



**2010-11**  
**Intramural Official**  
**Handbook & Training Manual**

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# WSC Intramurals

Fall 2010

Dear Intramural Official:

We would like to welcome you to the 2010-11 staff of the Intramural Sports Program. Your experience as a participant and as an Intramural Official, coupled with your displayed maturity in handling yourself and others in competitive situations were reasons you were selected for this position.

As an Intramural Official you will be responsible for officiating activities for one of the finest Intramural programs in the Midwest. Your responsibilities and obligations will be numerous including awareness and attentiveness to the rules while being confident in your performance.

This Intramural Official's Handbook will assist you with being a WSC Intramural official. Use this handbook as a resource and do not hesitate to ask questions on any part of the material. You are responsible for knowing this information and utilizing it to direct your actions. We will discuss these procedures during the Intramural Officials staff meetings throughout the year.

Again, welcome to the Wayne State College Intramural Officiating Staff. We look forward to working with you and making this a successful season.

Sincerely,

Bob Rech  
Intramural Coordinator

Kipp Colvin  
Intramural Director

# IM OFFICIAL PHILOSOPHY

## Importance of the officiating position

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

## Benefits of being an Official

1. Payment of Services
2. Flexible hours
3. Employment reference
4. Valuable experience
5. Meeting 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 110% of the time - limiting mistakes.
2. Pay attention, be cooperative, and participate in all meetings.
3. Know, understand, and study the rules, policies, procedures.
4. Appreciate the importance of officiating.
5. Dress properly.
6. Be a model participant in the Intramural Program.

## Communication

1. Please report ideas and suggestions to Bob Rech or Kipp Colvin at any time.
2. Be honest with; however, do not criticize other officials. Your Comments are welcome and will be listened to by us.

## **2010-11 Intramural Staff**

Bob Rech – Intramural Coordinator  
7481

Kipp Colvin – Intramural Director  
7323

Derek Anderson – Student Center Manager  
7589

Teresa Tiedtke – Assistant Student Center Manager  
7013

Deb Chase – Office Manager  
7322

# Campus Phone List

Athletic Trainer	7310
Campus Security	7216
Intramural Coordinator Office	7481
Laundry Room	7496
Maintenance	7274
Student Activities Office	7322
Student Health	7470
Recreation Center	7482
Rice Auditorium	7301

# 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 Intramural Program.

1. Attend all IM staff meetings.
2. Arrive to work on time.
3. Show your student I.D. when entering the Rec Center.
4. Come to work prepared to officiate.
5. Do not play while officiating without proper approval.
6. Do not read, study, talk on cell phone, or text message while on duty.
7. Set up facility and area according to the guidelines provided by the Intramural Coordinator.
8. Maintain the safety of the area while on duty.
9. Be knowledgeable of the rules of play with each sport.
10. Be knowledgeable of the proper officiating mechanics of each sport.
11. Return all work-related equipment to its proper place in the proper condition at the end of each work day.
12. Communicate problems or irregular situations immediately to the IM Coordinator.
13. Be courteous and helpful to all participants, staff, and fans.
14. Enforce all recreation and intramural program policies and procedures.

# Payroll

## Officials:

The official is responsible for his/her own signing in and out for work and the supervisor is responsible for verifying these hours. The official should sign in with their first and last names for each day. If there are any problems with hours worked, feel free to question it to Bob or the Student Activities Staff.

## Officials' Incentive Program:

Officials are paid minimum wage regardless of the sport.

Pay schedules are a two-week time period; with, checks being available on Thursdays.

1. Most work shifts last approximately 2-5 hours.
2. The work week usually consists of approximately four nights/week (Monday-Thursday) and occasional Saturdays.
3. If you will miss work, you **must** contact Bob or the Student Activities Office 12 hours before you are scheduled to work.

# Scheduling

## Officials:

Officials are responsible for notifying the Intramural Coordinator with any scheduling conflicts. Allow enough time for rescheduling to take place (a minimum of 24 hours is appreciated). You may have to work if there are not enough officials scheduled. Unforeseen circumstances will surface; however, it is your responsibility to utilize your time wisely.

