



# NCJLA Seasonal Operations Guide

Rev. 11, January 10, 2012

## Table of contents

- 1. Introduction**
- 2. Line of Communications**
- 3. Delegates Meeting**
- 4. Boys and Girls Representatives Meetings**
- 5. Sample Master Calendar**
- 6. Club Requirements for Ongoing Membership**
- 7. Team Registration**
- 8. Uniform Guidelines**
- 9. Scheduling Games**
- 10. Eligibility**
- 11. Submitting Team Rosters**
- 12. Officials**
- 13. NCJLA Certified Coaches Program**
- 14. Parents**
- 15. Code of Conduct (players, parents, coaches)**
- 16. Sideline Managers**
- 17. Pre-game and Game-day Protocol**
- 18. Rules Governing League Play**
- 19. Statistics**
- 20. Season End Playoffs, Tournaments, Festivals**
- 21. US Lacrosse Festival and National Teams and Off-Season Travel Teams**

## 1. Introduction

Welcome to the Northern California Junior Lacrosse Association (NCJLA) Seasonal Operations Guide. This guide will provide useful information relevant to member clubs fielding teams during the regular spring season.

For more information about NCJLA, its history, how to become a member club, how to start a lacrosse program and more, see the NCJLA Overview (coming soon!). This operations guide along with the NCJLA Overview replace the former “NCJLA Handbook.”

### Fees

In order to establish player registration fees, clubs need to know what the [team registration fees](#) will be to the NCJLA per team, and the [officials’ fees per game](#) for the coming season. Changes to fees for the following season will be posted to the NCJLA website by late August to give clubs time to incorporate NCJLA fees into their budgets.

### Team registration and assessments

Team registration opens October 1<sup>st</sup> and closes at the end of day November 27, 2011 for boys teams and December 16, 2011 for girls teams. Clubs register teams via the [NCJLA website](#). Payment can be made by credit card at the time of registration or by check, which must be mailed within seven days after registration or the team registration will be cancelled.

### Fees by division

NCJLA charges fees per team based on division. Division refers to gender, age level, and competitive level. (Example: Girls U15A is a “division.”) The registration fees include a base fee for each team plus an assessment for those age levels that participate in season-end play, festivals or playoffs. Girls youth teams also have an assessment for the season kick-off event, “Play Day.” [Click here](#) for the current season registration fees per team.

Boys’ age levels are HS varsity, HS junior varsity, U15, U13, U11, U11-7v7, and U9; girls’ age levels are HS, U15, U13, U11, and U9. NCJLA uses codes for the age levels: BVar, BJV, B15, etc... or GHS, G15, G13, etc...

At some age levels teams are further divided into A, B, and C depending on the level of player experience on each team, and the number of teams at an age level within the club.

[Click here](#) for more information on how to determine which competitive levels to field teams.

### Per-game fees for officials

In addition to team registration fees, teams pay officials’ fees to the NCJLA per game scheduled. These fees cover the expense of having officials at every game. Clubs pay fees per game to the NCJLA, which then treats it as a pass-through and pays the officials’ organizations for referees or umpires. The fees collected per game not only cover the fees paid to the officials, they also cover assigning fees, travel and the administrative expenses of the officials’ organizations. The NCJLA Treasurer emails invoices in mid-February. These fees are due to the NCJLA by March 1. [Click here](#) for the current season fees per game. Clubs should keep track of the games and officials fees as the season progresses, and will be given an opportunity to request a refund for games that were

cancelled, as long as they were cancelled within the guidelines established under game cancellation below.

## 2. Line of Communications

The NCJLA provides league structure to over 50 clubs, which in turn support lacrosse for over 8000 players, coaches and administrators. And these numbers are growing. With so many participants and so few NCJLA staff, it's important to follow the lines of communication when raising an issue or seeking clarification. Parents and players should first work with their coach. A coach can then contact the club's NCJLA representative, who should be quite familiar with the NCJLA's policies. Parents and coaches are encouraged to refer to this document before contacting someone with an issue. If something is not clear or an issue remains unresolved, the club representative or the coach can contact the [NCJLA's age-level commissioner](#) for clarification or to discuss an issue. If necessary, the commissioner can then take the issue to the NCJLA director of either girls or boys lacrosse, who will resolve the matter or, if necessary, take it to the executive director, and possibly the board. It is our goal to provide as much information as possible in this guide in order to reduce the number of phone calls and emails. That way, we will have more time to better support our member clubs.

