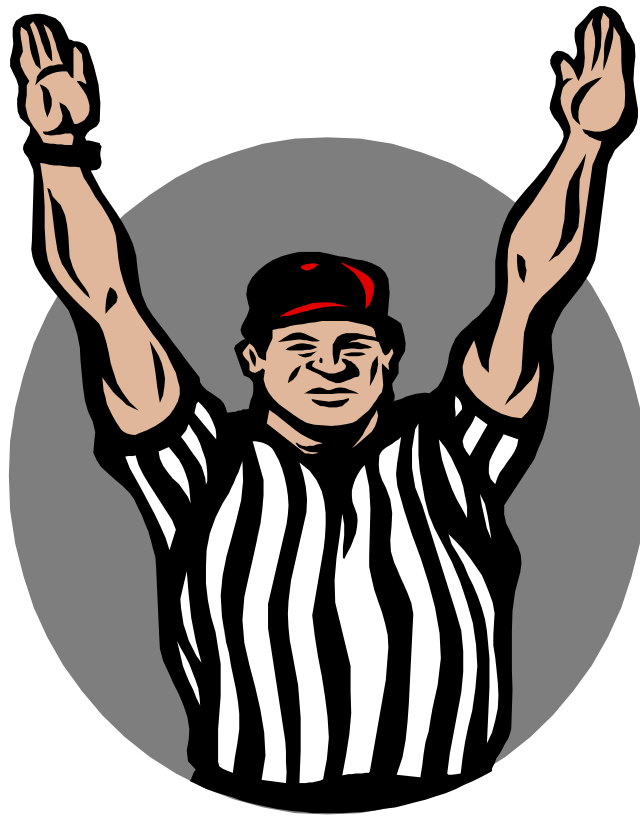


Viking Intramurals Officials' Handbook

“Working hard and having fun.”



*Berry College
Viking Intramural Program*

www.berry.edu/stulife/intramurals/home.asp

**Berry College
Viking Intramural Program**

Intramural Sports Official's Handbook

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PHONE NUMBERS

Campus Recreation Office : 368-6377

Web : www.berry.edu/stulife/intramurals/home.asp

Berry College Intramural Sports

JOB TITLE: Intramural Sports Official

POSITION PURPOSE: Officiate Intramural team sports offered by the Intramural Sports Department. Oversee and manage a safe and pleasant atmosphere for Intramural participants and assist the Intramural Sports Supervisor staff when needed. Also, attend all mandatory Officials clinics and meetings.

TYPICAL JOB DUTIES:

Provide pre-game assistance for the set up of Intramural sports

- Assist in setting up equipment for the day's/night's activities.
- Assist in the signing-up of Intramural teams and verification of their eligibility.
- Assist in examining facility for safety hazards.

Provide quality supervision during contests

- View the Intramural contest and enforce the rules as judiciously as possible.
- Oversee the Intramural contest and ensure participation takes place in a safe manner.

Assist in post-game duties

- Assist in completing any forms that are required.
- Assist in filling out the teams' sportsmanship rating.
- Assist in storing any equipment at the conclusion of the day's/night's activities.
- Assist in securing facility at the conclusion of the Intramural activity.

Position Requirements

- Work a minimum of one shift per week.
- Wear accepted uniform while on duty.
- Attend all mandatory clinics and meetings.

REPORTING LINE:

Work under the supervision of the Director of Intramural Sports, the Intramural Graduate Assistant, and the Intramural Sports Supervisors.

QUALIFICATIONS:

All Intramural Officials must be students at Berry College and must attend all mandatory training sessions.

SKILLS REQUIRED:

1. Thorough knowledge of the Intramural Sports Handbook.
2. Thorough knowledge of the Intramural Sports Official's Handbook.
3. A desire to acquire knowledge of the sport being officiated.

4. Good interpersonal skills and the ability to relate with peers.
5. A positive attitude.

PAYROLL PROCEDURES

Officials are paid from the time they sign-in upon arrival (no more than 15 minutes before the first scheduled game) until they sign-out after the last game. They will receive full pay for each game they are scheduled that results in a forfeit. Officials may ask to leave their shift early in the event of a canceled game, or may choose to stay for the remainder of their shift and be assigned other duties.

Officials will be paid for all training sessions they attend.

Getting Paid

In order to get paid, an Intramural Official must take responsibility for the following:

- Upon arriving for each shift, sign-in on the Daily Time Sheet.
- Before leaving from a shift, be sure that a Supervisor records how many games you worked during your shift. You should always keep an accurate record of the hours you work.
- Log in your hours on your online Timesheet

Pay Periods begin on a Sunday, last 2 weeks, and then end on a Saturday.

