

KETTERING UNIVERSITY INTRAMURAL SPORTS OFFICIAL'S EMPLOYMENT INFORMATION

SCHEDULES

Schedules will be available every Wednesday for the coming week play unless playoff scheduling delays scheduling of officials. It is your responsibility to pick up the schedule at the Intramural Sports board in the Recreation Center. They will also be posted on www.kettering.edu/recservices.

DRESS CODE

Wear an official's shirt. If you do not have an official's shirt, contact Mike Schaal. You will be provided with one whistle, if necessary. Bring this whistle to each contest. If you lose or damage the whistle or official's shirt, you will be responsible for replacement. Pants or shorts must be dark in color. Dress appropriately for weather. Athletic shoes are required. No clothes may be worn that advertise alcohol, tobacco, drugs, obscenities or show bias. No exposed jewelry may be worn for contact sports or hats in the gymnasiums.

SUBSTITUTION POLICY

If you cannot make an assigned contest, find a substitution from the provided official's list. If you can't find a substitution, contact Mike Schaal at least 24 hours in advance of the game.

PAY

Officials will receive \$7 per contest, scheduled on the hour. Each academic year officials will receive \$1 pay increase, \$10 cap. All tax forms must be completed before work begins! You will be paid on a biweekly basis and checks can be picked up at the cashier's office odd Fridays. Remember there is a week lapse in the payroll.

MISCELLANEOUS

You are required to report to your assigned court or field 15 minutes before your scheduled game time. Failure to do this or notify the supervisor may result in a substitute taking your hours. The Supervisors will instruct you what set ups are required and you must sign the teams in on the score sheets. **BEGIN GAMES ON TIME!** It is crucial that you control the game at all times. Do not leave the area unless the supervisor has no other assignments for you at the end of your game.

MAKE SURE ALL SCORESHEETS ARE CORRECTLY FILLED OUT WITH FINAL SCORE, SPORTSMANSHIP RATING AND WINNING TEAM INDICATED. Assign the cleanliness rating for each team at the end of the games on the score sheet for outdoor activities.

When working outdoor events please be cognizant of weather. Seek advice from the supervisor if questionable. Light rain with no lightning is playable as long as the fields are not saturated. If a thunderstorm arrives, immediately stop the game and seek shelter. Do not cancel all games for the day as the storm may pass and later games may be played. If the weather is questionable to play at all, call the Recreation Center for status at 762-9732. No decisions will be made before 4pm.

A lightning prediction system is installed on the park. An audible siren and strobe light are attached to the light poles. A sensor on the Recreation Center will monitor atmospheric conditions and if it detects that factors are favorable for lightning to be produced a 15 second siren blast (similar to car horn) will be given along with the strobe light being active. Evacuate the park immediately if this occurs and seek shelter, preferably the Recreation Center. The all clear signal is 3-5 second blasts of the siren and the strobe light will not be on.

Your conduct should reflect the professionalism that is expected at Kettering University. Control the game with strong calls and signals. Be consistent and remember that you are responsible for the safety and fairness of the contest. Eject players if necessary, but be sure to document all incidents. Remember to have fun, also! Enjoy the sport and meet new individuals. Be respectful to the participants and demand the same respect in return. Your quality of work has immediate impact on the satisfaction of the participants. Outstanding employees will be rewarded with the best schedules and we do provide prizes for employees of the month and year. Your dedication to this is appreciated.

PROTEST PROCEDURE

A protest may be submitted in instances of rule misinterpretation and participant eligibility. Protests will not be accepted if they are based on a judgment call made by officials in playing situations. Protests must be made to the game official and the Recreational Sports Supervisor at the time of the protest and one of the following will occur:

1. **On Field Protest:** The team captain will state to the official that he/she protests the rule interpretation and a meeting between both team captains, officials and the Recreational Sports supervisor will take place. They will have from 3 to 5 minutes to come to a solution to the protest. This solution must be agreed on by all parties. If no agreement is made within the time period the protest will stand and the team filing the protest must follow the format protest procedures.
2. **Formal Protest Procedure:**
 - A. Formal protest must be announced after an agreement could not be reached with the On Field Protest.
 - B. Formal protest is to be submitted in a typed letter addressed to the Director of Student Activities. This protest must be submitted within 24 hours of the game. Failure to adhere to the formal procedures will result in the protest not being allowed.

FORFEIT POLICY

1. If a team or contestant fails to appear at the appointed place within the appointed scheduled grace period for the contest, the offender may forfeit the contest and be charged with a loss. The team or contestant that was present will receive credit for a win.
2. **Grace Period:** Teams will be permitted a five (5) minute grace period from the scheduled game time. If teams arrive after the grace period, team managers will meet with the sport supervisor and game official to determine if time will allow for the game to be played.
3. A team or contestant shall forfeit any contest in which an ineligible player participated (no fine assessed).
4. One forfeit due to failure to appear for a scheduled game in a team sport automatically drops a team from further competition in that sport for the remainder of that particular season. Teams wishing to continue participation in the regular season must pay a \$20 re-entry fee.
5. Forfeit fees may be paid at the entry area of the Recreation Center by closing time the day before the next scheduled game. Checks are to be made out to Kettering University and will be deposited in the Intramural Sports account.

POSTPONEMENT

1. Games will not be postponed because of social engagements, organization meetings, etc. If a player or team knows of potential conflicts, notify the Director at 762-9733 in advance of scheduling so conflicts can be minimized.
2. In some cases postponements may be necessary due to inclement weather or an unforeseeable situation. In this event, special provisions may be made. Call the Recreation Center IM hotline at 762-9736 an hour before scheduled game time for an update on the game situation.
3. Postponed regular season games may not be rescheduled unless time and space permits.
4. Teams may not mutually agree to a postponement without seeking consent of the Director. Such agreements will be considered forfeits.
5. A team or individual may withdraw from competition without penalty by notifying the Director at least 48 hours prior to their next contest.