



***RUTGERS UNIVERSITY INTRAMURAL  
SPORTS  
2016-2017  
STUDENT OFFICIALS HANDBOOK***

## ***RUTGERS UNIVERSITY INTRAMURAL SPORTS STAFF***

### PROFESSIONAL STAFF

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Associate Director: Paul Fischbach  
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Assistant Coordinator: Paul Goobic  
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### INTRAMURAL MANAGERS

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Stephanie Garino  
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Steve Cudia  
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### SUPERVISORS

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Zachery Apt  
Jean Fermin  
Dallas Luciotti  
Manisha Myneni

Rohit (Roy) Ayikkara  
Eli Guseman  
Dani Merichko  
Mike Petuski

Catilina (Cat) Chesney  
Mackenzie Hestevold  
Trevor Mild  
Dante Ricci

Michael Cote  
Mike Keenan  
Michela Murr  
Ryan Van Wert

### **Intramural Official Qualifications**

Individuals interested in being an IM official must have:

- A basic understanding of team and individual sports.
- A genuine interest in athletics and sports.
- The ability to learn specific rules and regulations in a specific sport or activity.
- The ability to handle confrontational situations with self-composure and assertion.
- The ability to remain controlled and even-tempered through difficult situations.
- The ability to work cooperatively with other staff members
- Excellent human relations and interpersonal skills.

### **Officials Clinics**

All officials are required to attend clinics for each sport they will be officiating. Training provides the officials with both confidence and competence, enabling him/her to be better equipped in game control. However, almost anything can happen given the excitable conditions of a well-contested intramural game. Properly trained officials can react to these conditions in a manner which is prudent and professional. To be a Rutgers University Intramural Sports Official you must attend the A Clinic, **1 of 2** B Clinic's, and 2 hours of the C Clinic.

### **Opportunities For Officials**

#### Fall Intramural Sports

Flag Football  
Outdoor Soccer  
Volleyball  
Basketball

#### Winter/Spring Intramural Sports

Basketball  
Indoor Soccer  
Softball  
Street Hockey  
4v4 Flag Football  
Outdoor Soccer  
Arena Soccer

## Salary

Officials starting pay is \$9.25/hr depending on the sport and the amount of experience.

## Raises

In order to be considered for a raise, employees must meet the following conditions:

1. Must be employed a minimum of 1 year.
2. Demonstrate reliability and punctuality.
3. Practice above average customer service.
4. Demonstrate an ability to work independently.

The amount of pay increase will be decided by the professional staff, and usually is \$0.25.

## Advancement

Officials who perform all job duties exceptionally may be given the opportunity to become an Intramural Sports Supervisor or Intramural Manager. Promotions will be made at the discretion of the professional staff. In addition, students interested in obtaining High School Officiating certifications are welcome to contact Rutgers Intramural Sports Professional Staff members for information on how to get certified.

## Extramural Sports Opportunities

Extramural Events are regional and national tournaments that are conducted around the country, usually for, Flag Football, Basketball, Soccer, Volleyball, and Tennis. The teams that participate in these events are Club and Intramural teams from various other universities and colleges. Of the five sports, Flag Football and Basketball tournaments are officiated by student Intramural Sports Officials from around the region and country. Attending these tournaments gives student officials opportunities to build connections and networks with students and professionals from other schools. These events also allow for opportunities to improve your officiating by having your officiating evaluated by Intramural Sports professionals, High School, College, and Professional level officials. These tournaments typically occur on weekends. Student Officials who attend these tournaments receive payment for games worked as well as free meals and lodging. At regional tournaments the highest rated officials are recognized as All-Tournament Officials and can earn a "bid" to officiate at the NIRSA Championship Series National Tournament where, if they again rank as one of the highest officials, can be awarded with an All-American Award, which recognizes the best student officials in the country. Attending these tournaments exposes officials to higher and more organized level of competition, which helps to heighten officiating ability. Listed below are some local regional tournaments that offer officiating opportunities for Flag Football and Basketball. Any officials interested in these opportunities should speak with the Intramural Managers of Officials and/or Rutgers Intramural Sports Professional Staff.

### Flag Football-Regional Tournaments:

Springfield College  
November 11 – 13, 2016

University of Maryland  
November 18 – 20, 2016

### National Tournament:

University of West Florida  
January 6 – 8, 2016

### Basketball-Regional Tournaments

University of Boston  
February 10 -12, 2017

University of Maryland  
February 17 - 19, 2017

University of Massachusetts- Amherst  
March 17 - 19, 2017

### National Tournament:

Ohio State University  
April 21 - 23, 2017

## OFFICE CONTACT INFORMATION

OFFICE PHONE: 848-445-1981

FACEBOOK: Rutgers Recreation Intramurals

WEB PAGE: <https://www1.recreation.rutgers.edu/Content/Intramurals.asp>

E-MAIL: [intramurals@aesop.rutgers.edu](mailto:intramurals@aesop.rutgers.edu)

TWITTER: @RUrec

**2016-2017 RUTGERS UNIVERSITY INTRAMURAL SPORTS  
OFFICIALS POLICIES**

**OFFICIALS DRESS CODE**

To effectively officiate, one needs to exert a manner of professionalism and uniformity of appearance. The following dress code is designed to accomplish this, as well as to develop a level of consistency among officials. Failure to comply with the dress code will result in disciplinary action.

