

# MEN'S FIELD LACROSSE MINOR OFFICIALS GUIDE



**LACROSSE CANADA  
CROSSE CANADA**



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## **Minor Officials and their Duties**

The Minor Officials for Men's Field Lacrosse are made up of the following individuals:

1. Game timekeeper (GT);
2. Penalty timekeeper (PT);
3. Official scorer.

The responsibilities and functions performed by the Minor Officials are very important. Each individual is an integral part of the game and member of the officiating team.

One of the premises of sport is that competition takes place in a fair and equitable environment, where both teams have an equal opportunity for success. As a Minor Official you are required to approach your duties with an unbiased view, and complete the tasks with no favouritism for either competitor. Remember, you are an official and must act accordingly, remaining neutral just as the officials do on the field.

### ***General Information on all Minor Officials***

1. Minor officials are under the supervision of the referees, who are the final authority.
2. Minor Officials should refrain from publicly criticizing the work of any other official at any time.
3. Minor Officials should report to the Scorer's Bench 15 minutes before the game, and be at their respective positions promptly at the start of the game and at the beginning of each quarter, and any overtime period.
4. Appearance is important, as you are part of the team.
5. Concentrate on your job and avoid any unnecessary conversations.
6. Report any difficulties immediately to the referees.

7. Maintain your impartiality. Make sure you cannot be criticized for favouring one team in performing your duties or antagonizing players in the bench area. Definitely avoid cheering.

### ***Mistakes by Bench Officials***

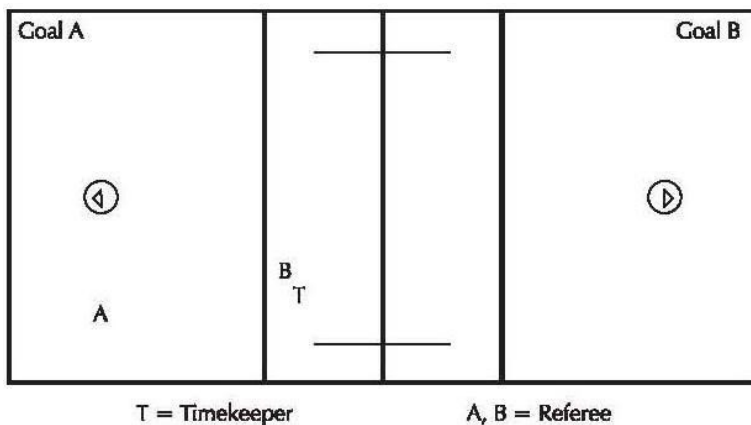
Where a Timekeeper, Penalty Timekeeper or Scorer becomes aware that a mistake is being made which would result in a player or a team being penalized, they shall promptly correct the mistake by reporting it to the referee or Chief Bench Official (CBO).

## **The Game Timekeeper (GT)**

The Game Timekeeper shall be responsible for operating the field clock. The GT is responsible for the display of the score, period, and penalty time(s) being served.

### ***Duties of the Game Timekeeper***

1. Control of the official playing time.
2. Run the clock 15 minutes before the start of the game and during all intermissions.
3. Enter the field of play each period and give the near side referee side warnings of 30 seconds and count down the last 10 seconds, including zero.
4. Start and stop the clock only on the referee's instruction.



5. Stop the clock during time-outs of any kind and at the end of the quarter.
6. Indicate to the Official Scorer the times at which all penalties start and terminate.

7. Indicate to the Official Scorer the time that all goals are scored.
8. Inform the Head Referee one minute prior to the start of each period of play, and four minutes before the end of the half-time interval.
9. Record the time taken during team time-outs and notify the referee 30 seconds before the re-start of play.
10. Stop the clock for all stoppages of play during the last 3 minutes of the LAST regulation time period AND during all overtime periods.
11. During the last period of regulation time, if the ball is already dead and the game clock runs down to 3 minutes, all clocks should stop at that point.
12. Refer any disputes regarding time to the referee for final decision.
13. Inform the referee immediately of any difficulties pertaining to performing the required duties.

### ***Pre-game Duties***

1. Be at the field 15 minutes prior to the start of the game.
2. Check that the clock is on and working properly.
3. Check the displays on the clock and point out any problems (e.g. burnt out lights) to the referee.
4. Ensure that you can start and stop the clock properly, and that you can set and operate the time, period, and score.
5. Make sure there is a functioning stop-watch available to you, in case of clock failure.
6. Run the clock 15 minutes before the game is to begin.