## 3. Delegates Meeting

This is the most important meeting of the year for club representatives to attend. The NCJLA holds this annual kickoff meeting on the [fourth Saturday of September](#), unless it falls on a holiday. Check the [NCJLA calendar](#) for exact date. All information pertinent to the coming season will be presented. Delegates vote to elect new NCJLA board members for the coming year. This is also the day that delegates vote to accept new clubs into the NCJLA. There is an educational component and gender-specific informational sessions.

Each member club is required to send one voting delegate at a minimum to the meeting (usually the club president) as well as a girls' representative and/or a boys' representative. If only two people attend from a club, the delegate can double as either the girls' or the boys' representative for the gender-specific portion of the daylong meeting.

## 4. Boys and Girls Representatives Meetings

Each club appoints a representative for their girls' program and one for their boys' program, called the NCJLA Girls Rep and the NCJLA Boys Rep. Separate meetings are scheduled a few times a year for the boys representatives and girls representatives. These meetings are **mandatory**, as important information and instructions will be disseminated regarding NCJLA practices, policies, and procedures. It is the responsibility of the boys and girls representatives to pass this information on to their clubs. The [NCJLA event calendar](#) includes exact dates for these meetings.

## 5. Sample Master Calendar

### League meetings and due dates

September, last Saturday, unless a holiday: Delegates meeting.

October 1: Team registration opens.

November 27: Boys team registration closes.

December 16: Girls team registration closes.

### **Girls meetings and due dates**

November: Conference call rep meeting

December: Conference call rep meeting

January:

Host dates, one date per month per team, due January 1

Conference call rep meeting

Soft roster due January 15

February:

Junior ref classroom training, see [www.ncwlua.org](http://www.ncwlua.org), for more information.

March:

First weekend, Play Day and Ref Training, and High School regular games start

Conference call rep meeting

Youth season begins the second Saturday in March

April: No girls games on Easter Sunday

May: Conference call rep meeting

No girls games on Mother's Day

All NCJLA girls conference call meetings: 866-201-0083, code: 843050

### **Boys league meetings and due dates**

Early December:

Conferences arranged and posted, then regional scheduling meetings take place. Clubs schedule all boys games for the season .

February:

Rep meeting for boys on either the second Tuesday, Wednesday, or Thursday of the month, by region.

Boys season begins last weekend of February.

Late March:

Boys rep meeting on either the second Tuesday, Wednesday, or Thursday of the month, by region.

Communicate plans for playoffs and festivals.

May: End of regular season, playoffs/championship, tournament, and festival.

### **Spring season dates**

Girls:

Youth: Play Day kicks off the season the first weekend in March

High school: Regular season begins the first Saturday in March

Youth: Regular season begins second Saturday in March

Easter break weekend: No games

Mother's day: No games

Season end: Playoffs, Tournament, & Festival third weekend of May.

Boys:

Season opens for all boys teams the last weekend of February.

Regular season ends:

High school, A and C level teams: First weekend in May

B teams: Second weekend in May

End of season events:

High school and A level team playoffs:  
    Quarterfinals second weekend in May  
    Semifinals and finals third weekend in May  
B teams: Tournament third weekend in May  
C teams: Festival second weekend in May

See the [online calendar](#) for exact dates for events listed above.

## 6. Club Requirements for Ongoing Membership

### Club profiles

Each member club is asked to provide a short profile description for the NCJLA to post to the website. Club profiles include a short description of the club, the URL to their website, age levels and gender of teams fielded, and important contact information. [Click here](#) for the online form to submit updated club profile information.

### Membership status

See [NCJLA Bylaws](#) Article III for information on club membership, including status: provisional, good standing, or probationary.

### New club applications

[New club applications](#) are accepted between June and September 1 of each year. The board will review the application at a monthly meeting and decide to formally recommend the club be admitted to the league at the annual delegates meeting in [late September](#). The delegates vote to accept new clubs each year at this annual meeting. Also see [NCJLA Bylaws](#), Article III.

## 7. Team Registration

Team registration opens [October 1](#). **The deadline to register boys teams with the NCJLA is November 27, girls teams deadline is December 16.** In order to register teams clubs will need to determine which competitive levels to field teams. [Click here](#) for A, B, C level guidelines. [Click here](#) for the current season registration fees per team. For detailed instructions on how to register a team, [click here](#).

### Consequences and process for team withdrawal

If a club withdraws a team from the NCJLA after the withdrawal deadline, registration fees will not be returned, and the club may be placed on provisional probation for a length of time to be determined by the board of directors. [See NCJLA's bylaws](#) for more on provisional probation.

