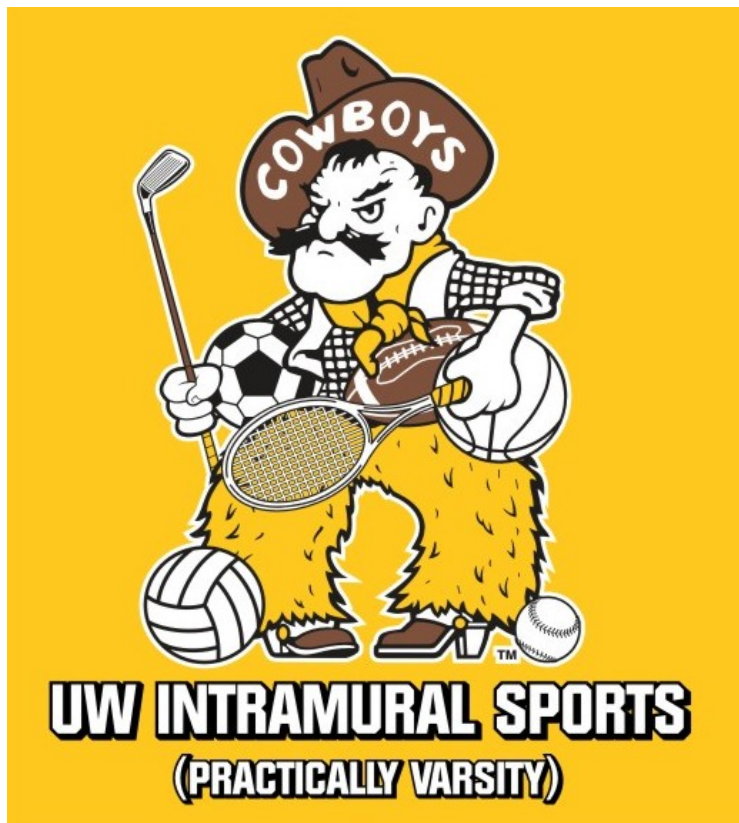


University of Wyoming
Campus Recreation Department



Intramural Sports Official's Handbook

Revised Fall 2007

University of Wyoming Intramural Supervisor Handbook

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Fall 2007 – Spring 2008

Dear Intramural Officials,

Welcome to the University of Wyoming Intramural Sports Program! As an intramural official, you are a vital part of our Intramural Program. Often, officials are jeered more than cheered. The job that you do often goes unappreciated. Without the hard work and dedication of our officials, however, our Intramural Program could not exist. Officials have the most contact with the participants in the programs and events we provide. You are a reflection of our program, the Department of Campus Recreation, and the University of Wyoming.

I hope that you are looking forward to the 2007-2008 school year. I hope that we can build a group of outstanding, hard-working officials, as well as a great group of friends. If you have any ideas for outings or social events for our group, please contact me. I am always open to great ideas and suggestions.

Information about the University of Wyoming Intramural Sports Program can be obtained at the Intramural Sports office located in Half Acre, Room 206. The office is the primary source for Intramural Sports information and the location of all Intramural Sports staff. Office hours are 8 a.m. – 6 p.m. Monday through Friday. The phone number is (307) 766-4175. Intramural information can also be obtained by logging on to the intramural web page at www.uwyo.edu/imsports. Officials should check the officials' page on the website regularly for information about officials' meetings and policies. Officials should also obtain a copy of the Intramural Sports Handbook, which outlines all intramural policies and procedures. Copies of the handbook are available in the Intramural Sports office. The handbook is also accessible on the intramural website.

Please read this manual and refer to it for answers to questions you have throughout the year. It is designed to provide both old and new officials with clear and concise guidelines and information that will assist you during your employment with the Intramural Sports Program. Also, please do not hesitate to contact me with any questions or concerns you have regarding anything. Thank you in advance for all the work you will do for our program. Good luck this year!

