

# UNIVERSITY OF COLORADO INTRAMURAL SPORTS



**OFFICIAL'S MANUAL**  
**2006-2007**

Dear Intramural Officials:

Welcome to the University of Colorado Intramural Program. As an official you play a very important role in the success of our program. Without the hard work and dedication of our officials, our Intramural Program could not exist. Officials have the most contact with the participants in the programs and events that we provide. You are a reflection of our program, the Department of Recreational Services, and the University of Colorado.

I hope that you are looking forward to the 2006-2007 Intramural Programs. I know we can build a group of outstanding, hard-working officials, as well as a great group of friends.

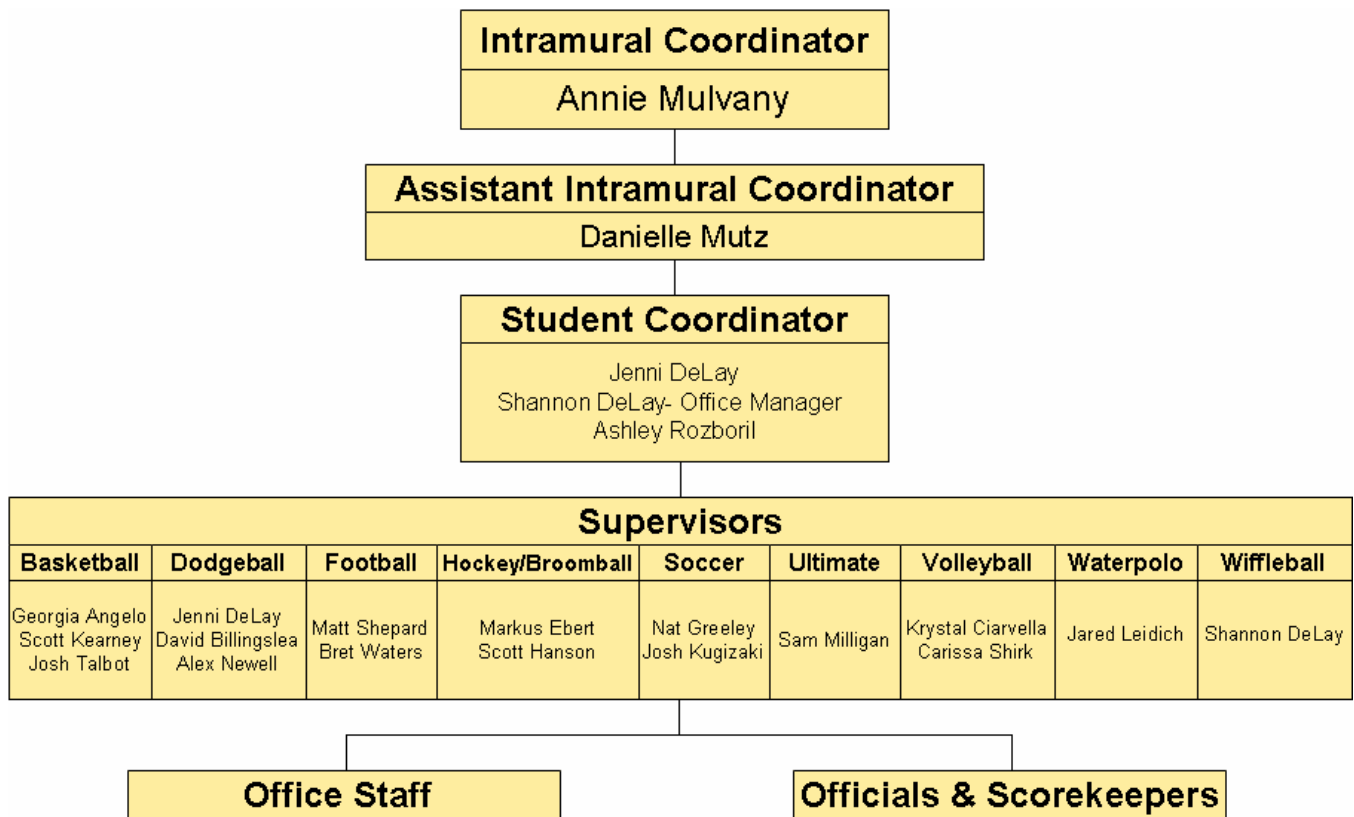
The Intramural office is a primary source of information for our staff. It is located next to the basketball courts at the east entrance of the Student Recreation Center. Office hours are Monday-Thursday 9am-6pm and Friday 9am-5pm. The phone number is 303-492-7244. Our website is [www.colorado.edu/rec-center/programs/intramurals/index.html](http://www.colorado.edu/rec-center/programs/intramurals/index.html). Officials should check the official's page regularly for information about meetings and schedules.