#### Boys Withdrawal Deadlines:

Between Nov 1 and Nov 27 - no penalty for withdrawal

Between Nov 28 and Dec 15 - 1/2 of fee refunded

After Dec 15 - no fee refunded

#### Girls Withdrawal Deadlines:

Up to Dec 16 - no penalty for withdrawal

Between Dec 17 and Jan 1 - 1/2 of fee refunded

After Jan 2 - no fee refunded

## **Team Level Scholarships**

The NCJLA has implemented a new scholarship program to aid clubs fielding teams from underserved, low-income communities, or to help a brand new club fielding teams for the first time. Teams awarded a scholarship will receive a significant reduction in team registration fees and per game officials fees. See [Team Level Scholarship](#) for more information.

## **8. Uniform Guidelines**

### **Sponsorships, boys or girls uniforms**

Logos or sponsored advertising may be worn on a uniform but may be no larger than 4 inches in either direction. It cannot replace the club name or mascot name across the front or back of the jersey. Logos can be in the form of a patch, tackle-twill or screened.

The NCJLA board of directors ultimately has the final say in what is appropriate for any logo or sponsorship showing on the uniform. It is up to the individual club to maintain a suitable logo design and slogan on a youth player's uniform. No references to bars, alcohol, saloons, cigarettes or other inferences inappropriate for youth.

### **Boys' uniforms**

High School boys: The NCJLA follows the NFHS Boys Lacrosse Rules and the uniform requirements written within.

Youth boys: The NCJLA follows the NFHS Boys Lacrosse Rules Book – Rules for Youth Lacrosse.

Points of emphasis for youth: a team's game jerseys should be of a single, dominant color with numbers on the front and back of sufficient size to be clearly visible by game officials anywhere on the field. The following are minimum numeral sizes by age group:

U15

At least 8-inch numerals on the front that shall be centered  
At least 10-inch numerals on the back that shall be centered

U13/U11/U9

At least 6-inch numerals on the front that shall be centered  
At least 8-inch numerals on the back that shall be centered

### **Girls uniforms**

NCJLA follows uniform guidelines for girls as stated in the US Lacrosse Rules. [Click here](#) for the rule book.

## **9. Scheduling Games**

### **Conferences**

Conferences are subgroups within each division (girls or boys age level and competitive level, example: Girls U15B.) Conferences are generally east, west, north or south. NCJLA commissioners establish conferences in early December. Commissioners play a key roll in determining details of play for each conference.

Requirements for conference games: Must play all teams at least once in a team's conference to be eligible for end of season championships, playoffs, or end of season festival. NCJLA recommends scheduling both a home and an away game with each opponent whenever possible.

### **Girls Game Scheduling**

Girls youth teams kick off their season the [first week of March](#) with a play day. High school teams start their regular season that first weekend in March. The season ends the [third weekend in May](#) with tournament or jamboree depending on the division. See [NCJLA calendar](#) for girls regular season start and end dates.

Host dates: Each team provides a minimum of two dates to host. A host date form will be sent to clubs by the NCJLA girls director in December. The more host dates that clubs list the easier it is to schedule games at their site. Clubs provide at least one host date per month per team. Clubs may also include other restrictions that teams may have such as Prom, SATs, and holidays. Division schedulers and the girls director will try to accommodate all requests but can make no guarantees.

Scheduling games: Every effort is made to create a balanced schedule based on travel time and competitive levels.

Girls game cancellations, reschedules and changes are to be submitted to the NCJLA via an online form. [Click here for the online game change form](#). to the division commissioner and the NCJLA webmaster. For more information: [How do I cancel or change a game?](#)

### **Boys Game Scheduling**

[Click here](#) for detailed information on scheduling boys games.

Boys game cancellations, reschedules and changes are to be submitted to the NCJLA via an online form. [Click here for the online game change form](#). to the division commissioner and the NCJLA webmaster. For more information: [How do I cancel or change a game?](#)

See [NCJLA calendar](#) for boys regular season start and end dates.

### **Entering Games Into NCJLA Website**

Only games within a team's NCJLA division may be entered into the NCJLA game schedule on the website. (For example, no B team vs. A team games may be entered.) The website provides all the information and instructions necessary for clubs to load their games directly into the NCJLA's League Athletics website. See these documents for detailed instructions to load and confirm games: [How does the home team load a game?](#) And [How does the visiting team confirm a game?](#)

### **Games Outside NCJLA (NCJLA Team vs. Non-NCJLA Team):**

Games with non-NCJLA teams are to be coordinated directly by the clubs. Arrangements for officials are to be handled directly with the official's organization, not through the NCJLA. All players and coaches from non-NCJLA teams must have valid US Lacrosse memberships. These games are not to be entered into the NCJLA game schedule on the website.

