

## Western Washington Intramural Sports

### ALL IMA STAFF MEETING

[www.wvu.edu/campusrec](http://www.wvu.edu/campusrec)

(360) 650-4191

(360) 650-3766

## Introductions

- Kendra Jackson:  
Coordinator, Intramural Sports/Sports Club
- Intramural Sports Supervisors

## Welcome to Intramurals?

### ● What We Do

- The ultimate goal of Intramural Sports is for our participants to enjoy themselves.
  - Team Motto: Play Hard, Play Fair, and Have Fun!!!

### ● Your Importance

- Staff are the face of the program. You are what teams, players, and spectators remember.

## What We Expect From You

- Act Professionally
  - Show up on time and ready
  - Know your rules, roles, and responsibilities
- Treat Participants, Coaches, and Spectators with Respect
- Work Well With Other Officials
- Act Appropriately When Playing
- Have Fun!!!

## What You Can Expect From Us?

- To Work—If you fulfill the requirements for work, get selected to become an official, and continue to work hard you will get games.
- Training—We will prepare you to be successful on the field.
- Support—If you handle yourself in a proper and professional matter, you will have support from supervisors and Campus Recreation. If you have a question, ASK! We are here to help!

## What You Need To Do To Work

- Attend all of the required trainings
  - Monday September 28th- Football Official Training- 8-10pm
  - Tuesday September 29th- Soccer Official Training- 8-10pm
  - Wednesday September 30th-
    - -Volleyball Official Training 8-10pm
    - -Football Training Scrimmage and Scorekeepers training 7-9pm
  - Thursday October 1st- Soccer Training Scrimmage 7-9pm
- Pass Written Test
  - Must score at least a 80%
- Complete Employment Packet
  - Including showing Driver's License and Social Security Card

## Pay

- Link on our Web Site [www.wvu.edu/campusrec](http://www.wvu.edu/campusrec)
- Filling Out Your Time Sheet
- Times must be submitted on the 15<sup>th</sup> and last day of the month.
- Paid on the 10<sup>th</sup> and 25<sup>th</sup> of each month.
  - Pick up checks at Cashiers Office (Old Main, rm. 245)

## Scheduling

- Before you can be scheduled, you must have all of your employment paper work in.
- Official's Data Sheet

## Scheduling

Sun					8p 9p	9p 10p	10p 11p	11p 12p
Mon	4p 5p	5p 6p	6p 7p	7p 8p				
Tue	4p 5p	5p 6p	6p 7p	7p 8p	8p 9p	9p 10p	10p 11p	11p 12p

## Scheduling

- If you need to make changes to your availability they must be made by Wednesday at noon of each week.
- Schedules will be out on Thursday at 5pm
  - Schedules will be emailed out
- If you need to get off of a game, you need to let Kendra know ASAP.
  - DO NOT FIND YOUR OWN SUBSTITUTE!!!

## Scheduling

	SRC Court A	Carver Gym B-1	Carver Gym B-2
4:00	Alt: RJ Lincoln Trevor Paul Blake Conley	Alt: Corina Jones Danny Bowen Craig Hocking	Andy Vanderpool Cale McCulloch
5:00	Trevor Paul Blake Conley	Danny Bowen Craig Hocking	Andy Vanderpool Cale McCulloch
6:00	Trevor Paul Blake Conley	Danny Bowen Craig Hocking	Andy Vanderpool Cale McCulloch

## Uniform

- Official's Shirt
  - We will provide you with one (if you want more than one you can purchase them)
- Dark Pair of Athletic Shorts or Pants

## Arriving At Work

- All scheduled officials must arrive at the field at least 15 minutes before game time.
- Alternate official arrives 30 minutes before the game.
  - Alternate Official: Helps the supervisor get the playing area ready.
    - If all officials show up, gets paid for an hour of work and goes home.
    - If someone doesn't show, fills in. Gets paid for games worked and half-hour of work.

