

UNIVERSITY OF IDAHO INTRAMURAL SPORTS OFFICIAL HANDBOOK



**CAMPUS
REC
INTRAMURAL SPORTS**

2009-2010

**For More Information
Contact Campus Recreation
885-6381**

I. INTRODUCTION

Welcome to officiating and the University of Idaho Intramural Sports Program. The information provided will introduce the policies and procedures of officiating at the University of Idaho.

We expect great things of our officials and are confident of the caliber of officials you will become. Intramural Sports officiating builds character and will be, for better or worse, one of your most talked about collegiate experiences. The job is not easy, but with hard work and hustle, it is rewarding. Let's have a great year and remember, you will be as good as you **want** to be.

**YOU MAKE THE DIFFERENCE. BE COURTEOUS,
APPROACHABLE, AND CONFIDENT.**

PAYROLL PROCEDURES

1. All employees must complete payroll sheets and sign up on availability sheets.
2. To receive work authorization you will need to complete an I-9 and W-4. This will require a social security card.
3. Work study students must also turn in financial aid papers to the Campus Recreation Office Manager.

OFFICIAL'S PAY SCALE

Intramural officials will be compensated in the following manner:

BASIC PAY \$7.50/game

ADDITIONAL PAY

Extra games happen from time to time on the weekends and opportunities will be emailed.

RECORDING TIME

The following procedures must be followed each pay period in order to receive your pay check.

1. Keep a record of the time you worked and/or number of games worked.
2. On the Monday at 3pm following the end of two week payroll, each official/supervisor must come into the Campus Recreation office to verify, sign, and date your pay sheet. **IF THE PAY SHEET HAS NOT BEEN SIGNED BY 3:00 PM, MONDAY, NO PAY SHEET WILL BE TURNED INTO THE PAYROLL OFFICE. THEREFORE, NO PAY CHECK.**
3. Employees may pick up pay checks at the Cashiers window in the SUB Cashiers office; or set up a direct deposit.
4. Any questions about time should be made prior to signing your timesheet. Contact the Intramural Director with questions and concerns.

II. ATTITUDE OF AN OFFICIAL

When an official steps on the field or court, he/she assumes total responsibility for the contest at hand. To the participants, it may be the most important game of their lives. To the official, it is just another game, or is it? Every game that an official works should be the most important. It is not fair if the participants are providing maximum effort and the official is providing less than his/her maximum effort.

Having the mental attitude before the contest begins could be the difference in calling a good game. Talk to your fellow officials prior to the contest to confirm the mechanics and court positioning that will be used. **Never let the skill level of the players alter your attitude about a contest.** Often times, the lower skill levels will require more concentration from the officials.

BE MENTALLY PREPARED!!

EXPECTATIONS OF AN OFFICIAL

1. Attend mandatory team sport clinics. If you do not attend the clinics you will not be scheduled to work.
2. Know the rules. A good working knowledge of the rules makes a successful official.
3. Be on time. Report to work 15 minutes prior to your first scheduled game. Participants do not like to have games postponed because of the official's lack of responsibility.
4. Have a neat appearance. Looking and acting like an official will help in gaining respect of the players. Reporting for work out of uniform or having an untidy appearance will reflect badly upon the department and you.
5. Assume a leadership role. You must assert yourself as an official without being overbearing. Players look to the official as a leader, someone to take charge of the contest. Work cooperatively with your partner and take control of the game in a manner that will not put the players on the defensive.
6. Every official is encouraged to participate in intramural activities. However, any official playing who displays unsportsmanlike conduct toward a working official will be subject to suspension and possible termination.

BEHAVIOR OF AN OFFICIAL AS A PARTICIPANT

EXPECTATIONS OF AN OFFICIAL

Intramural Sports Behavioral Policy

All intramural supervisors and officials who wish to participate in intramural sports are expected to adhere to a high level of professionalism. Activities deemed inappropriate include: acts of poor sportsmanship, vulgar language, and any incidence that results in reporting to the incident to the Intramural Department. This not only includes the individual supervisor/official but also his or her team. As faces of the program, you are expected to act appropriately and keep any team that you are on in check.