### **Games Within the NCJLA but vs. a Team From Another Division**

Games outside an age level or competitive level are also to be coordinated directly by the clubs. Arrangements for officials are to be handled directly with the official's organization, not through the NCJLA. All players and coaches from non-NCJLA teams must have valid US Lacrosse memberships. These games are not to be entered into the NCJLA game schedule on the website.

### **No-Show vs. Cancellation**

A team that does not show up for a scheduled game will be ineligible to play in any end of season championship, tournament, or end-of-season festival, and no refund will be allowed on any fees. The team not showing up is also responsible for all officials' fees as well as field use fees incurred by the home team. Not showing up for a game or cancelling a game because a team doesn't want to travel, or can't field enough players is not acceptable. The team without enough players will forfeit the game but proceeding with the game as scheduled, by borrowing players if necessary, would be in keeping with the spirit of lacrosse. Forfeited games are to be added into the NCJLA website with a score of 1-0.

In the event that a game must be cancelled for reasonable causes such as field issues or weather, notice should be given as soon as possible to both the visiting teams' coaches/team managers and officials but no later than 1 hour before the visiting team and officials are likely to depart their home city. Game cancellations must be reported to the NCJLA as specified in [Game Cancellation and Changes](#), and within 72 hours of the game, NCJLA will accommodate rescheduling, or refund fees if rescheduling is not possible.

## **10. Eligibility**

### **Age Eligibility**

NCJLA follows US Lacrosse guidelines to determine which age level bracket a player falls in. For youth players, U15 and below, eligibility is determined by the age of the player as of August 31. [Click here](#) for current year age bracket dates.

### **High School Eligibility**

The NCJLA has two levels of play at the high school level for boys (Varsity and JV) and one level for girls (Girls HS). Boys who are seniors must play on a Varsity level team. High school freshman regardless of age must play on a high school team, CIF or club, except if none exist in their area. (See No Playing Down and Petitioning sections below.)

Boys High School Varsity: 9th grade through 12th grade OK.

Boys JV: 9th, 10th & 11th grade. No 12th graders may play on a JV team.

Girls High School: 9th grade through 12th grade. One division, without JV or Varsity determination.

### **Gender Eligibility**

Girls, U15 and below, may play on a boys team only if no girls team is available to her at her age level in her local club. Boys may not play on a girls team, at any age level.

### **Policies on Playing Up**

As long as the player, parents, coach and club agree that it is in the best interest of the player, then

the league will concur and allow a player to play one age level up. However, the decision should not be made lightly. The "playing up" player should be in the top third of the team that he or she is moving up to. If several players all want to move up then it would likely be better to all stay at grade level and enjoy a dominant season.

Boys may not play up between U15 and high school teams. Eighth grade girls are allowed to play on high school teams.

If a player is moved up mid-season, he/she is allowed to play up once during the season and still be allowed to move back to his/her original team. The same rules apply to moving laterally, from one team to another within the same age bracket. If a player moves up or moves laterally more than once, he/she must remain on the team he/she moved to for the remainder of the season. Any movement of a player must be sent to the appropriate commissioner and the webmaster at least 48 hours before a game so the NCJLA can make the adjustment to a team's roster prior to the game.

No player is allowed to play on two different teams within an eight (8) day period. The purpose of this rule is to discourage clubs from floating players from one team to another. Thus, a player cannot play on the same team within the same weekend and on the second team the following weekend as well, depending on when the first game was played.

### **No Playing Down**

No player may play on a team at a lower age level. If a club representative, coach and/or parent would like to petition this rule for a very rare exception, petitions are due to the Executive Director of NCJLA by January 10. See Petitioning Eligibility below. A petition based solely on date of birth will not be approved, i.e. a birth date late in the year.

The only exception to this rule is in the event a player is in the 9th grade at a high school that does not offer a JV lacrosse program and there is no club high school lacrosse program in his/her community. In that case, an age-eligible player may play on a U15 team. These cases must be approved by the NCJLA board via a petition submitted to [execdirector@ncjla.org](mailto:execdirector@ncjla.org) by January 10th.

### **Petitioning Eligibility**

NCJLA's rules on eligibility are firm. However if a club wishes to petition an eligibility rule for a very rare exception, they may do so by submitting a petition to the board via an email to the Executive Director, [execdirector@ncjla.org](mailto:execdirector@ncjla.org). Petitions may be submitted in November, December or by January 10 at the latest. Petitions must be submitted by either the club president or the club's NCJLA delegate. No petitions will be considered coming directly from a coach or parent. The board will review petitions at the next monthly board meeting and decisions will be communicated shortly thereafter.

