2016 Intramural Sports Officials Manual

Expectations As An Official

Section 1 – General Expectations

- **Be professional** at all times when interacting with the staff, supervisors, fellow officials, players, and spectators. Remember that you are representing not just Intramural Sports, but also Campus Recreation, and the University of California, Irvine.
- **Job ownership** means dedicating yourself 100% during work hours. Remember to leave everything else at the door—when you are officiating, you are here to do a job. Maintain high levels of focus at all times.
- Take the time to **learn all rules and mechanics** necessary to officiate a sport to the best of your ability.
- **Be prepared** both physically and mentally. Dress according to expectations, maintain a proper demeanor, and hustle throughout your shift.
- Always **arrive at least 15 minutes prior** to the start of your first game!
- **Put your cell phones away while on shift.** This is grounds for an immediate write-up.
- **Officiating shifts are EARNED, not guaranteed.** Those officials who are prompt and capable will be given priority. If we cannot trust your judgment and ability, we will not schedule you.

Section 2 – Game Day Expectations

- Arrive at least 15 minutes prior to your first scheduled game.
- Assist the IM supervisor in setting up fields/courts or whenever he/she needs help.
- Check all player IDs, check for illegal equipment, and conduct a captain’s meeting prior to the scheduled start time of a contest in order to start on time.
- Listen to supervisor critiques, and keep an open mind—we want to help you be the best official possible.
- Help clean up your field/court (equipment, garbage, etc.) after your last game of the night—your shift isn’t over until your field/court has been picked up.

Section 3 – Uniforms

- All officials will be given an official’s shirt prior to the start of his/her shift. These shirts must be worn when officiating all intramural contests. Your shirt **must stay tucked in at all times.** Officials should also wear black or navy blue athletic shorts or warm-up pants. No jeans or khakis are allowed. Hats that are black, blue, and/or UC Irvine related may be worn while officiating outdoor sports. When officiating in colder/rainy weather, officials will wear their official’s shirts on the outside whenever possible.
• Officials are not allowed to wear jewelry of any kind. Each official will receive one whistle with either a finger grip or a lanyard. This must be brought to every shift you officiate, and is considered part of your uniform.

• Acceptance as a respected has a strong positive correlation to your appearance, so LOOK THE PART! The official’s dress code will be strictly enforced. If you are not properly dressed, you will not be allowed to work and will be held responsible for your missed shift.

Section 4 – Trainings, Meetings & E-mails

• Trainings will be scheduled to cover rules and officiating basics/techniques for each sport. **Your attendance at these meetings is mandatory if you want to work in that sport.** Meetings will be scheduled periodically in order to provide further learning opportunities for your growth as an official. E-mails will be sent throughout the year by Intramural Staff to relay important information. As an employee of Intramural Sports, you are responsible for reading all of these e-mails and responding accordingly.

Section 5 – Participation in Intramural Games by Officials

• Officials are encouraged to participate in intramural sports. However, you may not play during any time you are scheduled to work. If there is a night when your team is scheduled to compete, please mark your availability to “Cannot Work” on WhentoWork. To avoid conflicts in playoffs, please let the Intramural Director know your team name so your work schedule can be adjusted around your game schedule.

• 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 teammates to do the same. This will improve the sportsmanship of other intramural participants. **Any displays of poor sportsmanship by officials during intramural contests will not be tolerated and can lead to immediate job termination.** This also includes flagrantly violating intramural policies such as eligibility, legal participation, etc.

