



# WHITWORTH UNIVERSITY IM REFEREE MANUAL

“COMMITTED TO DEVELOPING LEADERS, ENCOURAGING  
LIFELONG HEALTHY LIFESTYLES, AND FOSTERING  
MEANINGFUL RELATIONSHIPS”

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# IM Referee Manual 2022-2023

## Overview

The intramural program is staffed by the Intramural Coordinator, Assistant Intramural Coordinator and the student workers who serve as officials, scorekeepers and other various jobs. Intramurals are structured to fit players at both the competitive and recreational levels, with competitive being for more experienced players while recreational is more focused on having fun.

## Article 1 - Expectations as an Official

### Section 1 - General Expectations

- *Be professional* at all times when interacting with staff, supervisors, fellow officials, players and spectators. Remember that you are representing the Intramural Sports Program, Whitworth University Recreation Center, and Whitworth University.
- Spend time *learning all the mechanics* necessary to officiate to the best of your ability. This includes but is not limited to understanding the workings of FusionIM, Slack, and When2Work.
- Work with other officials and recreational services staff in a *cooperative manner* to enhance the Intramural sports program.
- *Be prepared* both physically and mentally, dress according to expectations, and maintain a proper appearance. Referees are required to know the rules of the game they are officiating, and to improve on proper officiating techniques.
- Whitworth Intramurals *does not differentiate* officials from scorekeepers. The general expectation is that all referees can officiate and run scores for most or all of the sports offered. Referees will never be forced to officiate games that they do not feel comfortable with, but will always be expected to be willing/able to officiate multiple sports.
- **Always arrive at least 10 minutes' prior to meetings and games!** More information in article 2.

### Section 2 - Game Day Expectations

- **Always** wear your red intramurals referee shirt or IM rain jacket.
- **Always** bring your whistle.
- Bring your Whitworth I.D. for games at the U-REC, Omache Field, and the Field House.
- Make sure your court, field, or area is set up accordingly to the sport you are officiating.
- Arrive at least 10 minutes prior to game time...earlier if equipment needs setup!
- **Check all players' I.D.'s** as needed and conduct captain's meetings in order to start each contest on time.
- Help clean-up your field/court after your games.

### Section 3 - Uniforms

All officials and scorekeepers will receive one short-sleeve official's shirt. This shirt must be worn when officiating all intramural contests. When officiating in cold weather, officials should wear their official's shirts on the outside of jackets/sweaters/etc. whenever possible. If your shirt becomes ruined or lost, contact an Intramural Coordinator as soon as possible. Red IM rain jackets are available to be checked out from the Front Desk in the U-Rec. Jackets may be used during games, but must be returned to the Recreational Center at the completion of a game. Jackets that are damaged, lost or stolen will be replaced at the full cost by the referee. The whistle is part of your uniform. A referee without a whistle

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 you want to work during that season. All required trainings are paid!

#### **Section 5 – Communication**

Generally, there are three major modes of communication within intramurals: E-mails, Slack and text messages. E-mails will be sent throughout the year by the Intramural Staff to relay important information about schedules, meetings, and special events. Slack will host a number of various groups, organized by sport, as well as a large group chat for quick communication. Text messages will be used to communicate to individual referees. As an employee of Intramural Sports, you are responsible for reading all communications, and responding in a timely manner.

\*Make sure that your phone number is posted in W2W and the IM coordinator has it. It is also helpful to respond on Slack regardless if you can pick up a shift by stating “not available” or something similar.

#### **Section 6 – Evaluations**

Evaluations will be performed throughout the academic year. An individual player evaluation done by the Intramural Coordinator will occur throughout the academic year. The purpose of these evaluations will be to give feedback on ways to improve as an official, and should not be taken as harsh criticism, but instead used as a tool for improvement. Referees are expected to continually improve on their officiating skills. Referees who are unable/unwilling to make even minor improvements may face disciplinary measures (as a last resort) such as suspension or termination.

At the end of each semester, a personal evaluation will be required from each referee. These evaluations will give the referee an opportunity to evaluate their personal improvement, as well as give feedback on the Intramural Coordinators. After the semester evaluations are submitted, a short meeting with Todd will be scheduled to discuss the evaluations. All semester evaluations are mandatory if the referee wants to continue working. A special evaluation is conducted for seniors at the end of the academic year. These evaluations will also require a meeting with Todd.

