



**Intramural Sports Department**  
**EMPLOYEE HANDBOOK**



**WESTERN STATE**  
**COLORADO UNIVERSITY**

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**INTRAMURAL SPORTS**

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# Intramural Sports Department Employee Handbook

## Letter from the Intramural Sports Program Director:

Dear Intramural Sports Staff,

The Department of Intramural Sports welcomes you as an Intramural Sports employee and we look forward to making your job an enjoyable one for you and our entire staff this season. As an Intramural Sports employee, you are a very important part of the Intramural Sports Program. Your job is a key element to the success of the department and our staff has put out trust in your abilities to do a great job. Without the hard work and dedication of the Intramural Sports staff, our program could not exist.

In an effort to improve the quality of officiating during our Intramural Sports activities, we have been working hard to improve our method of training. As a result of these efforts this handbook has been prepared and designed to assist in not only training you as an official, but to be used as a resource throughout the entire season while you are on the job. The handbook is effective only if you read it and use it as a continuous reference. It contains complete information on guidelines and procedures and has been written to be both practical and informative. Our hope is that this handbook will enhance our staff training and prepare you more thoroughly, which will hopefully allow you to enjoy being an Intramural Sports Employee.

Please read this handbook and refer to it for answers to questions you may have throughout the year. Also, do not hesitate to contact myself with any questions or concerns you have regarding anything. Thank you very much for the work that you do and best of luck this year.

Sincerely,

Brennan Nowlin, Intramural Sports Program Director

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**Contact Info:**

Intramural Sports Office: University Center #120F

**Operating/Office Hours:**

Monday & Wednesday

1:00pm - 3:00pm

Tuesday, Thursday, & Friday

12:00pm - 4:00pm

\*Closed during School Holidays

**Intramural Sports Office Phone:**

970-943-2767

**E-mail Address:** [intramuralsports@western.edu](mailto:intramuralsports@western.edu)

**Intramural Sports Professional Director:**

Duncan Callahan [dcallahan@western.edu](mailto:dcallahan@western.edu)

970-943-3061

**Intramural Sports Program Director:**

Brennan Nowlin [brennan.nowlin@western.edu](mailto:brennan.nowlin@western.edu)

719-651-4642

**Intramural Sports Director of Officials:**

Ryan White [ryan.white@western.edu](mailto:ryan.white@western.edu)

815-575-0076



## Mission Statement

The mission of the Western State Colorado University Intramural Sports Program is to provide students with the opportunity to participate in a variety of competitive recreational sports in a safe environment. We aim to provide quality service and facilities. It is our goal to promote healthy lifestyles and wellness.

The Intramural Sports Program is one of the most popular student activities at Western State Colorado University. The program is dedicated to providing all students, regardless of age, gender, skill level or past experience, opportunities to participate in recreational events in a fun and safe environment while promoting physical fitness and competition, social interaction and student involvement. Annually, the program offers a wide range of team, dual, and individual leagues and tournaments designed to meet the needs and interests of the diverse campus population. Activities offered include flag football, co-rec softball, men's basketball, women's basketball, indoor volleyball, indoor soccer, billiards, horseshoes, dodge ball, softball, floor hockey, Ultimate Frisbee, and much more.

Intramural Sports is a structured program that allows Western students to participate in organized team competitions right here on campus. These sports provide a great opportunity for physical activity while promoting wellness, healthy competition and friendship. Participation is not required, and an individual does not have to be highly skilled to participate. Activity and participation for all who are interested!

## Intramural Sports Department Phone List

Duncan Callahan, Advisor to Intramural Sports  
Office: x3061      Mobile: 970-275-8950

Brennan Nowlin, Student Director of Intramural Sports  
Office: x2767      Mobile: 719-651-4642

## Work Study Work Contracts

All hired employees must have a work contract prior to beginning work for WSCU Intramural Sports Program. Work contracts can be found online through MyWSCU. The employee fills out their portion of the contract; brings the contract to the Intramural Sports director to fill out; then returns the completed contract back to the financial aid office in Taylor. After this has been accomplished, a timecard for that employee will be sent to Intramural Sports office and the employee is ready to begin working for the Intramural Sports Department!