Work hard and have fun!

Sincerely,

Joe Book
Intramural Coordinator
206 Half Acre
(307) 766-6492
joebook@uwyo.edu

I. Employment Information

No experience is required in order to become an intramural official. The intramural sports staff will train all officials before a sport season starts. All Intramural Sports Officials earn \$7.50/game for the following officiated sports: Flag Football, Outdoor Soccer, Softball, Volleyball, Basketball, Indoor Soccer, Tube Water Polo, and Co-Rec Volleyball.

A. Forms Necessary for Employment

If a student comes into Half Acre during regular business hours, the employment process begins at the recreation window. However, if a student comes to an officials meeting, all paperwork will be available there as well as training. The following paperwork is required regardless of where an employee chooses to start the employment process. All employees must fill out the required paperwork before they can be scheduled to work.

1. Application

2. Intramural Employment Addendum

This form is an attachment to the regular application for employment. It asks questions specific to the Intramural Sports Program.

3. Availability Form

Availability forms are filled out per sport. These sheets are used to determine work schedules. **DO NOT SIGN UP FOR A DATE THAT YOU CANNOT WORK.** Keep classes, assignments, tests, extra curricular activities, and your intramural competition schedule in mind as you fill out the Availability Form.

4. I-9 Form

This form **MUST** be filled out before the first day of employment or a student will not be eligible to be an official. Along with the I-9 form, employees must produce two forms of identification: typically **BOTH** a valid driver's license or passport **AND** a social security card or birth certificate. Other forms of identification may be acceptable – check with the Intramural Coordinator for a complete list. This form may be filled out at the front window of Half Acre Gym.

5. Direct Deposit Form

The University of Wyoming strongly suggests that all employees file for direct deposit. If employees do not have direct deposit, checks will be mailed to their W-2 address. Direct deposit allows for immediate deposit of your check to your selected account, and you will receive a deposit stub in the mail. Please attach a voided check or blank deposit slip to the form.

B. Scheduling

Schedules for each upcoming week will be posted on the Officials' Board inside the Intramural Office (206 Half Acre) and by following the Officials/Supervisors link on the Intramural Officials' website: <http://uwadmnweb.uwyo.edu/ImSports/>. Each workweek begins on Sunday and ends on Friday. Schedules for each upcoming week will be posted on Thursday by 5:00 PM. Everyone needs to confirm with the

Intramural Coordinator that you have seen the schedule before Sunday. You can either come to Half Acre to check the schedule and inform the Intramural Coordinator or you can send an e-mail saying that you have looked at the schedule on the website. Absolutely no schedules will be given out over the phone!

Absences and tardiness will not be tolerated. If you are not on site, at least 15 minutes prior to the beginning of your shift, you will be considered tardy. Penalties are as follows:

Absences:	1 st offense:	one-week suspension
	2 nd offense:	suspension for that sport and possible termination
Tardiness:	1 st offense:	warning
	2 nd offense:	one-week suspension
	3 rd offense:	suspension for that sport and possible termination

At the first meeting you will fill out an availability sheet for the semester. This availability sheet will show the nights you are available to work. If you know you will be absent on a certain date, have a test, or have some other conflict, please let the Intramural Coordinator know as soon as possible by phone, e-mail, or a note. All schedule conflicts will try to be accommodated whenever possible.

C. Substitutions

If, for some reason, you cannot work on a date that you are scheduled, **it is your responsibility to find a replacement**. Do not call the office and expect a replacement to be found. You will be given a phone list for each sport. If you lose your phone list, it is your responsibility to come to my office to get a replacement. Not having a phone list is not a valid excuse for a missed shift. Please call or e-mail the Intramural Coordinator with the name of your substitute. It is your responsibility to make sure that person is present for your shift. Remind your substitute the day of your games.

D. Time Clock Procedures

All employees must sign in at the beginning of each shift and sign out at the end of each shift. There are two different procedures depending on where an intramural activity is located.