## **11. Submitting Team Rosters**

### **Girls Preliminary Rosters**

Girls team preliminary rosters are due by [January 15](#). Teams need to have a minimum of twelve players and one coach on their roster e-mailed to the division commissioners in order to generate a central schedule. If no preliminary roster is submitted by January 31, no games will be scheduled for that team. Preliminary rosters are not required in January for boys teams.

### **Team Rosters**

Boys and girls team rosters listing players, coaches, assistant coaches, and team managers can be submitted anytime up to February 12, 2012. Rosters may be resubmitted with updates after mid-February deadline, and rosters must be full, complete, and accurate, with jersey numbers before games start.

If a team's roster is not complete or accurate in the NCJLA system within 72 hours of the team's first NCJLA game, the game will be cancelled, due to the significant liability to the club and the league. All rosters must include US Lacrosse numbers for every player.

### **Roster Submission Instructions**

Go to the NCJLA website for roster spreadsheet required fields. Here is the link to instructions on loading rosters: [How do I prepare our team rosters to be loaded on the NCJLA website?](#) And the link for the [roster template](#).

Email addresses are required for every player. If a parent or player does not have an email address, use the coach's or team manager's email address in that field.

### **US Lacrosse Membership**

For insurance purposes, the NCJLA requires that all players, coaches and assistant coaches be members of US Lacrosse through the end of the season. These membership numbers must be included for every player and coach on the roster. Clubs tend to collect US Lacrosse membership information in one of three ways:

1. They require players to register directly with US Lacrosse then submit their membership number to their club registrar.
2. Clubs who use League Athletics for registration can build in automatic US Lacrosse membership at the time players register, so they're registering for the club and with US Lacrosse at the same time. (The NCJLA highly recommends this approach.)
3. Clubs format a group membership registration form with all player and coach information and submit that to US Lacrosse for group processing. (Be advised this process can take between two to four weeks, so plan accordingly.)

[Click here for more on US Lacrosse membership.](#)

[Bollinger Insurance](#) provides coverage via USLAX membership.

### **Late Additions - Jersey Number Updates**

Additional/new players, their jersey numbers, additional coaches, and assistant coaches can be added by completing and submitting the [Team Member import template](#) to [webmaster@ncjla.org](mailto:webmaster@ncjla.org).

## Changes to team rosters

Submit roster changes to NCJLA no less than 72 hours before a game. [Click here for instructions.](#)

## 12. Officials

Girls officials are called umpires; boys officials are called referees. Clubs are strongly encouraged to have one certified official per team in their organization. The NCJLA helps coordinate training. To learn more about becoming an official contact the boys and girls officials organizations directly, website links below. Two officials are scheduled per game. Each team pays fees per game to cover the expense of the officials' time, approved travel, assigning and administrative fees. Boys varsity teams may opt to have three referees at their games. If both teams agree, then the cost is split between them. If one team wants three and the other team wants two, then the team who wants three can opt to pay the entire additional cost for the third referee.

### Arbiter

Officials are assigned to games via a website called [ArbiterSports.com](http://ArbiterSports.com), an assigning tool. An official NCJLA Scheduler, one or more for the girls program, and one for the boys program, works as the interface between the NCJLA and the official's organization. The NCJLA Scheduler will input all games to Arbiter, and send instructions to clubs on how to go into Arbiter and find their officials for each game. Go to [ArbiterSports.com](http://ArbiterSports.com) for more information. [Click here](#) and scroll to the bottom of the page for current schedulers' contact information.

### Girls Umpires

The Northern California Women's Lacrosse Umpires Association (NCWLUA) fields umpires for all of the NCJLA girls games. [www.ncwlua.org](http://www.ncwlua.org).

Each club is to send two NEW umpires each year to the Junior Umpire Training along with any returning umpires. In areas where there are umpire shortages, your club may be asked to send more than two umpires to the training. This is training for NCJLA games only. It consists of one classroom training in [February](#) and field training at the NCJLA Umpire Training and Play Day in [March](#). For more information see NCWLUA's website at: [www.ncwlua.org](http://www.ncwlua.org)

### Boys Referees

The Northern California Lacrosse Referees Association fields referees for all NCJLA boys games. <http://www.nclaxref.org/index.html>

### How to become an official

Girls, go to: <http://www.ncwlua.org/becominganumpire.html>

Boys, go to: <http://www.nclaxref.org/iwannabearef.html>

## 13. NCJLA Certified Coach Program

The following is a new program for the 2012 season, suggested by NCJLA member club leadership at the 2011 NCJLA Summer Workshop.

The NCJLA will be "certifying" coaches and from now on only "NCJLA certified coaches" will be allowed on the sidelines during games. The NCJLA will review the requirements for every coach and assistant coach and will issue laminated "NCJLA Certified Coach" cards that coaches are required to wear on a lanyard around their necks while on the field for games. Cards will also identify coaches who are [US Lacrosse Certified](#).