## Time Cards

All employees at WSCU Intramural Sports must have a time card (blue) for their job position. Each time card includes minimum of 30 working days (the 16<sup>th</sup> to 15<sup>th</sup> of each month). Everyone on staff is to write in the hours they worked.

**Time cards will be looked over at the end of each pay period for false hours!**

## Pay Day

Pay day is on the 25<sup>th</sup> of each month. Employees may receive a direct deposit or pick up their check from cashier's office. In order to receive payment, everyone on staff is to add their total amount of hours without rounding on their cards. All completed time cards are due by the 15<sup>th</sup> of each month.



## General Guidelines

All employees are expected to fulfill the following guidelines:

- Attend all appropriate meetings required for their position.
- Perform all assigned duties and responsibilities.
- Wear the required uniform shirt and bring a whistle, which are both provided.
- Work the entire shift that they are assigned.
- Report for work on time. If an individual cannot work the shift for which they are assigned, it is their responsibility to find an appropriate substitute and notify the scheduled supervisor for that night.
- If absent from work due to an illness or an emergency employees are still expected to tell the scheduled supervisor.
- Text messaging/phone use is not allowed while working an Intramural Sports event.

## Job Descriptions

### Intramural Sports Director Duties:

- Have a working knowledge of all Intramural Sports. This is beyond the basic rules. Supervisors should have situational knowledge of the sports as well.
- Hire staff.
- Prepare weekly schedules for the employees.
- Prepare both regular season and playoff schedules for each sport.
- Maintain the budget.
- Perform payroll duties, includes checking each period for false hours.
- Act as a resource and service person for participants, coaches and spectators.
- Handle any and all incidents which need to be escalated to a level higher than your officials.
- Ensure both the safety and fun playing environment of your staff and Intramural participants.
- Follow up on any incidents that occur during an Intramural Sports program.
- Provide employees with necessary equipment.
- Provide guidance and support to the Intramural Sports officials and supervisors.
- Communicate well with all officials, players, coaches, spectators and Intramural Sports staff.
- Be able to handle difficult situations such as injuries or disruptive players or spectators.
- Enforce Western State Colorado University Intramural Sports policies and procedures.
- Hold all training meetings.
- Attend all SGA budget meetings.
- Other duties as assigned.

### Intramural Sports Supervisor Duties:

- Have strong knowledge of all Intramural Sports and willingness to learn.
- Show up at the proper facility with all game equipment 20 minutes early and begin setting up for games.
- Ensure that everything is set up properly.
- Ensure that score sheets and forms are on the correct field/court.
- Ensure the first aid kit is at the field/court and is fully-stocked.
- Assist in examining facilities for safety hazards.

- Ensure that the playing surface is safe and free from obstacles/obstructions.
- Assign the Intramural Sports officials to their field/court assignments
- Assist Intramural Sports teams to their correct fields.
- Complete all required forms.
- Ensure that all games are starting on time.
- Oversee the Intramural Sports contest and ensure participation takes place in a safe manner. Never leave any Intramural Sports event unsupervised.
- View Intramural Sports contests and attempt to anticipate problems.
- Officiate contests when needed.
- Provide guidance and support to the Intramural Sports officials.
- Diffuse any potential problems involving spectators, coaches and players.
- Fill out any forms that are required during Intramural Sports activities
- Aid participants with injuries by providing First Aid and report all injuries or problems to the student Director.
- Ensure equipment is stored properly, and the facility is in clean condition at the conclusion of Intramural Sports activities. (When playing at Jorgenson Park, the supervisor must ensure lights are turned out).
- Maintain control during games.
- Communicate well with all officials, players, coaches, spectators.
- Be able to handle difficult situations such as injuries or disruptive players or spectators.
- Ensure equipment is stored properly, and the facility is in clean condition at the conclusion of Intramural Sports activities. (When playing at Jorgenson Park, the supervisor must ensure lights are turned out).
- Participate in all training meetings.
- Other duties as assigned.

