



## North Texas Youth Lacrosse Association (NTYLA) 2008 Site Administrator Duties

The *Site Administrator (SA)* shall be an individual affiliated with the lacrosse team hosting the event (i.e. home team) and appointed by the President of the respective organization. All SA names and contact information must be forwarded to NTYLA and the North Texas Lacrosse Officials Association (NTLOA) Assignor prior to the start of the season. A SA will be assigned for each home game and will be responsible for the following:

1. The SA will identify themselves to the officials prior to the start of all games, coordinate any issues or needs they may have prior to the start of the game and at any time thereafter should they require the SA's assistance. Failure to introduce or have SA present will result in a 30 second penalty at start of game.
2. The SA will assure the field is set-up in playing order, the scorer's table is in place and a First Aid Kit is available.
3. The SA will have the "Permission to Treat/Medical Release/Player Insurance" forms on hand for the home team.
4. The SA will see that the officials are paid at the field before the game, either by check or with a voucher. Each team is responsible for paying one official at games.
5. The SA will monitor fan conduct, assist with controlling un-sportsmanlike behavior off the field and take appropriate actions if there is a problem. The SA has the authority to speak to the fans causing the problem, escort them from the grounds if necessary, request the referee to stop the game to get stands under control, and/or call the police.
6. The SA will have a working cell phone available for emergency contacts.
7. The SA will designate a *Team Trainer* for each game. The Team Trainer, whenever possible, will be a Certified Sports Trainer, an EMT, an R.N. or a M.D.
8. The SA will have a copy of the Program *Medical /Emergency Response Plan* on-hand: *In the case of an injury to any player, coach or referee, the SA will summon the Team Trainer. The Team Trainer will decide if further medical attention is needed. In the event a Team Trainer is unavailable, the SA will assess the situation with assistance of the coaches and officials. The SA will call the local EMS or 911 and explain the situation. The SA will direct the EMS to the player and see that the parents are notified.*
9. The SA, when necessary, will arrange an escort for referees to the parking lot after the game.
10. At least one SA is required at all youth games. When playing at a neutral site, the designated home team is responsible for providing the SA. All parents selected as a SA will meet with the respective program's President prior to the season to review the responsibilities and duties. The designated SA for each game should always seek assistance from the other team's SA at the game when needed. All SA's in attendance should be aware of the SA for each game and offer assistance.

This *Site Administrator Plan* was discussed at the September 2006 meeting of the North Texas Youth Lacrosse Association and is mandatory for all lacrosse programs participating in the N. Texas Youth Lacrosse Association.