

VOLUNTEER RESPONSIBILITIES

Each youth team in the SCLA will provide a **Field Commissioner** who will have the following responsibilities when they are the **HOME** team:

- Pick up of field equipment from Hollywood Storage and setup field if 1st game of the day to include goals, scorer's table equipment, pop-up and field lining equipment. See **enclosure 1**.
- Ensure game start time is adhered to. **For every 10 minutes the game time is delayed, reduce the time for each quarter by 1 minute.** For example, if a game starts 20 minutes late, the length of each quarter would be reduced by 2 minutes. **If the game is more than 20 minutes late due to the Field Commissioner not performing their duties,** the home team will forfeit. A scrimmage may still be played until the start time of the next scheduled game.
- Ensure **home team** provides a **scorekeeper** (not the Field Commissioner) and **9 balls** (4 on each baseline and 1 for faceoff). Balls will be at the scorers table for the first game of day. See **enclosure 3**.
- Ensure **visiting team** provides a **timekeeper**. See **enclosure 4**.
- Oversee initial set up and operation of equipment at scorers table. Game will not begin until a scorekeeper and timekeeper are in place. If a team refuses to supply a scorekeeper or timekeeper, the game will be forfeited by that team. Both teams may still scrimmage until the start of the next scheduled games.
- Ensure only players and a max of 3 coaches are on players sidelines – NO PARENTS - that includes team photographer or videographer
- Ensure completed scoresheet is placed in the front pocket of the Field Commissioner notebook with the winner and final score clearly indicated. See **enclosure 6**.
- Ensure coaches remind their players to pick up all trash prior to leaving the sidelines after the game.
- Return goals, scorer's table equipment, pop-up and lining equipment to Hollywood Storage if last game of the day. See **enclosure 2**.
- Field Commissioners must remain neutral and refrain from excessive cheering.

Field Set-up Procedures

All field equipment is stored at Hollywood Storage located on the right side of Old Conejo Road between Ruth and Reino on the way to Peppertree Park. Access to the storage facility is on the left side of the main building through gate from the hours of 6:30 am – 8:30 pm. The gate code is * **7 0 1 4 4 #**. The **unit # is 83** and is located in the **Stage 4 building**. Use the last entrance into the Stage 4 Building. The code for the door is **4 3 5** which will give you access to the unit. The code for the padlock on the storage unit is **8 7 7 9** . The following items need to be taken to the field:

- 2 goals
- Scorer's table
- Pop-up
- 2 chairs
- Scoreboard
- Field Liner
- 9 cans of field paint
- Equipment box
 - Clock
 - 7 orange cones
 - 4 stakes for Pop-up
 - Spare clock batteries - 4 AA and 2 9 volt
 - Airhorn and charger (not allowed at Peppertree)
 - Field Commissioner Notebook
 - Balls
 - Trash bags

1. Set up goals
2. Set up scorers table with 2 chairs, Pop-up (secure with 4 stakes), clock, scoreboard, scoresheets and airhorn. The table should be 6 yards from the field
3. Go over lines on field including crease, goal line, baseline, sidelines, midfield line, wing areas, restraining lines, sides of defensive area and face-off X. Ensure you place a line extending from the scorer's table towards each endline for the players to stay behind. See **enclosure 6**.
4. Place cones at 4 corners of field, 1 cone 5 yards on each side of midfield by the scorers table which will mark the Table Area for substitution purposes and 1 cone at midfield opposite the scorers table.
5. Distribute 4 balls evenly along each baseline. Hand one ball to the referee for the faceoff

Enclosure (1)

Field Clean-up Procedures

Ensure all trash is picked up.

Return the following items to Hollywood Storage:

- 2 goals
- Scorers table
- Pop-up
- 2 chairs
- Scoreboard
- Field Liner
- Any unused cans of field paint
- Equipment box
 - Clock
 - 7 orange cones
 - 4 stakes for Pop-up
 - Spare clock batteries - 4 AA and 2 9 volt
 - Airhorn and charger (not allowed at Peppertree)
 - Field Commissioner Notebook
 - Any remaining balls

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Enclosure (2)

Original

Scorekeeper Responsibilities

A scorekeeper is supplied by the home team (it can NOT be the Field Commissioner). **Game will not begin until the scorekeeper is in place.** If a team refuses to supply a scorekeeper, the game will be forfeited by the home team. Both teams may still scrimmage until the start of the next scheduled game. The scorekeeper has the following responsibilities during the game.

- Ensure the scoreboard reflects the correct score for the referees and parents
- Complete the **SCLA Youth Lacrosse Scoresheet (enclosure 7)**.
 - Prior to the game, fill in Date, Time, Division, referees and all players from Visitors and Home Team.
 - If a team is floating players from another team, place an F besides that players name.
 - Place an X in the Play Time (PT) box when a player enters the game for the first time each half. If a team has not played a player with 4 minutes remaining in the 2nd or 4th quarter, inform the coach.
 - For all goals, fill in player number and name (if known) and circle the number of goals for that player.
 - For all penalties, fill in team, # of player, penalty, length of penalty, the period the penalty occurred and time remaining in the quarter.
 - For timeouts, circle the number of the half in which the timeout is called for the appropriate team.
- At the completion of the game, place scoresheet in front pocket of Field Commissioner notebook. Clearly indicate the winner and score at the top of the scoresheet
- Scorekeepers must remain neutral and refrain from excessive cheering.

Enclosure (3)

Original

Timekeeper Responsibilities

A timekeeper is supplied by the visiting team. **Game will not begin until the timekeeper is in place.** If a team refuses to supply a timekeeper, the game will be forfeited by the visiting team. Both teams may still scrimmage until the start of the next scheduled game. 7/8th and 5/6th grade quarters are 10 minutes in length. The 3/4th grade will play 4 12 minute halves with a running clock (clock will be stopped for timeouts only).

The clock is stopped and started when signaled by the referee. If the **goal differential between the 2 teams reaches 4**, remind the referee that the ball will be given to the trailing team at midfield in lieu of a face-off until the goal differential goes below 4

If the **goal differential between the 2 teams reaches 12**, the clock will NOT be stopped until the goal differential goes below 12.

In the event of a tie, 4 minute sudden victory periods will be played until a winner is determined.

The timekeeper has the following responsibilities during the game.

- Ensure operation of the game clock is understood prior to the game (enclosure 5). Game time and penalty times are kept on the clock along with the score of the game.
- Inform players serving penalties when penalty times have expired.
- Inform referee when 2 minutes remain in each quarter.
- Timekeepers must remain neutral and refrain from excessive cheering.

Enclosure (4)

Original

Clock Operation

- Press **POWER** – **GAME** light will illuminate
- Set time for quarter
 - Under **GAME/PENALTY** – Press **SET/CLEAR**
 - Set time in minutes and seconds then press **SET/CLEAR** again
- To start and stop clock
 - Press **START/STOP - ALL CLOCKS**
- To add a goal to score
 - Press **SCORE** to go to scoring mode
 - Use **+** or **-** to add or take away a goal
- To set penalty time
 - Press **SCORE** to go to penalty mode
 - Under **PENALTY/SCORE** – Press **SET/CLEAR**
 - Set time in minutes and seconds then press **SET/CLEAR** again
- To sound a horn for substitution
 - Under horn, press **ON**
- To silence horn
 - Under horn, press **CLEAR**

Note: Horn will sound **softly** after a penalty expires, horn will sound **loudly** at the end of a period



Enclosure (5)

Original