### ***Duties during the Game***

1. Regulation time shall be four 20 minute periods, which are running time. The last 3 minutes of the last period as well as ALL overtime shall be stop-time.
2. When playing at the local, provincial or tournament levels the regulation time of a game may vary.
3. During stop-time, when the referee blows his/her whistle to stop play, the clock shall be stopped until the referee restarts play with his/her whistle.
4. Regulation breaks between periods are:

After first quarter      2 minutes

At half-time              10 minutes

After third quarter      3 minutes

For overtime play there is a 5 minute intermission, then the clock is set for four-minute periods, stop-time, as directed by the referee. The Timekeeper shall go on the field for the last 30 seconds of each 4-minute period, as in regulation time. Overtime may vary by league.



### ***Post-game Duties***

1. Sign the official game sheet as the Game Timekeeper.
2. Report any difficulties with or malfunctions of the timing equipment to the convenor.

### ***Points of Emphasis***

- **You must work closely and effectively with the Official Scorer and the Penalty Timekeeper. Try to maintain a good rapport and constant communication.**
- **Keep your concentration throughout the game. Try not to get caught up in the play, but stay focused on the referees and their calls.**

## **The Penalty Timekeeper (PT)**

The Penalty Timekeeper(s) shall be responsible for timing any penalties imposed by the referees.

The Penalty Timekeeper(s) shall audibly count down the penalty time to the player concerned and to any substitute who may be about to go onto the field in place of the penalized player, as follows: "30 seconds, 15 seconds, 10, 9, 8...3, 2, 1, Release."

The Penalty Timekeeper(s) shall immediately get the attention of the CBO or nearest official if the penalized player or his substitute enters the field of play prior to the expiration of penalty time. If the player asks if they can go on the field, the response shall be "Ask your coach."

### ***Duties of the Penalty Timekeeper(s)***

1. Control of the penalty clock(s) and time any penalties imposed by the referees.
2. Start the penalty time when the penalized player enters the penalty area, or when play starts, whichever is later.
3. Stop the penalty time clock during time-outs and between periods.
4. Countdown the penalty time to the penalized players, or their substitutes.
5. The penalized player is allowed to move up to the sideline for the last 5 seconds of his time. If another player is substituting for the penalized player, then the substitute goes to the sideline for the last 5 seconds, and the penalized player remains in the penalty area until the penalty time expires.
6. Penalized players may leave the penalty area during time-outs and between periods, and must return to the penalty area when play resumes.

7. Time multiple penalties in the order they occur, as indicated by the referee (e.g. if a player is assessed a technical penalty followed by a personal penalty, the technical penalty is served first).
  - i. If a penalized player stands up, or leaves the penalty area, while penalty time is running, the penalty clock is stopped until he sits back down or re-enters the penalty area. Players should be advised if this occurs.
  - ii. Inform the player when he may leave the penalty area (upon expiration of penalty time or when time is cancelled).

Penalty times are as follows:

Technical penalty      30 seconds

Personal penalty      1, 2 or 3 minutes

Expulsion penalty      3 minutes

All technical penalties being served by a team are cancelled upon a goal being scored on that team.

### ***Pre-game Duties***

1. Arrive at the bench at least 15 minutes prior to the start of the game.
2. Ensure there are at least two time pieces that record time in seconds and are working properly.
3. Ensure each side of the Scorer's bench has an area for serving penalties. Each side should contain 2 chairs to be used by penalized players only.

### ***Duties during the Game***

1. Players receiving 5 personal penalties in a game are automatically fouled out for the remainder of the game. The referee is immediately informed if a player receives his fifth personal foul.
2. All technical penalties are cancelled against a team that is scored upon. Personal penalties must be served in their entirety by the player that committed the foul.
3. Players entering the field prior to the penalty time expiring, whether due to the player or due to an error by the Penalty Timekeeper, must be reported to the referee immediately.

### ***Post-game Duties***

1. Sign the official game sheet as the Penalty Timekeeper.

### ***Points of Emphasis***

- **Do not let players or coaches influence your decision as to when players are allowed to re-enter the game. Any confusion as to length of penalty to be served should be cleared up through the referee.**

## **The Official Scorer (OS)**

The Official Scorer shall use the game report to record each goal scored, the scoring player's number, the number of any player (if any) being credited with an assist, the penalties, the number of the penalized player(s), the type of penalty assessed, the length of time assessed for each penalty, and the time the penalty began and ended.

The OS shall ensure that all necessary signatures and information are on the game report, and then forward the game report to the appropriate person.

