

Westwood Women's Lacrosse  
Game Day Administrator (GDA) Guidelines  
(v1.3)

Game Day Administrators Duties:

You, as GDA, are ultimately reasonable for the field set-up, tear-down and all operations during a home game. You are basically the first one to show up and the last one to leave.

**1. GDA equipment:**

Obtain the equipment from the GDA at the end of the prior home game or call Jon Melnick @ 512-470-4600 to locate/obtain the equipment at least two days prior to your game.

Club owned GDA equipment includes:

- Scoring Table (2)
- Chairs (4)
- Black Game Day rolling box: (contains game balls, cones, walkie-talkies, stopwatches, air horn, score sheets, timer instructions, clip boards, pencils, etc.)
- White plastic game day box: (contains paper towels, cups, plastic baggies (used for ice for injuries), Stick and net repair kit, etc.)
- Please also bring a personal small ice chest for ice!

**2. Duties one day prior to game:**

- a. Remove the walkie-talkies from the Black GDA box and charge them over night
- b. Go to Sign-up Genius and printout your volunteer list for timer, spotters and scorers (you might have to go chase them down just prior to the game)
- c. While you are looking at Sign-up Genius, you may note who is the GDA at the next HOME game and contact them to arrange them picking up the GDA equipment after the game so that you don't have to meet up with them prior to the next home game.
- d. Send an email to Susan Benyo (Athletic administrator assistant at Westwood) and remind her of the game the next day. State the game time and ask for access to the field about 1:15-1:30 prior to the game. Ask her the name and **phone number** for the WW/RRISD employee who will be on site during your game. (they generally are not out at the field during the game and remain in the office) Her email address is [susan\\_benyo@roundrockisd.org](mailto:susan_benyo@roundrockisd.org) . (Office number: 512 464-4032) Please copy [jmelnick@cyber-inc.com](mailto:jmelnick@cyber-inc.com) and [cdittmer@austin.rr.com](mailto:cdittmer@austin.rr.com) on your email to her.
- e. Check the clip board to ensure there is at least 3 copies of the game score sheet for each team (Varsity and JV) as well as the timer instruction sheet. (If you are missing either, contact Jon or Charles for additional copies). Be prepared to give a copy to the opposing team as a list of our roster.

**3. On the way to the field:**

- a. Please **purchase one bag of ice**. This will be used for injuries during the game. (Plastic Zip-Lock bags are in the white plastic game day box)
- b. The home team usually supplies extra drinking water as well. (This is especially important for games later in the season as it gets hotter). Historically Coach Jim Stanley brings his water jug on a rolling stand.
- c. We also need to provide a water jug for use by both teams at the game. Coach Stanley usually brings this filled with ice and water.

#### 4. Game Set-up

**PLEASE ARRIVE AT THE FIELD NO LATER THAN 1:15 prior to the game** (1:30 is better) as teams generally show up an hour prior to game time.

- a. Ensure that the gates to the field are open and that the scoreboard timer controls are available and that the scoreboard is on. If they are not, quickly chase down the WW/RRISD employee who is on-site for that day. As long as Westwood has charged the battery for the scoreboard controller, the **controller should be placed on the game day table a long side the field** and not in the press box (requirement by the officials that the official game clock is kept at the table). If for some reason the battery is dead or not available, the scoreboard will have to be operated in the press box and an official clock (stop watch or timer app on your phone) will have to be used at the game table to keep official time. The use of walkie-talkies from the table to the press box will be key to insure the scoreboard stays in-sync with the official score and time at the table.
- b. **Ensure that the field lights are on.** (These are under lock and key so you will need the RRISD employee to turn on the lights for you. It is best to start the game with the lights on even if it is not dark yet so you won't have any issues turning them on and letting them warm-up during the game as it gets dark.
- c. The first thing to do is to get the goals moved from their storage area along the fences and get them out on the field so that the teams can warm-up. Many times our girls will get the goals out on the field themselves. If not, please find a few additional volunteers and get them moved out on the field. **PLEASE PICK THE GOALS UP AND DO NOT DRAG THEM ACROSS THE TURF!**
- d. Move the GDA boxes and ice chest on to the field and set up the scoring table and chairs. (We are using the yellow score lines on the field as our field perimeter so the scoring table should be set up on the track at least 5 yards behind the yellow side lines)
- e. **Place the following items on the table:**
  - Air Horn
  - 5-6 Game Balls (\*)
  - Clip board with score sheets w/pencils
  - Timer instructions
  - Scoreboard remote control
  - Walkie-talkies
  - Binoculars

(\*) New rules for 2014 require game balls to have a NOCSAE certification and marking on the ball. The game balls in the GDA box are legal. (The balls in the WW team ball bags the coaches use are NOT legal). We have a limited number of these legal game balls so do not allow the players to use these balls for warm-up. Keep these balls on the table and present one to the officials just prior to the game.

