

# **FERRIS STATE**



# **IMSPORTS**

## **Intramural Official's Handbook**

## **Letter of Introduction**

Dear Intramural Official,

We would like to welcome you to the staff of the Intramural Sports program at Ferris State University. As an Intramural Official, you are a very important part of the Intramural Sports program. Your job is a key element to the success of the program and we have put our trust in your abilities to do a great job. One of our biggest goals as a program is participant satisfaction. As an Intramural Official, you set the tone for their satisfaction.

As an Intramural Official, you will be responsible for officiating many different intramural activities, games and events. Your responsibilities and obligations will be numerous including awareness and attentiveness to the rules while being confident in your performance. This handbook has been prepared and designed to assist in not only training you as an official, but to be used as a resource throughout the entire season while you are on the job. The handbook is effective only if you read it and use it as a continuous reference. It contains complete information on guidelines and procedures and has been written to be both practical and informative. Our intent is that this handbook will enhance our staff training and prepare you more thoroughly, which will hopefully allow you to enjoy being an Intramural Sports Official.

Please read this handbook and refer to it for answers to questions you may have throughout the year. Also, do not hesitate to contact the Rec Sports Office with any questions or concerns you may have along the way. Best of luck this year!

**WORK HARD and HAVE FUN!!!**

Sincerely,

**Justin Harden**

Assistant Director of Intramurals and Club Sports  
(231) 591-2678  
JustinHarden@ferris.edu

**Rec Sports Office**

(231) 591-5304  
recsports@ferris.edu

**University Recreation Department Office**

401 South Street  
Big Rapids, MI 49307  
(231) 591-2679

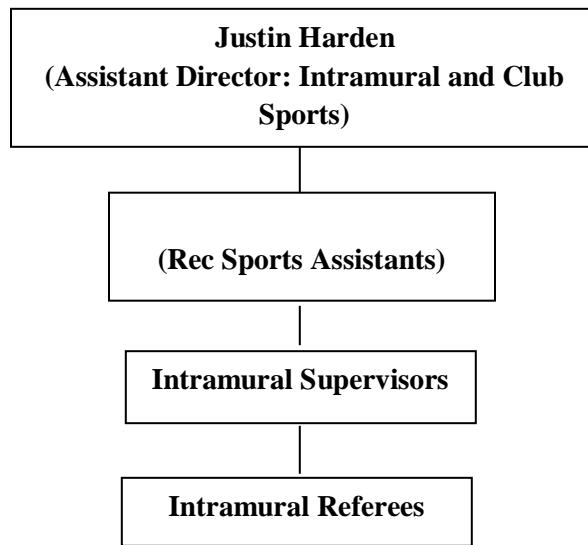
**University Recreation Website**

[www.ferris.edu/urec](http://www.ferris.edu/urec)

## **Intramural Sports Program's Mission Statement**

**Our Mission is to provide Ferris State University students, faculty, and staff with a variety of safe and organized recreational activities that enhance teamwork, sportsmanship, leadership, and help the participant grow socially, physically, and mentally. The Intramural program offers opportunities to participate in more than 24 diverse sports and recreational activities in men's, women's and co-recreational divisions.**

## Organizational Chart



## **Intramural Sports Administration Phone List**

**Justin Harden** Office: (231) 591-2678

**Rec Sports Office**      Office: (231) 591-5304

## **Other Important Contacts**

**Department of Public Safety** (231) 591-5000 (non-emergency number)

**UREC/SRC Front Desk** (231) 591-2679

**Campus Operator** (231) 591-2000

## **Intramural Sports Official Philosophy**

### Importance of the officiating position

1. Responsibility
2. Service
3. Dedication
4. Control
5. Mediator

### Benefits of being an Official

1. Payment for services
2. Flexible hours
3. Employment reference
4. Development of transferable skills
5. Meeting and making new friends

### Requirements of an official

1. Enforce policies, procedures, and rules appropriately
2. Have integrity and honesty
3. Be consistent and fair
4. Build relationships with fellow officials, players, and employees
5. Have concern for participants and others

### Expectations of an official

1. Work hard - give 100% effort, 100% of the time
2. Pay attention, be cooperative, and participate in all meetings and trainings
3. Know, understand, and study the rules, mechanics, policies, and procedures
4. Appreciate the importance of officiating
5. Dress properly
6. Be a model participant in the Intramural Sports program

### Communication

1. Please report ideas and suggestions to the administrative staff at any time.
2. Be honest with; however, do not criticize other officials. Your comments are welcome and will be listened to by us.