1. Activities at Half Acre & Corbett

Officials at Half Acre and Corbett will use the Computer Time Clock. It is located in the workroom of the Half Acre and the recreation office at Corbett.

Signing In:

1. Double-click on the clock icon. Type in the last four digits of your W Number as the password and hit enter.
2. In the next screen, click "Continue". In the "Job Code" section, use the mouse to double-click the job code "IM Official."

Signing Out:

1. Double-click on the wristwatch icon. Type in the last four digits of your W Number as the password and hit enter.

Error Reports

When an error occurs during the sign in/out process on the computer time clock, fill out an error report located under the bulletin board in the workroom. These must be completed as soon as an error occurs. Return the report to the intramural coordinator. If an employee fails to sign the intramural employee worksheet, come to the intramural sports office immediately. The office staff will have them fill out another time sheet.

2. Activities at Other Locations

Officials at locations including the Intramural Fields, Aragon Soccer Fields, Aragon Softball Fields, Cowboy Baseball Field, Fieldhouse, and Fieldhouse South Field must sign in and out on the Intramural Employee Worksheet. This sheet is located in the clipboard. Fill in your name, position, and the times you began and ended your shift. **YOU WILL NOT GET PAID IF YOU DO NOT FILL OUT THE SHEET CORRECTLY.**

II. Expectations of Intramural Officials

The Intramural Sports Program recognizes that you are a student first. We will not jeopardize your status as a student with unreasonable or unjustifiable job demands. However, by accepting employment with us, you are accepting a commitment for which you are responsible. As an employee of the Intramural Sports Program, your actions are representative of the department. A positive attitude and professionalism towards participants and co-workers contributes greatly to the overall quality and success of the program. Officials of the Intramural Sports Program must know and perform all responsibilities related to their job.

A. Officials' Meetings

Officials' meetings are held prior to the beginning of the season for each major team sport. Meetings are mandatory for all old and new officials. These meetings will introduce officials to the rest of the intramural sports staff and familiarize them with intramural policy. Officials will also cover the rules that govern intramural play and the correct mechanics of officiating. All paperwork needed for employment will also be available at these meetings.

B. Dress Code

The attire and appearance of employees while on duty reflects upon the Intramural Sports Program as well as the Department of Campus Recreation. Employees should always report to work wearing clean and neat clothing. Intramural officials are required to wear appropriate officiating apparel. This includes tennis shoes, black shorts or black wind pants, and an official's shirt. Officials' jerseys and whistles items are available in the intramural sports office or from the supervisor on duty. Appropriate shoes must be worn at all times and personal hygiene is an issue that will be addressed if necessary. Hats, caps, or head coverings **CANNOT** be worn while on duty indoors. Hats are permitted only during flag football, outdoor soccer, and softball competitions.

Acceptance as a respected official and appearance have a strong positive correlation. Look the part. The officials' dress code will be strictly enforced. If you are not properly dressed, you will not be allowed to work and will be responsible for your missed shift. Again, be professional.

C. Before Competition

Officials should arrive at work at least 15 minutes early in order to set up any equipment, pass out clipboards, direct teams to fields/courts, go over rules, or ask questions of the supervisor. Officials should be sure to either punch in on the time clock if at Half Acre or Corbett or sign in on the time sheet if at outdoor fields or other facilities.

At the start of each game, all officials involved in the contest should hold a meeting with a captain from both teams. Here, officials should answer any questions, clarify game rules, and conduct any pre-game coin tosses. Officials should then check the sign in sheet on the game's clipboard to be sure that all members of each team are signed in with both their name and W Number. Secure a scorekeeper from either team or their spectators. Begin games on time. If a team is not present at game time, consult the supervisor in order to take the proper actions to either declare or avoid a forfeit. Games may be started earlier or later with the consent of the supervisor and both teams involved in the competition.