Officials will verify that every coach on the sidelines has their NCJLA Certified Coach card at the beginning of each game. No "NCJLA Certified Coach" card, no standing on sidelines during games. Strict enforcement of this new rule will begin March 10, 2011.

### **"NCJLA Certified Coach" Requirements**

- Completed a background check. US Lacrosse and the NCJLA recommend the [National Center for Safety Initiatives \(NCSI\)](#). Other equivalent services, however, are available. US Lacrosse has negotiated reduced fees with NCSI for local lacrosse programs. For more information from US Lacrosse on NCSI services available to lacrosse programs and how to take advantage of reduced fees on background checks, [click here](#). (Must renew annually)
- [PCA online](#) or in-person workshop, "Double Goal Coach" (Completed within three years from the start of the current season)
- [US LAX Level 1 online course](#) (one-time requirement) unless the coach has already coached at the CIF (or equivalent if from another state), collegiate or post-collegiate level.
- [US Lacrosse membership](#) (must renew annually, and valid through the end of the season)
- Signed Coaches Code of Conduct (new for 2012 season)

### **How to Certify Coaches**

Go to: [2012 NCJLA Coach Certification Process](#) for a detailed description of the process to certify coaches with the NCJLA, also provides more detailed information on all coaching requirements.

### **Verification**

Club administrators are responsible for providing accurate coaches requirement data for every coach and assistant coach. The NCJLA will, on occasion, request physical proof of coaching requirement records. If the requirements have not been met, and were falsified on the roster, the coach may be suspended for the remainder of the season, and the club may be put on probation. (See [NCJLA Bylaws](#).)

### **Coaches Clinics**

[US Lacrosse Level 1 Instructional Clinics](#) are highly recommended. Once a coach has completed both Level 1 online and clinics, they should consider, especially if they are coaching players at U13 and above, completing Level 2 online and clinics. Click on [US Lacrosse Online courses](#) or [US Lacrosse instructional clinics](#) for more information.

## **14. Parents**

### **Positive Coaching Alliance**

NCJLA recommends that at least one parent from each team take a [PCA online course](#). Go to [www.positivecoach.org](http://www.positivecoach.org) for more information.

## **Sideline Manager**

In accordance with NFHS Rules for Youth Lacrosse each team must provide a designated Sideline Manager (one adult per team, onsite, per game-day contest) to help encourage, maintain and manage the sportsmanlike behavior of spectators and fans. [Click here](#) for the Sideline Manager description, and section 16 below.

## **15. Code of Conduct (players, parents, coaches)**

All players must sign the Code of Conduct document as well as a player's parent or guardian. The signatures indicate each person has read and agrees to the Code of Conduct and knows that the consequences of violating one of the stated rules may include ejection from the event/game. The NCJLA Board of Directors or designee will be notified of any ejection.

Signed codes of conduct forms are to be kept by each club, and are to be made available to NCJLA upon request.

The official's jurisdiction extends from 30 minutes before the game until the officials leave the playing venue. Officials should be on the field and be in charge of the game 30 minutes prior to game time. If a situation occurs after the game ends and before the officials leave the playing venue and offending conduct would warrant a red card/ejection during game, the official(s) can issue a post-game ejection to the offending player, parent, or coach to be served in the team's next game.

## **Ejections**

The first time a player is ejected from a game he/she is barred from playing in the next game. The second time the same player is ejected from a game, he/she is barred from playing the next three games. A third ejection will result in expulsion for the remainder of the season. This rule does not apply in the case of a player fouling out of a game for 5 or more fouls.

A parent is ejected from a game will be barred from attending games for the rest of the season.

A coach who is ejected from a game must leave the field immediately and is barred from coaching the next game. If a coach is ejected from a game a second time, he/she is barred from coaching any team in the NCJLA for the remainder of the season.

Coaches who have changed clubs may not coach players they have coached on a previous team for a period of one year. The penalty for knowingly violating this NCJLA policy will be:

- The coach shall be removed from the team and barred from coaching within NCJLA.
- Players shall be immediately removed from the roster.
- The team may continue playing with a different coach to finish the season, but shall be banned from tournament and jamboree play.
- Exception: If the previous club is no longer willing to field a team at the level under consideration, then players and coaches may play for the 2nd team.

## **Complaints/Appeals via Commissioners**

Complaints should be submitted to the division commissioner. [Click here for a list of commissioners](#). The commissioner, in consultation with the NCJLA boys or girls director, will make a ruling. [Click here for the Sportsmanship Incident form](#).