### **Intramural Sports Official Duties:**

- Have strong working knowledge of the sport's playing rules or willingness to learn.
- Be ready at the game site 15 minutes beforehand.
- Assist with set up and take down of Intramural Sports events.
- Ensure that the playing surface is safe and free from obstacles/obstructions.
- Oversee the Intramural Sports contest and ensure participation takes place safely.
- Communicate well with all officials, players, coaches, and spectators.
- Conduct a pre-game meeting w/ team captains to go over rules and to answer questions.
- Officiate the contest and enforce the rules judiciously as possible.
- Keep score for Intramural Sports games.
- Report any problems or concerns to the Supervisor, or the Director when need be.
- Be open to discuss calls with the team captain (talk with the team captain about calls, but if they become irate find the Intramural Sports Supervisor on duty or Director).
- Assist in completing any score cards at the conclusion of each game.
- Wear your officials' shirt to all Intramural Sports games and events.
- Attend all official training sessions.
- Be able to handle difficult situations such as injuries or disruptive players or spectators.
- Other duties as assigned.

## General Expectations

- Give your best effort at all times.
- Expect to spend some time studying and learning the rules of Intramural Sports games.
- Have a positive attitude.
- Expect to take some criticism from the players.
- Know when to ask for help.
- Be professional at all times when interacting with staff, players, and spectators.
- Be prepared physically and mentally.
- Always wear your Intramural Sports officials' shirt and bring a whistle.
- Always be on time.
- Follow instructions carefully.
- Have an interest in helping others.
- Maintain a safe environment.
- No texting or phone use while officiating or keeping score.

## Meetings

There will be mandatory training meetings at the beginning of each sport. This will be to review and explain all Intramural Sports policies and procedures as well as to answer any potential questions. Dates and times of these meetings will be given in advance and attendance is mandatory.

## Availability/Scheduling

All student employees will be scheduled in a way to best fit their desired hours and utilize the entirety of their allotted work study funds. Employees will be required to present their availability to the Director of Intramural Sports. Any changes to their availability throughout the semester must be given to the Director in writing **with sufficient time to make changes**.

Any released schedules are final unless otherwise notified by the Director. It is the responsibility of the employee to find a cover and notify their superiors for approval of said cover.

## Officiating Tips

- Know and study the rules!!! Knowledge of the rules is the foundation of good officiating.
- Always have a professional appearance. The way you look is the first impression people get of any official.
- Enjoy officiating. Officiating is far too difficult to do without enjoying it.
- Always be in control. Officials must have the ability to maintain their cool.
- Be professional. The best way to get respect is to show respect.
- Call what you see. Don't ever guess. If you think it happened it didn't.
- Always be in position to make the call. Poor calls most often are a result of not being in position.
- Never criticize another official at any time. If you have an issue with another official, inform either the Scheduled Supervisor or Intramural Sports Director so they can handle the situation at the appropriate time and place.
- Always use your voice sharply and use proper mechanics.

- Answer questions asked of you in a respectful manner. Statements don't merit a response.
- Never be arrogant or antagonistic to a player or other official.
- Always look for ways to improve. There is no substitute for experience.
- Give each game 100% of your attention and effort. Every game is important to someone.
- Have fun.

