

Intramural Sports Official's Handbook

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Intramural Sports Staff

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The IM-Rec Sports Department's office is located in the Aquatic & Fitness Center (M-F, 8:00am-5:30pm)

PHONE NUMBERS

Aquatic & Fitness Center Main Office: 924-3791
Intramural Director's Office: 924-6199
Assistant Intramural Director's Office: 924-8943
Coordinator of Officials Office: 982-5416
Intramural Sports Hotline: 924-PLAY x 2

The Park: 982-3068
Memorial Gym: 924-6204
Slaughter Recreation Center: 982-5066
North Grounds Recreation Center: 924-7380
Aquatic & Fitness Center: 924-3793

-University of Virginia- Intramural-Recreational Sports

JOB TITLE:

Intramural Sports Official

POSITION PURPOSE:

Officiate Intramural team sports offered by the Intramural-Recreational 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 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 Assistant Director of Intramural Sports, the Coordinators of Officials, and the Intramural Sports Supervisors.

QUALIFICATIONS:

All Intramural Officials must be students at the University of Virginia and must attend all mandatory training sessions.

SKILLS REQUIRED:

1. Thorough knowledge of the Intramural Sports Captain's & Official's Handbook.
2. A desire to acquire knowledge of the sport being officiated.
3. Good interpersonal skills and the ability to relate with peers.
4. A positive attitude.

PAYROLL PROCEDURES

Pay Scale

All Officials are paid \$8.25 per hour.

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, unless it is a forfeit during the last hour of their shift. If a forfeit occurs in the last hour of a shift, the Supervisor will have the discretion to either send the Official home or have the Official perform other duties as needed.

Officials will receive a bonus for training sessions they attend as long as they adhere to the following criteria:

1. Sign up for and work an average of 1 shift per week throughout the entire sport season (until such point as they are no longer assigned due to limited games in playoffs).
2. Remain in good standing (i.e. does not fail to show for a shift, is not suspended/dismissed, etc.)

Any official who does not meet the above criteria will be ineligible to receive the bonus. Training bonuses will be paid at the end of a sport season, once all playoff games have been played.

Getting on Payroll

New employees must complete required paperwork, which will be given out during training, in order to be placed into the payroll system. All new employees are asked to bring:

- 1) **University ID Card or Driver's License**
- 2) **Social Security Card (certified copy of birth certificate or a US Passport will substitute)**
- 3) **A blank check with the word "VOID" written across the front**

International Students must also provide their Visa, I-94 and I-20 forms so copies can be submitted to the University's payroll office.

New employees must then complete a departmental application, a federal tax form, a Virginia tax form, an I-9 Employment Eligibility Verification form, a UVA direct deposit form, and a Selective Service Compliance Form. Please ask a member of the Intramural staff to assist you in filling out the forms if you need help.

If you have been previously employed by the IM-Rec Sports Department, address, phone, and tax information changes can be made in the IM-Rec Sports Office located in the AFC. If you work elsewhere on Grounds, the only form you need to fill out is our departmental application.

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 (see *Appendix A*).
- A score sheet must be signed for each game that you worked.
- 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.

All University employees are required to have their paychecks directly deposited. Pay statements are then posted online. To view your pay statement, go to www.virginia.edu/integratedsystem and follow these steps:

- 1) Click on the "Enter Integrated System Applications Here" button
- 2) Close the pop up window
- 3) Click on the "Go" button next to the "Production and Self Service" bar
- 4) Enter your Username (ie - abc2d) and password
- 4) Click on the "UVA Employee Self Service" link

6) Click on the "Payslip" link

(If you have forgotten your password, contact the ITC Help Desk to reset it. 243-4550)

A Pay Period begins on a Monday, lasts 2 weeks, and then ends on a Sunday. Most paychecks will be direct deposited the following Friday. IM Sports Employees will receive an email notification from the Director of Intramural Sports each time a direct deposit is made.

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.