D. During Competition

Officials should conduct games in a fair and safe manner. Officials should be aware of the score and the game time. Do not attempt to cut time off of a game in order to end the game early. Maintaining control of each game should be the major goal of any official. Do not let competitions get out of hand. Communicate effectively with your partner(s). If any questions about rules arise, contact the supervisor. Be sure to enforce the rules pertaining to the specific competition.

- 1. Equipment Checkout:** Any equipment that you will need to officiate (flags, watches, balls, counters) can be checked out through the field supervisor on duty. The head referee/umpire on each field will check out and check in all equipment for his/her field. Officials will be responsible for the replacement costs of any items not returned at the end of the shift.
- 2. Evaluations:** During each sport, supervisors and the Intramural Coordinator will be evaluating your performance as an official on the field/court. These evaluations will be used as a learning tool to improve your performance as an official. We will also use these evaluations to determine playoff schedules. You are welcome to discuss your evaluation with the Intramural Coordinator at any time. In addition to the formal evaluations, the Intramural Coordinator often informally evaluates officials.
- 3. Accidents:** In the case of any accident, report it immediately to the supervisor on duty. They will take the necessary precautions such as CPR or First Aid. Your job is to keep all unnecessary people away and assist the supervisor as instructed. Under no circumstances are you to move, touch, or attempt to move the injured person(s) unless instructed to do so by the supervisor. Keep yourself and all participants away from a bleeding player. After your shift you may need to help the supervisor fill out an accident report.
- 4. Protests:** Teams have the option of protesting any application or misinterpretation of a rule. **No protest of a judgment call will be considered.** When a team requests a protest, the game must be stopped and no further game action should continue. Please direct the team captain to the field supervisor to complete a protest form (make sure to note the time, situation, and score at the time of the protest). The supervisor will hear the protest and make a ruling.
- 5. Ejections:** If it becomes necessary to eject a participant from a contest, an ejection report must be completed immediately following the contest. The supervisor on duty will have ejection reports. Please fill out all information regarding the situation. Be specific. Do not let the contest continue after an ejection until the ejected player has left the field/court area. The supervisor on duty can help make sure the ejected player leaves the premises.
- 6. Weather Conditions:** A decision on the status of games being cancelled due to weather will be made by 4:00 PM weekdays and noon on Sundays. In the case of inclement weather, officials should call the Campus Recreation info-line at **766-3370**. Decisions if games are fit to continue after the

scheduled starting times will be determined by the field supervisor. **DO NOT** call the Intramural Sports main office for rainout information. The clerical staff will not have updated information on the status of intramural events.

E. After Competition

After each contest, officials must evaluate each team's sportsmanship. There will be a rating sheet attached to the scoresheet. An official's rating of a team will determine whether or not a team continues competition in intramural sports. Please take this seriously! The rating system is based on a five (5) point scale.

Sportsmanship ratings are based on the following guidelines:

- 0: Behavior meriting removal from competition.
- 1: Unsatisfactory Sportsmanship. Examples include: fighting, abusive language toward officials or players.
- 2: Sportsmanship below acceptable limits. Examples include: swearing, lack of respect toward officials and opponents.
- 3: Sportsmanship within acceptable limits.
- 4: Above average sportsmanship, including congeniality between players, opponents, and officials
- 5: Respect and civility shown toward opponents, officials, supervisors and teammates before, during and after the competition.

All officials involved in the contest should sign both the Sportsmanship Rating Sheet and the game scorecard and return it to the supervisor. Officials should also be aware of any additional sheets, such as playoff game sheets or fee notices that need to be distributed to players or teams.

At the conclusion of the day's play, officials should help take down equipment. They should also make a sweep of the facility or fields to pick up any trash or equipment. Finally, an official should punch out on the time clock if at Half Acre or Corbett, or sign out on the time sheet if at an outdoor field or other facility.