## Official Mechanics List

Listed below is a list which includes great info. Use this checklist before you officiate:

- **WHISTLE** – When blown the sound should be sharp, crisp and meaningful. The whistle should be blown loud enough to stop play on all fields.
- **VOICE** – Strong (not blasting), pleasant, firm, and controlled. Be confident when you speak and only raise your voice when necessary.
- **TALK** – Too much unnecessary talking leads to trouble. Be brief, but courteous to players and coaches requests.
- **SIGNALS** – Learn to use the proper signals. Make them correct, clear and definite. Don't be over-dramatic. Signals are an important part of officiating.
- **POSITION** – Remember there is not a magic spot on the field. Get to the best position as possible to make the call or no-call. Proper officiating requires excellent teamwork. Cover your field positioning during your pre-game conference with the other officials.
- **ANTICIPATION** – Always be ready for change in direction by the ball carrier, laterals, etc... Be alert at all times.
- **APPEARANCE** – Always look alert. Do not stand with your hands on your hips or knees. Always be alert to move for better positioning. Look like an official with the proper official shirt. If you look like a professional you will be treated like a professional. Make sure that you are warm and comfortable while you are working your games.
- **OFFICIATING PARTNERS** – Communicate with your partner before, during and after each game. If for some reason a rules interpretation is needed, get away from the participants and discuss it with your fellow officiating partners.
- **HUSTLE** – There is no excuse for lack of hustle. Always give every play all you have, nothing less. Do not let the score of a game have any influence on your hustle.

## Importance of Officials

The sports official is one of the most important elements for the success of any Intramural Sports Program. Officials play a vital role in keeping the games Safe, Fair and Fun, which is what Intramural Sports are all about. It is very important that officials study the rules and give their best effort to help assist game to run smoothly. Officials Run the Game.



## **Disciplinary Action (3 Strike-and-Out System)**

Occasionally it is necessary to correct the actions of employees. This action may take several different forms depending on the offense committed, previous performance, and other factors that were a direct or indirect result of the offense committed. These actions may include, but are not limited to, the following steps.

### **Tardiness**

- You will be considered late for a shift five minutes after your scheduled start.
- If there is a foreseeable reason you will be late call.
- The first tardy will result in a verbal warning.
- The second tardy will result in a written warning.
- Two written warnings are grounds for dismissal.

### **No Shows**

- Any no show, no call are grounds for dismissal under the discretion of the Director.



# WSCU Intramural Sports Disciplinary Report

## Verbal Warning Report

By signing this document you verify that you have received a verbal warning for

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The next action to be taken will be an incident report.

Verbal warning given by: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date \_\_\_\_\_ Employee Signature \_\_\_\_\_

## Incident Report/Written Warning

Date: \_\_\_\_\_ Supervisor Reporting: \_\_\_\_\_

Employee: \_\_\_\_\_

Explanation of infractions that occurred: \_\_\_\_\_

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Explanation of disciplinary actions:

This written warning serves the first warning to infractions that \_\_\_\_\_ has made. Any further infractions could lead his/her to be terminated from the current position at Intramural Sports. At this time there are will be no change in pay rate or hours being scheduled.

By signing this document you are acknowledging that you have met with a supervisor and understand the nature of the complaint, and you have had the opportunity to query the supervisor over this document and know that this is your second warning. Your signature is not an admission of guilt. Any further infractions could lead to your termination from the current position at Intramural Sports.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



## **False Hours**

Submitting false hours violates the state and federal law. Students could be charged with forgery. If found guilty - the results will be immediate termination of employment with the Western State Colorado University Intramural Sports Program. Time cards will be looked over at the end of each pay period.

## **Payroll**

Time cards will be kept with the game cards in the Employee Binder. Your time card needs to be filled out completely and correctly by the 15<sup>th</sup> of each month in order to get paid for that month. Your personal time card is your record and can only be filled out by you. Filling out other employee's timecards will not be tolerated. If you forget to complete your timecard before they are removed from the Employee Binder they will be available in the Intramural Sports Office until they are due to accounting.

## **Conduct & Sportsmanship**

All Intramural Sports participants are expected to display good sportsmanship and conduct. Any participant or spectator associated with attempts to commit, or aid others in committing, any acts of misconduct will be subject to disciplinary procedures by the Student Affairs Department. Severe cases of misconduct will be referred to the Vice President of Student Affairs.