The offending party has ability to appeal in writing to the NCJLA board of directors. An NCJLA board of directors appeals subcommittee will hear appeals. Appeals are limited to rulings of suspensions beyond a single game.

### **Enforcement**

An official's authority extends 30 minutes before and up to 30 minutes after the game. They may eject players, parents, or coaches off the field or from the surrounding venue within that window of time.

### **When Games Run Long**

The NCJLA encourages all participants to be patient when games run long. Every effort is made to keep to game day schedules, but unforeseen issues may arise. Model good sportsmanship and be respectful of teams, spectators, and officials as they finish their games.

### **Offensive Language Rule Adoption**

The NCJLA has added the following rule and guidelines regarding offensive language, effective March 17, 2011:

*An official shall eject from the game any player, substitute, non-playing member of a team, coach, assistant coach or anyone officially connected with a competing team or fan using a racial slur or derogatory term related to race, religion, color, gender, sexual orientation, or ethnicity.*

A coach or assistant coach ejected by an official for using a racial slur or derogatory term shall be suspended from coaching any NCJLA team for the remainder of the season.

Any player that is ejected twice in a season by an official for using a racial slur or derogatory term shall be suspended from playing in the NCJLA for the remainder of the season.

In the event that a racial slur or derogatory term is not heard by the official, the offended player(s) should inform their coach at the earliest possible time. At the next official time out, the coach should inform the head referee or umpire, who should in turn inform the opposing coach of the allegation. The offended player(s) and any others who heard the comments are encouraged to file a [Sportsmanship Incident report](#) with the NCJLA as soon as possible after the game, which gives the NCJLA a basis to conduct an investigation and take action as deemed appropriate.

Coaches are encouraged to discuss this rule with their players.

## **16. Sideline Managers**

The NCJLA follows US Lacrosse and NFHS rules regarding Sideline Managers for both boys and girls teams: "Each youth lacrosse team will be asked to provide a designated Sideline Manager (one adult per team, on site, per game-day contest) to help encourage, maintain and manage the sportsmanlike behavior of spectators and fans. These adults would be responsible for insuring that the spectators and fans support the athletes, coaches and officials in a positive manner and

refrain from behavior not in conformity with the US Lacrosse Code of Conduct. The Sideline Managers will receive training prior to these contests by reviewing the document 'Sideline Manager Job Description' provided by US Lacrosse and the US Lacrosse - Positive Coaching Alliance, [available online](#), or by requesting a paper copy of this document through their local US Lacrosse Chapter. Sideline managers will introduce themselves to the officials prior to the coin toss, and follow those procedures outlined in the Sideline Manager Job Description, found at the referenced US Lacrosse website location. Sideline Managers will notify an unruly fan or spectator that unsportsmanlike behavior may lead to ejection and/or a game cancellation by the officials." Clubs should provide sideline managers with clothing that identifies their position to participants and the public.

## 17. Game Protocol

The NCJLA posts the game protocols to the website and updates these documents annually. Next update will be in October 2011.

- [Girls Protocols](#)
- [Boys Protocols](#)

## 18. Rules Governing League Play

The NCJLA is planning to implement the new youth appropriate standardized rules from US Lacrosse. More information will be posted in October 2011.

The NCJLA follows US Lacrosse Women's Rules, which apply to the youth and high school levels:

- [Girls rules by division](#)
- [Girls field diagrams](#)

The NCJLA follows the NFHS Boys Lacrosse Rules for high school and the following adoptions for youth:

- [Boys rules by division](#)
- [Boys field diagrams](#)

## 19. Statistics

The only mandatory statistics for teams to maintain on the NCJLA website are the boys high school varsity team statistics: goals, assists and saves. Other teams may choose to keep statistics on the NCJLA website. Contact [webmaster@ncjla.org](mailto:webmaster@ncjla.org) to request this option. [Click here for instructions to post statistics.](#)

## 20. Season End Playoffs, Tournaments, Festivals

### Boys season end

- Varsity, Junior Varsity, U15A, U13A, U11A
  - End of season playoffs and championships.
  - Must have a minimum of 10 games played during the regular season to qualify for playoffs.
  - Must have played all teams in conference at least once.
  - Top eight teams will be seeded and participate in a single elimination tournament.

- Final four format with 1<sup>st</sup>/2<sup>nd</sup> place and 3<sup>rd</sup>/4<sup>th</sup> place playoffs games. No consolation game for high school varsity or JV teams.
- 1<sup>st</sup> and 2<sup>nd</sup> place teams will receive a medal of recognition.
- U15B, U13B
  - Every team at these levels will participate in an end of season single elimination tournament in seeded flights of 6-10 teams.
  - Must play each team in your division at least once to qualify to play in the end of season tournament.
- U15C, U13C, U11B
  - End of season festival. Each team will play two games with no champion or tournament format.
- U11 7v7, U9
  - No end of season festival.