- f. **Place 8 of the cones around the field** (1 on each of the four corners of the yellow line field perimeter) and 4 additional cones, 1 at each end of both red restraining lines (~30 yard line).
- g. **Place 2 of the flatter cones** along the yellow side line at the red tick marks in front of the scorer's table (~ 10 yards either side of the 50 yard line). This defines the penalty box area and the area in which the players must enter and exit the field.
- h. **Insure that there is a working Walkie-Talkie (on the same channel) at both the game table and press box** if the scoreboard controls will be operated from the press box.

- i. **Introduce yourself to the officials as the GDA** and offer any assistance they may need. (You may wish to point out that we are using the yellow soccer lines for the perimeter of the field and the yellow center/draw circle in the middle of the field. The restraining lines, arc and fan are in red)
- j. **Introduce yourself as the GDA to the opposing team's coaches** and point out the use of the yellow and red lines.
- k. **Introduce yourself as the GDA to the opposing team's scorers** and supply them with a WW roster (an extra score sheet is fine) if they would like one. **Get a roster from them as this will be needed to fill out their side of the score sheet.** Offer their scorer a place at the table you have set up.
- l. **Inspect the field.** This should not be much of an issue now that we are playing on an artificial turf field at the Warrior Bowl. Check the field for rocks, trash, and other potentially dangerous objects on the field. Also insure that obstacles around the field have been pushed at least 15 feet away from the side lines. This include benches (even on the far side of the field from the game table), trash cans, Soccer goals, etc.
- m. During stick checks just prior to the start of the game, please insure that no warm-up balls have been left on the field or are inside the goals. Beware that most teams are still warming-up with balls that are not NOCSAE approved so please insure only the official game balls are used during the game or the home team may be yellow carded.
- n. Once teams have completed their warm-up and have picked up their balls, it is a common practise to **place 2-3 game balls at each end line of the field** (one on each side of the goal posts about a yard or two outside the perimeter of the field).
- o. **Start tracking down your game day volunteers** (if they are not there 15 minutes prior to game time, you better start recruiting other volunteers out of the stands)
  - Ensure that the **Timer** understands how to operate the scoreboard and understands when to stop and start the clock (supply them with a copy of the timing instructions). It is also a nice practice to set the game clock about 20-25 minutes prior to the game start time to count down to when the game will start.
    1. Review of timing rules:
      - a. Halves are 25 minutes long (JV are 20 minutes) with a "running clock" during the first 23 minutes (18 for JV). The clock will stop when an official places their arms in an "X" over their head. This occurs:
        - i. When a Green, Yellow or Red Card penalty is called.
        - ii. During an injury
        - iii. During a Time out
        - iv. After an invalid Draw.
        - v. After a goal (indicated by the goal hand signal)
        - vi. The Clock is NOT stopped for non-carded penalties, ball out-of-bounds, etc.
      - b. "Stop Clock" is used during the last 2 minutes of each half. The game clock is stopped on every official's whistle including ball out-of-bounds, on-field penalties that require players to freeze, etc.
      - c. If the score is 10 or more goals differential, the clock is to be run constantly until the end of the game and not stopped other than time outs, injuries or otherwise requested by an official. (This includes running the clock after goals). If the goal differential drops below 10, then normal timing is resumed.
    2. Most common errors in operating the clock:
      - a. Do not stop the clock after a goal until you see the official signal a successful goal. Quite often goals are called back due

to a “Shooting-space” penalty in which case the clock should not be stopped.

- b. The Clock is stopped after an invalid draw. This is usually because the ball did not go higher than the player’s head during the draw or there was not a successful possession prior to the ball going out-of-bounds. In either case the clock is stopped, the draw is reset and the clock is restarted on the whistle of the next draw.
- c. Since the clock is normally not stopped after penalties, be aware of penalties that are “carded” (usually a yellow card). The official should have placed their arms over their heads to form an “X” but this is often missed. If you observe an official holding up a card, please insure that the clock has stopped.

- **Scorers:** We will have 2 scores this year. One will keep the paper stats on both teams and is responsible for recording goals, Time outs taken, and the time and type of any penalty cards. The form used is a standard form created by the league (more on this later). **Have the scorer add the roster from the other team.** The other scorer will use our new iPad app to record detail player stats for Westwood players. Please ensure they understand what, where and how to score.