### **The use of alcohol or drugs is not permitted before or during Intramural Sports Programming of any kind.**

Any participant or spectator under the use of alcohol or drugs will be asked to leave the premises. If the person does not leave willingly, campus security will be called. If the incident is severe or the Intramural Sports Programming occurs off campus, the Gunnison P.D. will be contacted.

Any player that has been ejected from a game for any reason will result in immediate suspension from the league ejected from, and will only be allowed to participate in future Intramural Sports leagues with reinstatement from the Intramural Sports Director.

The ejected individual is responsible for contacting the Intramural Sports Director in order to set up an appointment to discuss reinstatement. Call the Intramural Sports Office @ (970) 943-2767 or e-mail [intramuralsports@western.edu](mailto:intramuralsports@western.edu) in order to schedule an appointment with the Intramural Sports Director and Advisor.

Please remember that any ejection from an Intramural Sports contest immediately suspends that player from all Intramural Sports activities indefinitely until the matter is resolved by meeting with the Intramural Sports Director.



The following is a list of infractions against the expected conduct with the possible minimum suspension unless otherwise decided by the Intramural Sports Director or Advisor. See next page for the full list of penalties.

<b>Infraction</b>	<b>Minimum Suspension</b>
Individual playing on more than one team	One Game
Unsportsmanlike Behavior	One Game
Verbal abuse towards player	One Game
Verbal abuse towards official	One Game
Physical Contact - pushing, grabbing, bumping	One Game
Fighting - Striking and Swinging	Six Academic Weeks
Threatening verbal abuse towards official	Six Academic Weeks
Threatening physical abuse towards official	Six Academic Weeks
Individual Playing under an assumed name	Six Academic Weeks

## **Sportsmanship Rating Rubric**

**All teams below 3.0 Sportsmanship rating average will not be allowed to participate in playoffs:**

4 – Perfect Conduct and Sportsmanship – There is no problems with team members and the game carries on perfectly.

3 – Good Conduct and Sportsmanship - Team members verbally complain about some decisions made by the officials and/or show minor dissension, which may or may not merit a technical foul. Teams that receive 1 technical foul will receive **no higher** than a “3” rating.

2 – Average Conduct and Sportsmanship - Team shows verbal dissent towards officials and/or the opposing team, which may or may not merit a technical foul. Captain exhibits minor control over his/her teammates, but is in control of him/her. Teams receiving multiple technical fouls will receive **no higher** than a “2” rating.

1 – Below Average Conduct and Sportsmanship – Teams constantly comment to the officials and/or opposing team from the fields and/or sidelines. The team captain exhibits little or no control over teammates and/or himself/herself. A team which receives and ejection can receive **no higher** than a “1” rating.

0 – Poor Conduct and Sportsmanship – Team is completely uncooperative. Captain has no control over teammates, and/or himself/herself. Any team causing a game to be forfeited, other than by not showing, or receives multiple ejections shall receive a “0” rating.

### **Sportsmanship Ratings during the Season:**

- A team that receives a “0” rating must have their captain meet with Intramural Sports Coordinator and Student Director the following day to be eligible to play their next contest.
- A team must have a 3.0 or better sportsmanship rating to be eligible to participate in playoffs.
- A team winning a contest by forfeit or honest effort forfeit will receive a “4” rating.



## Sportsmanship Ratings during the Tournament:

- If a team receives a “0” rating they will be eliminated from the playoffs
- If a team receives a “1” rating, the captain must come into the Intramural Sports Office the following day to discuss the rating. A decision will be made as to whether the team will continue to participate in the playoffs. If they do continue in the playoffs, they must receive a “4” or “3” rating for the remaining games.
- Teams that forfeit a game will get a rating of “0”
- Teams that are given an Honest Effort Forfeit will still be rated during their scrimmage.