[Click here](#) for information on seeding for boys end of season play.

### **Boys Varsity All Star Game and All League Honorees**

During the final day of playoffs the NCJLA will also showcase an [All Star Boys Varsity Game](#). Check the website for more details about player selection process for the current season.

At the close of the season the Boys High School Commissioner will announce the [All League Honorees](#). See the website for a detailed description of the selection process for the current season.

### **Girls season end**

GHS Playoffs (second weekend in May) and NCJLA Tournament and Championship

- To determine which teams will participate in the NCJLA End of Year Tournament and Championships the GHS teams will participate in playoffs.
- Each conference will host their playoffs at a volunteer site. Host site is responsible for all field costs associated with hosting with the exception of umpire fees.
- The number of conferences (2 or 3) and the number of teams in each conference determines the seeding structure for the GHS Playoffs. Seeding structure will be released by the Monday following the last weekend of official NCJLA play. LAX POWER will be used to sort the teams into the appropriate seed.
- NCJLA Tournament and Championship (third weekend in May) will be structured as follows using LAX POWER to assign seedings:
  - If there are two conferences, with a total of less than 14 teams combined the top 3 from each conference, as determined from GHS Playoffs, will participate.
  - If there are three conferences, with a total of less than 15 teams combined, then the top 2 teams from each conference, as determined from GHS Playoffs, will participate.
  - If there are two conferences with more than 7 teams in each conference then the top 4 teams, as determined from GHS Playoffs, will participate.
  - See below for 6 & 8 Seeding Brackets
- U15A, and U13A NCJLA Tournament & Championships seeding and structure:
  - If there is only one conference in the division, with more than 10 teams, but less than 14, then the top 6 from the division will participate. Refer to 6 seeded bracket.
  - If there are two conferences in a division, with a total of less than 14 teams combined (example, 6 in the West and 7 in the East), then the top 3 from each conference in the division will participate. Refer to 6 seeded bracket.
  - If there are two conferences in a division, with more than 7 teams in each, then the top 4 of each division conference will be included. Refer to 8 seeded bracket.
- U15B, U13B, and U11
  - All "B" level teams as well as the U11 lightning division will be invited to participate in the End of Year Festival. Each team will have a minimum of two games where they will be paired against teams of similar records and if possible from other divisions.
- U9
  - There is no festival play for the girls U9 division. NCJLA encourages clubs to host their own festivals at these levels and invite teams from neighboring clubs.

[Click here](#) for information on seeding for girls end of season play.

### 6 Seeded Tournament:

Game	Round 1	Round 2	Round 3
1	3 and 6 (bye 1)		
2	4 and 5 (bye 2)		
3		Lg1 and Lg2	
4		2 and Wg1	
5		1 and Wg2	
6			Lg3 and Lg4 (3 <sup>rd</sup> place)
7			Wg3 and Wg4 (1 <sup>st</sup> & 2 <sup>nd</sup> )

| | | place) |

### 8 Seeded Tournament:

Game	Round 1	Round 2	Round 3
1	1 and 8		
2	2 and 7		
3	3 and 6		
4	4 and 5		
5		Wg1 and Wg4	
6		Wg2 and Wg3	
7		Lg1 and Lg2	
8		Lg3 and Lg4	
9			Wg5 and Wg6 (1 <sup>st</sup> & 2 <sup>nd</sup> Place)
10			Lg5 and Lg6 (3 <sup>rd</sup> Place)

## 21. US Lacrosse Festival and National Teams and Off-Season Travel Teams

The NCJLA encourages interested players and coaches to pursue additional lacrosse activities as long as they do not interfere with a player or coach's NCJLA seasonal practices or games.

The NCJLA provides a listing of camps, clinics, and tournaments on its website as a courtesy to our members. They are additional lacrosse opportunities for players in the off-season only. The NCJLA does not approve of any organization that promotes non-NCJLA lacrosse programs that conflict with regular spring season NCJLA teams' games or practices. The NCJLA is not responsible for the actions, processes, or procedures of any organization providing tournaments, clinics, camps, travel teams, their staff, or their administration.

The NCJLA in conjunction with the NorCal Chapter of US Lacrosse evaluates, selects, and endorses head coaches and or their organization for US Lacrosse U15 National events only. The NCJLA no longer selects, recommends or endorses coaches for US Lacrosse Festival events.

[Click here for information on off-season travel teams.](#)