2014-2015

INTRAMURAL SPORTS OFFICIAL'S MANUAL

UNIVERSITY OF COLORADO RECREATIONAL SPORTS

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 2014-2015 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. Office hours are Monday-Thursday 9am-6pm and Friday 9am-5pm. The phone number is 303-492-2893. Our website is 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 and must participate in training. This is designed to provide new and old officials with clear guidelines and information that will assist you during the 2014-2015 Intramural sessions. Please fell free to stop by, email, or call if you have any questions.

Thanks and have fun!

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PROGRAM OVERVIEW

The Intramural Program provides opportunities for participants to compete in various skill levels against other students, faculty and staff members, graduate students, student groups, and recreational center members. The Intramural Program also offers the opportunity for participants to play together in co-recreational sports. Participants may choose to participate in individual or team activities.

Intramural Sports provides a healthy environment that promotes the growth and development of leadership as well as both social and interpersonal skills.

MISSION STATEMENT

The mission of The University of Colorado Intramural Program is to provide students, faculty, and staff with the opportunity to participate in a variety of competitive recreational sports in a safe environment. In addition we strive to promote and provide quality services, facilities, healthy lifestyles and wellness.

INTRAMURAL SPORTS BREAKDOWN

PROFESSIONAL STAFF

Bryan Hostetler, Assistant Director
Danielle Mutz, Coordinator

STUDENT COORDINATORS

Chloe Jonas
Austin Buck
Jesse Gasbarro

SUPERVISORS

Basketball	Broomball	Dodgeball	Football	Hockey	Soccer	Ultimate	Volleyball	Waterpolo
Mik Cepulis Tyler Jackson Ely Plunkett Colin Stein Alex Trout Alan Tellis	Jordyn Butler Charlie Whittaker	Jasvinder Dhesi Ian Laga	Ryan DeWayne Josh Fossum	Jesse Gasboro Matt Molina Eric Haines	Andrew Murdock Charles Rupert Sam Winston	Matt Molina Tyler Underwood Elektra Oates	Danielle Baer Madison Kuhn	Elektra Oates

Office Staff

Officials

ROLE 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.

MEETINGS, TRAINING & CLINICS

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. The Supervisor has the right to deem an absence excused or unexcused.

UNIFORMS

Officials must wear the following while on duty:

- Intramural staff shirt provided.
- Shoes must be worn during all shifts. We ask that all supervisors wear tennis, cross-training, or basketball shoes. No sandals or dress shoes allowed!
- Appropriate hats may be worn outdoors only and must be forward. Beanies are permitted in indoor ice sports as well.
- Black, dark blue or dark grey athletic pants or shorts.
- Tennis/athletic shoes ONLY (cleats are permitted for outdoor sports and water sports may wear appropriate sandals).
- Intramural provided whistle

Acceptance as a respective official and appearance has a strong correlation. If you cannot meet this dress code you will be asked to go home and change, unpaid.

SCHEDULING

Schedules will be on When to Work for the upcoming week on Thursday by 11:59pm. Officials are responsible for receiving the schedule; failure to attend a shift due to not getting the schedule is unacceptable and will result in an unexcused absence and minimum of a one-week suspension.
Officials must fill out their availability on When to Work and keep it up to date each week. Officials must be available to work at least two nights during the week and two weekends during the session. If an Official is unavailable to work a certain date, that

Official must notify the Sport Supervisor before the schedule has been made for that work week.

Scheduling of Officials is as followed:

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

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 posted with all new Intramural employees

Absences and tardiness will not be tolerated. If an Official is not on-site, ready to work, at least 15 minutes prior to the beginning of their shift, they will be considered tardy. Penalties are as follows:

Absences: 1st offense: one-week suspension (not scheduled to work for the following work week)
2nd offense: termination

Tardiness: 1st offense: warning
2nd: offense: one-week suspension
3rd offense: termination

Substitutions
If you cannot work on a date that you are scheduled, it is your responsibility to find a replacement by either calling or emailing other officials. You will be given a phone and email list of employees. Not having a phone list or email list is not an excuse. You must email your substitute to the Sport Supervisor. It is your responsibility to make sure that the person is present for your shift and to remind your substitute the day of your hours/shift.

