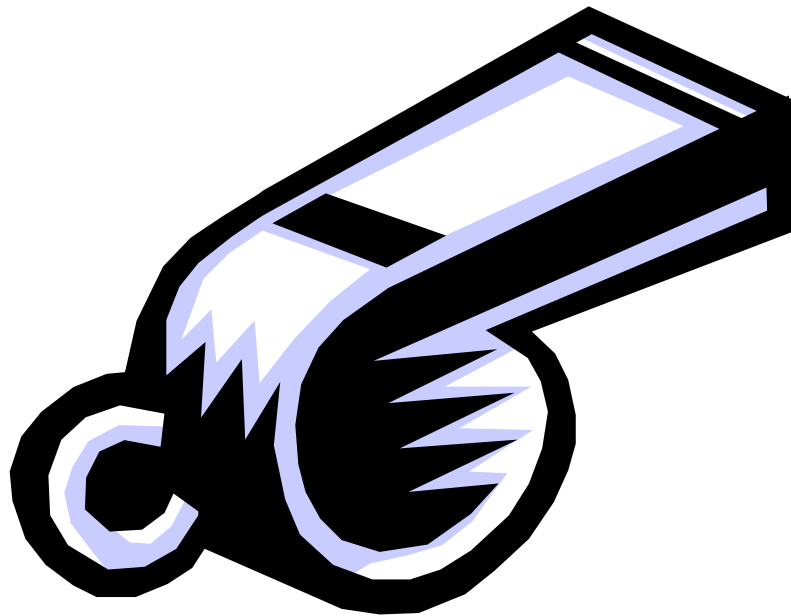


*Office of Physical Education,  
Recreation, and Sports  
Intramural Sports  
Official's Handbook*

2009-2010



UC Santa Cruz  
OPERS  
1156 High St.  
Santa Cruz, CA 95064

**INTRAMURAL SPORTS OFFICIAL'S HANDBOOK  
OFFICE OF PHYSICAL EDUCATION, RECREATION, AND SPORTS  
UNIVERSITY OF CALIFORNIA, SANTA CRUZ**

Table of Contents

Administration .....	2
Welcome to Intramural Sports .....	3
Meet Your Professional Staff .....	4
Expectations for Officials .....	5
Pay .....	5
Scheduling.....	5
Uniform .....	6
Arrival to Work .....	6
Pre-Game Preparation.....	7
Forfeits .....	7
Protests .....	7
First Aid.....	8
Evaluations.....	9
Disciplinary Procedures.....	9



ADMINISTRATION

Kevin "Skippy" Givens.....	831-459-4220 (office)
Intramural Director	831-332-2977 (cell)
Sport Clubs Director	
Kathryn Hutchings.....	831-459-4159 (office)
Intramural Coordinator	970-946-0774 (cell)

**OFFICE**

OPERS East Field House  
UC Santa Cruz  
Santa Cruz, CA 95064

\* all phone numbers have 831 area codes unless otherwise specified

TELEPHONE DIRECTORY

<b>East Field House / Facility Center .....</b>	<b>459-2323</b>
1. Intramural Sports	
a. Rain-out Information	
2. Sport Clubs	
3. Open Recreation	
4. Instructional Classes	
<b>Wellness Center .....</b>	<b>459-2995</b>
<b>Recreation .....</b>	<b>459-2806</b>
<b>Athletics.....</b>	<b>459-5076</b>
University Police.....	459-2231
1. Police Emergency.....	911 (land line)
2. Police Emergency.....	459-2345 (cell)

## WELCOME TO INTRAMURAL SPORTS

Welcome to the UC Santa Cruz and Office of Physical Education, Recreation and Sports. The goal of the Intramural program is to provide an organized opportunity for students and faculty/staff and Santa Cruz community to recreate here at UC Santa Cruz. 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 OPERS, 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.

*Meet your professional staff...*

**Kevin "Skippy" Givens**

Intramural and Sport Club Director

Kevin "Skippy" Givens has been the Intramural Sports Supervisor here at UCSC since 1988 and the Sports Club Supervisor since 2001. Previous to he attended Sonoma State University where he was the founder of the Intramural, Sports Clubs and Recreation programs both as a student and a staff member. He is only the second Intramural Sports Supervisor is UCSC History. Skippy loves all forms of competitive sports. He is also a strong advocate of student leadership. When he is not working he is a dedicated husband and father.

---

**Kathryn Hutchings**

Events and Intramural Coordinator

Kathryn is originally from the bay area raised in Monterey, CA. She attended Humboldt State University for her undergraduate and graduate school (Recreation/Business BA and Kinesiology). Upon leaving Humboldt State Kathryn accepted an Assistant Director position at Fort Lewis College in Durango, CO. She ran the Intramural program and started Club Sports and Youth programs for the college. After leaving Fort Lewis College she traveled to the HUGE state of Rhode Island and assumed the role of Club Sports Coordinator at the University of Rhode Island. She lived on the east coast for five years and finally decided it was time to head back towards home. She became the Intramural and Club Sports Advisor at Western Washington University. After a brief stay she resigned from WWU, had two back surgeries and finally made it back home to Monterey. Now she has healed from the surgeries and has become a SLUG!