SCHEDULING PROCEDURES

Schedules and Phone/E-mail lists

The first, and most important, requirement to getting put on the Intramural Sports Officials' Schedule is attending all mandatory pre-season training meetings. The number of shifts/hours assigned to each Official per week depends on the following: number of games per week, job performance, and availability. Job performance will be of greater importance as sports advance into the playoffs.

The following week's schedule will be available by Friday night on the department's web page at www.berry.edu/stulife/intramurals/home.asp. To access the schedule, go to the Intramural Home Page, then click Officials. If you are scheduled to work and need a substitute, it is your responsibility to obtain one. Review the list of Officials that will be distributed following training. Please keep in mind that a shift is still your responsibility until a substitute confirms that he/she will take it. **The Graduate Assistant or supervisor on duty must be informed of all substitutions!**

DISMISSAL PROCEDURES

Dismissal

Due to the large number of Intramural Officials under our employment, it is essential that each employee accept responsibility for the success of the program. If a student employee is found to be negligent in his/her duties, certain disciplinary action will be taken according to the nature of the offense. Student employees may be placed on probation, suspension, or be dismissed for any of, but not limited to, the following:

- Tardiness or leaving before completion of a shift.
- Failure to report for a scheduled work assignment without notification.
- Falsifying reported payroll hours.
- Improper job attitude or performance.
- Failure to wear proper staff clothing.
- Negligent acts which endanger the safety of others or result in damage to or destruction of College property.
- Being under the influence of or possessing any type of drugs or intoxicants during a shift.
- Theft of any property belonging to employees, participants, the IM Sports Department, or the College.
- Being discourteous and/or disrespectful toward participants or fellow employees.
- Missing a scheduled training session or meeting without notification.
- Failure to abide by the policies listed in the Intramural Sports Official's Handbook.

An employee who is dismissed from an Intramural Sports position may be dismissed from all positions within the IM Sports Department.

Missed Assignments and Tardiness

It is imperative that all officials arrive on time and be mentally and physically prepared to work. Any official who fails to report for a work assignment on time may be dropped from the list of officials and removed from the remainder of that schedule. Any official who misses a shift may be dismissed.

GENERAL RESPONSIBILITIES

Reporting for Work

Intramural Officials are asked to report to the game site, in their uniform, 15 minutes before games are scheduled to begin. This means that an official is ready to work 15 minutes prior to the first game (not pulling into the parking lot!). Location and time of reporting depends on the sport. At this time, officials are required to sign-in with a supervisor and will also be asked to assist in setting up for the day's/night's activities.

Pre-Game Responsibilities

- checking-in with a supervisor
- setting up equipment
- getting each team captain to have their team checked-in
- checking the playing surface to ensure safety
- conducting a brief pre-game meeting with your officiating partner(s)
- conducting a brief pre-game captain's meeting

Post-Game Responsibilities

- conferring with other officials and supervisor about team's sportsmanship
breaking down equipment
- reporting results to supervisor
- signing scoresheets and checking-out with a supervisor

Concessions/Forfeits

Forfeits/No Shows- Game time is forfeit time! Teams that do not have the minimum number of players needed to start a game at game time will be assessed a forfeit. If a team forfeits twice in one season they may be removed from the schedule and tournament play. No-shows are when no one from the team is present at the field/court at game time. No-shows will result in an immediate forfeit. Always have your players at the assigned field/court at least 10 minutes prior to the start of the contest for check-in.

Concession- A concession is an unplayed game that is recorded as a loss but is not considered a forfeit. Teams are only allowed one concession per season. A second concession by a team will result in a forfeit and that team could be dropped from the league. Due to facility availability concerns, rescheduling of Intramural contests are strongly discouraged. However, if a team is unable to attend a scheduled contest but desires to play the game at another time or date, it might be possible to reschedule. The Intramural Department cannot guarantee a new playing time. The only way to concede a game is to contact the Intramural office (email preferred) no later than 5:00 p.m. on the day prior to the contest. Weekend concessions must be made by 3:00 p.m. on Friday. In tournament play, postponed contests will be rescheduled within a period of time, which will not delay progress of the tournament.

Intramural Officials never declare forfeits. Declaring a forfeit is the supervisor's responsibility. Officials will get paid for unplayed games, but will be asked to perform other duties.