PAY RATES

Following are the pay rates per hour for Officials, provided that you have met the criteria need for each step:

LEVEL	C SPORT	B SPORT	A SPORT
Level I	**$8.25**	**$8.50**	**$9.00**
Level II	**$8.35**	**$8.75**	**$9.25**
Level III	**$8.50**	**$9.00**	**$9.50**
Level IV	**$8.75**	**$9.25**	**$9.75**

Level I: All New Officials

- Demonstrates good work habits, consistently on time for work, and shows a willingness to improve as an Official.
- **Pay Rate: $8.25, $8.50, $9.00**

Level II: Official with at least one semester of experience

- Demonstrates good work habits, consistently on time for work, and shows a willingness to improve as an Official.
- Passes an Official Evaluation with at least 80%
- **Pay Rate: $8.35, $8.75, $9.25**

***** Any Official certified in their respective sport is eligible to move up an additional level after having achieved Level II status (after providing approved certification documentation).***
*****Once you have completed Level II you are eligible to be considered for a Supervisor Position***

Level III: Official with at least two semesters of experience

- Demonstrates good work habits, consistently on time for work, and shows a willingness to improve as an Official.
- Passes an Official Evaluation with at least 85%
- **Pay Rate: $8.50, $9.00, $9.50**

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.
- Passes an Official Evaluation with at least 90%
- **Pay Rate: $8.75, $9.25, $9.75**

CONDUCTING INTRAMURAL COMPETITION

Before Competition
Officials should arrive at work at least 15 minutes early in order to set up equipment, help check-in teams, go over rules, talk to officiating crew, and get any important information from your Supervisor.

At the start of each game, all officials involved in the contest should hold a meeting with the captain from both teams. Here officials should answer any questions, clarify game rules, and conduct a pre-game coin toss. Games need to be started on time. If a team is not present at game time, consult the Supervisor to take the proper actions to either declare or avoid a forfeit.

During Competition
Officials should conduct themselves in a fair and safe manner. Officials should be aware of the score and the game time. Maintaining control of each game should be the major goal of any official. **Do not let games get out of control**. Communicate effectively with your partner. If any questions about a rule come up, contact the Supervisor. Be sure to enforce the rules pertaining to the specific competition.

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **Defaults:** Any team that does not attend the captains meeting or any basketball, flag football, or soccer team that does not wear like-colored uniforms to games will receive a Default.
    - Teams that receive one Default for not wearing like-colored uniforms may advance to the tournament provided that they wear like-colored uniforms to the remaining games.
    - Teams receiving two Defaults will not be allowed to advance to the tournament.
    - Teams receiving one Default and one Honest Effort Forfeit will be allowed to buy their way back into the tournament for $20, provided they correct the reason for the default. Teams can only buy their way back into the tournament by 4:00pm of the day following their last regular season game.
    - Teams showing up to the playoffs without like colored uniforms will be allowed to play that game but will not be allowed to advance.

After Competition

At the end of each night, the Supervisor is responsible for the following duties:

1. **Equipment:** All equipment is accounted for and put away and the playing areas are clean.
2. **Sportsmanship Ratings and Captain's Signatures:** Official's must evaluate each team's sportsmanship and rate them respectively on the attached roster. Captains must then sign this roster after each game.

3. **Trash:** It is the responsibility of Intramural teams to clean up after themselves; any remaining trash becomes the Intramural Official's responsibility. All playing areas must be clean of any trash or debris concluding Intramural participation.

Disciplinary

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

1st offense: warning by IM Assistant Coordinator
2nd: offense: one-week suspension and must meet with IM Assistant Coordinator or Intramural Coordinator
3rd offense: termination

Examples of inappropriate behaviors are as followed:

- Ipod or MP3 usage
- Missing 2 scheduled meetings
- Poor employee to employee relationships
- Cell phone use other than for emergency reasons

The Intramural Office will keep a record of the employees work history.

PAYROLL

Every new and returning Intramural 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.

Items needed to get on payroll:

-Social Security Card or Birth Certificate
-Driver's License

OR

-Passport (will work in place of all of the above)

INTRAMURAL PARTICIPATION

Officials are encouraged to participate in Intramural Sports. However, you must make the Supervisor aware of when you play. You ARE NOT ALLOWED to play during anytime that 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.

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 3.0 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 2.0 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 1.0 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 lower than a 2.0 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 lower than a 3.0 rating they will be eliminated from the playoffs.

IMPORTANT CONTACT INFORMATION

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