



2008 Intramural Flag Football Officials



2009 Intramural Basketball Officials

The University of Iowa  
Division of Recreational Services  
E 216 Field House  
319-335-9293 <http://recserv.uiowa.edu>

# INTRAMURAL SPORTS OFFICIALS STUDENT MANUAL



FALL 2009 - SPRING 2010

**TABLE OF CONTENTS**

ARTICLE 1 – Expectations as an Official.....2

ARTICLE 2 – Payroll Information.....3

ARTICLE 3 – Scheduling & Substitutions.....4

ARTICLE 4 – Intramural Sport Information.....5

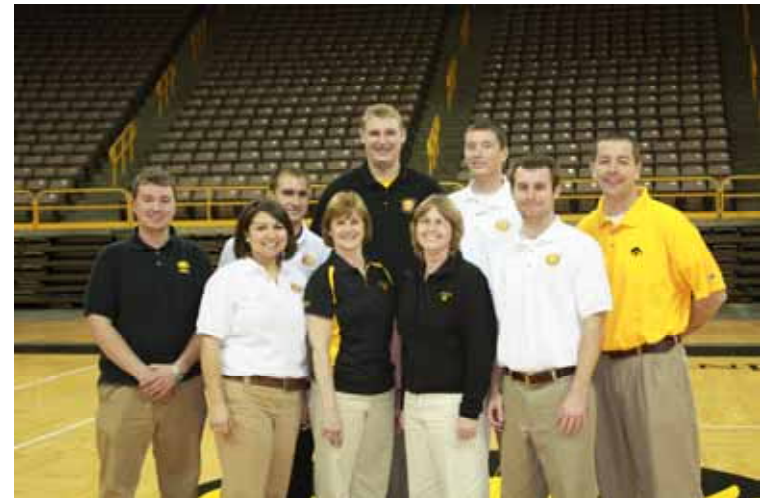
ARTICLE 5 – Year-End Banquet .....8

ARTICLE 6 – Officials Information Outlets.....8

APPENDIX A – Important Phone Numbers.....9



**2009 Intramural Basketball Officials**



**2008-09 Intramural Sports Administrative Staff**

## APPENDIX A - IMPORTANT PHONE NUMBERS

Dan Payne	407-923-6253 - Cell
Jon Randle	806-535-4112 – Cell
IM GA's Office Phone	319-335-9292
Mike Widen	319-335-9477 - Office E 216 FH 319-631-2812 - Cell
Recreational Services Office	319-335-9293 - Phone 319-335-6655 - Fax
Nancy Fraga	319-335-9295 - Office
Recreational Services Info-line (Weather info)	319-353-3000 (press 2)
Hawkeye Recreation Fields	319-335-9000
South Gym Info booth	319-335-9847
Hawkeye Softball Complex	319-335-9280



2008 Kickoff Classic

## ARTICLE 1 – EXPECTATIONS AS AN OFFICIAL

### Section 1 - General Expectations

- ***Be professional*** at all times when interacting with staff, supervisors, fellow officials, players, and spectators. Remember that you are representing the Officials Association, Recreational Services, and the University of Iowa.
- Spend time ***learning all rules and mechanics*** necessary to officiate to the best of your ability.
- Work with other officials and Recreational Services staff in a ***cooperative manner*** to enhance the Officials Association, Intramural Department, and the Division of Recreational Services.
- ***Be prepared*** both physically and mentally, dress according to expectations, and maintain a proper appearance.
- Always ***arrive at least 15 minutes prior*** to your first game!

### Section 2 - Game Day Expectations

- Arrive at least 15 minutes early.
- Assist the supervisor in setting up fields/courts or whenever he/she needs help.
- Check all player's ID's and conduct captain's meetings in order to start each contest on time.
- Help the scorekeeper and supervisor clean up your field/court after your games.

### Section 3 - Uniforms

All officials will receive one official's shirt with an individual number. This shirt should be worn when officiating all intramural contests. Officials may purchase additional shirts for a fee of \$5.00/shirt. Officials should also wear black or gold athletic shorts or warm-up pants. No jeans allowed. Hats that are black and/or gold may be worn while officiating outdoor sports. When officiating in cold weather, officials should wear their official's shirt on the outside whenever possible.

Officials are not allowed to wear jewelry. Each official will receive one whistle and lanyard. Extra whistles and lanyards can be purchased for \$5.00. Special tournaments and events may require a different uniform (e.g. striped shirt). Flag Football scorekeepers should be dressed ready to officiate. Other sport's scorekeepers are required to wear an official's shirt; however, jeans or other pants/shorts can be worn by scorekeepers.

