

STUDENT EMPLOYMENT

The Intramural-Recreational Sports Services Department offers students opportunities to work as officials and supervisors for various sports. For information on these opportunities, please refer to the Schedule of Events sheet that lists meeting times for sports officials. For information regarding availability of other jobs, stop by the Intramural Sports Office, Room 202, Student Development Complex.

ARENA/COURT/FIELD SUPERVISORS

Your job is to serve the students, faculty, and staff of MTU. The example you set, the manner in which you answer questions and give direction, the way you offer assistance will either contribute to or detract greatly from the services provided by the IM Program. It is important that you cooperate with the participants to the best of your ability. Remember, you represent the Intramural Department and are expected to act in a like manner.

In the activity area, a student's responsibility is to oversee the operation of the organized team competition.

Some duties of the Supervisors:

- 1.Enforce all policies and regulations.
- 2.Provide information as requested regarding intramural operations and programs.
- 3.Schedule officials and workers, and assign them to games.
- 4.Complete charge of the conduct of officials, players, and spectators.
- 5.Prepare game score sheets, and make sure they are completed properly upon completion of the game.
- 6.Make sure you are visible and looking to help.
- 7.Officiate games when necessary.
- 8.Return all score sheets to the IM Office each night.
- 9.Be responsible for equipment at the activity site. Sign-out/distribute/and secure equipment when the event is completed.
- 10.Set-up, take down needed equipment for the event, and ensure a neat/organized activity area at all times.
- 11.Keep areas clear of all trash.
- 12.Get to know the teams, it will help.
- 13.To have a good line of communication with officials, workers, and IM Directors.
- 14.Look people in the eye.
- 15.To ensure safety at all times.
- 16.Injury procedure: Follow MTU injury/emergency procedures for IM personnel.
- 17.Smile.
- 18.Have fun.

GAME OFFICIALS

Any person that has participated in athletics has first-hand knowledge of the human emotions that most definitely will surface during competitive sport. There will be the depression of losing and exhilaration of winning. To perform as a competent and capable official, you must learn to understand and control these factors and many more. Anyone that feels the job is easy is on the outside looking in. It will take hard work, dedication, HUSTLE, and knowledge of the rules. Developing into a good official is very rewarding and fun. Let's all have a great year and remember you will be only as good as you aspire to be.

Uniforms:

Officials are required to wear and purchase the following items:

Michigan Tech Officials T-shirt and the whistle/lanyard \$12.00 or free if you attend one meeting and one officials' clinic.

Slow-Pitch Softball: Michigan Tech Officials T-shirt.

Flag Football: long or short sleeve striped shirt and jacket (provided)

Basketball - short sleeve black and white striped shirt (provided)

Water Polo - Michigan Tech Officials T-shirt

Volleyball - Michigan Tech Officials T-shirt

Ice Hockey - Long sleeve black and white striped shirt (provided)

Innertube Water Polo - Michigan Tech Officials T-shirt

Soccer - Michigan Tech Officials T-shirt

Floor Hockey - Michigan Tech Officials T-shirt

As a Michigan Tech official you will be required to wear the proper uniform each time you work. Proper uniform consists of the above-listed items plus black or dark blue shorts, pants, or sweats. NO "JEANS". Tennis, soccer or officiating shoes and socks (preferably all black or all white) must be worn. The more professional you look, the more respect teams and players will have for you, and the easier your job will be. A big part of officiating is looking the part so...Always Look the Part!

Uniform Purchase:

You may purchase your uniform from Craig Pellizzaro or Dennis Hagenbuch. You may pay cash for them. However, it should be noted that if you attend all of the meetings and clinics, you will have paid for your uniform.

Schedule:

Schedules will be posted on the Intramural Sports Officials bulletin board on the second floor of the SDC on Wednesday at 5:00 p.m. for the following week's games. Also, the supervisor will e-mail the schedules. You will be scheduled to work according to the availability sheet you turn in at the first clinic. I will always assume you will be able to work the days and times indicated on your availability sheets unless you inform me of a conflict. **PLEASE DO NOT CALL ME OR THE OFFICE STAFF ABOUT SCHEDULES, AS THEY WILL NOT BE GIVEN OVER THE PHONE.** Call or e-mail the supervisors when you cannot make a game for which you are assigned.

