

SECTION 1: INTRAMURAL OFFICIALS/SCOREKEEPERS

Job Description

Officials (referees or umpires) and scorekeepers have the responsibility of enforcing the rules and maintaining the order of the game for the sports they officiate.

Job Duties

- Enforce Office of Recreational Services policies and procedures
- Assist in enforcing Freeman Center policies (i.e. no colored drinks in Field House, athletic attire only, etc.)
- Officiate for sport(s) assigned
- Set-up and break down equipment
- Assist in checking in intramural participants
- Report disciplinary issues to on-site supervisors
- Other duties as assigned

Requirements

Only currently-enrolled CNU students may be eligible for employment as intramural officials or scorekeepers. No experience is necessary. Officials/scorekeepers go through a training program prior to the start of the season and are evaluated through out the season by the intramural staff.

How to Become an Intramural Official/Scorekeeper

Step 1: Visit <http://recreation.cnu.edu> to find out the training dates for the sports you are interested in. New employees must attend the mandatory interest meeting at the beginning of each semester.

Step 2: Print off and fill out the employment application from <http://recreation.cnu.edu>

Step 3: Attend all clinics associated with the sport(s) of your interest. Clinic #1, rules and policies test given. Rules can be found on the Recreational Services website in advance (see above).

Step 3: Once students know they're hired. Students will be given back their application signed by the Director. They must visit Administration Building (2nd Floor) to get on payroll. At payroll, students will need their driver's license plus one of the two items listed: **1) social security card or 2.) Birth certificate.** These items must be the original documents. If a student has a passport they can use this in lieu of anything else. **A student will not be scheduled for shifts until they've returned a copy of the form showing they've been to HR.**

Step 4: Hired students will attend the MANDATORY training Clinic #2. Clinic #2 is the field training portion and will take officials onto the field or court of play to go through game-like situations. Officials will go through several stations used to stress on-field presence, mechanics and protocol.

Uniforms and Proper Attire - See "Section 4," for further details!

Shoes- Only athletic shoes may be worn. Officials working outside are encouraged to wear (non-metal) cleats.

Shorts/Pants- Officials must wear black, athletic shorts or pants while working. No jeans, khakis or other non-athletic material will be allowed. Belts are not allowed.

Whistles- Each official will receive a free Fox-40 whistle from the Office of Recreational Services. Officials can purchase a replacement whistle if theirs is misplaced.