## Pre-Game Preparation

- Set-up the Court
  - Look For Safety Hazards (if found report them to the supervisor immediately)
  - Make sure all equipment is present and in working order
  - Remember that you are accountable for all the equipment on your field.
- Captain's Meeting
  - Do at least 5 minutes before game.
    - Earlier if possible

## Forfeits

- Game time is forfeit time, but.....

One of the major goals of our program is to get as many of the scheduled games played as possible.

--If we can avoid a forfeit, we want to.

## Forfeit Procedures

- If one team is ready at game time and the other is not:
  1. The team ready to play can choose to win the game by forfeit; or
  2. The team can choose to grant their opponents a 10-minute grace period. If the required minimum number of players arrives within the 10-minutes, the game will be played and recorded as an official game. **NO EXCEPTIONS ARE PERMITTED TO THE MINUTE GRACE PERIOD.** The length of the first period will be shortened according to the lateness of the new start time.
- If neither team has enough players to legally start a contest, a double forfeit will be called.

## Protests

- Protests must be based on rule interpretations and player eligibility only.
  - Never tell a team that they can't protest a call.
- Protests are part of the game, and are a teams right to use.
  - Don't take a protest request personal by a team.

## Protests

- If a call is protested:
  - Get together with your crew and make a ruling on the protest.
    - If a mistake was made, fix it.
- If captain is still not happy with a call:
  - Call a supervisor over to help make a ruling on the call.
- If still not satisfied:
  - Captain must file an official protest.
  - If done record all important information.
    - The time left on the clock, the score, who has the ball and where, how many time outs remaining, etc.

## Player Injuries

- No player may play with an open cut or bleeding
- Do not just ignore an injury
- Report injuries immediately to a Supervisor
- Assist the Supervisor as needed/requested in all first aid or emergency situations.

## Sportsmanship Rating System

- One of the major goals of our program is to promote good sportsmanship.
- Each game you and the rest of your crew will rate each team on their sportsmanship in that game.

## Individual Sportsmanship

- It is the responsibility of the team and players to make sure the game atmosphere is friendly and fun to both staff and fellow participants.
- A yellow/red card will be displayed during contests to warn and/or eject individuals, teams or spectators.
- A yellow card is not required before a red card is displayed; and a red card is not required for a suspension to occur.

## Individual Sportsmanship

- YELLOW card infractions include, but are not limited to:
  - Verbal and non-verbal dissent towards officials
  - Taunting opponents or staff
  - Actions detrimental to the spirit of the game
  - Unnecessary contact with opponent
- The player receiving the yellow card must leave the game for one play, or until the next dead ball. If no substitute is available the team must play one player down.

## Individual Sportsmanship

- RED card infractions include, but are not limited to:
  - Excessive verbal and non-verbal dissent towards officials
  - Threats towards staff or opponents
  - Fighting
  - Second yellow offense on same player
- **GET A SUPERVISOR INVOLVED IMMEDIATELY**
- The player receiving the red card is ejected from the game
  - Player may be substituted for if the team has subs
  - Player must leave the playing area immediately and without incident
    - If they do not their team will forfeit the game
  - All players who are ejected from any intramural contest are suspended from all intramural play until they have met with the intramural coordinator and served any penalty they administer.

## Team Sportsmanship Rating

- Teams can receive three scores:
  - Outstanding
  - Acceptable
  - Unacceptable
- The rating system is designed to rate teams, not individual conduct
- A team is responsible for the actions of the individual team members and spectators related to their team
- The designated game captain is responsible to calm difficult situations and to restrain troubled teammates

## Ratings

- Outstanding
  - Teams act like “angels”
  - No yellow or red cards
- Acceptable
  - A Normal Game
  - No red cards issued
  - Team does not receive three (3) yellow cards

## Ratings

- Unacceptable
  - Team/multiple players are out of control
  - Blatant Rule Breaking (i.e. playing under an assumed name).
  - Red Card or Multiple Yellow Cards Issued
- **MAKE SURE A TEAM EARNS IT**
- **GET A SUPERVISOR INVOLVED IMMEDIATELY**
- Consequences of an Unacceptable Rating
  - Team is suspended from play until they have met with the Intramural Coordinator
  - Two (2) unacceptable ratings during the season drops you from the league.
  - In playoffs, team is dropped from tournament upon review of the Intramural Coordinator.