All officials will receive a manual, participate in training, and take a rules test. This is designed to provide new and old officials with clear guidelines and information that will assist you during the 2006-2007 Intramural sessions. Please feel free to stop by, e-mail, or call if you have any questions.

Thanks and have fun!

Annie Mulvany  
Intramural Coordinator  
303-492-1214  
[annie.mulvany@colorado.edu](mailto:annie.mulvany@colorado.edu)

# Intramural Sports Breakdown



## **Expectations of the Intramural Official**

Intramural officials are required to learn all rules and mechanics necessary to perform the responsibilities related to their position. Officials must also demonstrate a positive attitude and high degree of professionalism towards participants and co-workers. The knowledge and attitude of each individual official contributes greatly to the overall quality and success of the Intramural program.

### **A. Official's Meetings**

Official's meetings are held prior to the beginning of the season for each major sport, and are mandatory for both new and old officials. These meeting will introduce officials to the rest of the Intramural staff and familiarize them with the Intramural policies. Officials will also cover the rules that govern all Intramural play and the correct mechanics of officiating. In addition, officials are required to attend all supplementary training clinics in ordered to be scheduled. If an official cannot attend a clinic or meeting, it is necessary that she/he get in touch with the Supervisor **before** the meeting or clinic in order to fill out an availability form. The Supervisor has the right to deem an absence excused or unexcused.

### **B. Scheduling & Substitution**

**Scheduling:** Each work week begins on Sunday and runs through Saturday. Schedules will be emailed out for the upcoming week on Thursday. Referees and scorekeepers are responsible for checking the schedule.

At the first meeting you will fill out an availability form for the semester. This sheet will show the days you are available to work. Officials and scorekeepers must be available to work two nights during the week and two weekend during the session. If you know that you will be unavailable to work a certain date please notify the Sport Supervisor before the schedule has been made for that work week.

Scheduling of officials is as follows:

- 1) Veteran officials who have worked the sport before and attended the clinic, or have met with the Supervisor about a pre-approved excuse and have made-up the clinic.
- 2) Veteran officials, who have not worked that particular sport before, but attended the clinic.
- 3) Veteran officials without a Supervisor pre-approved excuse who make-up the clinic.
- 4) New officials who attended the clinic.
- 5) Veteran officials who did not attend the clinic.

***Employees who have not turned in their employee packets will not be scheduled to work!***

**\*The first 2 weeks of the season will be considered a 'trial period' during which time officials will be evaluated on their skills, communication, overall effort and communication abilities. After the end of these 2 weeks a final schedule will be**



your partner. If any questions about a rule comes up, contact the Supervisor. Be sure to enforce the rules pertaining to the specific competition.

**Equipment:** Any equipment that is used for the game will be provided by the Intramural Department. It is the official's responsibility to take equipment to the court/field for setup and to retrieve it after the game is finished.

**Evaluations:** During each sport, the Supervisors and Intramural Coordinator will be evaluating your performance as an official on the court/field. These evaluations will be used as a learning tool to improve your performance as an official. You are welcome to discuss your evaluation with the Intramural Coordinator at any time. These evaluations will also be used for end of the year awards and promotion.