### ***Duties of the Official Scorer***

1. Arrive 30 minutes prior to the start of the game.
2. Ensure that the Scorer's bench is in proper order and that all necessary materials to scoring the game are on hand and in good working condition.
3. Ensure that the line-up of each team, including the name and number of the captains as well as the in-home (player designated by team to serve penalties) and the Nominated Defender (player designated to serve penalties administered to the goalkeeper) are on the game report. This information must be verified and signed by the respective team officials in the proper place on the game report.
4. Report to the referee any difficulties in obtaining the line-up of the teams.
5. Submit the completed line-up of the competing teams to the referee prior to the start of the game. The OS should draw to the attention of the referee any information which may not comply with the rules.



6. Enter into the game report a correct record of the goals scored, by whom, and to whom assists, if any, are to be credited.
7. Where a public address system is being used, announce, or cause to be announced, immediately following the scoring of each goal, the name of the player who scored the goal and the name of the player who received an assist as reported by the referee.
8. Enter on the game report a correct record of all penalties assessed, stating the number of all penalized players, the infraction, the type of penalty, and the time at which the penalty began and ended.
9. Inform the referee when a player receives, in a game, their fifth personal foul penalty.
10. At the conclusion of the game, complete all information including summaries of penalties, goals and assists as provided for on the game report. Acquire all necessary Minor Officials' signatures and submit the official game report to the referees for their signature.
11. Distribute copies of the game report to the visiting team and the home team and send the original of the game report to the governing body (or follow the procedure of the association or league).

### ***Pre-game Duties***

1. Be at the field at least 30 minutes prior to the start of the game.
2. Ensure the timing and bench area is in proper order.
3. Ensure the following items are available:
  - 2 ballpoint pens;
  - 1 pencil

- 1 small pad for making notes; and
  - A supply of game balls.
4. Fill out the general information on the game report, always printing, using a ballpoint pen. Give the game report to the visiting team first, and then the home team and have them fill in the roster and sign appropriately.
  5. Review the roster for noticeable omissions or errors and bring to the attention of the referee any problems. Ensure that goalkeepers and sub-goalkeepers, captains and assistant captains, and in-homes are properly identified on the game report.
  6. Deliver the game report to the referees for approval before the game.

### ***Duties during the Game***

1. Record in the appropriate location the time the game begins.
2. Record all goals completely and accurately as signalled and reported by the referees.
3. Announce, or have announced, on the public address system, all goals, assists, penalties, and the reason for any disallowed goals.
4. Record all penalties completely and accurately as signalled and reported by the referees.
5. Keep a pad handy to record information such as multiple penalties, altercations or bench-clearing problems.
6. Indicate the completion of each period with a heavy solid line under the last entry in each of the goals and penalty sections for both teams.
7. Record all team time-outs in the appropriate location.

8. Where applicable, enter the score at the end of each period in the “scoring totals” section.
9. Inform the referees when a player receives, in a game, their fifth personal foul penalty.
10. Watch for the referees needing lacrosse balls, and have replacements ready to give to the officials as they are needed.

***Post-game Duties*** (see Field Lacrosse Game Report)

1. Note in the proper location the time the game was completed (see 1).
2. Ensure the game report is properly completed. Indicate the total of all goals scored for each team in the appropriate box in the game summary area, or indicate the final goal total for the respective team in large numbers, which are circled in the unused portion of each goal recording area (see 2).
3. Void all unused rows in each of the sections for recording goals and penalties with diagonal slash marks through the unused areas (see 3).
4. Ensure you and the other Minor Officials have all signed the game report (see 4).
5. Take the game report to the referees and have them check and sign it (see 5).
6. Distribute copies of the game report to the visiting and home teams and forward the original to the governing body (or follow the procedures for the association or for the league).

## FIELD LACROSSE GAME REPORT

1

VISITING CLUB: STINEER H.S. HOME CLUB: BUMBER SERIES: HIGH SCHOOL  
 DATE: MAY 21 / 15 GAME PLAYED AT: OSHAWA TIME START: 3:50 PM TIME FINISH: 5:15 PM