## **Intramural Official's Work Expectations**

These expectations are provided to guide your work. They are the minimum expectations for your position. Failure to comply with these expectations is a serious infringement of your work contract with the IM Sports.

1. Attend all Intramural Sports staff meetings and trainings.
2. Arrive to work on time.
3. Dress accordingly and maintain a proper appearance.
4. Show your Ferris I.D. when entering the SRC.
5. Come to work prepared to officiate.
6. Do not read, study, talk on your cell phone, or text message while on duty without proper approval.
7. Maintain a safe play environment for the participants and staff.
8. Be knowledgeable of the rules of play with each sport.
9. Be knowledgeable of the proper officiating mechanics of each sport.
10. Return all work-related equipment to its proper place at the end of each work day.
11. Communicate problems or irregular situations immediately to the IM administrative staff.
12. Be courteous and helpful to all participants, staff, and fans.
13. Enforce all University Recreation and Intramural Sports program policies and procedures.
14. Have a positive attitude and give your best effort at all times.
15. HAVE FUN!!!

### **Job Description for Intramural Official**

IM Officials are responsible for refereeing Intramural activities for all levels of competition. IM Officials will be expected to achieve a level of competence in the sports we offer. Further, they are to comply with all the policies and procedures of the Intramural Sports program as well as the general policies of the University Recreation Department. IM Officials will be under the general authority of the Assistant Director of Intramurals and Club Sports and the University Recreation Department. Ultimately, an Official will report directly to their IM Supervisor during their shifts.

**IM Officials will be trained and provided with the means to succeed at their job. After an appropriate matter of time (as determined by the Assistant Director of Intramurals and Club Sports) an IM Official must have:**

- Mastered the basics of general officiating (poise, confidence, control).
- Working knowledge of the rules and mechanics of the sport(s).
- An awareness of and the ability to enforce the policies of this Department.
- Learned how to assist in setting up and breaking down a site.

**Officials will also be required to know and execute general procedures associated with Intramural competitions. This includes, but is not limited to:**

- Assisting with injured players.
- Assisting with ejected and unruly participants.
- Documenting incidents, accidents, ejections, and injuries as they occur.
- Acknowledging and working with the evaluations of a Supervisor.
- Being able to identify violations of the Intramural Code of Conduct and being willing to notify a Supervisor of such infractions as they occur.

**Besides officiating, an Official will be required to follow the directions of Supervisors and complete any tasks assigned during a shift for the good of the Intramural Program. This includes, but is not limited to:**

- Setting up and breaking down a field/court.
- Evaluating and training new officials.
- Reviewing officiating educational material.
- Practicing officiating mechanics/signals/positioning/whistling.

## **Payroll**

The official is responsible for his/her own signing in and out of work and the supervisor is responsible for verifying these hours. Each day, the official should check in with their Supervisor immediately when they arrive to sign in and check in with the Supervisor before they leave to sign out. If there are any problems with the hours worked, feel free to bring this to the attention of the Assistant Director of Intramurals and Club Sports.

1. Officials are paid minimum wage regardless of the sport.
2. Pay schedules are a two-week time period; with checks available on Fridays after 9:00AM.
3. Most shifts last approximately 2-5 hours.
4. The work week for intramural sports starts on Sundays and ends on Thursdays. There are occasional Friday and weekend opportunities.

## **Availability and Scheduling**

The University Recreation department uses “WhentoWork” to schedule all employees. WhentoWork is an online scheduling system. All employees are required to complete their availability preferences on the program one week before we begin scheduling. It is up to the employee to keep this up to date. Intramural employees will be scheduled according to these availability preferences. The more time you have available, the more shifts you will be given during the week.