Misconduct Reports

Misconduct Reports are used when a team/individual exhibits poor sportsmanship resulting in an ejection. In the case of an ejection, every effort must be made by the official and the supervisor to get the individual's full name, phone number, etc. All individuals that are ejected are suspended indefinitely and their team will not be able to participate until that individual meets with the Director of Intramural Sports. In addition, two ejections from one team in a game will result in an automatic forfeiture.

Protests

Protests are restricted to matters of rule interpretation and player eligibility. Protests concerning judgment calls by an official will not be recognized or reviewed. Legitimate protests will be reviewed by the Intramural Staff. In the case of a rule interpretation, notification of a protest must be made to a game official at the time of the alleged infraction and prior to the next live ball. The official must hear the words "I want to protest this game" from the team captain. A Protest Form must then be completed by the protesting team with the assistance of an Intramural Supervisor. The game will continue and the Protest Form will be reviewed the next business day. Games in which a protest is found to be valid will be replayed from the point of the rule infraction (provided the protesting team has lost).

Uniform

- Intramural Officials are required to wear the Intramurals Staff t-shirt that they are given at the beginning of a season. Some sports (flag football and basketball) will require the issued stripes.
- In case of cold weather, pants or sweat pants may be worn, but are required to be of a solid, dark color (no jeans!). The staff shirt must be worn on the outside of any jacket or sweatshirt.
- Hard soled shoes or open-toed shoes are not allowed (this includes Chacos). Cleats or sneakers should be worn for outdoor sports, while court shoes should be worn for indoor sports.
- Hats are not to be worn while officiating indoor sports, but may be worn (forwards - not backwards) while officiating outdoor sports.
- Remember - the less attention an Official brings to him/herself the better!

Drug/Alcohol Use

Drug or alcohol use before or during a shift will not be tolerated and is grounds for immediate dismissal. Alcohol should never be consumed on College property before,

during, or after a shift. Participants and spectators are also forbidden from alcohol consumption on College property. If you suspect that participants and/or spectator(s) are under the influence of alcohol or drugs, please inform a supervisor.

Injuries

When an injury occurs during an Intramural contest, the **Officials should retrieve a Supervisor immediately**. Officials should assist the Supervisor by giving the injured person room, clearing a path for any necessary emergency equipment, and maintaining control of other participants and spectators. **Officials should not perform any type of First Aid unless they are certified to do so.**

Blood Policy

One of the most prominent issues in today's society is Blood-Borne Diseases, in particular, HIV (Human Immunodeficiency Virus) and HBV (Hepatitis B Virus). The following is the IM Sports Department's policy for bleeding during Intramural Sports contests:

- If an Intramural participant is bleeding, he/she will be removed from the contest immediately.
- If an Intramural participant has blood on his/her clothing, he/she will be removed from the contest upon detection. The blood may or may not be his/her own blood. A participant who has someone else's blood on their clothing will be removed from the contest. The participant is ineligible to re-enter the contest until the clothing saturated with blood has been removed.
- Before any participant re-enters the contest, all bleeding must be stopped and any open wound or laceration be covered.

Officials as Participants

Many Officials play Intramural Sports as well as officiate. This is encouraged to build a good knowledge of the game, not to mention, to have fun. **However, an Intramural Student Official who also participates has to remember that he/she is always looked at as a representative of the Viking Intramural Program and is expected to show sportsmanship above and beyond an average participant.** Any Intramural Official who violates any Intramural Sports policy or procedure may be dismissed. An Official who is ejected from an Intramural contest may be dismissed. Furthermore, any Official receiving an unsportsmanlike penalty during an Intramural contest may be suspended. An Official who is the team captain of his/her Intramural team will be expected to have greater control over his/her teammates than other team captains. Poor sportsmanship by his/her team will be reflected upon him/her. **These policies will be strictly enforced!!**

SPORTSMANSHIP - STANDARDS OF CONDUCT

The Intramural Sports Department believes that good sportsmanship is vital to the conduct of every Intramural contest. Individuals who are associated with the Berry College Intramural Sports Program are expected to abide by the Standards of Conduct. If Standards of Conduct violations occur, the Director will determine what sanctions, if any, will be levied. Sanctions may include, but are not limited to, probation, game/league suspension, assessment of forfeiture, departmental service, and in severe cases, indefinite suspension. In addition, information regarding violations of the Standards of Conduct will be forwarded to the Dean of Students. When in doubt, an Official should complete a Misconduct Report.