**Injuries:** In the case of an accident, report it immediately to the Sport Supervisor. Your job is to keep all unnecessary people away and to assist the Supervisor as needed. Under no circumstances are you to move the injured person, unless you are instructed to do so by the Supervisor. After the game you may need to help the Supervisor fill out an injury report.

**Ejections:** If a participant has been ejected from a game, do not continue the game until the ejected player has left the court. The Supervisor on duty is responsible for making sure the ejected player leaves the premises. After the game, a player report must be written up and you will be required to fill out all information regarding the situation. Please be as specific as possible when writing the report.

**Protests:** Teams may file protests concerning a rule interpretation, discrepancy, or eligibility. Protests on judgment calls are **not** allowed. Whenever a matter of protest arises, the team captain must notify one of the officials and the opponent **BEFORE** the next live ball. If the protest is not lodged, it voids the protest. Once the protest is noted, the official will suspend play. The captain will then state the basis of the protest. The official will then explain the basis of the decision. If the captain would like to appeal this decision he/she must request that the Sport Supervisor review the decision before play resumes.

## **F. After Competition**

After a competition, the officials must evaluate each team's sportsmanship and rate them respectively on the attached roster. Captains must then sign this roster after each game.

At the conclusion of the night, officials should help take down and put away equipment. They should also make a sweep of the facility and/or fields to pick up any trash.

## **G. Disciplinary Action**

The following disciplinary actions will be taken against employees for inappropriate behaviors:

1<sup>st</sup> offense: warning by Supervisor

2<sup>nd</sup> offense: one-week suspension and must meet with Intramural Assistant  
Coordinator

3<sup>rd</sup> offense: termination

Examples of inappropriate behaviors include, but aren't limited to the following:

- Cell phone usage during games
- Eating during games
- Missing 2 scheduled meetings
- Poor employee to employee relationships

## H. Payroll

**Payroll Forms:** Every new IM employee must fill out a Payroll Packet. The forms must be completed and turned into the Main Rec Center Office before you are allowed to begin work.

**Pay Rates:** Pay rates per hour for scorekeepers and officials are as followed, provided that you have passed the pertinent test and achieved the necessary evaluation rating:

	<b>Official</b>	<b>Scorekeepers</b>
<b>Level I</b>	<b>\$7.00</b>	<b>\$7.00</b>
<b>Level II</b>	<b>\$7.25</b>	<b>\$7.15</b>
<b>Level III</b>	<b>\$7.50</b>	<b>\$7.30</b>
<b>Level IV</b>	<b>\$7.75</b>	
<b>Level V</b>	<b>\$8.00</b>	

### OFFICIAL'S PAY SCALE

#### Level I - New Official

- Demonstrates good work habits, consistently on time for work, and shows a willingness to improve as an official.
- Passes Official's test with an 80% (Open Book)
- **Pay Rate: \$7.00**

#### Level II – Official with at least 1 semester experience

- Demonstrates good work habits, consistently on time for work, and shows a willingness to improve as an official.
- 1 Supervisor Evaluation of at least 4.0
- Passes Official's test with an 80% (Closed Book)
- **Pay Rate: \$7.25**

#### Level III – Official with at least 2 semesters (1 year) experience

- Demonstrates good work habits, consistently on time for work, and shows a willingness to improve as an official.
- 2 Supervisor Evaluations of at least 4.0
- Passes Official's test with an 90% (Closed Book)
- **Pay Rate: \$7.50**

#### Level IV – Official with at least 3 semesters of experience

- Demonstrates good work habits, consistently on time for work, and shows a willingness to improve as an official.
- 1 Supervisor Evaluation of at least 4.0 on the most competitive court/game
- 1 Professional Staff Evaluation of 4.0
- Passes Policy & Procedures test with an 85% (Closed Book)
- Helps with clinics and rules training
- **Pay Rate: \$7.75**