## **Substitutions**

If you cannot cover your shift for any reason, you must put the shift on the trade board on WhentoWork. Once a qualified substitute requests to pick the shift up, the Assistant Director of Intramurals and Club Sports will approve the trade. In case of an emergency, you must contact the Assistant Director of Intramurals and Club Sports immediately.

## **Dress Code and Professionalism**

Each Intramural Official will be issued an Official jersey and whistle. The Official jersey will be checked out to the Official for the entire semester and is to be returned by the Official upon the completion of the semester. Failure to return the referee jersey will authorize the University Recreation department to charge \$40 to the official's student account. The first referee whistle is issued free of charge. A replacement whistle is \$6.00.

The Official should be dressed for the activities conditions (sport/weather). Dark pants and shoes should be worn with each shift. Hats and gloves will be allowed for outside sports. They will not be allowed during indoor sports.

It is important to recognize you are an employee of the Intramural Sports program as well as Ferris State University and you have a great deal of authority and responsibility. With this in mind, you are requested to adhere to these guidelines:

1. Foul language is unacceptable. Please refrain from using vulgar language during IM activities.
2. We are a health-oriented program, thus staff is not allowed to smoke/chew tobacco while at work.
3. Do not show up to work under the influence of alcohol or illicit drugs.
4. Participants are to be treated courteously at all times.
5. We ask you to learn all the Intramural Sports program policies, procedures, and sport/activities offerings to be able to answer or refer any questions. Check with someone else if you do not know the answer.

## **Meetings and Training Sessions**

Intramural Officials are required to attend various meetings and training sessions involved in the organization and administration of the program. Officials are paid to attend all meetings/trainings and should consider them as part of their professional development. Meetings and trainings are held to review and explain the Intramural rules, policies, mechanics, and train for the upcoming Intramural Season. Dates and times of these sessions will be given in advance and attendance is **mandatory**. Officials who do not attend these sessions may be subject to termination. Officials who have a conflict with a session time should meet with the Assistant Director of Intramurals and Club Sports to seek approval for missing a meeting/training. If you miss a training session, you must make that up before you can officiate.

## **Clocking in/Out for your shifts**

One of your job duties, when you work at the SRC; is to clock in/out using the Kronos time clock located by the UREC office doors.

### **Time clock Punch In/Out Procedure:**

1. To punch in, type in 62001, then swipe your Ferris ID card.
2. Sign in on the BLUE sheet in the UREC office.
3. Report to your scheduled court and check in with your supervisor.
4. To punch out, after your shift is complete, return and just swipe your card on the Kronos time clock.
5. Sign out on the BLUE sheet in the UREC office and you are free to go.



For all other shifts that are located at the Intramural Fields, Top Taggart Field, Wink Arena, Rubber Room, and/or any site other than the SRC, we will use the Intramural sign in sheet located in the Sport Binder.

## **Disciplinary Action**

Sometimes it is necessary to correct the actions of employees. This action may take several different forms depending on the offense committed, previous performance, and other factors that were a direct or indirect result of the offense committed. These actions may include, but are not limited to the following steps:

1. Verbal warning
2. Written warning
3. Probation
4. Suspension
5. Termination

### **Grounds for Probation, Suspension or Termination:**

Extreme violations of this programs policies and procedures may result in immediate suspension or termination. This includes but is not limited to:

1. Failure to follow verbal or written instruction of a superior.
2. Consuming or working while under the influence of drugs or alcohol.
3. Abusive language or behavior toward a staff member, spectator, or participant.
4. Failure to perform duties as stated in the position description.
5. Leaving the job without authorization.

## **Absence and Tardiness**

If an employee is late or does not show up for a shift, they will be written up by on site Intramural Supervisor according to the University Recreation Department guidelines. Bottom line: Always be on time!

