

Revised:



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may purchase their first whistle of the year at the Front Desk in the U-Rec for \$1. If that whistle is lost, stolen or broken, it may be replaced by purchasing another one at the full cost of \$7.

#### **Section 4 Training Meetings**

Meetings will be scheduled to cover rules and officiating training for each sport. Dates, times and locations of these meetings will be given via e-mail from the Intramural Coordinators. Your attendance at these meetings is mandatory if

## Article 2 - Scheduling & Substitutions

### **Section 1 - Schedules**

Official's schedules for each upcoming week will be posted on When2Work. In order to access the schedule, you will need to accept an invitation sent to you via e-mail. If you are not able to access that page, it is your responsibility to contact the Assistant Intramural Coordinator. Schedules will be posted weekly, and an email will be sent out to referees. It is then the responsibility of the referee to check their own schedules. The Assistant Coordinator will only notify referees about game changes, but it is the ultimate responsibility of the referee to ensure they know and complete their schedule.

At the beginning of each semester, an availability sheet will be sent out to referees to gather information on time schedules, sports they are willing to work and other obligations of each referee. If a new conflict arises or a change in your schedule occurs, it is your responsibility to reach out to the Assistant Coordinator to communicate these changes. Schedule conflicts will be accommodated whenever possible.

### **Section 2 - Absences and Late Arrivals Policy**

Unexcused absences and late arrivals will not be tolerated. **If you are not on-site 5 minutes before the scheduled start time of your shift, you will be considered late.** Penalties are as follows:

#### **Unexcused Absences**

- 1<sup>st</sup> offense: warning
- 2<sup>nd</sup> offense: one-week suspension
- 3<sup>rd</sup> offense: termination

#### **Late Arrivals**

- 1<sup>st</sup> offense: warning
- 2<sup>nd</sup> offense: one-week suspension
- 3<sup>rd</sup> offense: sport suspension
- 4<sup>th</sup> offense: termination

What will consume your time before check-in starts (5 min **BEFORE** game time)?

How much extra time do I need to plan for?

Walking to U-Rec and the fields.  
Equipment checkout and setup.

The only excused absences allowed are emergencies. In the case of an emergency, contact a Coordinator, and a replacement will be found to cover the shift. Not knowing a change in your schedule is not considered an excused absence unless otherwise determined by a Coordinator.

### **Section 3 - Substitutions**

If you cannot work on a date that you are scheduled and it is NOT an emergency, **it is your responsibility to find a replacement.** An email/DM/phone list will be available on When2Work and Slack. Open up your shift for a trade or swap

on W2W. Once a substitute is found, immediately complete the trade on W2W. It is your responsibility to make sure that person is present for your shift. If a shift is not covered properly, it is the responsibility of the referee initially scheduled. If you are having challenges contact both the coordinator and assistant coordinator for help. PLEASE do this process in advance 24 hours or more!

See instructions for how to trade and drop shifts on When2Work online at

<https://www.whitworth.edu/cms/administration/university-recreation-center/intramurals/policies-and-rules-referees/>

#### **Section 4 Finishing Games**

As the referee, you must finish the game or session you are officiating. If you abandon an on-going event or game you

1. Go to the front desk attendant and request to check out the equipment bag necessary for the sport.
2. Either the FDA or the Referee checking the equipment can grab the equipment bag.
  - a. When checking in or out the equipment bag(s), **ASK** the FDA. If they are busy, they may ask for you to grab it yourself, otherwise, they are more than happy to grab it for you!
3. Double check the equipment bags against their inventory tags to ensure equipment is there. If there are any issues report them to the FDA immediately.
4. Head to the field or court.
5. Set up equipment and officiate the game.
6. After all games have been completed for the day, tear down equipment and double check the contents of the bag against the inventory tag.
7. Check in the equipment bag to the FDA, and return the bag back to the storage room.
8. Overnight checkouts are only acceptable as long as the referee communicates with the IM coordinators that they are holding the bag overnight, and that it will be checked in before noon the following day.

### **Section 3 Facilities**

Whitworth Intramurals has access to a number of facilities across campus. Omache field, The Loop, the Back 40, Graves Gym and outdoor courts, and finally, the U-Rec. Rules that pertain to ALL facilities:



In the case of any accidents or injuries, assess the situation and take appropriate action. **A prompt with information for emergency events is located in all the gear bags, as well as the score clock bags.** In the event of a serious or fatal injury contact emergency response. Your job is also to keep all unnecessary people away and assist the injured party as needed

games that day will follow suit. This is important for the referee to take into consideration, as weather may appear bad,

they will have a bench. Nomads must identify themselves at the beginning of a match, and confirm with an IM official that they are indeed eligible to participate. Captains are responsible for the actions of their Nomads, including sportsmanship. Any disciplinary measures needed for a Nomad will reflect on the entire team.

### **Section 3 Restricted Nomads**

Nomads that have faced disciplinary measures or cause issues while participating on a team that they are not on the roster for will not be allowed to continue to act as a Nomad. This policy is a privilege, and will be revoked if any issues develop due to sportsmanship concerns. Any further information about the Nomad Policy can be brought to the attention of the IM Coordinator.

## **Article 5 - Official's Information Outlets**

### **Section 1 Rules and Policies**

As stated earlier, rules and regulations, as well as policy outlines can be found on the Whitworth U-Rec website, under the Intramurals tab. Any additional information can be gathered from one of the Coordinators.

### **Section 2 - Office Information**

The Intramural Sports Office is located in the U-Rec. The Intramural Sports office is open for you to come in and discuss any concerns or questions you may have for the Intramural staff.