***\*\*Once you have completed Level IV you are eligible to be considered for a Supervisor Position***

**Level V – Official with at least 4 semesters of experience**

- Demonstrates good work habits, consistently on time for work, and shows a willingness to improve as an official.
- 2 Professional Staff Evaluations of at least 4.0
- Passes Policy & Procedures test with an 95% (Closed Book)
- Helps with an additional clinic and rules training
- **Pay Rate: \$8.00**

**SCOREKEEPER'S PAY SCALE**

**Level I –All New Scorekeepers**

- Demonstrates good work habits, consistently on time for work, and shows a willingness to improve as an official.
- Passes scorekeeper test with 80% (Open Rules)
- **Pay Rate: \$7.00**

**Level II –Scorekeepers with at least 2 semesters of experience**

- Demonstrates good work habits, consistently on time for work, and shows a willingness to improve as an official.
- Passes scorekeeper test with 90% (Closed Book)
- 1 Supervisor's evaluation of at least 4.0
- Official's evaluation of 4.0
- **Pay Rate: \$7.15**

**Level III –Scorekeepers with at least 4 semesters of experience**

- Demonstrates good work habits, consistently on time for work, and shows a willingness to improve as an official.
- Passes Policy & Procedures test with an 85% (Closed Book)
- 1 Additional Supervisor's evaluation of at least 4.0
- Official's evaluation of 4.0
- **Pay Rate: \$7.30**

***\*\*\*Level III scorekeepers can be considered eligible for Supervisor position ONLY IF they have officiated for 2 sessions in the SAME SPORT they score keep.***

**I. Intramural Participation by Officials**

Officials are encouraged to participate in Intramural Sports. However, you must make the Supervisor aware of when you play. You may not play during anytime you are scheduled to work. To avoid conflicts during the playoffs let your Supervisor know your team's game schedule.

As an Intramural participant, all officials need to be an exceptional example of good sportsmanship. Any displays of poor sportsmanship during any Intramural sport will not be tolerated and could lead to suspension or termination.

## **Sportsmanship Ratings**

All sports have a sportsmanship rating. It is the responsibility of both the officials and scorekeeper to make sure the rating is completed after each contest. Please make sure that you know all ratings and take the grading seriously. The ratings are as followed:

### **4 – Excellent Conduct and Sportsmanship**

Players cooperate fully with the officials and the opposing team. The captain calmly converses with officials about rule interpretations and calls. The captain has full control of his/her teammates. Teams that win by forfeit will receive a “4”.

**3 – Good Conduct and Sportsmanship** – Team members verbally complain about some decisions made by the officials and/or show minor dissension, which may or may not merit a technical foul. Teams that receive 1 technical foul will receive no higher than a “3” rating.

**2 – Average Conduct and Sportsmanship** – Team shows verbal dissent towards officials and/or the opposing team, which may or may not merit a technical foul. Captain exhibits minor control over his/her teammates, but is in control of himself/herself. Teams receiving multiple technical fouls will receive no higher than a 2 rating. .

**1 – Below Average Conduct and Sportsmanship** – Teams constantly comment to the officials and/or the opposing team from the field and/or sidelines. The team captain exhibits little or no control over teammates and/or himself/herself. A team which receives an ejection can receive no higher than a “1” rating.

**0 – Poor Conduct and Sportsmanship** – Team is completely uncooperative. Captain has no control over teammates, and/or himself/herself. Any team causing a game to be forfeited, other than by absence, or receiving multiple ejections shall receive a “0” rating.

- A team that receives a “0” rating must have their captain meet with the Intramural Coordinator the following day to be eligible to play their next contest.
- A team must have a 3.0 average or better sportsmanship rating to be eligible to participate in playoffs.
- A team winning a contest by forfeit or Honest Effort Forfeit will receive a “4” rating.

### **Sportsmanship Ratings During the Playoffs:**

- If a team receives a “0” rating they will be eliminated from the playoffs.
- If a team receives a “1” rating, the captain must come into IM office the following day to discuss the rating. A decision will be made as to whether the team will continue to participate in the playoffs. If they do continue in the playoffs, they must receive a “4” or “3” rating for remaining playoff games.