## Handling Unruly Behavior

In the event that a player or spectator does not cooperate with Intramural Sports policies, the supervisor should first be contacted and the student’s name and ID number should be recorded. If ejection is necessary but the player refuses to leave or continues to cause trouble, campus security should be contacted. If the incident occurs off campus, Gunnison P. D. should be contacted to deal with the situation. Intramural Sports employees should never physically engage in a fight or with an individual.

Campus Security: (970) 209-1020  
Gunnison Police Department: (970) 641-8000  
Duncan Callahan Cell Phone: (970) 275-8950

## Protests and Appeals

Judgment calls cannot be protested or appealed. Whenever a matter of a protest arises, the team captain must notify one of the officials and the opponents before the next live ball. If the protest is not lodged it voids the protest. Once the protest is noted, the official will suspend play. The captain will then state the basis of the protest. The official will then explain the basis of the decision. If the captain would like to appeal this decision he must request that the sport supervisor review the decision before play resumes. The supervisor will give the final decision.

For an eligibility protest contact the Intramural Sports office within 24 hours. Please provide the following information:

- Date, time, place, and level of game
- Names of the teams
- Names of the ineligible player
- Reason why player is ineligible

The final decision will be made by the Intramural Sports Advisor and Program Director.

## Injuries

Injuries both major and minor are likely to happen during Intramural Sports events. We are not able to provide medical attention to any participants other than simple first aid. A first aid kit should be available at all events. If the injury is serious, contact the scheduled supervisor who will decide if 911 should be contacted, or if the injured person needs transported to the Emergency Room they will provide that transportation. Injury/Incident reports for players will be provided and must be filled out by any employee who witnessed the incident. A different injury form will need to be filled out if an employee is injured on the job.

### Designated Medical Providers for Work-related Injuries and Illnesses

All employees must obtain treatment for work-related injuries and illnesses from one of these locations:

Gunnison Valley Family Physicians 130 East Virginia Avenue Gunnison, CO 81230 Phone: 970-641-0211	Gunnison Family Medical Center 707 North Iowa Gunnison, CO 81230 Phone: 970-641-1771
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Physicians at the above named clinics are the designated medical providers that employees must see when they need care for work related injuries or illnesses. This includes all injuries as a direct result from working as an Intramural Sports Official. Please adhere to this policy.

In the event of a life threatening or limb threatening emergency, the injured employee should proceed to the nearest emergency medical facility.

Follow-up care must be provided by one of the medical providers designated above.

If an employee is treated by an unauthorized medical provider, the employee may be responsible for the cost of such medical treatment.

Employees must report work-related injuries or illnesses to a supervisor immediately (or as soon as possible, in the case of a life threatening event), complete a first report of injury form and file it with the Human Resources office right away, but in any event, within four (4) days of the date of injury.

# WSCU Intramural Sports Staff

## Acknowledgement of Receipt of the Employee Handbook

I have received and read a copy of the entire WSCU Intramural Sports Employee Manual. I fully understand all of the rules, guidelines, policies, and procedures.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

**Please sign and return this page to the Intramural Sports Director as soon as possible.**

### Contact Info:

Intramural Sports Office: University Center  
#120F

### Operating/Office Hours:

Monday & Wednesday

1:00pm - 3:00pm

Tuesday, Thursday, & Friday

12:00pm - 4:00pm

\*Closed during School Holidays

### Intramural Sports Office Phone:

970-943-2767

### E-mail Address:

[intramuralsports@western.edu](mailto:intramuralsports@western.edu)

### Intramural Sports

#### Professional Director:

Duncan Callahan

[dcallahan@western.edu](mailto:dcallahan@western.edu)

970-943-3061

### Intramural Sports

#### Program Director:

Brennan Nowlin

[brennan.nowlin@western.edu](mailto:brennan.nowlin@western.edu)

719-651-4642

### Intramural Sports

#### Director of Officials:

Ryan White

[ryan.white@western.edu](mailto:ryan.white@western.edu)

815-575-0076