Although the schedule indicates the days and times of work, it may be changed. There will also be occasions when a team will request to have a different official and/or official may request to work a different game. If this request will help prevent conflicts, please be accommodating.

**ALL IM CONTESTS WILL BE HELD AS  
SCHEDULED UNLESS OTHERWISE NOTIFIED!**

# Dress Code and Professionalism

“Professional appearance is mandatory at all times. Officials are expected to follow the dress code.”

Each Intramural Official will be issued a referee’s vest and whistle. The referee’s jerseys will be provided and cleaned by the Intramural Department. A replacement whistle is \$5.00. It is **YOUR** responsibility to bring your issued whistle! Please use **ONLY at intramural events.**

The official should be dressed for the event’s conditions (sport/ weather). It is important to recognize you are an employee of the Intramural Sports Program with 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 competitions.
2. We are a health-oriented program , thus employees are not allowed to smoke or chew tobacco while officiating.
3. Do not show up for work under the influence of alcohol or illicit drugs or with the intention of utilizing them while on the job.
4. Participants (undergraduate, graduate, faculty/staff and spouses) are to be treated courteously at all times.
5. We ask you learn all the Intramural Sports Program policies, procedures, program, and offerings to be able to answer or refer any questions. Check with someone else if you do not know the answer.

# Meetings

Intramural Officials are required to attend various meetings involved in the organization and administration of the Intramural Sports Program. Attendance at these meetings serves three purposes:

1. To assist the Coordinator with the set-up and handling of information dissemination.
2. To learn and become more aware of policies and procedures concerning officiating, participants, and rules.
3. To be a visible part of the Intramural Sports Program.

**Officials are paid to attend all meetings listed below and should consider meetings as part of their professional development. Officials who do not attend these meetings may be subject to termination. Those officials excused from meetings must meet with the IM Coordinator to obtain necessary information; however, they may/may not be paid for their time. This decision is at the discretion of the IM Coordinator.**

## Meeting Dates

September 8	4:00 pm	Student Center 1 ½ hours Student Activities Room
November 3	4:00 pm	Student Center 1 ½ hours Student Activities Room

# Work Day Procedures

The procedures for a typical work day vary with each activity, but follows the same format. The indoor sports and the outdoor sports present two different situations and procedures vary between the two accordingly. These differences will be addressed further in the meetings.

## Sample Work Day

1. Report at the designated time in the proper attire with the IM Coordinator.
2. Prepare the designated site by setting up the appropriate equipment in the proper place.
3. Begin games on-time and start officiating the sport.
4. Keep games moving along according to the schedule.
5. Put equipment away in its appropriate place.
6. Ask the supervisor if there is anything more which needs to be done. If not, feel free to leave.
7. Log out your finish time.

Call 375-7322 in case of bad weather for cancellations.

Vehicles may be parked in the Rec Center parking lot if they have a valid parking permit. Vehicles are not to be parked on the grass.

# Dealing with Irate or Ejected Participants

As most of you know, Intramural Sports can be stressful and emotional. Although we promote playing for leisure 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 another reason. 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 dealing with participants:

1. Treat the 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. Check to make sure you both agree on the issue.
4. Keep the conversation brief and specific.
5. Try to resolve the problem if possible. This may include reiterating the event 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 IM Coordinator, Student Center Manager or Intramural Director.

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 leave the facility. The point is not to aggravate the situation. An ejected participant needs to leave the facility immediately.

Also, it is easier to talk to one person (either the team captain or the individual with a problem) than the whole team. It is usually better to try to remove them from the scene/other participants. Remember, you are representing the Intramural Sports Program. Handle the situation as calmly and as effectively as you can.

**The official should fill out an incident form immediately with the IM Coordinator. (Appendix).**

The ejected participant must be informed that he/she will be contacted to set-up an appointment with the IM Coordinator/Assistant Dean of Students (depending upon the severity of the incident) within 5 class days of the ejection. The ejected participant will not be allowed to participate in any further intramural sports until the meeting has been held and follow-up actions have been decided and communicated to that particular participant.