Officials' work schedules will be posted through the online Intramural Scheduling and Substitute system. Details on this system will be disseminated via email to the individual list serves. These are listed here:

Flag Football: im-football@virginia.edu

Basketball: im-basketball@virginia.edu

Soccer: im-soccer@virginia.edu

Volleyball: im-volleyball@virginia.edu

Softball: im-softball@virginia.edu

Innertube Water Polo: im-polo@virginia.edu

Floor Hockey: im-hockey@virginia.edu

Once a season begins, Officials will sign up for shifts via e-mail. The Coordinators of Officials will send out a "Request for Availability" each Tuesday morning and will require a **response by Wednesday night**. The following week's schedule will be posted through the system. We encourage each supervisor to provide the Coordinators of Officials with input concerning the level of officiating ability and experience of the officials that worked during their shifts. We want to reward those officials who have worked hard and improved the quality of their officiating, but we also want to put our best people out there when it counts.

Substitutions

If you are scheduled to work and need a substitute, **it is your responsibility to obtain one**. Officials who do not have an excused absence and do not report to work will be subject to disciplinary action. With weekly scheduling, officials are required to plan ahead to avoid any conflicts and last minute sub requests.

If a sub is needed, this can be done through the Online Intramural Substitute System. This system is a convenient way to post sub requests and pick up shifts that have been posted. A detailed explanation on the use of this system will be disseminated via email to the individual list serves.

The Coordinators of Officials 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 University 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-Rec Sports Department, or the University.
- 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 Intramural-Recreational Sports Department. An employee who is dismissed from another position within the Intramural-Recreational Sports Department may also be dismissed from the Intramural Sports position.

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

Whistle Policy

As an Intramural Sports Official, one of the expectations of your job is that you arrive to your shift on time and ready to work. Arriving without a whistle is not arriving ready to work. Below is the procedure for when you forgot your whistle:

If you do not arrive to your shift with your whistle:

1. There are a few loaner whistles available with yellow tape around them.
2. You will need to give your ID to the Supervisors in exchange for using a loaner whistle. You will receive your ID back when you return the loaner whistle at the end of your shift. If you do not return the loaner whistle, you will not receive your ID back.
3. If you have lost your whistle, you can purchase a new whistle from the Director of Intramural Sports, the Assistant Director of Intramural Sports or the Coordinators of Intramural Sports for \$3.00 each. Supervisors are not allowed to take payment for whistles.

Reporting for Work

Intramural Officials are asked to report to the game site at least 15 minutes before games are scheduled to begin. This means that an Official is dressed in uniform and 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. 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 check-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

Concessions/Forfeits

Forfeits - 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. As an official, it is not your responsibility to declare a forfeit. This is the responsibility of the Supervisors.

Concessions - 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. **THE ONLY WAY TO CONCEDE A GAME** prior to the start of the game is to contact the Intramural Office no later than 6:00pm on the day prior to the contest. Weekend concessions must be made by 6:00pm on Friday. Once a game has started, a team can concede at any point during the game.

Intramural Officials never declare forfeits - declaring a forfeit is the Supervisor's responsibility. Officials will get paid for unplayed games prior to the last hour of a shift, but will be asked to perform other duties. If an unplayed game occurs during the last hour of the shift, the Supervisor will either send the officials home, or assign them to another field.

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 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. When an ejection occurs, officials need to get a Supervisor immediately. The Supervisor will handle the ejected participant and the official can then get the game restarted. At the end of the game the officials will need to fill out the Misconduct Report.

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).

The IM-Rec Sports Department will not assume responsibility, but reserves the right to verify the eligibility of participants. Participants within the program have the primary responsibility for monitoring player eligibility. Protests do not have to be made by the captain or players. When an eligibility protest is filed, it is recommended that the Supervisor notify the opposing team captain of the protest and allow that captain to take care of the situation if possible. If the player(s) in question is removed from the game and is found to be ineligible, the team will be charged with a concession. If the player(s) in question continues to play in the

contest and is found to be ineligible, the team will be charged with a forfeit. Any player found to be ineligible will not be allowed to participate in future contests.