- **SHOES:** You are required to wear mostly black shoes or black cleats when officiating at the fields. However, when officiating in an indoor facility you are expected to wear non-marking athletic shoes to comply with Recreation Center policies.
- **PANTS:** You are required to wear mostly black pants or shorts. **NO YOGA PANTS OR LEGGINGS.**
- **SHIRTS:** The Intramural Sports Department will provide all officials with jerseys. They must be tucked in and zipped up (when applicable) at all times and returned at the end of your shift. You also need to wear a white or black undershirt.
- **HATS:** Hats are optional for outdoor sports. If you choose to wear a hat it **must** be a Rutgers University or a plain black billed hat. As weather permits you may wear appropriate winter caps.

**CODE OF ETHICS FOR OFFICIALS:**

- Honor all game assignments regardless of personal inconvenience
- Study the rules of the game diligently, observe the work of other officials, and attempt to improve at all times.
- Remember that while your work as an official is important, you must conduct yourself in a manner so that spectators attention is directed at that game and not at you
- Be fair and unbiased in your decisions, rendering them without regard to the score, the quality of the play on the field/court, or the relationship you may have to the participants
- IM officials are expected to display a positive image of the Department. This includes:
  - Displaying a positive attitude and leading by example
  - Acting as a service person (or referring to a supervisor) to those in need of help.
  - Promoting the IM program
  - Recruiting participants and officials

**SCHEDULES:** Schedules will be released on a weekly basis by Thursday for the following Sunday through Thursday. Schedules will be created and distributed by the Intramural Managers. Conflicts with specific dates should be communicated to the Intramural Managers as soon as the conflict arises. Questions, issues, concerns about scheduling should be directed to them.

**CONTINUING EDUCATION**

As a way to provide constant feedback and personal improvement, there will be periodic times throughout the semester that officials will need to participate in continuing education opportunities. Typically, these opportunities will be meetings that will review current trends that clinicians have seen. Topics that may be discussed are game management, conflict resolution, and sports specific rule clarifications. These are **MANDATORY** and you will be compensated for your attendance.

**SUBSTITUTIONS**

At the start of the season you will have the opportunity to fill out an availability sheet. If availability changes after this point you must contact the Intramural Manager in charge of the sport you are officiating. However, once you are **ASSIGNED** a game, it is your responsibility to find a sub if you are unable to work that shift. There are a few ways to go about doing this:

- Contact the Intramural Manager to inform them why you cannot work your shift
- Call and/or email other qualified officials. Each official will be given an email and phone list of every official at the beginning of the season.
- If you aren't able to find a sub after this process then call the Intramural Manager of Officials again.

When you do find a sub there are a few things you will need to do.

- **BOTH** officials must notify the Intramural Manager for the proper sport of the change via e-mail

**RUTGERS UNIVERSITY INTRAMURAL SPORTS  
OFFICIALS DISCIPLINE POLICIES**

All officials of the Intramural Sports Department are subject to the following discipline policies. Intramural Managers and/or professional staff members may deal with disciplinary actions. The Intramural Sports Department uses a “three-strike” policy. Each strike is represented by an Employee Inadequate Job Performance Report.

Strike Offenses include, but are not limited to:

- Theft
- Smoking
- Use of MP3 Players
- Use of Cell Phone
- Vandalism
- Falsifying time sheets
- Intoxication
- Use of alcohol, of illicit drugs while on duty
- Insubordination
- Prejudicial/Discriminatory behavior
- Failure to enforce policies
- Late to a Shift
- No shows (Work Shift, Meeting, Training)
- Dress code violations
- Failure to enforce or follow policies and/or procedures
- Failure to check in/check out
- Other as deemed necessary by the RU Intramural Sports Professional Staff, Intramural Managers or Supervisors

The consequences of each strike are listed below:

Strike One

The first strike will result in a verbal warning. Verbal warnings may be issued by Supervisors, Intramural Managers & Professional staff members. Verbal warnings will be reported to the Intramural Managers. All first strike offenses are subject to punishment up to and including dismissal.

Strike Two

The second strike will result in probation or suspension, depending on the seriousness of the infractions. Officials receiving a second strike will be REQUIRED to meet with the Intramural Managers and a Professional Staff Member. The official will not be scheduled for shifts until this meeting occurs. All second strike offenses are subject to punishment up to and including dismissal.

Strike Three

The third strike will result in dismissal from the program.

*Rutgers University prohibits discrimination and harassment based on sex, race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, or any other category protected by law. Any member of the university community who believes that he or she may have been discriminated against or subject to harassment may file a complaint with the University.*

Each incident will be discussed with the official in a private place away from other staff and patrons. The official needs to sign and fill in any comments they wish on the Employee Inadequate Job Performance Report. The form is then handed over to the Intramural Manager for further review. Supervisors need to fill out an Employee Inadequate Job Performance Report form on ALL incidents; professional staff will determine the appropriate action.