# Forfeit Procedures

The minimum number of players required for team competition must be signed in and present by ten minutes after game time. If not, the team will be forfeit their opportunity to play. The minimum number of participants required to start a game varies by each sport.

When a forfeit is declared, officials are still paid and should be reassigned to other fields/courts, facilities, or duties. The only exception to this rule is if the forfeit is the last game of the day, and officials elect to leave. Remember, always to check with the IM Coordinator before leaving the premises.

Teams have the option of using their court/field time for a practice or scrimmage game. Officials should not officiate these “pick-up” games; however they should be present. Teams are not allowed to play if it is the last scheduled game for the evening.

Additional Forfeit Procedure Information:

1. For team activities, all participants' names on the team who are ready to play must be recorded on the proper score sheet. The captains must demonstrate to the officials they have enough players to start a game.
2. If both teams fail to show up or fail to have an adequate number of players, a double forfeit will be recorded, and the contest will not be rescheduled.
3. Two forfeits in succession by any one team during a scheduled season will eliminate that team from further competition and will cause them to lose all participation points.

# Accidents

Accidents invariably occur during intramural activities. Always follow the procedures outlined in the Handbook and on the accident report form.

(APPENDIX)

1. For every injury that may happen, get the IM Coordinator or Rec Center Supervisor, as they must fill out the Accident Report Form.
2. Make the player as comfortable as possible without moving him/her.
3. Do not give the injured person any advice. Whatever you do, **DO NOT TOUCH THE INDIVIDUAL.**
4. Provide any assistance as directed by the IM Coordinator or Rec Center Supervisor.
5. If you cannot contact the IM Coordinator or Rec Center Supervisor in an emergency, please call Campus Security at 7216.
6. **Overall, use your best judgment, common sense, and intelligence.**

# Event Schedule

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Facility</u>
Powerwalk	Sept. 9	4:30 pm	Stadium Track
Flag Football	Sept. 13	3:30 pm	IM Flag Football Fields
Softball	Sept. 13	3:30 pm	IM Softball Fields
Archery	Sept. 15	4:00 pm	W. of Tennis Court
Golf	Sept. 16	2:30 pm	Country Club
Coed Softball	Oct. 9	1:00 pm	IM Softball Fields
Punt, Pass & Kick	Oct. 13	4:00 pm	IM Flag Football Fields
Coed Flag Football	Oct. 30	1:00 pm	IM Flag Football Fields
Badminton Singles	Nov. 2	5:30 pm	Rec Center
Turkey Trot	Nov. 4	4:45 pm	Jogging Trail
Badminton Doubles	Nov. 9	5:30 pm	Rec Center
Basketball	Nov. 15	6:00 pm	Rec Center
Volleyball	Nov. 15	6:00 pm	Rec Center
Pickleball	Nov. 16	5:30 pm	Rec Center
Free Throw	Jan. 18	5:30 pm	Rec Center
Sports Trivia	Jan. 19	6:30 pm	Student Activities Room
Team Free Throw	Jan. 25	5:30 pm	Rec Center
Coed Basketball	Jan. 29	Noon	Rec Center
One-on-One	Feb.1	5:30 pm	Rec Center
3 Pt. Tournament	Feb. 8	5:30 pm	Rec Center
Whiffleball	Feb. 15	5:30 pm	Rec Center
3 on 3 Tournament	Feb. 19	Noon	Rec Center
Coed Volleyball	Feb. 28	6:00 pm	Rec Center
Swim Meet	Mar. 24	6:30 pm	Rec Center Pool
Strongman	Mar. 30	5:30 pm	Weight Room
Coed Dodgeball	Apr. 2	Noon	Rec Center
Coed Soccer	Apr. 9	Noon	Soccer Field
Frisbee Golf	Apr. 14	4:30 pm	Campus
Track Meet	Apr. 21	4:00 pm	Stadium Track

# Officiating Procedures

Students who enjoy officiating are those who have studied the rules of the game and have developed an ability to detect infractions quickly and react decisively. In general, it seems as though intramural athletes tend to respect their peers who serve as officials and give them the benefit of the doubt until their actions indicate such respect is misplaced. This changes radically, however, at such times as an official demonstrates a lack of knowledge of the rules or displays indecisiveness.

