

Campus Recreation Intramural Sports Official's Handbook

Edited January 2009



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WELCOME TO INTRAMURAL SPORTS

Welcome to the Western Washington University and Campus Recreation Services. The goal of the Intramural program is to provide an organized opportunity for students and faculty/staff to recreate here at Western. As an Intramural Official, you will be a vital component of our program. Your job is to serve the participants of our program and provide them with a safe, fun, and fair environment in which to participate. The example you set, the manner in which you serve the participants, how you deal with problems, and the way you offer assistance will either contribute to or greatly detract from the services provided by your fellow officials and the rest of the department. As paid employees of Campus Recreation, it is expected that all officials act in a professional and consistent manner. The objective of this handbook is to provide Intramural Officials the information necessary to be a successful part of our team.

Our goal is professionalism and excellence in the services we provide. Because you are the person who directly serves our participants and interacts with them, the image you project represents us all. The positive attitude that you exhibit toward program participants as you direct activities, answer questions, and offer assistance contributes greatly to the enjoyment of these activities. As the authority figure on the court or field, you are expected to be in control of the event from beginning to end. It will be necessary, then, to perform your duties in an unbiased and professional manner. The job of Intramural Official will be made easier for all if everyone follows these guidelines in a uniform and consistent manner.

Expectations for Officials

1. Officials are employees of the University entrusted to help administer one of its programs. Therefore, you are expected to conduct yourself in a professional manner at all times.
2. Participants, coaches, and spectators are to be treated with respect in an impartial manner at all times. Officials are not to engage in personal discussions with participants or spectators.
3. The ability to work with fellow officials is absolutely essential to a well officiated game. Each person must have faith in the others and must work together to call the game. Never point the blame or degrade another official. Never criticize another official's judgment. If you want to call a good game, then you must work together.
4. Officials are encouraged to participate in all Intramural events. While participating, though, you must remember that you are still a representative of the Campus Recreation Department and University. You must set an example and display good sportsmanship at all times. As an employee of the department, you are held to a higher standard.

Pay

1. Official's pay is based on experience, training, and evaluations. All officials start at \$8.85/hr and receive raises with each season that they return to do each sport.



Paychecks are issued on the 10th and 25th of each month. Paychecks may be picked up with your student ID or drivers license at the University Cashiers Office in room 245 of Old Main. Employees can also sign-up for direct deposit. This can also be done in the University Cashiers Office.

Scheduling

1. Officials will be assigned days and times to work by the Intramural Sports Coordinator. All paperwork should be completely and accurately filled out to aid in the scheduling process.
2. Officials will be scheduled for the first two weeks and then rescheduled according to evaluations and your schedules. If you can not make your shift, it is your responsibilities to get it covered and inform the Intramural Coordinator at least 48 hours in advance.
3. Emergencies and unexpected circumstances happen in life. In case of emergency or illness, you should notify the Intramural Coordinator or Building Supervisor (who will let the Intramural Supervisor know) at 650-3766 as soon as possible.
5. Failure to work an assigned shift will be result in a strike and be cause for suspension and possible dismissal.

Uniform

1. An official's uniform will consist of an official's shirt, pair of dark pants or shorts, and a whistle. Officials will be given their shirts at the beginning of the season. Officials are responsible for wearing their shirt at all of their assignments. Shirts must be clean and in good condition at the start of every shift. This shirt becomes your private property after completion of two weeks of work. Whistles will be provided. This whistle is yours for the duration of your employment. You will be responsible to replace it if you lose it.
2. In case of cold or rainy weather, raincoats are available at the checkout desk on the day of the event. Please return these immediately following the event.

Arrival to Work

1. All officials must report to their particular game site at least 20 minutes before game time (30 minutes for the alternate official) to insure the game will be started on time. Lateness will not be tolerated.
2. Upon arrival, the official will report directly to the Intramural Supervisor. At this time you will confirm field or court assignment, pick up scorecards and any other necessary equipment.
3. After checking-in with the Intramural Supervisor assist in setting up your field/court. Make sure all necessary equipment is present and available. Also check your field/court to make sure that there are no safety hazards present. If there are problems, report them to the Intramural Supervisor immediately.
4. Officials are accountable for all equipment assigned to their particular court/field. At the conclusion of a shift, all equipment must be collected and returned to the Intramural Supervisor. Any damaged or lost equipment must be reported to the Intramural Supervisor.
5. All scorecards must be filled out completely. This means that all captains must sign the final score and sportsmanship rating is clearly written. These will be turned in to the Intramural Supervisor at the end of each game.

Pre-Game Preparation

1. Meet with the captains at least 5 minutes before each game. Go over the important rules and answer questions at this time. Notify both teams that you will speak only with the team captains concerning disputes. Set the tone of the game during the pre-game conference. Use preventative officiating to let captains know what you expect from them, and what they can expect from you.
*Specific pre-game conference guidelines will be shown later in the manual.