Acceptance as a respected official and appearance has a strong positive correlation. Look the part! The officials' dress code will be strictly enforced. If you are not properly dressed, you will not be allowed to work and will be responsible for your missed shift.

## ARTICLE 5 – YEAR-END BANQUET

### Section 4 - Meetings

Meetings will be scheduled throughout the year to discuss sport rules, keep you informed of upcoming issues, and other business. Your attendance at these meetings is mandatory. If you are unable to make these meetings, please notify the Director of Officials in advance to make arrangements to get the information from the meeting.

### Section 1 – Annual Banquet and Awards

At the conclusion of the Intramural Sports year we will have a banquet to honor officials' and scorekeepers' achievements throughout the year. The following awards will be given out:

- A. Official of the Year
- B. Scorekeeper of the Year
- C. Most Improved Official
- D. Most Dedicated Official (Male and Female)
- E. Rookie of the Year.
- F. Most Outstanding Flag Football Official
- G. Most Outstanding Volleyball Official
- H. Most Outstanding Soccer Official
- I. Most Outstanding Basketball Official
- J. Most Outstanding Softball Official

## ARTICLE 2 – PAYROLL INFORMATION

### Section 1 – Wage rates

Pay rates per game for officials and scorekeepers:

	Scorekeepers	Officials (wage x 1.3 hours)
1st Year	\$7.25	\$9.43
2nd Year	\$7.65	\$9.95
3rd Year	\$8.05	\$10.47
4th Year	\$8.45	\$10.99

## ARTICLE 7 - OFFICIALS INFORMATION OUTLETS

High School Certified Officials will receive one year's credit.

### Section 1 – Intramural Officials' Website

Our association has a website that provides information regarding upcoming meetings and events, other officiating opportunities, weekly schedules, officiating links, and other information for officials and scorekeepers. The address for the page is:

<http://www.recserv.uiowa.edu/programs/intramurals/officials.htm>

### Section 2 – Payroll Forms

Every new official or scorekeeper must fill out the required payroll forms. The required forms are available on the Recreational Services Student Staff webpage:

### Section 2 – Office Information

The Recreational Services office is located in E216 Field House. The door is always open if you need to talk about anything.

<http://www.recserv.uiowa.edu/staffonly/index.htm>

Log-in: **recserv** Password: **blackandgold**

The GA/Intramural Supervisors office is open for you to come in and discuss any concerns or questions you may have for the GAs or IM Supervisors. At the same time, the GA's office is not to be a lounge area for officials and scorekeepers between classes. Everyone in the office needs the time and space to get their own work done. The office computers, phones, copy machines, and fax machines are not for personal use by officials and scorekeepers.

Click on New Employee Forms and follow the directions to fill out each of the required forms:

**HRIS form**

**I-9 form**

**Hepatitis B form**

### **Section 7 – Ejections**

If it becomes necessary to eject a participant from a contest, an ejection report must be completed immediately following the contest. The supervisor on duty will have ejection reports. Please fill out all information regarding the situation. Be specific in your reports. Do not let the contest continue after an ejection until the ejected player has left the field/court area. The supervisor on duty is responsible for making sure the ejected player leaves the premises.

### **Section 8 – Weather Conditions**

A decision on the status of games being cancelled due to weather will be made by 3:00 PM weekdays and noon on weekends. In the case of inclement weather, officials should call the Recreational Services information line at **353-3000, press 2**. Once games have started, the decision to cancel games will be made by the field supervisor. Do not call the Recreational Services main office for rainout information. The clerical staff may not have updated information on the status of intramural events. When in doubt, assume that all games will be played as scheduled.

### **Section 9 – Participation in Intramural Games by Officials**

Officials are encouraged to participate in all intramural sports. However, you may not play during any time you are scheduled to work. If you have a night when your team is scheduled to compete, please mark your availability sheet with that information. To avoid conflicts in the playoffs, please let the Director of Officials know the name of your team and your work schedule can be adjusted around your team's scheduled games.

As intramural participants, all officials need to be an example of good sportsmanship. Show the utmost respect for the officials working your game and encourage your team to do the same. This will improve the sportsmanship of other intramural participants. Any displays of poor sportsmanship by officials and scorekeepers during intramural contests will not be tolerated. Failure to comply with this rule can result in immediate termination.

Intramural Eligibility rules state that players may not play on more than one team in a sport in the same season. Any official or scorekeeper found breaking Intramural Eligibility rules at any time is subject to immediate termination. We will not condone employees violating our own rules.

New employees are also required to go to the HR self-service site to fill out **W-4 forms** and set up **direct deposit**. New employees are required to give a copy of their **driver's license** and **social security card** to the Recreational Services office, E216 Field House.