An official will lose his/her peers respect and more likely be challenged by peers when he/she:

1. Has to confer too often with his/her partners or the Intramural Coordinator prior to enforcing rules.
2. Hesitates in making calls.
3. Makes calls in an unconvincing/inconsistent manner.

There are times when officials, unintentionally, either misapply a rule or enforce it improperly and are not challenged by someone convincing and authoritative in their execution of the basic mechanics of officiating. On the other hand, officials can make a good call and be letter-perfect in enforcing a rule and encounter protests merely because no one believes their tentative movements or stumbling announcements.

In basketball and volleyball, the official should blow his/her whistle loudly and sharply in order to stop play. A weak whistle, even though blown at the proper time, may indicate a referee is unsure or not attentive. Immediately after blowing the whistle, the referee should take it out of his/her mouth. (Sounds fundamental, but it is surprising how many referees try to talk while the whistle is held between their lips.) The call should be made instantly and should be supplemented by the proper hand signals.

In softball, an official's vocabulary should be virtually limited to six words – "strike, ball, out, safe, and foul ball" - and again be coupled with the proper hand signals.

In football the penalty flag should be thrown high as soon as a violation is spotted. The official who simply lifts it from his/her pocket lets it fall inconspicuously to the ground gives the impression that he/she is either somewhat unsure or embarrassed to make the call. Sometimes, such as for flagrant violations, it is necessary to forcefully throw it toward the point of infraction for emphasis. Once again, the whistle should be blown powerfully to stop play, and the appropriate hand signals should be used.

On penalties, intramural football officials should take a tip from professional referees and give a preliminary signal prior to talking to the offended team's captain. Then, they should announce the particulars to everyone after assessing the penalty (even though they will not have a microphone attached to their belts.) The more the players, coaches and spectators are kept informed of what is going on, the more they will pay more attention to the conduct of the game than to official's calls.

In order to be convincing when they speak, officials should be both correct and coherent in their utterances to team captains. Words should flow out of their mouths without grammatical flaws. Common-sense and basic preparedness dictate an official should not blow his/her whistle unless he/she understands the rules to be enforced and knows exactly what is going to be said once everyone stops play and turns their attention toward the official. Furthermore, the tone of the official's voice should always be constructive rather than destructive.

An official should be neat, clean and professional at all times. What is done and said, as well as, what is not done, and said, all contribute to the image and acceptability of an official. Does the official greet the coaches and captains with a friendly smile and a handshake before the contest and treat the players with respect? Does the official refrain from throwing the ball around or shooting baskets during timeouts or at half-time? Does the official speak to the players as he/she would like to be addressed? Does the official keep from openly criticizing his/her partner's judgment calls?

Officials should let their first few calls set the tone for the rest of the game. If strict attention is paid initially to curbing the use of profanity, sportsmanlike conduct, and unnecessary roughness, there generally should be very few problems throughout the game. If a player's conduct warrants his/her being ejected from the game, then he/she should be ejected immediately. Otherwise, it would be disservice to the officials who work that player's future games. If a player is allowed to misbehave in one game, he/she is more likely to repeat those actions in subsequent games.

If an official is on top of the play and has the best view of the action, there should be a bare minimum of complaints. A referee should anticipate where the play will take place and be there before it happens. Presence lends conviction.

An official who inadvertently, misapplies a rule and recognizes his/her error before play is restarted should be strong enough to admit it and rectify it. This merely requires a concise explanation and a short apology before the ball is put back into play. If he/she realized his mistake too late and his/her fellow officials also fail to correct him/her in time, it should be chalked up as an unfortunate experience, one which should be prevented in the future.