2. Every person participating in a contest must be listed on the score-sheet. First and last name, as well as student ID #'s, are required.
3. Keep the games on schedule. Start on time. You are in control of the game, so keep things moving. If teams are there early and ready to play, start early. If there is a forfeit on your field/court, report it to the Intramural Supervisor immediately.

Forfeits

1. While game time is forfeit time, one of the goals of our program is to avoid forfeits whenever possible.

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 10-MINUTE GRACE PERIOD.** The length of the first period will be shortened according to the lateness of the new start time.
2. If neither team has enough players to legally start a contest, a double forfeit will be called.
 3. In the event of a forfeit, the official should immediately report to the Intramural Supervisor.
 4. It is imperative that officials keep track of their equipment during forfeited games. If it is damaged or lost, you will be responsible.

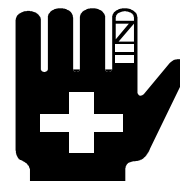
Protests

1. Protests must be based on rule interpretations and/or player eligibility only. A judgment call cannot be protested.
2. If a team wishes to protest a rule interpretation, they must notify the official immediately after the contested point before play resumes. At that time the officiating crew should come together and make a decision about the play. If a mistake was made it should be rectified at that time and the game continued.
3. If the captain still doesn't agree with the decision made by the officials, the official should summon the Intramural Supervisor immediately who will assist on making a ruling on the protest at that point.
4. If still unhappy with the judgment at that time, the team captain must tell the Intramural Supervisor that they are playing the rest of the game under protest. Before the end of the next business day, the captain must file a protest with the Intramural Coordinator and pay a ten dollar fee. The fee will be refunded if the protest is upheld and the game will be replayed from the point of the protest.

5. Eligibility protests are allowed and may be handled in one of two ways.
 - A. If the identity of an individual is questioned (playing under an assumed name), it should be brought to the attention of the official and Intramural Supervisor immediately. The individual will be asked to show their Identification. If the player cannot provide adequate proof that they are who they claim to be they will be removed from the game, and the remainder of the game will be played under protest.
 - B. If a team questions an individual's eligibility and appearance on a team roster, the captain must complete a protest form and return it to the Intramural Coordinator before the end of the next business day.
6. Remind captains that if a protest form is completed, the protesting team's roster will also be checked.

First Aid

1. All injuries should be reported immediately to the Intramural Supervisor.
2. Assist the Intramural Supervisor in the first aid process as needed. Make sure that you assist in crowd control and keeping people as calm as possible.
3. Following the game, complete an accident report. Only report what you know.



Team Conduct

1. In order to encourage proper conduct during the games, officials, supervisors, student assistant, and professional staff will make decisions whether to warn, penalize, or suspend persons or teams displaying poor sportsmanship. Campus Recreation Services will not in any way tolerate unsportsmanlike conduct in the Intramural Program from participants and/or spectators.
2. Team captains are responsible for the actions of all members of the team and spectators, and are required to cooperate with the official in controlling the game. Never attempt to control crowd behavior yourself. Always elicit the help of the team captains. Explain that the game will be stopped unless the crowd can remain in control. Use preventative officiating to let the captains know what is expected of them before there is a problem.
3. Always get the Intramural Supervisor to assist you with disciplinary problems. If someone is ejected or a game is forfeited, an Incident Report form must be filled out with the Intramural Supervisor.

Use of Yellow/Red Cards

1. 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.

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.

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

The player receiving the red card is ejected from the game. That 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.

Sportsmanship Rating System

In order to promote good sportsmanship the Intramural Program has adopted a sportsmanship policy. A sportsmanship rating will be determined by game officials and/or intramural supervisors after each contest. This rating will be based on behavior before, during and after each contest by the team (including the team captain, participants, and spectators).

There are three different team ratings:

1. Outstanding
2. Acceptable
3. 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. Appeals for unacceptable ratings will not be accepted. The intramural coordinator reserves the right to review any rating given to a team.

Outstanding Sportsmanship Rating

1. Team members demonstrate a willingness to contribute to sportsmanlike atmosphere.

2. All team members show control over their own actions and omissions. All team members uphold their responsibility to contribute to an atmosphere of sportsmanlike competition.
3. Team members follow all game rules in both spirit and intent.
4. Any fouls committed by the team are not to intimidate or gain advantage.
5. No unsportsmanlike penalties or yellow or red cards are assessed.