#### **Section 7 – Drug and Alcohol Policy**

Any employee who shows up for work under the influence of alcohol or drugs or cannot fulfill job requirements because of being hungover will automatically be suspended and is subject to termination.

## 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 will be suspended and/or terminated.

## **Section 5 – Forfeits**

Referees will receive compensation for games IF the referee was not notified before 12:15pm on the day of the game.

# Article 3 – Game Day Information

## **Section 1 – Sports Rules**

All referees are required to have a solid understanding of the rules and regulations of the sport they are officiating. Gaining knowledge on these sports can be done during trainings, as well as reading through the sports rules posted online. Rules can be found at <http://www.whitworth.edu/cms/administration/university-recreation-center/intramurals/> or by visiting the Whitworth U-Rec website and clicking on the Intramurals tab.

Referees who would like further training on a specific sport beyond the pre-season group training sessions, are welcome to ask a Coordinator. Referees interested in learning sports they have never officiated before are welcome to request to work as scorekeepers for that particular sport, with the intention of eventually becoming qualified to officiate, in order to develop a better understanding of the sport's rules.

Several of the sports offered by Whitworth Intramurals have been adapted for our student population and time constraints. If an official has a suggestion to adjust specific rules or regulations, they are welcome to contact a Coordinator and discuss potential applications of the adjustments.

## **Section 2 - Equipment Checkout**

Referees are responsible for the set up and tear down of Intramural events. Equipment for most sports is located in the storage room in the U-Rec offices. Some equipment may be stored in the downstairs storage room. Equipment must be checked out through the Front Desk IF equipment is leaving the facility. Listed below are the step to properly check out equipment:

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:

- Players play at their own risk.
- Intramural sports take priority over unscheduled open recreation.
- **NO ID, NO PLAY**. All intramural participants must have a valid U-Rec membership to access the facility.
- **NO PAY NO PLAY**. All participants must be have paid their fees prior to participation.
- Alcoholic beverages and illegal substances of any kind are prohibited.
- No pets allowed.
- Excessive profanity or abusive language of any kind will not be tolerated and may lead to ejection from game or suspension from intramurals.
- Fields are subject to closure for maintenance or inclement weather
- Patrons are expected to conduct themselves in an appropriate manner. Anyone in violation is subject to immediate removal from the facility.

\*\*In all of these facilities, it is the duty of the referee to ensure that they are maintained. We are very fortunate to be able to have access to so much, and so we are responsible for taking good care of them. This includes picking up garbage, making sure equipment is stored away correctly, and making sure that players are not misusing the facilities.

### **Section 4 – Sportsmanship**

Whitworth Intramurals takes sportsmanship very seriously. If there is a team that is being unsportsmanlike, it is your job as the official to provide a warning and take control of the situation. If players refuse or persist to correct their selves or their teammates, it is the duty of the referee to ensure that proper procedure is upheld. This includes decreased sportsmanship points (on FusionIM), potential ejection/suspension, and alerting a Coordinator of the situation.

### **Section 5 - Player Check-In**

Each player is required to show a valid Whitworth University I.D. before playing in each contest. Intramural Officials/Referees will be responsible for checking the I.D. of each player prior to the contest. **NO I.D. = No Play! No Exceptions.** Referees use the FusionIM homepage online to check players in. Players who are not on the roster, or not cleared to play, are not allowed to play unless otherwise directed by a Coordinator. Players in this situation will have notifications for reasoning next to their name. It is NOT the decision of a referee to determine a player's eligibility.

### **Section 6 - Accidents & Injuries**



In the case of any accidents or injuries, access 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. Keep yourself and all participants away from a bleeding player. After your shift contact your supervisor and complete an accident report. In the event you may suspect a concussion, you as the official are able to discourage a player from re-entering a game, but are not allowed to withhold them from play. See Appendix A for the Concussion Policy.

### **Section 7 – Active Shooter**

In the event of an active shooter or active shooter drill, all intramural employees need to be aware of the general actions to take on campus as well as their responsibilities as an IM official. **Inside every equipment back and score clock is a prompt for what to do (on the back of the emergency card).** When an active shooter alert is triggered, the RAVE, blue light emergency system and emergency message boards will give instructions for what to do. As a U-Rec employee, we expect IM officials to be able to not only take actions to ensure their own personal safety, but also assist our patrons/players in their own safety. If an active shooter alert is triggered while games are going on Omache, or in The Loop the response should be to assist participants in leaving the facility and run to the nearest safe building off campus. If an active shooter alert is triggered while games are occurring in the U-Rec, IM officials are expected to assist other U-Rec employees in gathering all patrons and leading them to safety. Any questions about what to do in an active shooter situation can be brought to the attention of the IM Coordinator or found in the Student Manual at the Front Desk in the U-Rec.