In the event a problem develops and you need a substitute, you are responsible for finding one. Please call or e-mail the supervisor and inform him/her who your substitute is.

Unexcused Absence Policy:

First Offense: Verbal and written reprimand

Second Offense: Two weeks suspension from officiating

Third Offense: Termination

Protest:

No protest on a judgement call by the official is to be allowed. In the event a team feels that an official has misinterpreted a rule, they must protest at the time of the incident. The official should stop the game and contact the Court/Field Supervisor. The supervisor will then hear the protest and make a ruling. If the team feels the supervisor ruling is incorrect, they may lodge a written protest by 12:00 noon the next working day at the IM office. If the team wishes to file a protest, be sure to indicate on the score sheet: 1) game time remaining, 2) the score, 3) game situation (inning, outs, batter, count, baserunner, etc.), 4) the rule that is being protested.

Conduct:

All officials and scorekeepers are encouraged to participate in intramural activities. If there is going to be a problem for you to play and officiate, please contact the Intramural Office and, hopefully, we can find a solution. Any official who displays unsportsmanlike conduct toward a working official will receive a "notice to appear" before the director or assistant director and

the official that he/she exhibited the unsportsmanlike conduct towards. We as officials get more than enough grief from participants without receiving an additional dose from our fellow officials.

Incident Reports:

Officials and supervisors are required to fill out an incident report on all players who are ejected from a game. Please fill out this sheet immediately after the game. This will eliminate (help) players who cause problems throughout the season and make your job easier. The Field Supervisor will have the incident report sheets.

HINTS TO SUCCESSFUL INTRAMURAL OFFICIATING

1.KNOW THE RULES

a.If you do not know the rules, the rest of these hints will not help you toward being a successful official.

2.ENFORCEMENT OF RULES

a.Game control should be unchallenged.

b.In dealing with players, coaches, and spectators, be courteous and firm (firm, but fair!) with enforcement, but without provoking resentment or antagonism.

c.Strict enforcement leads to fewer fouls/penalties.

d.Remember, a foul is a foul - regardless (your judgment!).

e.Contact not necessarily a foul, contact and someone gains an advantage - then call it (remember the rule, advantage and disadvantage).

3.PROPER USE OF SIGNALS (MECHANICS)

a.This reduces or eliminates the possibilities of uncertainty and confusion. This creates impression that officials have game well in hand, and assists all concerned with game (scorer, timer, players, coaches, and spectators).

4.PERSONAL APPEARANCE AND CONDUCT

a.Be neat, clean, professional looking and acting.

b.Be in good physical condition. Be prepared to work hard.

c.Never play ball during halftime or time-outs (only players do that). Instead, discuss with your partner previous plays, mechanics, rule interpretations, etc.

5.PRE-GAME CONFERENCES

a.Meet with other official before the game. Discuss positioning, rules, and working together.

b.Have a pre-game conference with the captains/coaches before the game. Cover any information relevant to the game. This will help prevent later problems.

Learn the importance of preventive officiating, but do not coach.

c.Cover ground rules, jewelry rules, etc.

6.DO NOT ARGUE WITH ANYONE

a.It takes two to have an argument. Keep a cool head. Be levelheaded. Treat them with respect.

b.Answer reasonable questions. Treat coaches and players in a courteous way. If they ask you a question reasonably, answer them in a polite way. If they get your ear by saying "Hey ref, I want to ask you something", and then start telling

you off, interrupt and remind them of the reason for the discussion. Be firm, but relaxed.

c. Don't be a tough guy. If a coach is on your back but not enough to warrant a penalty, then stay away from him/her. This is especially true during time-outs. Standing near an unhappy coach just to "show him", will only lead to further tensions. Some officials develop intimidating characteristics. Don't be one of them.

d. Don't bark. If you don't like to be shouted at, don't shout at someone else. Be firm, but with a normal relaxed voice. This technique will do wonders in helping you to reduce the pressure. Shouting indicates a loss of control - not only of one's self, but also of the game. Also, if you play on a team and work as an official, use good sportsmanship or you will not work for the IM Department.