There will be consequences for anyone violating this policy, this includes but is not limited to the following sanctions. The first incidence will be a mandatory meeting with Butch (and potentially the other parties involved) to discuss the severity of the situation. The first offense could lead to the individual being:

- Ineligible from current sports
- Termination

For example, if a player violates the policy at the end of spring semester during a co-rec basketball game and is also playing ultimate frisbee and softball, they will be out of all three sports.

Any further violations of the behavior policy may result in termination of employment.

The reporting of such behavioral policy infractions will be the responsibility of the officials working and/or the supervisors on the site. The report will be filled out as an incident report and will be given to Butch.

From here, he will contact all parties involved and make ruling on whether or not the incident is deserving of a policy violation.

I understand the expectations of an employee of Campus Recreation, and I agree to adhere to follow the guidelines set up by the behavioral policy above. If I have any questions or concerns about my expectations I will contact Butch Fealy or any professional Campus Recreation Staff.

PERSONAL EQUIPMENT

Each official is expected to have the following items for each contest:

1. Whistle
2. Black shorts or dark shorts
3. Footwear suitable for officiating
4. Watch
5. Officials' shirt

NOTE: Larger size officials shirt permits additional clothing to be worn in the event of cold weather.

The more professional you look, the more respect teams and players will have for you, thus the easier your job will be. A large part of officiating is looking the part. So....ALWAYS LOOK THE PART!

HOW TO FIND A SUBSTITUTE

Guidelines to follow:

1. Check the Officials availability list that will accompany the schedule
2. Notify the Intramural Director as soon as possible. At least 24 hours in advance.
3. In the event of illness or emergency, a substitute will be located for the official.

Be proactive with upcoming tests, field trips or events that will not allow you to work prior availability.

LACK OF PRIOR PLANNING ON YOUR PART DOES NOT CONSTITUTE AN EMERGENCY ON MY PART

REASONS FOR DISMISSAL

The following situations will lead to dismissal of an official:

1. Repeated tardiness or no shows.
2. Consistent low performance of officiating.
3. Deliberately throwing a game or contest.
4. Consistent low knowledge and interpretation of playing rules.
5. Consistent deviating from the dress code.
6. Any other act deemed irresponsible or unbecoming of an intramural official.

III. GAME DAY

POSTPONEMENTS

Intramural contests must never be played under unsafe conditions. If an unsafe playing condition cannot be resolved, then the game(s) that are to be played on that field/court will be postponed. In the event of inclement weather, the supervisors will exercise caution concerning the decision whether or not to play. For an update on postponements contact the Intramural office: 885-6381. It is better to postpone a game rather than to risk injury to participants and officials.

PRE-GAME DUTIES

1. Report to work at least **15 minutes** prior to your first scheduled contest and check in with the supervisor in charge.
2. After checking in, pick up the needed equipment for the contests. Always inspect the equipment and playing area prior to the start of the game. Report any unsafe conditions to the Intramural Supervisor.
3. Meet with your fellow officials to make sure all rules are clear and that all mechanics will be used.

CAPTAIN'S MEETING

A good pre-game meeting with the captains will help resolve many potential problems. The following should be covered:

1. Review eligibility and game rules.
2. Remind the captains that they are the only ones who may speak to the officials.
3. Inform the captains that they are responsible for their fan's conduct.
4. Remind the captains about the timing of the game, when the clock will and will not be stopped.
5. Remind the captains that each team must provide someone to help with the scoring.
6. Remind the captains that all protests must be brought to the attention of the officials as soon as the protestable incident occurs.
7. Remind captain's about the Sportsmanship Rating System.

At the close of the captain's meeting, ask if there are any questions.

GAME DUTIES

After the captain's meeting make sure that all players are signed on the game sheet. **START THE GAME ON TIME!!** If you encounter any problems ask the supervisor for assistance.