In addition to the payroll forms, all students must complete an online blood borne pathogens slide show and test. The test information and instructions are available at the Recreational Services Student Staff webpage: <http://www.recserv.uiowa.edu/staffonly/index.htm>

## **ARTICLE 3 – SCHEDULING & SUBSTITUTIONS**

### **Section 1 – Schedules**

Schedules for each upcoming week will be posted on the Intramural Officials' website:

<http://www.recserv.uiowa.edu/programs/intramurals/officials.htm>

Each work week begins on Sunday and ends on Saturday. Schedules for each upcoming week will be posted on Wednesdays. Officials and Scorekeepers are responsible for checking the schedule weekly. Absolutely no schedules will be given out over the phone.

At the first meeting you will fill out an availability sheet for the semester. This availability sheet will show the nights you are available to work. **Officials and scorekeepers must be available to work one shift on Sundays and at least two nights during the week.** If you know you will be absent on a certain date, have a test, or have some other conflict, please let the Graduate Assistants know as soon as possible by phone or e-mail. Officials' schedule conflicts will try to be accommodated whenever possible.

For some sports there will be an **extra official** scheduled at the beginning of each shift of games. This official is scheduled as a back up in case someone does not show-up. If an official does not show up, the extra official will take his/her games. If everyone who is scheduled is present, the extra official will be paid for one hour of work and released of his/her responsibilities. If you are scheduled as the extra official, you are expected to show up 15 minutes early and dressed to work, just as if you were regularly scheduled to work.

### **Section 2 – Absences and Late Arrivals Policy**

Absences and late arrivals will not be tolerated. If you are not on site at least 15 minutes prior to the beginning of your shift, you will be considered late. Penalties are as follows:

- Absences:           1<sup>st</sup> offense: one-week suspension  
                          2<sup>nd</sup> offense: sport suspension or termination
- Late Arrivals:     1<sup>st</sup> offense: warning  
                          2<sup>nd</sup> offense: one-week suspension  
                          3<sup>rd</sup> offense: sport suspension or termination

### **Section 3 – 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 emailed a phone and email list for each sport. If you lose your phone list, it is your responsibility to get a replacement. Not having a phone list is not a valid excuse for a missed shift. Please call or email the Graduate Assistants with the name of your substitute. It is your responsibility to make sure that person is present for your shift. Remind your substitute the day of your games.

## **ARTICLE 4 – INTRAMURAL SPORT INFORMATION**

### **Section 1 – Equipment Checkout**

Any equipment that you will need to officiate (flags, watches, counters) can be checked out through the field supervisor on duty. The head referee/umpire on each field will check out and check in all equipment for his/her field. Officials will be responsible for the replacement costs of any items not returned at the end of the shift.

### **Section 2 – Team Sportsmanship Ratings**

Some sports will have a ratings form for team sportsmanship on the back of the score sheet. It is both the officials' and the scorekeepers' responsibilities to make sure the ratings are completed after each contest. Please take these seriously. Our department uses these sheets to determine overall sportsmanship ratings, as well as to contact teams with low ratings. The ratings numbers will be as follows: 1 = excellent, 2 = above average, 3 = below average, 4 = poor. Ratings of 3 or 4 need specific sportsmanship comments.

### **Section 3 - Player Check-in**

Each player is required to show a valid University ID before playing in each game. Officials will be responsible for checking the ID of each player prior to the game. **No ID = No Play!**

### **Section 4 – Evaluations**

During each sport the supervisors, and Graduate Assistants will be evaluating your performance as an official on the field/court. These evaluations will be used to improve your performance as an official and as a learning tool. We will also use these evaluations to determine the awards at the end of the year. You are welcome to discuss your evaluations with the Intramural Sports Staff at any time.

### **Section 5 – Accidents**

In the case of any accident, report it immediately to the Intramural Supervisor on duty. They will take the necessary precautions such as CPR or First Aid. Your job is to keep all unnecessary people away and assist the supervisor as instructed. Under no circumstances are you to move, touch, or attempt to move the injured player unless instructed to do so by the supervisor. Keep yourself and all participants away from a bleeding player. After your shift you may need to help the supervisor fill out an accident report.

### **Section 6 – Protests**

Teams have the option of protesting any application or misinterpretation of a rule. No protest of a judgment call will be considered. When a team requests a protest, they must call a time out and the game must be stopped and no further game action should continue. Please direct the team captain to the field supervisor for a ruling (make sure to note the time, situation, and score at the time of the protest). The supervisor will hear the protest and make a ruling. If the call is overturned, the team is not charged with a time out. If the initial official's ruling is upheld, the team is charged with a time out.

If the team feels the supervisor's decision is incorrect, they may lodge a written protest along with a \$5.00 fee at the Recreational Services office within 24 hours of the scheduled start of the contest.