## **Rec Bucks**

The University Recreation “Rec Buck” is the student employee incentive program designed to recognize student employees who go above and beyond their job description to help improve the University Recreation and Intramural department. When awarded a Rec Buck, the Rec Sports Assistants will record the award in the system tracker and indicate the relevant Rec Buck category and a brief reason for the award. The system tracker enables us to determine eligibility for prizes and awards. Miscellaneous prizes will be available for purchase using your Rec Bucks.

## **Accidents and Injuries**

One of our main responsibilities is to provide a safe environment for those involved with the Intramural program, hopefully we have done all we can to prevent an injury. But, injuries are an inevitable part of sports. In case of an accident or injury, follow these steps:

1. Stop play.
2. Indicate that you are calling an official’s time out.
3. Go to the injured person and ask for the status of their condition.
4. The person’s response will indicate what you do next.
5. If the person doesn’t or can’t respond, report it immediately to the supervisor on duty and begin the Emergency Action Plan (EAP).
6. When you believe an injury to be minor, you may want to wait until the end of the play to stop the game. But, please remember to be very safety conscious. If you think a player’s safety is seriously at risk, stop the game immediately. It is better to err on the side of safety and stop the contest to prevent a serious injury or further injury than to let the game continue.

## **EAP: What Officials should do...**

- Make a quick mental note of the status of the game
- Calm the injured participant
- Send another player or co-worker to contact the supervisor
- Do not attempt to move the injured player and keep other participants away from the area.
- When the supervisor arrives, focus on regaining control of the game and the participants. You are now in charge of crowd control and anything else that the supervisor appoints you to do.
- Confer with the other officials as to the status of the game. If it cannot be agreed or determined as to the proper status of the game, then hold a private conference with both team captains and come to a conclusion. Make a note on the score sheet.

## **Documentation of Injuries and Accidents**

If an injury occurs, it should be documented regardless of the severity. It is the responsibility of the Intramural Supervisor to complete an injury report form with the assistance of the injured participant and game officials. These forms should be filed in the IM Binder with other shift paperwork.

## **Evaluations**

During the semester the Rec Sports Assistants, Intramural Supervisors, and/or the Assistant Director of Intramurals and Club Sports will evaluate all employees relative to the job responsibilities. The purpose of the evaluation is to give constructive feedback on improving an employee's job performance. Amount of scheduled hours, awards, and continued employment are all taken into consideration from the evaluations. You are welcome to discuss your evaluations with the Assistant Director of Intramurals and Club Sports at any time. Examples of what will be looked at over the course of the semester:

1. Dependability
2. Attitude
3. Judgment
4. Work ethic
5. Knowledge
6. Quality of work
7. Quantity of work

## **Handling Irate or Ejected Participants**

Although we promote playing for recreation and fun, this is not always the case. Sometimes you will encounter an irate or bothersome participant. Conflict stems usually from ignorance, error, competitive nature, hostility, or many other reasons. It is important in these situations to remain calm and not add to the problem by losing your temper or patience. This is difficult, but you must give it your best attempt. Please follow these guidelines when working with participants:

1. Treat every participant with respect.
2. Listen to what the participant has to say. Try to understand the situation as best as possible before speaking.
3. Reiterate what you understand the issue is for the participant.
4. Keep the conversation brief and specific.
5. Try and resolve the problem if possible. This may include discussing the activity rules. If a resolution cannot be made let the participant know you will check into it further, or they will need to discuss the matter with the Intramural Supervisor, or the Assistant Director of Intramurals and Club Sports.

This is not to say it is your duty to listen patiently to someone yelling and being verbally abusive toward you or another official. Ask them to speak calmly. You need to decide when the conversation is no longer productive and if they need to be ejected and leave the facility. The point is not to aggravate the situation. An ejected participant needs to leave the facility immediately.

If an ejection does occur, the official should aid the Intramural Supervisor in filling out the Ejection Form and provide all information concerning the ejection and events that may have led up to the ejection.

The ejected participant must be informed that he/she will have to set up a meeting with the Assistant Director of Intramurals and Club Sports concerning the ejection and their possible reinstatement.