INTRAMURAL ACCIDENT PROCEDURES

1. In the event of an accident during an intramural contest, immediately notify the supervisor that there has been an accident.
2. Provide the injured person with first aid care **WITHIN** your capability and training.
3. During normal operating hours (Monday - Friday, 8:00 am - 5:00 pm) injured persons may be taken to the Student Health Center at the Ash street entrance. After 5:00 pm, and on the weekends, injured persons may be taken to Gritman Memorial Hospital.

4. If the injured person is not in a condition to be moved, make arrangements for transportation by ambulance. When out at Wicks IM fields, the supervisor will use the cell phone to call 911. At the discretion of the ambulance attendant, the injured person will be transported to the Student Health Center or to Gritman Memorial Hospital.
5. Supervisors are responsible for filling out an accident report form. Information about the accident will be gathered from the officials, witnesses, and the supervisor.

PROTEST PROCEDURES

If a game is to be protested, the protest must be stated verbally by the captain of the team protesting, and to the official immediately following the incident in question. All protests will be considered, however, protests based on judgment will be disregarded by the Intramural Sports management.

When a protest is made, the game must be stopped immediately.

The protest must be submitted in writing to the Intramural Office not later than 5:00 pm the following school day or two hours before the next scheduled contest that would be affected, whichever comes first. (Protest forms are available from the supervisor.)

A written protest concerning a rule interpretation must contain the following information:

1. Date, time, and location of game.
2. Names of officials, scorekeeper, supervisor.
3. Circumstances that are being protested.
4. Rule interpretation that was made by the officials and the conditions surrounding the protest.
5. Situation of the contest at the time of the incident: Location of the ball, amount of time remaining, runners on base, possession of the ball, etc....
6. Signature of team captain or manager.

In addition to the written protest from the team, the officials are to submit a written statement concerning the rule interpretation in question.

PLAYER EJECTION

The official has the authority to remove a player from a contest if in his/her judgement the actions present danger, or detract from the contest. Also, rule violations may warrant ejection. There are several important points to consider in removing a player from a game:

1. Give the captain notice that further actions by the stated player shall result in ejection from that contest. Inform the captain that it is his/her responsibility to control the player.
2. Any player actively taking part in a fight is automatically ejected from the game. If a player is only protecting himself then ejection is not automatic.
3. When a player is removed from a game, a brief written statement must be filled out by the official, describing the action that led to the ejection.
4. Any player removed from a game must be informed that according to the Intramural Sports rules he/she is automatically suspended for the next scheduled game. This rule also applies to playoff games. An individual may submit a letter requesting reinstatement to the Director of Intramural

Sports if they feel the one game suspension is unwarranted.

POST GAME DUTIES

Immediately following the game, check the game sheets to make sure that all information is correct. Have the winning captain sign the sheet and indicate the name of the winning living group. Circle the name of the winning team at the top of the score sheet. Also, you must sign the sheet in order to get paid.

IV. SUPERVISORS

Intramural Supervisors are individuals that have worked through the ranks of officials and are capable of carrying additional responsibilities. Intramural Supervisors are expected to possess good leadership skills, personnel management skills, good judgement and a liking for working with people.

When an individual has worked as an official for two semesters, and worked at least 3 major sports, he/she may become a candidate for a supervisor position. As supervisor positions become available, candidates are interviewed and new supervisors are selected.

All Intramural Supervisors must be certified in Cardiopulmonary Resuscitation and in First Aid. These certifications are the responsibility of the supervisor and must be obtained no later than October 1st. Failure to do so will result in loss of position. Every effort will be made to help you secure the needed certifications.