7. YOUR FIRST FEW CALLS SET THE TONE FOR THE REST OF THE GAME

a. Exercise strict authority in containing the use of profanity, unsportsmanlike conduct, and unnecessary roughness. If you do not allow it initially, you should have very few problems throughout the game.

b. Be consistent!

8. GET INTO THE FLOW OF THE GAME

a. Each game is different. Good officials can feel this difference. Concentrate on the reactions of the players. Take note if the tempo of the game changes. A ragged game calls for a different style of officiating from a smooth one.

9. PRESENCE LENDS CONVICTION

a. If the official is on top of the play and has the best view of the action, there should be no complaints. This means hustle and be in the proper position.

10. BLOW YOUR WHISTLE SHARPLY

a. No "tweedy bird" sounds. Blow loud and crisp.

b. Voice your decision immediately and use hand signals simultaneously.

c. In all sports, be decisive, authoritative and convincing. Make sure that everyone knows exactly what you have called.

11. DO NOT OVERLY APOLOGIZE FOR A MISTAKE

a. Continually commenting on it will only foster future disrespect.

b. If you "boot" a call that involves a rule interpretation, attempt to resolve the situation before playing on. If, however, you "boot" a judgment call, stick with your decision, admit the mistake to yourself only, and then learn from your mistakes.

c. Just remember we are all human.

12. ONLY CALL WHAT YOU ACTUALLY SEE

a. Do not anticipate calls. Example: travels, fouls, outs, and safes. Instead anticipate plays. Example: bad throws, good shoots, etc.

13. NEVER CRITICIZE YOUR PARTNER'S JUDGMENT

a. If you wish to discuss your partner's misapplication of a rule, do it privately - away from the players. Get the supervisor if necessary.

14. FORGET THE FANS

a. As a group, fans (not everyone) generally exhibit three characteristics - ignorance of the rules, highly emotional partisanship, and delight in antagonizing the officials. Accepting this fact will help you ignore the fans. If a

fan or player is bothering you during a timeout or at halftime, get a supervisor to handle the problem.

15.IDEAL OFFICIAL

a.The ideal official notices everything, but is seldom noticed himself; has dignity of voice and manner but not pompous; considerate and courteous without sacrifice of firmness; controls players with understanding and is concerned with their welfare physically; cooperates with fellow officials; is in the right place at the right time; knows what the rules say and what they mean. Always hustle and work hard every game.

b.Watch good officials. Learn by imitation. If possible, talk to them privately. Always look for ways to improve your officiating.

c.By exhibiting enthusiasm, sincerity, integrity, and consistency as well as knowing and correctly enforcing the rules, officiating will become a most enjoyable and rewarding experience for you. Good Luck!

PUBLICITY SUPERVISOR

- 1.Work with IM Directors in providing publicity for IM events
- 2.Check IM information boards in the dorms and the Memorial Union Building weekly.
- 3.Create, copy, and distribute any flyers, posters, table tents, or any other IM promotional items around campus.

SCOREKEEPERS/TIMERS

- 1.Report to the supervisor 15 minutes prior to your scheduled work assignment.
- 2.Complete score sheet properly.
 - a.If team sport, circle winning team.
- 3.Return all equipment/score sheets to the supervisor.

EQUIPMENT CHECK-OUT

- 1.This position is for intramural ice hockey.
- 2.Report to the supervisor 15 minutes prior to your scheduled work assignment.
- 3.Distribute equipment/collect ID cards/record necessary information.
- 4.Collect/organize and repair equipment when needed.
- 5.Provide necessary assistance to the intramural hockey supervisor.

PHOTOGRAPHER

- 1.Work with the IM directors in taking photos at IM events.
- 2.If a team sport, communicate with the sports supervisor before taking pictures.
- 3.These photos are put in our Intramural Handbook and displayed in the IM Office.