## Ending A Game

- Two (2) red cards or three (3) carded infractions on different players
  - 3 separate yellows
  - 1 red and 2 separate yellows
- Attempt to get game back under control before this becomes a possibility
  - Let teams know when they are on the verge
  - Sometimes impossible to avoid!!

## Evaluations

- Evaluations are done to make you a better official.
- We will attempt to do as many evaluations as possible.
- Supervisors will be doing the evaluations and will go over them with you after your game or shift.
- If you have a problem with what the supervisor has said, come and talk to me.

## Evaluations

**WESTERN WASHINGTON UNIVERSITY INTRAMURAL SPORTS  
BASKETBALL OFFICIAL'S EVALUATION**

Name _____	Date _____	Court _____	Time _____	Evaluator _____
Rating Scale: 1 - Superior	2 - Good	3 - Acceptable	4 - Not so Good	5 - Dislike
6 - Poor	7 - Unsatisfactory	8 - Demerited	9 - Suspended or Setafined	10 - Women's Used
11 - Average				12 - Shows no Control

**PROFESSIONALISM:** Comments:

Y S N Gives complete information during pre-game  
 Y S N Presents self professionally  
 Y S N Shows interest and concentration at all times  
 Y S N Arrives on time & ready to work  
 Y S N Shows haste and enthusiasm

**MECHANICS:** Comments:

Y S N Knows proper signals and uses them effectively  
 Y S N Gives clear and crisp signals  
 Y S N Has strong confident whistle  
 Y S N Gives strong confident verbal cues  
 Y S N Acts straight up with open hand for violations and closed for fouls

**POSITIONING:** Comments:

Y S N Moves into proper position when play develops  
 Y S N Is in position to make calls in most coverage area during play  
 Y S N Is in proper position on throw in situations  
 Y S N Is in proper position in free throw situations  
 Y S N Admonishes foul throw correct spot for fouls and violations

**JUDGEMENT:** Comments:

Y S N Is consistent throughout games with calls  
 Y S N Makes all necessary calls  
 Y S N Knows game rules and applies them correctly

**COMMUNICATION:** Comments:

Y S N Communicates visibly to partners between plays  
 Y S N Communicates fouls or problems with partners  
 Y S N Communicates well with participants

**GAME CONTROL:** Comments:

Y S N Establishes control early and sets tone for game  
 Y S N Uses preventative officiating to alleviate potential for problems

**OVERALL COMMENTS:**  
 Official's verification that evaluation was covered with supervisor: \_\_\_\_\_

## Supervisor Evaluations

- If you have a positive/problem with a supervisor that you want to inform me about, fill out a supervisor evaluation or come in and talk to me or Travis.
- These forms can be picked up in my office.
- Be specific.

## Disciplinary Procedures

- While one of our major goals is to have fun, this is a job and needs to be treated as such.
- If disciplinary action needs to be taken, a warning form will be filled out.
  - A first or second warning does not have to be issued before a final warning can be given.
- The supervisors can start the warning form process on all officials.

## Warning Form

EMPLOYEE INFRACTION FORM	
Employee Name: _____	Area: _____
By signing below you acknowledge that you have been notified of this infraction of WKSRC Policies/Procedures. It is your responsibility to schedule a meeting with your supervisor. If you do have not done so in a timely manner, additional warnings and strikes may be incurred.	
<b>STATEMENT OF INFRACTION</b> _____ Date: _____	
Description of Incident _____	
Action Taken by Supervisor _____	
Employee Signature (acknowledging receipt) _____	Date: _____
Supervisor Signature _____	Date: _____

## Warning Form

### PROGRESSIVE EMPLOYEE FEEDBACK FORM

The Wade King Student Recreation Center uses a progressive disciplinary system as a method of employee management. There are two categories of disciplinary action depending on the severity of the infraction: warnings and strikes. A warning is the result of a minor infraction and three such warnings result in a strike. An employee is automatically dismissed from employment upon accrual of their third strike.