- A. Basketball: Must protest prior to the start of the second half.
- B. Flag Football: Must protest prior to the start of the second half.
- C. Floor Hockey: Must protest prior to the start of the second period.
- D. Soccer: Must protest prior to the start of the second half.
- E. Softball: Must protest prior to the first pitch of the second inning.
- F. Ultimate Frisbee: Must protest prior to the start of the second half.
- G. Volleyball: Must protest prior to the second game of a match.
- H. Water Polo: Must protest prior to the start of the second half.

Exception: Protests of players arriving after the deadline must be made immediately upon the player entering the game.

If the protesting team loses the game, the team captain must complete a Protest Form before leaving the game site.

If you hear the words “I want to protest this game” from the team captain, stop the game and get a Supervisor.

Uniform

- When Intramural Officials show up for their shift, they will need to ask the Supervisor for Polo/Stripes to officiate their games. At the end of the shift, the Intramural Officials should place the worn Polo/Stripes into the dirty uniform bin.
- 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 Officials’ jersey must be worn on the outside of any jacket or sweatshirt.
- Hard soled shoes or open-toed shoes are not allowed. Cleats or sneakers should be worn for outdoor sports, while court shoes should be worn for indoor sports. Sandals must be worn in the AFC pool area and are only allowed during Innertube Water Polo.
- Hats are not to be worn while officiating indoor sports, but may be worn (forwards - not backwards) while officiating outdoor sports.
- **Officials must always wear their jersey tucked in!**
- 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 before, during, or after a shift. Participants and spectators are also forbidden from alcohol consumption on University property. If you suspect that participants and/or spectators are under the influence of alcohol or drugs, please inform a Supervisor.

Hotline

The Intramural Sports Hotline phone number is 924-PLAY x 2. In the event of inclement weather, Officials are encouraged to call the Hotline. The Hotline will be updated each day. Officials should report to their field/court at their scheduled work time, regardless of the weather conditions, unless otherwise informed by the Hotline.

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-Rec 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.

Post-Game Responsibilities

- breaking down equipment
- reporting results to Supervisor
- signing score sheets and checking-out with a Supervisor

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 Official who also participates has to remember that he/she is always looked at as a representative of the IM-Rec Sports Department and is expected to show sportsmanship above and beyond an average participant.** Any Intramural Official who violates any IM-Rec 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 IM-Rec Sports Department believes that good sportsmanship is vital to the conduct of every Intramural contest. Individuals who are associated with the University of Virginia are expected to abide by the Standards of Conduct. If Standards of Conduct violations occur, the Director of Intramural Sports 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 UVA Judiciary Committee. 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 have a 3.25 sportsmanship average 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.

During the playoffs, a score of at least **4** points will guarantee advancement of the winning team. A winning team with a sportsmanship rating less than **4** points will be reviewed by the Intramural Staff to determine if they may advance.

<u>Points</u>	<u>Description</u>
5	Normal game - Questioning an Official on rule interpretation only.
4	Some static - Some questioning of judgment or repeated complaints.
3	Difficulty - Repeated questioning of judgment and/or issuing an unsportsmanlike penalty/technical foul.
2	Harassment - Consistent harassment by participants, coaches, or spectators and/or multiple unsportsmanlike penalties/technical fouls. (Must have at least 1)
1	Ejection - Any ejection resulting from unsportsmanlike conduct.
0	Fighting - Includes verbally and physically threatening an employee.

If a team receives below a 3.0 sportsmanship rating for any game, a Sportsmanship Rating Form should be completed by the officials and Supervisor.

CHAMPIONSHIP GAMES

Throughout the course of the season, officials will be monitored and evaluated. The Coordinator of Officials 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. Officials that are assigned to work the All-University Championship games of each sport will receive an Intramural Champion t-shirt.

EXTRAMURAL TOURNAMENTS

In certain sports, UVA 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.

Judgment involves more than just making the right call. The players try to affect your judgment by displaying rowdy tactics and abusive language. The best Official will confront these situations 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 IM-Rec 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 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, you should either ignore the person or remove them. 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, or Supervisors. 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.