SUPERVISOR DUTIES

Duties Prior to Contest:

1. Arrive to playing area 30 minutes prior to first scheduled contest.
2. Prepare equipment and facilities for play.
3. Make sure that ice and bags are available. Check to see that the first aid kit is stocked and placed in a central location.
4. Examine all playing areas for any dangerous or unsafe playing conditions. Do not start a contest on a field or court that is unfit for play.
5. Distribute equipment to officials. It is the responsibility of the supervisor and the officials to carefully check all equipment before it is given out and when it is returned. When checking out equipment to teams/individuals always obtain a University ID. All lost equipment will be paid for by the person(s) responsible.
6. Assist players and officials to their assigned fields or courts.
7. Check in officials on daily sheet and record the number of games worked.

Contest Duties:

1. Make sure officials start contests on time. Provide general supervision of the activity area; demand that officials be responsible for the equipment used on their fields/courts and keep spectators out of the section between playing area.
2. Ensure that sportsmanship is displayed by participants, coaches, and spectators. Escort anyone ejected from the contest (by an official) away from the playing area.
3. Provide within one's capabilities emergency first aid to injured persons in accordance with accident procedure. (See Accident Procedures)

4. Be responsive to situations occurring on the fields/courts. Anticipate trouble and react accordingly. Mediate all player and spectator disturbances as well as any potential protest situations.
5. Provide positive information to Intramural Officials through evaluation and constructive criticism. **Utilize time-outs and intermissions for periods of feedback.**
6. Circulate to the various playing fields/courts. Congregating with other people will lead to ineffective supervision.

Accident Procedures:

1. Make sure first aid kits are available for each intramural activity area. First aid kits should be centrally located so response time is reduced. These kits will be supplied with basic bandaging and cleansing supplies.
2. If the injured person is able to move about but needs additional medical treatment, arrange to have the individual transported to the necessary medical facility.
3. The cell phone must be picked up along with score sheets when playing out at Wicks IM fields. If an ambulance is necessary, the supervisor will call an ambulance at 911.
4. As soon as possible after an injury, fill out an Accident Report Form. This form is to be completed by the officials, witnesses, and Intramural Supervisor. The completed form is to be submitted to the Campus Recreation Office at the end of the day's activity.
5. All accident reports must be submitted to the Intramural Director for review and analysis.

Protest Procedures

When a protest is made, the game must be stopped immediately and the protest resolved before play may resume. If the officials and the captain cannot resolve the protest, the Intramural Supervisor must be called in to make an official ruling.

If the situation is not resolved, supervisors need to inform teams/players how to lodge a protest. A protest must be submitted in writing to the Intramural Office no later than 5:00 pm the following school day or two hours before the next scheduled contest that would be affected, whichever comes first.

Protest forms will be in each Supervisor Handbook. Supervisors should also require the officials working the game to file a protest form giving their side of the situation.

Player Ejection

When a player is ejected from a contest, have the officials involved complete an ejection report on each case (or person). Ejection sheets must be turned in with each nights scoresheets.

Supervisors need to remind team captains that when a player is ejected he/she is automatically suspended for the next scheduled game. An individual may submit a letter requesting reinstatement to the Director of Intramural Sports if they feel the one game suspension is unwarranted. Reinstatement shall be approved or denied by the Director on a case-by-case basis.

If the ejected person is unruly after ejection, ask captain to remove person from the area.

Postponements

Intramural Sports will generally make decisions regarding postponing contests. Contact the Intramural office (not more than 1 hour prior to game time) to inquire if the contest is being played. However, situations will arise once the contest begins that will require sound judgment on the part of the Intramural Supervisor. It is better to postpone a game rather than risk injury to participants and officials.

Duties Following Contests:

1. Check each game sheet for completeness and accuracy. Make sure that all game sheets are signed by the officials and by the captain of the winning team.
2. Record all scores and circle the winning team on the top of each score sheet.
3. Collect and inventory all equipment used for that evenings' play. Make sure that all missing items are recorded.
4. Record the number of games that each official worked for the evening on the sheet provided.
5. Describe to the Intramural Director any problems encountered during play.
6. All game sheets are to be returned the same night to the Supervisors office (Memorial Gym).

V. OFFICIALS' CHECKLIST

All officials must have a good working knowledge of the rules and mechanics. In addition to this, very successful officials have an understanding of the human relation aspect of the job. Below are some points to keep in mind when officiating sports at all levels.