Acceptable Sportsmanship Rating

1. Team members cooperate with and demonstrate good sportsmanship toward members of teams, spectators and all Intramural officials and/or staff.
2. The designated game captain exhibits control over their team and spectators, converses reasonably and rationally with officials about rule interpretations/calls and cooperates by providing any information requested by any intramural official/staff.
3. Team members participate in the spirit and intent of the intramural game rules and/or program policies. Team members accept judgment decisions made by the officials during the contest.
4. No red cards issued and/or no player/spectator ejections occur before, during or after the intramural contest. A team (players/spectators) does not receive three yellow cards.
5. Respect shown for intramural facilities/equipment .

Unacceptable Sportsmanship Rating

Any one of the following may lead to an unacceptable rating:

1. Three yellow cards in any one contest towards one team (players/spectators).
2. A red card issued and/or player/spectator ejection(s) occur before, during or after the intramural contest.
3. Technical fouls for unsportsmanlike conduct, multiple unsportsmanlike penalties given and/or any excessive celebration.
4. Participants/spectators complain about official's decisions and/or show dissension. Complaints may be voiced verbally or "non-verbally". Arguing between opposing teams/spectators may also lead to an unacceptable rating.
5. The designated game captain does not control their team and spectators, converses in a dissenting manner with officials about rule interpretations/calls and does not cooperate or provide information requested by any intramural official/staff while performing their duties.
6. Team members do not meet eligibility requirements for participation within the program because of club sport, former varsity/varsity, and/or professional status within same/related sport.

7. Team members are playing with participant(s) who are currently suspended from participating on their Intramural team, and/or Intramural Program.
8. Any participant who plays under an assumed name.
9. Public indecency or obscenity. This includes but is not limited to urination in public.
10. Individuals/ teams playing after the consumption or suspicion of consumption of alcohol/drugs. If the contest has begun, player(s) will immediately be removed from the contest.
11. Verbal or physical abuse and/or the threat of, by participant(s)/spectator(s) in the form of fighting, baiting, and/or wrestling with an opponent and/or teammate before, during or after an intramural contest.
12. Any threatening behavior (verbal and/or non-verbal) towards any intramural employee before, during or after an intramural contest.
13. Damage/destruction of facilities/equipment.
14. Any violation of WWU policies and procedures governing the conduct of students .

A team that receives three card infractions (on different players) or two red cards will automatically forfeit that game and receive an unacceptable sportsmanship rating.

Consequences for Unacceptable Rating

1. Team is suspended until manager/captain meets with the intramural coordinator. Manager/captain shall be held responsible to initiate the meeting in a timely manner to ensure availability of coordinator (preferably several days before team is next scheduled to play). Teams will forfeit any games scheduled on subsequent days prior to the meeting. During the meeting the manager/captain will be notified of the suspended status of their player(s).
2. Regardless of the length of the league season, if a team receives two unacceptable ratings the team will automatically be dropped from any further competition.
3. During the playoffs, a team that receives an unacceptable rating will be suspended and removed from the tournament/playoffs, pending review by the intramural coordinator.

Evaluations

1. Official evaluations are done in an attempt to make you a better official. All evaluations should be reviewed with this in mind.
2. Supervisors will be doing the official's evaluations. They will attempt to do as many evaluations at possible so that you are evaluated often.
3. Supervisors will review their evaluation with you. You will be asked to sign the evaluation as proof that the supervisor went over it with you.
4. If you have a problem with your evaluation, please come and talk to the Intramural Coordinator or Graduate Assistant.

Disciplinary Procedures

1. One of our major goals is that we are having fun at work, but this is also a job and needs to be treated as such.
2. If disciplinary action needs to be taken, the supervisor will report it through the supervisor report.
3. If you receive a warning or a strike, you will be required to have a meeting with the Intramural Coordinator to discuss what happened and create a plan for not allowing it to happen again.
4. Actions which may result in a warning:

Tardiness (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)

Appearance: work shirt, nametag, footwear, hats, etc.

Inappropriate use of computer: including but not limited to personal internet use and games

Inappropriate use of phone: including work phones and cell phones (texting, messaging, personal calls)

Reading/Studying outside of specified times

Excessive Breaks*

Incompetence/Poor Performance

Poor Customer Service: rudeness or inattentiveness to patrons

Excessive Socializing among employees and friends while on duty

Failure to Enforce WKSRC Policies*

Failure to abide by work policies*

Lack of Professionalism

5. Actions which may result in Strikes:

Missed Shift

Missed Meeting

Leaving Area Unattended

Leaving Early Without Approval

Negligence

Refusal to Obey Directives/Insubordination*

Dishonesty/Falsified Timesheet*

Substance Abuse*

Violent Behavior*

Theft*

Harassment*

6. Warnings/Strikes can be issued by intramural supervisors, the graduate assistants, or the intramural coordinator.
7. 3 warning will equal a strike and 3 strikes will equal termination.