



OFFICIAL/SCORER/TIMER

Job Title: Intramural Official/Scorekeeper/Timer
Department Name: Intramural Sports@McK
Contact Person: Craig Robertson Phone: (618) 537-6420

Hours: 5-15 hours/week

Number of Positions: (7 Officials)

REPORTS TO: Official's Coordinator, Director of Intramural Sports@McK

MINIMUM QUALIFICATIONS:

Education: Must be currently enrolled

Certifications: None Required

Experience: Prior experience as an official or general knowledge of sports rules, general knowledge of sports offerings

Other: Quick decision skills a must. Conflict-resolution skills. Leadership experience or involvement in recreational sports preferred. Weekend availability required.

RESPONSIBILITIES:

- Behave and appear in a fair, consistent and professional manner when interacting with staff, supervisors, fellow officials, players and spectators.
- Maintain playing area
- Assist in set up of playing area (ie. sweep floor, set up net for volleyball, etc.)
- Check that all equipment is in good working order and visually inspect the playing area to ensure a safe environment
- Report any misuse of facility or field, equipment, or any discipline problems from participants or spectators to the Intramural Event Coordinator immediately (no matter how minor).
- Ensure that team members are signed in prior to competition, and that there is no illegal equipment
- Complete and submit all score sheets to the Event Coordinator at the end of each game.

SERVICE:

- Understand and enforce all game rules, including the spirit of the rules
 - Attain a score of at least 80% on officiating exams
- Fulfill schedule obligations
- Have a thorough knowledge of the Intramural Handbook, Intramural Official's Handbook, and any policies and procedures covered in training sessions.
- Communication with Head Official, Event Coordinator and Director (ie. incidents, player conduct, rule clarifications, participant and spectator conduct, equipment damage, etc.) verbally and in writing
- **Show up no later than 15 minutes prior to any game scheduled to work**
- Maintain officiating of games (show hustle and confidence in decisions)
- Efficiently start and operate games including pre-game and post game procedures
- **Attend all regular scheduled staff meetings and training sessions**
- Reporting of scores and statistics
- Assist as a Scorer/Timer for sports events.
- Other duties as specified

SPECIAL REQUIREMENTS:

Uniform: One official's staff shirt and one Intramural Staff shirt provided. Staff shirt must be worn at all times during shift.

Work Schedule: Flexible Hours.

Prerequisite: 15 Day Employment Probationary Period

Salary: Current Minimum Wage Equipment: Officials will receive one whistle and one lanyard