1. **BE COMPETITIVE** - Tell yourself, "I am not going to let this contest get out of control." You are hired to make calls that will control the game so make them.
2. **HAVE YOUR HEAD ON RIGHT** - Do not think that your position as an official grants you immunity from having to take a little criticism. It is a part of your job. Successful officials know how much to take before a penalty is levied. Know your own limits.
3. **DO NOT BE A TOUGH GUY** - If a coach is on your back but not enough to warrant a penalty, stay away from him. This is especially true during time-outs. Standing by a coach just to "show him" will lead to further confrontations.
4. **GET INTO THE FLOW OF THE GAME** - Each game is different. A good official will feel the difference in tempo changes, mood changes of players and coaches, and will call the game accordingly. Always know which team is leading and the score.
5. **DO NOT BARK** - If you do not like to be shouted at, do not shout at someone else. Be firm with a normal, relaxed voice. Shouting indicates a loss of control, not only of one's self, but in the game.
6. **SHOW CONFIDENCE** - Cockiness has no place in officiating. You want to exude confidence. Appearance, manner, and voice will determine how you will be treated.
7. **FORGET THE FANS** - As a group, fans usually exhibit three characteristics: ignorance of the rules, highly emotional partisanship, and delight in antagonizing the officials. Accepting this fact will help you in ignoring the fans unless they interfere or stand in the way of you doing your job.
8. **ANSWER REASONABLE QUESTIONS** - Treat coaches and players in a courteous way. If they ask a question reasonably, respond in a polite manner. Be firm but be relaxed.

9. CHOOSE YOUR WORDS WISELY - Do not threaten a coach or player. This will put them on the defensive and you on the spot.
10. STAY COOL - Your purpose is to establish a calm environment. Nervous or edgy officials will be easily spotted by fans, coaches, and players. Avidly chewing gum, pacing, or displaying a wide range of emotions before the game will serve to make you seem vulnerable to the pressure.

SUGGESTIONS FOR BETTER OFFICIATING

1. Do not carry a feud with a player(s) or coach from one play to another.
2. Lend an ear to a legitimate gripe - as long as the person does not attempt to abuse you - show him the courtesy of listening.
3. Courteous treatment of player(s) and coaches is a sign of officiating strength - A kind word has saved many a game.
4. Do not argue with players, coaches, or fellow officials - even if you win, you lose.
5. Do not make a decision for your partner.
6. Do not hold idle conversation with the coaches or players - this may be misunderstood and cause trouble.
7. When conversing with your fellow official, it should be done in a conversation like manner with no gestures.
8. Do not let the coach become the center of attraction with constant griping and gestures from the bench - the game is for the players.
9. Do not give short snappy answers - the game is mostly emotional to begin with so do not add to the fire.
10. If an argument starts, or looks as if it may start between players, step in the middle and try to prevent it.
11. Good judgment must be used at all times when disqualifying player(s).
12. No official has the right to tell a player that he/she will be out of the league.
13. Do not over emphasize the calling of a penalty or take an attitude that will create resentment.
14. Do not act irritated or annoyed in enforcing a penalty.
15. Do not be demonstrative but call what you see and remember to be cool, collective, and courteous.
16. Do not give the impression that you know it all - just do your job.
17. Do not be afraid to admit a mistake, and if possible, correct it.
18. The more experienced official should assist the inexperienced official either before or after the game but not during the game and not in a blatant manner.
19. Do not explain your fellow official's decisions. He can make his own explanation.
20. Do not make "even up" calls - it is a sign of weak officiating.

21. All officials should be approachable.
22. Choose your words wisely. Be careful of what you say.
23. Players, captains, and spectators quickly sense good judgement, courage, consistency, and human understanding and react accordingly.
24. Officials should be flexible.
25. Do not compromise the rules.
26. Remember often times the best officials go almost entirely unnoticed. THE GAME IS FOR THE PLAYERS!

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