



***RUTGERS UNIVERSITY INTRAMURAL
SPORTS
2023-2024
STUDENT OFFICIALS HANDBOOK***

RUTGERS UNIVERSITY INTRAMURAL SPORTS STAFF

PROFESSIONAL STAFF

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INTRAMURAL MANAGERS

Shayn Kilpatrick

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SUPERVISORS

Siya Arora
Eeshan Ashok
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Kay Cheema

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Parth Gutjrathi
Nicholas Holt

Rohan Kumar
Lakshit Pant
Ryan Polanco
Praneel Reddy

Neftali Rodriguez
Julia Ruditsky
Rebecca Sady
Tyler Shaughnessy

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
Tennis

Winter/Spring Intramural Sports

Basketball
Indoor Soccer
Softball
4v4 Flag Football
Outdoor Soccer

Salary

Officials starting pay is \$16.50/hr depending on the sport and the amount of experience.

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:

University of Massachusetts
October

University of Maryland
Mid November

National Tournament:

University of West Florida
Early January

Basketball-Regional Tournaments

University of Boston
Early February

University of Maryland
Mid February

University of Massachusetts- Amherst
Mid March

National Tournament:

Ohio State University
Late April

OFFICE CONTACT INFORMATION

OFFICE PHONE: 848-445-1981

FACEBOOK: Rutgers Recreation Intramurals

INSTAGRAM: @ruimsports

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

E-MAIL: intramurals@echo.rutgers.edu

TWITTER: @RUrec/@RUIntramurals

**2022-2023 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 that will allow for tucking in of referee stripes.
- **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 appropriate and not a hat featuring another university.

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
 - IM staff are encouraged to play in the leagues, however IM staff playing in the leagues will be held to a higher standard when it comes to player conduct. If an IM staff member is seen showing unsporting behavior to other players or to officials/supervisors they will be removed from the work schedule and will need to meet with the intramural managers and professional staff before they can return to work.

SCHEDULES: Schedules will be released on a weekly basis by Thursday (no later than Friday for some weeks) 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. Intramural Managers are tasked with completing the schedule the Friday before the week. All time off requests need to be submitted to the Intramural Manager by the Wednesday before the schedule is completed. 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 again.
- If you are unable to find a suitable substitute, it is still your responsibility to work the shift.

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 follows the Recreation tiered discipline policy.

Offenses include, but are not limited to:

- Theft
- Smoking
- 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 intramural sports staff will follow the progressive discipline policy set by Rutgers Recreation and explained at new employee orientation. This is a progressive policy that includes a verbal warning, written warning, and probation. Please note, some offense may be severe and can be grounds for immediate termination. Please see the Rutgers Recreation discipline policy for student employees for further information.

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 Performance Report form on ALL incidents; professional staff will determine the appropriate action.