### **Section 8 - Protests**

Teams have the option of protesting any application or misinterpretation of a rule. No protest of a judgment call will be considered. When a team requests a protest, they must call a time-out and the game must be stopped and no further game action should continue. You are to hear the protest, check the ruling, deliberate with other officials, and then make a ruling. If the call is overturned, the team is not charged with a time-out. If the initial official's ruling is upheld, the team is charged with a time-out. Game play continues as normal. Teams are then allowed to file a written protest within 24 hours of the game. A final decision will be made by an IM Coordinator, and notifications will be sent to both teams as well as the officiating staff.

### **Section 9 – Ejections**

In the case of an ejection where the participant does not comply, it is the duty of the team captain to direct their player. If a captain is unable to do so, the game will be terminated with the score at the time becoming the final score. The team with the unsportsmanlike player will receive a sportsmanship rating of 0. At that time, the referees are free to leave the facility. If a player causes problems beyond this measure, the referee has full authority to call Campus Security and request the player leave the facility. Any unsportsmanlike conduct that requires game termination or Campus Security should be communicated to the Coordinator immediately.

### **Section 10 - Weather Conditions**

A decision on the status of games being canceled due to weather may be made prior to the contest. This decision may be made by any referee, but it is important to note that once games have been moved inside or cancelled, the remaining

games that day will follow suit. This is important for the referee to take into consideration, as weather may appear bad, and then take a turn for the better. It is important for the referee to find the “tipping point” where the weather becomes an issue for game play. Games moved inside for inappropriate reasons may face disciplinary measures.

In the case of thunder and lightning, it is your job to get the players and people on the field to safety. There are no exceptions! To resume athletics activities, you must wait 30 minutes after both the last sound of thunder and after the last flash of lightning is at least six miles away, and moving away from the venue. If thunder and lightning persists after 30 minutes, the game will be cancelled and rescheduled. In this situation, it is the duty of the referee to ensure that the fields are cleared, and information on teams is given to the Coordinator.

### **Section 11 - Participation in Intramural Games by Officials**

Officials are encouraged to participate in all intramural sports. However, you may not play during any time you are scheduled to work. If there is a night when your team is scheduled to compete, please bring it to the attention of the Assistant Coordinator.

As intramural participants, all officials/scorekeepers need to be an example of good sportsmanship. Show the utmost respect for the officials working your game and encourage your team to do the same. This will improve the sportsmanship of other intramural participants. **Any displays of poor sportsmanship by officials during intramural contests will not be tolerated. Failure to comply with this rule can result in immediate termination.**

### **Section 12 – Spectator Policy**

Individuals from outside the university are allowed to watch intramural games at no cost. However, the guest must be accompanied by an individual playing in the game and check out a “Whitworth Intramural Visitor Guest Pass” lanyard from the front desk. Visitors are NOT ALLOWED to use any of the rec center’s equipment and must adhere to the U-Rec’s behavior policy. Teams are ultimately responsible for the actions of their visitor and may be disqualified if visitors do not adhere to U-Rec policy. It is the duty of the official to ensure that spectators do not damage/use any equipment within the U-Rec.

Spectators are allowed at all IM events located outside the U-Rec without the need for a visitor’s pass. All spectators are required to adhere to the same code of conduct as any participant.

## Article 4 – Nomad Rule

### **Section 1 – What is a Nomad?**

Nomads are IM participants who have paid and are eligible to play on a team, and are requesting to participate with another team so that a game can be completed. Players are not eligible to be considered a Nomad if they are suspended, injured or otherwise ineligible.

### **Section 2 – How to use Nomads**

Any team that would otherwise not have enough participants to play a game with the minimum roster requirement is allowed a Nomad. Teams can use up to two Nomads to complete a roster, but teams are not allowed to play a Nomad if

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.

## **Appendix A**

### **Concussion Protocol**

The well-being of intramural participants is of the utmost concern to the intramural sports program. When a referee identifies a player as having signs/symptoms of a head injury, that person will be asked to be removed from play. It is the responsibility of the official to suggest a participant cease playing, but officials are not allowed to force players to stop playing. If a participant refuses to remove themselves from a game, the referee shall inform the participant that they are choosing to continue play at their own risk. It is strongly recommended that the participant seek medical advice at the health center immediately after the game or first thing on the following day. Basic recognizable signs and symptoms of a concussion include, but not limited to, loss of consciousness, headache, dizziness, confusion, fatigue or balance problems. A more complete list is provided in a table on page 11.

