

## 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
- 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:** Visit the Office of Career Development (David Student Union – Suite 3100) to fill out a student application.

**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. They must visit Human Resources (*located in the SunTrust/BTC building*) to get on payroll. Students will be given back their application at Clinic #1. At Human Resources, 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 the "pink 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.