III. Expectations of Student Employees as Participants

The Intramural Sports Program at a college/university is one of the few athletic settings where an individual has the opportunity to be employed and participate in the same program. All student employees are strongly encouraged to participate in intramural sports but will be held to a higher standard of conduct than that of the normal participant.

Expectations:

1. When entering a team sport activity, no team names are permitted that make reference to the team's employment with the department.
2. Employees may not visibly wear any apparel item (such as staff T-shirts or officials' shirts) while participating in any sport activity.
3. Employees should not expect to receive special treatment, such as input to personnel assigned to their games or flexibility of policy enforcement. All intramural policies and procedures will apply equally to all participants regardless of employment status.
4. All employees are expected to display an attitude of professionalism in dealing with participants.
5. During participation, student employees are expected to be exemplary in their conduct while taking a leadership role with their teammates. Displays of unsportsmanlike conduct will lead to disciplinary actions.
6. The intramural sports staff provides flexibility in scheduling of employees. If you choose to participate in activities, we will make every effort to schedule you around your games provided you inform the intramural sports office of your game days and times.
7. If an employee is scheduled to work during the same time they are scheduled to play, they are expected to either work or get someone to cover their shift.

IV. Office Information

My office is located within the Intramural Office in 206 Half Acre. My door is always open if you need to talk about anything. I am more than happy to assist you with any questions about rules, procedures, and mechanics, and I appreciate the opportunity to get to know each employee of the Intramural Program. Plus, you just might land a free t-shirt for your troubles! If you stop in to see me, make sure to check with the front desk staff first.

References (all numbers are area code 307)

Joe Book, Intramural Coordinator	766-6492 Office	760-7702 Cell	joebook@uwyo.edu
Intramural Sports (main office)	766-4175		
Pat Moran, Director of Campus Recreation	766-4175		
Campus Recreation Info-Line	766-3370		

HINTS TO SUCCESSFUL OFFICIATING

KNOW THE RULES! If you do not know the rules, the rest of these hints will not help you in becoming a successful official.

An official must be neat, clean, professional looking and acting.

In dealing with players, coaches, and spectators, be firm, but courteous. Do NOT argue with anyone. It takes two or more to make an argument. Keep a cool head. Treat everyone with respect. The best way to get respect is to show respect.

Exercise strict authority in containing the use of profanity, unsportsmanlike conduct and unnecessary roughness. If you do not allow it initially, you should have fewer problems throughout the rest of the game. Your first few calls set the tone for the rest of the game.

Make the pregame captains meetings informative and helpful. Answer any brief questions from the captains. However, this meeting is not provided to explain the rules to teams. It is the teams' responsibility to know the rules. Keep this meeting brief and get done what you need to get done.

ALWAYS be in the best position to make the call. This will reduce complaints by participants. This means **RUN** and **HUSTLE**.

Blow your whistle sharply! Voice your decision immediately and use hand signals simultaneously. In football, throw your flag high. Blow your whistle sharply. And use hand signals, especially on penalties. In softball, your vocabulary should be mostly five words: "strike, ball, safe, out, and foul." In all sports, be decisive, authoritative, and convincing.

Only call what you actually see – do not imagine or suspect things that might have occurred. Do not overly apologize for a mistake you might have made. Continually commenting on it will only foster future disrespect.

If you miss a call that involves a rule interpretation, attempt to resolve the situation before continuing play. If you should miss a judgement call, stick with your decision. Admit the mistake to yourself only and then learn from your mistake.

Never criticize your partner's judgment. If you wish to discuss your partner's misapplication of a rule, do it privately – away from players or spectators. While playing always cooperate with the officials working. Set a good example for other players.

Watch good officials and learn by imitation. If possible, talk to officials after the game. Ask questions. Always look for ways to improve your officiating.

By exhibiting enthusiasm, sincerity, honesty, integrity, and consistency, along with knowing and correctly enforcing the rules, officiating will become an enjoyable and rewarding experience for you.