VISITING CLUB				SCORING				FOULS						
NO.	PLAYERS NAME	GOALS	ASSISTS	PENALTY MIN.	PERSONAL FOULS	GOAL	ASSIST	TIME	NO.	MIN.	REASON	TYPE	TIME OFF	TIME ON
42	A. JONES					1	56	13:01	13	1	TEP	P	12:01	11:28
99	P. SMITH					2	22	10:50	51	30	HOLD	L	6:28	6:04
2	F. HENRY					3	10	9:51	51	1	SLASH	P	6:24	5:04
5	T. HANCOCK					4	44	13:02	66	1	SLASH	P	14:03	
56	T. TOWNS					5	21	8:10	66	1	UNSUBSTANTIAL	P	14:00	13:00
31	F. FULLER					6	41	3:05	66	1	SLASH	P	10:51	9:51
10	P. PALMER					7	11	2:21	66	3	FLIGHT	E	10:51	7:51
22	S. SALVADORO					8	29	2:21						
9	D. JACKSON					9	40	0:32						
15	J. NICKERSON													
44	B. TURBULL													
21	W. KAUKA													
13	G. JOHNSON													
11	B. HERNDON													
51	M. SMITH													
64	N. NICHOLS													
40	G. EGANT													
41	B. BALL													
35	T. CHRISTIE													
SUB-COAL				SCORING				FOULS						
00	A. J. BUND													
Head Coach	<u>S. Flood</u>	TIME-OUTS	1st	2nd	O.T.									
HOME CLUB				SCORING				FOULS						
NO.	PLAYERS NAME	GOALS	ASSISTS	PENALTY MIN.	PERSONAL FOULS	GOAL	ASSIST	TIME	NO.	MIN.	REASON	TYPE	TIME OFF	TIME ON
41	R. RALPH					1	44	11:25	18	30	INTERFERENCE	P	7:40	7:21
02	T. HEDD					2	19	6:14						
12	P. THOMSON					3	28	5:40						
1	S. TOWNS					4	44	13:40						
55	W. WILSON					5	1	13:52						
10	T. FERRARELLI					6	21	12:24						
13	J. JONES					7	21	8:51						
18	P. RICE					8	12	0:21						
2	T. SMALL													
19	G. GALT													
21	P. GORDA													
17	F. TURBULL													
23	W. WATKINS													
33	R. SUMMERS													
15	I. GOODY													
22	T. CALDER													
33	S. STONER													
44	P. RICE													
4	T. FERRARELLI													
SUB-COAL				SCORING TOTALS				OVERTIME						
Head Coach	<u>G. M. DUNBAR</u>	TIME-OUTS	1st	2nd	O.T.									
Chief Bench Official	<u>S. M. BOND</u>	Penalty Timekeeper	<u>S. SMALL</u>	SCORING TOTALS		1st Q	2nd Q	3rd Q	4th Q	1	2	S.D.	TOTAL	
Timekeeper	<u>J. C. BLOK</u>	Scorer	<u>J. WHITE</u>	VISITORS	STINEER	3	3	1	0	1	0	1	9	
				HOME	BUMBER	1	0	2	4	1	0	0	8	

Referee: I. C. GORD Umpire: I. M. BANDT Field Judge: U. D. ME

The Referee must have the report signed by all officials immediately following the game and forward immediately following the game to the appropriate province. Each expulsion penalty or any incident immediately taking place in the game must be reported in full by the Referee on this report.

### ***Points of Emphasis***

- **Print the information clearly using a ballpoint pen, firmly pressing so that multiple copies will be legible. Do not use a felt pen.**
- **Do not fill in information before it has been reported by the referee.**
- **Be careful to enter information in the correct team area. Putting it in the wrong area may cause confusion during or after the game.**
- **Be sure to record penalties in the order they were assessed, as reported by the referee.**
- **Be sure to record each penalty individually (e.g. two one-minute slash penalties to the same player should not be recorded as a single two-minute penalty).**
- **Only count 'personal' fouls when counting for the purpose of 'fouling out', or for statistics.**



## **Recording Goals**

1. Wait for the referee to inform you of the team, player who scored, and any assists, prior to marking a goal on the game sheet.

**Hint:** You may be able to help the referee by suggesting an assist, if requested by the referee.

2. Lists the goals, assists and the time on the clock in consecutive order in the area designated for recording goals (see 6 on the Field Lacrosse Game Report).

**Hint:** List the exact time shown on the clock. For example, if the clock shows 9:10 remaining in the period, record 9:10 on the game sheet. Do not calculate the time gone by,  $20:00$  minus  $9:10 = 10:50$ .

3. If the score sheet has a separate scoring summary for the individual players, then fill in the appropriate information using a number 1 for each goal scored (see 7 on the Field Lacrosse Game Report).
4. Indicate the end of each period and each overtime period with a heavy solid line drawn underneath the last information recorded in that period for each team. If the game report has a separate section for goals scored per period, enter the total of goals scored for that period (see 8 on the Field Lacrosse Game Report).