- **Spotters:** If spotters are new to the game, please cover the basics with them. The 3 most miss-interpreted calls are:

1. **A ground ball** must be contested (a player dropping a ball and just picking it back up is not a ground ball)
2. **A goalie save** is a shot that that goalie actually blocks with their stick or body. A shot that bounces off the post or is wide or high is considered a “miss” and not a goalie save.
3. **An assist** is a pass to a player that scores by only taking a step or two to shoot. If the scoring player takes more than a step or two after receiving a pass prior to shooting, it is no longer an assist.

## 5. During the game

- a. Anyone that is not a player, coach, trainer or game day volunteer (timer, scorer, and spotter) is not allowed on the player side of the field. Instruct **anyone not involved in supporting the game to return to the spectator side of the field.**
- b. Any game day volunteer supporting the game (including yourself as the GDA) **is not allowed to cheer** or coach the team. Kindly remind both our volunteers as well as our volunteers from our opponent’s team. If they would like to cheer, they must do it from the spectator side of the field.
- c. Any game day volunteer **should not address the officials** for any reason other than related to their specific duties (timing, scoring, etc.)
- d. As the GDA, it is best to help spot the game and to graciously supervise the running of the clock, penalty times and scoring until you have confidence in all the game day volunteers. Do not assume a role supporting the game that does not allow you to break away to address other potential issues that come up during the game such as:
  - i. **Assist with any injuries** by getting ice bags and seeking medical assistance as required.
  - ii. **Crowd control:** Historically this has not been an issue at Women’s games. It is your job to address any spectator that is making inappropriate comments or

- behavior. If you must address a spectator (possible at the request of an official, coach or other spectator) I would suggest you get another Westwood parent to accompany you (possible Jon or Charles if they are present). A friendly verbal warning is always the first approach. If the problem persists you will have to ask the person to leave the field. They can do so themselves or don't hesitate to call 911. (We pay for the service with our taxes)
- e. **Half time** is usually 10 minutes and it is customary for the timer to put this time on the clock and let it count down. Quite often, the officials will get agreement from the coaches to shorten half time to 7 or even 5 minutes.
  - f. During half time is also an opportunity to **reset the balls on the end lines**. Get one of your volunteers to do one end of the field while you do the other. Also be aware that teams may be warming up new goalies during half time so insure that all balls are removed from the field prior to the start of the 2<sup>nd</sup> half.
  - g. Be cognizant of Lightening danger and seek council with the officials and coaches if games should be delayed or suspended.

## 6. Post-Game

- a. Immediately upon conclusion of the game, insure that the scorer gets the score sheet **signed by the officials**. Also each coach must **pick an MVP** for the opposing team. Insure that is denoted on the score sheet and **take the score sheet home with you!**
- b. Put away all equipment as needed (Table, Scoreboard, Cones, Balls, Relocate the Goals. etc). If you did not make prior arrangements for the GDA for the next home game to pick-up the GDA equipment, take it home with you and make arrangements to transfer the equipment prior to the next home game.
- c. Obtain the iPad and give it to either Charles or Jon so that they can obtain the game data from the device.
- d. Ensure the field is left in a clean manor (enlist players and parents to help).
- e. Contact the WW/RRISD person on site and let them know the game has concluded. Make sure that you both understand who is turning off the lights and locking-up.

## 7. When you get home that night (a.k.a. You just thought you were done....not yet!)

- Scan the score sheet and **send it to the WW coaches**. Coaches email addresses are:
  - [janellecaron@hotmail.com](mailto:janellecaron@hotmail.com) [amanda.mounsey@gmail.com](mailto:amanda.mounsey@gmail.com)
  - [jfstanley@mmm.com](mailto:jfstanley@mmm.com) [wilsontwjr@aol.com](mailto:wilsontwjr@aol.com)
- Also copy Jon and Charles (email address in section 2).
- b. You must now enter the scores and stats into the leagues web site
  - i. Go to [www.ctghsl.org](http://www.ctghsl.org)
  - ii. Select "Game Schedule" to get the 3 digit game number (You will need this number to enter the game stats). If the game is not displayed you can use the black bar to search for the game.
  - iii. Now select the "Enter Stats" from the menu across the top of the screen. The passphrase is "central" (all lower case)
  - iv. Enter in information in each box (note the format listed under each box for scorers, saves, penalty cards and MVPs).
  - v. Select "Submit" at the bottom of the screen when you are done.
  - vi. Note that Timer instructions and blank score sheets are in the Document section of the web site.
  - vii. **NOW YOU ARE DONE!!** Kick your shoes off, grab a cold beer or glass of wine while you sign-up to be GDA for another home game!

**THANK YOU FOR YOUR SUPPORT!**