As a referee, please be aware that some symptoms appear immediately but it is possible that symptoms can develop hours beyond the incident. IF YOU SUSPECT THAT A PARTICIPANT IS ACTING IRREGULARLY, SUGGEST PLAYERS SEEK MEDICAL TREATMENT IMMEDIATELY. Do no harm and follow your gut instincts.

Referees must submit a written accident report to the IM student coordinator and director of U-Rec providing details of the incident immediately after their shift. Prompts for information that should be gathered are located on emergency cards located in all equipment and score clock bags.

<p>Signs and symptoms of a concussion may include:</p> <ul style="list-style-type: none"> <li>• Headache or a feeling of pressure in the head</li> <li>• Temporary loss of consciousness</li> <li>• Confusion or feeling as if in a fog</li> <li>• Amnesia surrounding the traumatic event</li> <li>• Dizziness or "seeing stars"</li> <li>• Ringing in the ears</li> <li>• Nausea</li> <li>• Vomiting</li> <li>• Slurred speech</li> <li>• Delayed response to questions</li> <li>• Appearing dazed</li> <li>• Fatigue</li> </ul>	<p>You may have some symptoms of concussions immediately. Others may be <u>delayed for hours or days after injury</u>, such as:</p> <ul style="list-style-type: none"> <li>• Concentration and memory complaints</li> <li>• Irritability and other personality changes</li> <li>• Sensitivity to light and noise</li> <li>• Sleep disturbances</li> <li>• Psychological adjustment problems and depression</li> <li>• Disorders of taste and smell</li> </ul>
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**Seek emergency care for an adult or child who experiences a head injury and symptoms such as:**

- Repeated vomiting
- A loss of consciousness lasting longer than 30 seconds
- A headache that gets worse over time
- Changes in his or her behavior, such as irritability
- Changes in physical coordination, such as stumbling or clumsiness
- Confusion or disorientation, such as difficulty recognizing people or places
- Slurred speech or other changes in speech

Other symptoms include:

- Seizures
- Vision or eye disturbances, such as pupils that are bigger than normal (dilated pupils) or pupils of unequal sizes
- Lasting or recurrent dizziness
- Obvious difficulty with mental function or physical coordination
- Symptoms that worsen over time

Information from taken from MayoClinic.com

**Appendix B**

**Whitworth University Intramural Department Employee Agreement Form**

I have read and agree to enforce all policies, procedures, rules, and regulations of the Intramural Department, University Recreation Center, and Whitworth University to the best of my ability. I understand while being employed by the Intramural Department and Whitworth University that I am representing not only myself, but the U-Rec, Athletic Department, and the Whitworth community as a whole. I agree to uphold the highest level of integrity, honesty, discipline, respect and values of the mission statement at Whitworth.

I understand that communication is an essential job function and that it is my responsibility to communicate incidents and injuries, school related and personal matters to the Intramural Coordinators and staff. The safety of all participants is always our number one priority and I agree to provide a safe working and playing environment to all staff members and participants. I will arrive to work on time and early as scheduled, ready to perform the duties expected of me each day. As an official and player, I will not violate any rule or policy by the Intramural Department or the University. I will not disrespect any staff member, Intramural Supervisor, U-Rec staff member, participant or spectator.

I acknowledge that it is also my responsibility to inform the Intramural Staff of any infractions from staff members that may deviate from the above information and jeopardize the integrity of the Intramural program. I understand I am responsible for all apparel provided by the University Recreation Center and if lost/stolen, it is my responsibility to replace such apparel.

By signing this document, I am stating that I have read and understand the Whitworth University Intramural student staff policies, procedures and expectations and will do my best to represent the Intramural Department, University Recreation Center, Athletic Department, and Whitworth University as an Intramural employee.

Name (printed) \_\_\_\_\_

Name (signed) \_\_\_\_\_

Student I.D. # \_\_\_\_\_

Date \_\_\_\_\_

**Intramural Staff Signatures/Dates**

Coordinator \_\_\_\_\_

Date \_\_\_\_\_

Assistant Coord \_\_\_\_\_

Date \_\_\_\_\_