Dedicated officials become upset with themselves for mishandling a situation or letting a game get out of control. By the same token, quality officials will receive a great deal of self-satisfaction if they can walk away after the game with pride, knowing their game was played according to the rules and kept under control.

A knowledgeable, enthusiastic, sincere, and honest referee will find officiating to be a very enjoyable and rewarding experience. More importantly, an official will know he/she has enabled the players, coaches, and spectators to enjoy themselves and to reap the benefits the game was intended to provide them in the first place.

# APPENDIX



**Incident Report**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Phone: \_\_\_\_\_ Status: Student, Faculty, Other

Date: \_\_\_\_\_ Time: \_\_\_\_\_ SS #: \_\_\_\_\_

**Nature of Incident:**

Argument _____	Facility Emergency _____
Theft _____	Fight _____
Trespassing _____	Maintenance Emergency _____
Vandalism _____	Schedule Conflict _____
Physical Abuse _____	Policy Violation _____
Verbal Abuse _____	Threatening Behavior _____
Damaged Equip. _____	Sexual Misconduct _____
Other _____	

Exact Location of Incident: \_\_\_\_\_

Program and Activity Involved: \_\_\_\_\_

Game Time: \_\_\_\_\_ Location: \_\_\_\_\_ Team Name: \_\_\_\_\_

Opponent: \_\_\_\_\_ League: \_\_\_\_\_

**Necessary Notification:**

Coordinator/Supervisor: \_\_\_\_\_ Contacted Y or N

IM Director: \_\_\_\_\_ Contacted Y or N

Dean of Students: \_\_\_\_\_ Contacted Y or N

Other: \_\_\_\_\_ Contacted Y or N

**Details of Incident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Immediate Action Taken:**

\_\_\_\_\_  
\_\_\_\_\_

**Witness(es):**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Additional Action Taken:**

\_\_\_\_\_

**Prepared By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Accident Report Form**

Date of Accident \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Name of Injured: \_\_\_\_\_

Local Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Classification: Student \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Other \_\_\_\_\_

Location of Accident:

Flag Football Fields \_\_\_\_\_ Wrestling Room \_\_\_\_\_

Softball Fields \_\_\_\_\_ Varsity Weight Room \_\_\_\_\_

Recreation Center \_\_\_\_\_ Other Facility \_\_\_\_\_

Type of Injury:

Bloody nose \_\_\_\_\_ Dislocation \_\_\_\_\_ Sprain \_\_\_\_\_

Concussion \_\_\_\_\_ Hyperextension \_\_\_\_\_ Strain \_\_\_\_\_

Contusion (bruise) \_\_\_\_\_ Laceration (cut) \_\_\_\_\_ Other \_\_\_\_\_

Part of Body Injured: Right \_\_\_\_\_ Left \_\_\_\_\_

Abdomen \_\_\_\_\_ Elbow \_\_\_\_\_ Ankle \_\_\_\_\_

Back (upper) \_\_\_\_\_ Finger \_\_\_\_\_ Foot \_\_\_\_\_

Back (lower) \_\_\_\_\_ Forearm \_\_\_\_\_ Groin \_\_\_\_\_

Head \_\_\_\_\_ Hand \_\_\_\_\_ Knee \_\_\_\_\_

Neck \_\_\_\_\_ Shoulder \_\_\_\_\_ Shin \_\_\_\_\_

Ribs \_\_\_\_\_ Wrist \_\_\_\_\_ Thigh \_\_\_\_\_

Toe \_\_\_\_\_ Other \_\_\_\_\_

Brief Description of Injury and Treatment Given:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Immediate action taken:

Refused Attention – Patient Signature: \_\_\_\_\_

Notified Campus Security \_\_\_\_\_

First Aid \_\_\_\_\_

Trainer Notified \_\_\_\_\_

Sent to Providence Medical Center \_\_\_\_\_

Other \_\_\_\_\_

Coordinator/Supervisor Present: \_\_\_\_\_

Trainer Present: \_\_\_\_\_



# Notes