The Intramural Sports Program expects all participants to conduct themselves in a sportsmanlike manner. **In order to be eligible for the playoffs, a team must average 2.75 pts (or more) over the course of the regular season games.** Following each game, the Intramural Officials, Scorekeepers, and Supervisors will evaluate and issue sportsmanship points to all teams. The breakdown of points is as follows:

During the playoffs, a score of at least **3** points will guarantee advancement of the winning team. A winning team with a sportsmanship rating less than **3** points will be reviewed by the Intramural Staff to determine if they may advance.

CHAMPIONSHIP GAMES

Throughout the course of the season, officials will be monitored and evaluated by the Intramural Supervisors. The supervisors will use feedback from these evaluations to determine which Officials will be selected to work during the late rounds of the playoffs, as well as during the Championship games.

EXTRAMURAL TOURNAMENTS

In certain sports, Berry College Intramural Officials have the opportunity to travel to State, Regional, and National tournaments. Several universities host these tournaments for Flag Football, Basketball, and various other sports. Teams and officials from all over the country compete in these State and Regional competitions for a chance to participate in the National tournament. The top officials at these tournaments are often awarded paid bids to officiate at the National tournament, which are held in cities such as New Orleans, Orlando, and Los Angeles.

OFFICIATING TIPS

The following three factors are essential to the success of any Official:

Positioning and Mechanics are factors appreciated in some degree by even the most difficult player. The first aspect an Official should learn about working any sport is positioning. No one can call a game properly without knowing the correct position he/she is supposed to be in. An Official must understand where, when, and what he/she is supposed to be looking for. The best judgment in the world is worthless unless that Official is in the proper position to utilize it. Good, crisp mechanics are also essential for a top quality Official.

Judgement involves more than just making the right call. The players try to affect your judgment by displaying rowdy tactics and abusive language. The best Officials will confront this situation with poise and confidence, keeping in mind his/her primary responsibility - maintaining control of the game. Achieving good judgment for all kinds of situations takes patience and experience.

Knowledge of the rules is expected of every Official. Rookies and veterans should devote ample time to reading and studying the rulebook. One does not need to memorize every single rule but rather understand the common sense approach for each rule. It is most important to know the spirit and intent of the rules.

Unfortunately, part of being an Intramural Sports Official is dealing with and disciplining participants. Players, and spectators will display poor sportsmanship towards opponents, Supervisors, and most often, Officials! The Intramural Sports Department cannot tolerate any individual who insists on disobeying rules, policies, or procedures. Supervisors have full authority over all Intramural activities. It is the decision of the Supervisors on duty, in conjunction with the Officials, to rectify any given situation. The following are a few tips on how to deal with disgruntled participants and spectators:

- The Officials will deal with the participants on the field, first and foremost. Spectators are more easily handled by a Supervisor. Abuse of the Officials by spectators is not accepted behavior for Intramural Sports. Any individual who chooses to abuse the

Officials should be confronted and explained to that his/her behavior will not be tolerated. If it continues, have them removed.

- If a participant is mad about something and it is obvious to you they do not understand the rule, explain it to them. This, often times, is done effectively a few minutes later.
- If an individual asks a question politely, answer him/her politely. If an individual screams a question at you, do not answer him/her! Only calm, sensible questions should be addressed. A natural response to a sarcastic question is a sarcastic answer. That type of question does not deserve your attention.
- Never threaten any individual with expulsion or removal from the premises more than once. After a warning, if the behavior continues, the person should be removed from the game. When giving a warning make sure you let the individual know what you want from him/her. Normally, it is a simple request to calm down and keep his/her comments to him/herself.
- It takes two people to argue. If an individual persists in disagreeing with you, ignore, warn, or eject him/her.
- There are certain actions that require an ejection. These include any physical contact, threats to harm, and/or certain words (profanities) directed at you, other Officials, Supervisors, or profanity in general. If after an ejection a participant persists in his/her abusive behavior, the Supervisor may remove him/her from the premises. The Supervisor will give him/her 2 minutes to leave or the game will be forfeited. In extreme cases, the police may be called.
- If the individual you are having trouble with is not the team captain, go to the team captain for assistance.
- It is of utmost importance to handle all discipline problems with a cool head, making sure not to become emotionally involved. It is equally important to forget about the incident once it has passed and concentrate on your duties. Remember, as a participant's emotional level increases, your emotional level must remain the same.
- Use sportsmanship ratings as a crutch!
- Participants and spectators may be ejected before, during, and after a contest for unsportsmanlike behavior.