Section 5 – Customer Service

• At our core, all Campus Recreation activities are customer service driven. We must never forget this when interacting with Intramural Sports participants. Some things to remember when dealing with participants:
  o **Listen to the participant.** Participants may be asking questions for clarification, or arguing for/against a call that was made. Always remember to listen to the participant, and acknowledge statements to demonstrate you are actively listening.
  o **Stay calm. Do not escalate.** Your instinct will sometimes want to snap back in reaction to an irate participant. Make sure to always stay calm—take a deep breath, and respond in a formal and appropriate manner. Talking back to and or cursing at a participant is grounds for termination.
  o **Communicate with the participants.** Far too often, we make calls without giving participants an explanation. If one is asked for, or if the situation dictates you should explain yourself, you must be willing to engage and talk to participants.
  o **If all else fails, send participants to a Supervisor.** Your supervisors are your security blanket. While we would like all conflict to be avoided, if you have adequately and appropriately addressed a participant who is still causing issues, do not be afraid to send this person to the IM Supervisor on-site.
Payroll Information

Section 1 – Wage Rates

- Officials pay rate is $10.25 per hour—this will go up to $11.25/hr on January 1, 2017. This rate can be increased if an official proves that he/she is High School Certified. There are also opportunities for increases in pay based on performance and longevity within working for Intramural Sports.

Section 2 – Payroll Forms

- Every new official must come in during one of our Hiring Paperwork sessions conducted by Jill Warren. During this time, each new employee will fill out the necessary forms, as well as provide valid identification documents to complete hiring. The list of Hiring Paperwork sessions are as follows (Note—All Hiring sessions are held in the Campus Recreation Administration office, located on the 2nd Floor of the ARC):
  - Must coordinate with Jill Warren (jcwarren@uci.edu)
  - Select one of these dates:
    - Friday, September 30
    - Wednesday, October 5
- If you do not get your hiring documents and paperwork submitted, then you cannot be scheduled to work.

Section 3 – Time Reporting

- Before every pay period closes (every two weeks on Tuesday), you will be required to submit your hours worked for approval to the Director of Intramural Sports. In order to do this, follow these steps:
  - Once logged in, select the correct time period to report hours worked. For each day, you will input your hours worked from the “Add” drop-down menu.
  - You can save your hours after each night you work, but before the time period closes, be sure to click “Submit to Supervisor.” If there are no issues, it will be approved. If there are discrepancies, it will be returned to you. Be sure to re-submit your hours if they have been returned to you before the end of the pay period.
  - If you do not have any hours worked for the current time period, there is no need to submit a timesheet.
  - If you work in excess of six hours on a shift, be sure to separate your hours worked with a 30-minute break. (Example: I work from 6:30pm-12:45am, I would input this as 6:30pm-11:30pm, 12:00am-1:15am).
  - There is no need to input any special notes in the “Notes” section. However, please be sure you are inputting your hours accurately.
  - If you forgot to submit your timesheet on time, you will need to find the correct pay period under the “Create Past Pay Period Timesheet” menu.
Scheduling & Substitutions

Section 1 – Schedules

- Official’s schedules for each upcoming week will be posted on the WhentoWork webpage (www.whentowork.com). If you are not able to access that page, it is your responsibility to contact the Intramural Director at 949-824-6935.
- Each work week begins on Sunday and ends on Saturday. Schedules for each upcoming week will be posted on Wednesdays. Officials are responsible for checking the schedule weekly. Absolutely no schedules will be given out over the phone.
- Each week you will be responsible for updating your availability on WhentoWork. These availability updates will show the nights you are available to work. To make scheduling easier, do not set “Prefer” and “Dislike” preferences—only utilize the “Cannot Work” function if you are unable to work. Officials must be available to work one shift on Sundays and at least two nights during the week—this does not necessarily mean you will work three shifts every week. Recurring conflict such as classes can be blocked on the website to repeat each week. If you have a special conflict, such as a group meeting or an exam, you must note that conflict on your availability by 9:00am each Wednesday. Schedule conflicts will be accommodated whenever possible. KEEP YOUR AVAILABILITY UP-TO-DATE!
- 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. If an official is late or does not show, 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 still expected to show up 15 minutes early and dressed to work, just as if you were regularly scheduled to work.
  - For finding a sub, the Extra Official CANNOT be called in to replace you. This is a scheduled shift.

