



Northern California Junior Lacrosse Association

# PRE-GAME PROTOCOL 2011

Have this card available for review at every NCJLA game

## Pre-Game Confirmation, “Host” and “Home” Coach or Team Manager

1. Three days before each game, the “host” coach or team manager is responsible to contact all of the visiting head coaches to confirm game date, times, location, directions, color of uniform (in order to avoid duplication), and any other pertinent information such as weather and field conditions. All team contacts can be found at [www.ncjla.org](http://www.ncjla.org) under “Team Contacts”. All changes must be sent to the division commissioner. Game changes cannot be made without their approval. In instances where multiple clubs use the same field make sure it is established beforehand who the “host” team is.
2. Two days before each game, a single administrator from the “home” team should establish direct contact with game officials to confirm teams, date, time, field location and directions. Look for assignments and officials contact information on [Arbiter Sports](http://Arbiter Sports). If there are conflicts or unassigned games please contact our ref assigners: Kellie Finn (North Bay/Sacramento) at [kelli@lacrossefanatic.com](mailto:kelli@lacrossefanatic.com), or Leni Rodgers (East/South Bay) at [justleni@yahoo.com](mailto:justleni@yahoo.com).

*\* Communication by phone or e-mail should be confirmed and messages not assumed received.*

## Game Day Responsibility of the “HOME” team (team designated as (h) on Schedule)

1. Provide the following:
  - a. Timekeeper
  - b. Score Sheets
  - c. Numbered pennies or change of jersey if both teams have same jersey color
  - d. 2 yellow game balls plus 3 balls on each end line (total of 8 balls).
2. Score Keepers and Time Keepers are responsible for keeping players behind lines and keeping the substitution area clear.
3. Score sheet to be filled in completely and correctly with scores, assists, and penalties. Yellow copy goes to the visiting coach after the game.
4. Responsible to post scores on NJCLA website, [www.ncjla.org](http://www.ncjla.org) if winning team fails to do so.

## Game Day Responsibility of “HOST” CLUB (the club whose facilities are in use):

1. Assure that field is lined in accordance with Rule 1 of the US Lacrosse 2011 Women’s Rules and that there is a cone at each corner of the playing field.
2. Assure goals are in accordance with Rule 1 of the US Lacrosse 2011 Women’s Rules.
3. A Field Marshall must be present at all times to monitor activities (can be at the scorer’s table), provide information, keep games on time by notifying umpires and acquiring roster for each game from each team to give to the score table. Please make sure the field marshal identifies themselves to coaches and the scorer’s table so that people know who is fulfilling this role.
4. Provide the following:
  - a. Scorer’s table with 3-4 chairs (time keeper and score keeper from each club).
  - b. Game clock, separate time-out clock, and horn (unless prohibited by city ordinance).
  - c. A copy of the 2011 US Lacrosse Women’s Rules and Local Rules at the scorer’s table.
  - d. A flip scorer or other visible means of score keeping, so that officials can clearly see the score from the field.
  - e. Directions to the nearest hospital and local police phone #.
  - f. Directions to the nearest bathrooms.
  - g. Water for game officials.

## Game Day Responsibilities of EACH TEAM:

1. Provide a scorekeeper
2. Provide scorers with legible team rosters (template located on NCJLA website). Include for each player their name, jersey number and position.
3. Have a [Sideline Manager](#) for each game to encourage, maintain, manage sportspersonlike (or sportlike) behavior, and act as a resource to the official. The sideline managers must be on the sideline, at the end of the team line, dressed in a brightly colored vest.
4. Assure fans and parents are the opposite side of field from teams wherever possible.
5. Assure no spectators are on the end lines.
6. The winning coach or team manager must post the score on the NCJLA website, [www.ncjla.org](http://www.ncjla.org) within 24 hours.

**ALL TEAMS MUST ARRIVE IN TIME TO WARM UP AND BE READY TO PLAY AT THE SCHEDULED TIME.**