school AD
- Verifies player eligibility
- Exercise control over all home games; provides league oversight at facilities.
- Ensure sportsmanship toward all

Pre-Season:

Educate Parents & Players on Health, Safety, Program Expectations and League Policies:

- Parent, Spectator, and Player Sportsmanship expectations
- Player & Parent Codes of Conduct
- Drug/Alcohol Policies
- Concussion Education, Policy, Baseline Testing, & Return-to-Play forms
- Helmet NOCSAE certifications
- Practice Pick-up Policies
- Inclement Weather Policies
- Team Travel Policies

Responsible for athlete eligibility (scholastic and medical)

- Collect and keep Academic Eligibility and Consent forms
- Be ready to demonstrate eligibility to league upon request
- If not able to demonstrate eligibility, all games played with an ineligible player will be forfeited.

Print Player Bio-sheets/On-field emergency forms for coaches to keep with them at all practices and games.

- When player is assessed by EMT or CAT (Certified Athletic Trainer), coach should have the injured player's form out and available for reference.

Ensure Table Crew is organized and trained (recommend delegating task to head Time/Scorekeeper)

Make sure prospective coaches are aware of League requirements:

All-Coach Requirements:

- (1) Registered with HRLax, Background check, US Lacrosse member
- (2) NFHS concussion course
- (3) PCA Double-Goal Coach
- (4) Level 1 online (one time)
- (5) Proper Contact Course
- (6) Attend HRLax pre-season coach meeting

Additional Head coach requirements:

- (7) Level 1 CEP Live Clinic

Risk Management

- Have in place an Emergency Plan for Practices and Home games (templates online)
- Verify practice field safety pre-season and remind coaches to check field before every practice and game (Pre-season and Daily field checklists online)

Game Day

Validate own online team roster(s) night before games. Check that all listed are eligible.

- Those w/JV teams only:
 - Help coach keep track of JV play-up limits – Make sure players listed on proper teams
 - Players may not play JV & Varsity same day (or against same program if JV and Varsity games are scheduled on different days).
 - Players limited to just 10 HRLax regular season League games and limited to 14 total games during season (not including post-season tournaments); be aware: JV players who get pulled to some Varsity games will have to sit out a JV game to compensate.

At field be available to assist Scorekeeper if needed to obtain roster from visiting coach.

- Discrepancies in roster and line-up should be reported to coach pre-game, if not corrected, report to BHS Commissioner.
- Only players listed on a roster may step on field or remain on the player's sideline.

Check credentials for all adults on player sideline

- All coaches should be wearing their badges.
- If a coach forgot their badge:
 - They may demonstrate they are on the roster using their own mobile device
 - If you can't verify identity by online picture, they must present ID
 - If they don't appear on their roster (or any HRLax roster) ask them to leave
 - Contact Ops Manager (they may contact if they feel it is an error.)
- Only players and coaches listed on the online roster allowed to be in the players or coaches' areas.

Verify that Home Coach and/or Table Crew has field and Table set up: Table, cones, game balls, scorebook, air horn, clock, and first aid kit. (and Goals set up at YCSC)

Find and greet EMT (call Ops Manager if EMT not there by 15 minutes prior to game)

Oversee/Enforce/Report

The program manager exercises control over all contests and ensures both teams and visitors adhere to facility rules. It is the PM's responsibility, as well as that of coaches, and all representatives of the team, to practice the highest principles of sportsmanship toward visiting coaches and official representatives, game officials, visiting teams and the general public, as well as to inculcate a sportsmanlike attitude toward visitors on the part of his/her program and community.

Report sportsmanship violations to the Commissioner (ASAP, NLT 24 hours):

- Crowd & Team control: altercations
- Ending game early because of dissatisfaction with officiating
- Harassment of officials by a coach
- Coach or player ejection

Other Reportable Situations:

- When police or EMS respond
- Damage to property (inc. vehicles)
- Public criticism of officials (social media)

General Program Oversight

Out-of-League games

Teams schedule and cover their own costs for Out-of-League games:


- Use US Lacrosse Certified Officials – contact HRLOA Assignor to schedule and discuss payment arrangements
- Limit: 4 games and 2 scrimmages/jamborees
- Must be with a VISAA, VHSL, NCHSAA or HRLax League team
- Must be with a Varsity or JV team (no College or U-15 teams)
- JV/Varsity play-up/play-down rules don't apply, agree on roster composition with opposing coaches.

Out of Season Participation

Ensure Coaches encourage and support school Fall and Winter School Sports participation.
Make out-of-season lacrosse voluntary.

Proselytizing Rule

Make sure coaches and other do not encourage players to switch schools or move in order to play for your team.



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Boys High School Operations:

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