## **Recording of Penalties**

1. Watch for the referee to inform you of the team, player, penalty being assessed and length of time assessed.

**Hint:** The referee will call verbally, as well as signal:

Red, 15, Slash, 1 minute; OR

Red, 15, Hold, Technical

2. Record as reported by the referee penalties assessed, as follows (see page 7):

A) Number of the player penalized

B) Length of penalty

C) Reason for penalty

D) Type of penalty:

T – Technical 30 seconds

P – Personal 1, 2 or 3 minutes

E – Expulsion 3 minutes

E) Time penalty begins:

1. When player enters the penalty area; OR

2. When play re-starts, **WHICHEVER IS LATER**

F) Time penalty ends



NO.	MIN.	REASON	TYPE T/P/E	TIME OFF	TIME ON
13	1	TRIP	P	12:01	11:28
51	30	HOLD	T	6:28	6:14
51	1	SLASH	P	6:14	5:14
66	1	SLASH	P	14:00	
66	1	UNSPORTSMAN	P	14:00	13:00
66	1	SLASH	P	10:51	9:51
66	3	FIGHT	E	10:51	7:51

- If the game report has a penalty summary for individual players, then fill in the appropriate information using a number 1 for each personal foul assessed.

### **Multiple Penalties**

When a player receives more than one penalty on a play and the fouls are both of a Technical and Personal nature, it is important that the penalties are recorded and served in the order they occurred, as reported by the referee. This becomes a factor if a goal is scored, as follows:

#### **Situation "A"**

Blue 1 commits a Technical foul, then a Personal foul. He begins serving his penalties of 30 seconds, then 1 minute. 20 seconds later his team is scored upon.

**Result:** The remainder of the Technical penalty is cancelled and player B1 now has 1 minute to serve.

### ***Situation “B”***

Blue 1 commits a Personal foul, then a Technical foul. He begins serving his penalties of 1 minute, then 30 seconds. 20 seconds later his team is scored upon.

**Result:** His entire Technical penalty is cancelled and he has 40 seconds remaining to be served.

### ***Simultaneous Penalties***

Only Technical penalties are affected if simultaneous penalties occur.

If all fouls are technical, regardless of number, and they are simultaneous, they are all cancelled.

**Example:** Red 1 commits a ‘hold’ and a flag is thrown. Red 2 then commits an ‘interference’ penalty and another flag is thrown. Blue 1 then steps in the crease.

**Result:** Play is halted as soon as both teams have committed fouls. All fouls being technical, they are cancelled. If any of the fouls are personal, they must all be served.

**Example:** Red 1 commits a ‘hold’ and a flag is thrown. Red 2 then commits an ‘interference’ penalty and another flag is thrown. Blue 1 then commits a slash.

**Result:** Red 1 and Red 2 serve 30 second penalties. Blue 1 serves a 1 minute penalty.

## **Situations Requiring Special Attention**

Any person who is assessed five personal penalties in the same game shall be expelled from playing the balance of the game. This number may vary in some leagues. This should not be confused with an Expulsion, which would require a further report.

### **EXPULSION PENALTY**

A player or coach may receive an Expulsion penalty for fighting, attempt to injure or repeated unsportsmanlike conduct. An Expulsion carries an automatic 3 minute penalty, in addition to any other penalties assessed, and will be served by the in-home.

**Note:** In all cases, a player or coach expelled or 'fouled out' from a game may not stay, or return to the bench or any area adjacent to the bench. However, they may return as a spectator, as long as they do not disturb the game.

If a player or coach who has been expelled from the game is recognized as creating a significant disturbance, the referee should be notified immediately. The referee may then require that person's removal from the area.

### **BANISHMENT**

According to Rule 75.2, a player who has received an unsportsmanlike conduct penalty and continues to act in an unsportsmanlike manner may be banished from the bench area by the officials. This should not be confused with an expulsion foul as there is no further penalty to the team.



## **Altercations**

In the event of an altercation on the field the first responsibility is to write down on the scratch pad the numbers of the players involved in the altercation.

One of the most important tasks for the Minor Officials is to watch the bench areas to ensure that should a player come on the field from the bench that they write down the number and team of the first player off each bench.

Do not record what the player may or may not be doing, in either an altercation or a bench clearing incident. Just record the numbers of the players from each team involved in the incident.

## **Problems in the Penalty Bench Area**

Problems may occur in the Penalty Bench area due to the behaviour of athletes, team representatives or fans. The most important advice is to do what you can to avoid outright confrontation.

The referees are the final authority in the game and they should deal with any incident, player, representative or fan that will not follow the instructions of the Minor Officials. The referees have the authority to further penalize or eject a player, or may require the removal of a fan or team representative who will not comply.

## **Notes**

## **Notes**

## **Notes**

B A T T L E   T E S T E D



COLIN DOYLE  
PROFESSIONAL PLAYER  
NLL+MEL

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