Section 2 – Absences & Late Arrivals

- Absences and late arrivals will not be tolerated. If you are not on-site and ready to work at least 15 minutes prior to the beginning of your first scheduled game, you will be considered late. Penalties are as follows:
  - Late Shows: 1st Offense: written warning
    2nd Offense: one-week suspension (from all sports)
    3rd Offense: termination
  - Absences: (with call) 1st Offense: one-week suspension
    (with call) 2nd Offense: termination
    (no call) 1st Offense: termination
  - REMEMBER—NO CALL, NO SHOW = NO JOB.
- An employee who shows up for work under the influence of alcohol, drugs, or cannot fulfill job requirements due to being hungover will be immediately terminated. Please be responsible.

Section 3 – Substitutions

- If you cannot work on a date that you are scheduled, it is your responsibility to find a replacement. An e-mail/phone list will be available on WhentoWork that you will utilize to find a sub. Please call and/or e-mail the Director of Intramural Sports with the name of your substitute. It is your responsibility to make sure that person is present for your shift, so be sure to remind you substitute the day of your game.
Intramural Sport Information

Section 1 – Equipment

- Any equipment that you will need to officiate (flags, watches, etc.) can be checked out with the IM 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. Keep an eye on the players leaving your field to make sure they are not walking off with UCI IM equipment.

Section 2 – Player Check-In

- Each player is required to show a valid University ID or Driver’s License before playing each game. Officials and supervisors will be responsible for checking the ID of each player prior to the game. If they are not listed on the scoresheet, they must be written in, but still must produce a valid ID. No ID = No Play.
- In the case a participant does not have an ID, he/she may fill out a Forgotten ID form, but only if he/she is listed on the active roster.
- Teams now have a five-minute grace period to start the game.

Section 3 – Team Sportsmanship Ratings

- All major sports will require a sportsmanship rating to be given to each team at the conclusion of every game played. It is both the official’s and supervisor’s responsibilities to make sure the ratings are completed after each contest—please take these ratings seriously. Our department uses these ratings to determine playoff eligibility, as well as to contact teams with below average ratings. Each team begins the contest with a rating of 2.5, and must go up or down from there—no half point ratings can be given, only whole numbers. The ratings numbers are as follows: 1 = poor, 2 = below average, 3 = above average, 4 = excellent. ALL SPORTSMANSHIP RATINGS need specific sportsmanship comments on the back of the scoresheet to justify the score.
- Any team not able to start at the scheduled game time will automatically move to a “2” rating, and cannot receive higher than a “3” rating for this game.

Section 4 – Evaluations

- During each sport, the Intramural Staff 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 make cuts, determine playoff officials, and figure out end-of-the-year awards. You are welcome to discuss your evaluations with the Intramural Staff at any time.

Section 5 – Accidents & Injuries

- In the case of any accident or injury, report it immediately to the supervisor on duty. They will take the necessary precautions in contacting the field/court supervisor, perform CPR, administer First Aid, etc. Your primary responsibility 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 of a rule. No protest of a judgment call will be considered. When a team requests a protest, they must call a timeout and the game must be stopped—that game cannot continue until the protest is resolved. It is your job to direct the team captain to the supervisor for a ruling (make sure to note the time, exact 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 timeout. If the initial official’s ruling is upheld, the team is charged with a timeout.
- If the team feels the supervisor’s decision is incorrect, it may lodge a written protest at the Campus Recreation office by Noon of the first business day following the contest.

Section 7 – Ejections

- If it becomes necessary to eject a participant from a contest, get the attention of the supervisor immediately. An ejection report must be completed immediately following the contest by the ejecting official. The supervisor on duty will have ejection reports. Please fill out all the information regarding the situation, and be as detailed as possible in your report. Do not let the contest continue after an ejection until the ejected player has left the field/building. The supervisor on duty is responsible for making sure the ejected player leaves the premises.

Section 8 – Inclement Weather Conditions

- A decision on the status of games being cancelled due to weather will be made by 3:00pm on weekdays and Noon on weekends. In the case of inclement weather, officials should call the Intramural Rainout Hotline at 949-824-8194. Once games have started, the decision to cancel games will be made by the field supervisor. When in doubt, assume that all games will be played as scheduled.

Important Contact Information

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Cell – 818-523-9559  
Work – 949-824-6935  
Weather Hotline  
949-824-8194  
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