You will be notified upon receipt of a warning or strike and it is your responsibility to schedule a meeting with your supervisor. If you have not done so in a timely manner, additional warnings and strikes may be incurred.

The value assessed to each infraction is subject to change at the discretion of your supervisor and the list of infractions is not to be considered comprehensive. Certain infractions, such as substance abuse, harassment, theft, etc. may result in automatic termination of employment.

ACTIONS RESULTING IN WARNING(S)
<b>Tardiness</b> (1 warning is assigned after 5 minutes of tardiness; each successive 10 minutes of tardiness results in additional warnings; maximum of 3 warnings per shift resulting in 1 strike)
<b>Appearance:</b> work shirt, nametag, footwear, hats, etc.
<b>Inappropriate use of computer:</b> including but not limited to personal internet use and games
<b>Inappropriate use of phone:</b> including work phones and cell phones (texting, messaging, personal calls)
<b>Reading/Studying outside of specified times</b>
<b>Excessive Breaks*</b>
<b>Incompetence/Poor Performance</b>
<b>Poor Customer Service:</b> rudeness or inattentiveness to patrons
<b>Excessive Socializing</b> among employees and friends while on duty
<b>Failure to Enforce WKSRC Policies*</b>
<b>Failure to abide by work policies*</b>
<b>Lack of Professionalism</b>
ACTIONS RESULTING IN STRIKE(S)
<b>Missed Shift</b>
<b>Missed Meeting</b>
<b>Leaving Area Unattended</b>

## Employee Handbook

- As an employee of Intramural Sports, you are also an employee of Campus Recreation Services.
- A full copy of Campus Recreation Service Employee Handbook can be found at: [www.wvu.edu/campusrec](http://www.wvu.edu/campusrec)

## Employment Packet

- Student Employee Information Form
  - If you have worked for Intramurals in the past, this is the only form you need to fill out.
- Employment Eligibility Verification
- W-4
  - This can be changed online through your Web4U after it has been turned in.

WESTERN UNIVERSITY			
<b>Student Employee Information Form</b>			
The Following Information is required of ALL Western Washington University student employees.			
Last, First, Middle I.	Date of Birth	Male	Female
WVU ID# W			
Local Address: Street		P.O. Box	
City	State	Zip	Local Phone
E-Mail Address			Cell Phone
Returning WVU Employee Yes No		Returning Department Employee Yes No	
Work Study award intended for this position, Yes No Unknown		(If Yes, see below for amount)	
*Job Title: <b>Intramural Official</b>			*Rate of Pay \$
*Position Number & Suffix: S09851 -		(I leave blank if Work Study)	*Budget Code:
*Job or Status Change Begin Date: <b>April 4, 2009</b>			*Term Date:
<b>To be filled out by employer prior to student employee signature.</b>			
Signing this document verifies you have read and understood the information in the Student Employment Guide & Campus Recreation Employee Handbook and accept the terms of employment as shown above. Copies of notices are available online at <a href="http://www.wvu.edu/studemp">www.wvu.edu/studemp</a> & <a href="http://www.wvu.edu/campusrec">www.wvu.edu/campusrec</a>			
Student Signatures			Date
<b>EMPLOYER MUST FILL OUT</b>			
A Completed I-9 is on file in our office. I understand the I-9 must be retained for 3 years after the student is terminated.			
*Citizen of the United States/Reviewer's Name _____			
*A Lawful Permanent Resident _____			
*An alien authorized to work until (date) _____			
*If the third line is checked, *An alien authorized to work*, a copy of the I-9 form must be submitted to Poproll Services, SDS 9224 or FAX to 57692			
Work Study Allocation Amount: Fall Qtr. _____	Winter Qtr. _____	Spring Qtr. _____	
Use the employee information recorded on this form to complete the Electronic Student Employment Form. The Student Employee Information Form is not sent to HR or to Student Employment. Retain this form on file in the hiring office for future reference. You may add any additional information you feel would be helpful.			
Comments: _____			
On Line Student Employment Form # _____ (this number is given after Student Employment form is submitted)			