Kathryn enjoys everything athletic! She is a HSU softball National Champion, a professional disc golfer, played semi pro women's football for the Rhode Island Intensity, played rugby for the Providence women's club (that's probably why she had back surgery...) and has played or plays every sport possible.

## 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.
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 OPERS and the 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.
5. You can not begin working until you have completed your paperwork at the Career Center. If you are a Work Study student you have already done this. If you are a non Work Study student, you need to provide your student i.d. as well as either a passport or social security card to be cleared to work.

## Pay

1. Official's pay is based on experience, training, and evaluations. All officials start at \$8.50/hr. League Coordinators receive \$8.71. The pay period ends on the 23<sup>rd</sup> of each month so please note that when you look at your hours for the month.



Paychecks are issued on the 8<sup>th</sup> of each month or if the 8<sup>th</sup> falls on a Sunday the paycheck will be available on the previous Friday. Paychecks may be picked up with your student ID or drivers license at the OPERS office or with your college office. Employees can also sign-up for direct deposit. This can also be done in the Career Center.

## Scheduling

1. Officials will be assigned days and times to work by the Intramural Coordinator. All paperwork should be completely and accurately filled out to aid in the scheduling process. If you want us to work with you, then you must work with us. Remember, we are a team.
2. Officials will be scheduled on a weekly basis. Schedules will be available by 5:00pm on Thursday of every week. Schedules will be based on availability that you provide. If you must change your availability for the upcoming week, you must have those changes done by noon on Wednesday of each week.

3. If you are not able to work an assigned shift, you must notify the Intramural Coordinator as soon as possible. Find a replacement for your shift from the employee contact list and confirm the replacement with the Intramural Coordinator. If you do not notify them at least 24 hours before your shift, it is unlikely that a replacement will be able to be found and that shift will be your responsibility to work.
4. Emergencies and unexpected circumstances happen in life. In case of emergency or illness, you should notify the Intramural Coordinator at 459-4159 or 970-946-0774 as soon as possible.
5. Failure to work an assigned shift will be cause for suspension and possible dismissal.

### Uniform

1. An official's uniform will consist of an official's jersey, sneakers, and a whistle. Officials will check out their jersey at the beginning of the season. Officials are responsible for wearing their jersey at all of their assignments. Jerseys must be clean and in good condition at the start of every shift. This jersey must be checked back in at the end of the season, or academic year dependant on employment. If the jersey is lost or not returned the official will be charged \$25 to replace the item. 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.

### Arrival to Work

1. All officials must report to their particular game site at least 15 minutes before game time to insure the game will be started on time. Lateness will not be tolerated.
2. Upon arrival, the official will report directly to the League Coordinator. At this time you will confirm field or court assignment, pick up scorecards and any other necessary equipment.
3. After checking-in with the League Coordinator 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 League Coordinator 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 League Coordinator. Any damaged or lost equipment must be reported to the League Director.
5. All scorecards must be filled out completely. This means that all officials and scorekeepers have signed and a final score is clearly written. These will be turned in to the League Coordinator 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 or Wellness Cards, 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 League Coordinator 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:

The team must grant their opponents a 10-minute (10 minutes past the hour) grace period if needed (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 League Coordinator.
4. It is imperative that Officials keep track of their equipment during forfeited games. If it is damaged or lost, you will be responsible.
5. If neither team has the appropriate numbers to begin a game, the two Captains can confer and agree to a modification of the rules of play in order to avoid a forfeit. If that request is reasonable to the IM Official, the game can be played by the agreed upon conditions

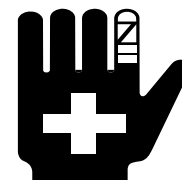
## Protests

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 League Coordinator 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 League Coordinator 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 Director.
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 League Coordinator 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 Director 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 League Coordinator.
2. Assist the League Coordinator 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, League Coordinators, and Professional Staff will make decisions whether to warn, penalize, or suspend persons or teams displaying poor sportsmanship. OPERS 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 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 League Coordinator 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 League 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. The IM Director, IM Coordinator and the League Coordinator will be conducting the Official's Evaluations. They will attempt to do as many evaluations as possible so that Officials are evaluated as often as possible.
4. League Coordinators will review the Official's Evaluation with the Official being critiqued. Official's will be asked to sign the evaluation as proof that the League Coordinator has reviewed the evaluation.
4. If you have a problem with your evaluation, please discuss this with the Intramural Coordinator.

## 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, a warning form will be filled out. This form will be gone over with you so that you are aware of the problem.
3. If you receive a warning, 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. Warnings can be issued by Intramural League Coordinators, the Intramural Director, or the Intramural Coordinator.
5. A first or second warning does not have to be given for a final warning to be issued if an offense is serious enough.