



Department of Intramural Sports

Employee Handbook

2019 - 2020



Welcome, New Staff

Welcome to the Department of Intramural Sports. Our program could not exist without your hard work and dedication and we look forward to working with you this season!

This handbook will prepare you to serve as an Intramural Sports employee and should be used as a resource throughout the season.

Please reach out with any questions or concerns. When you have reviewed this document, remember to complete the Acknowledgment of Receipt form and return it to our offices.

Sincerely,

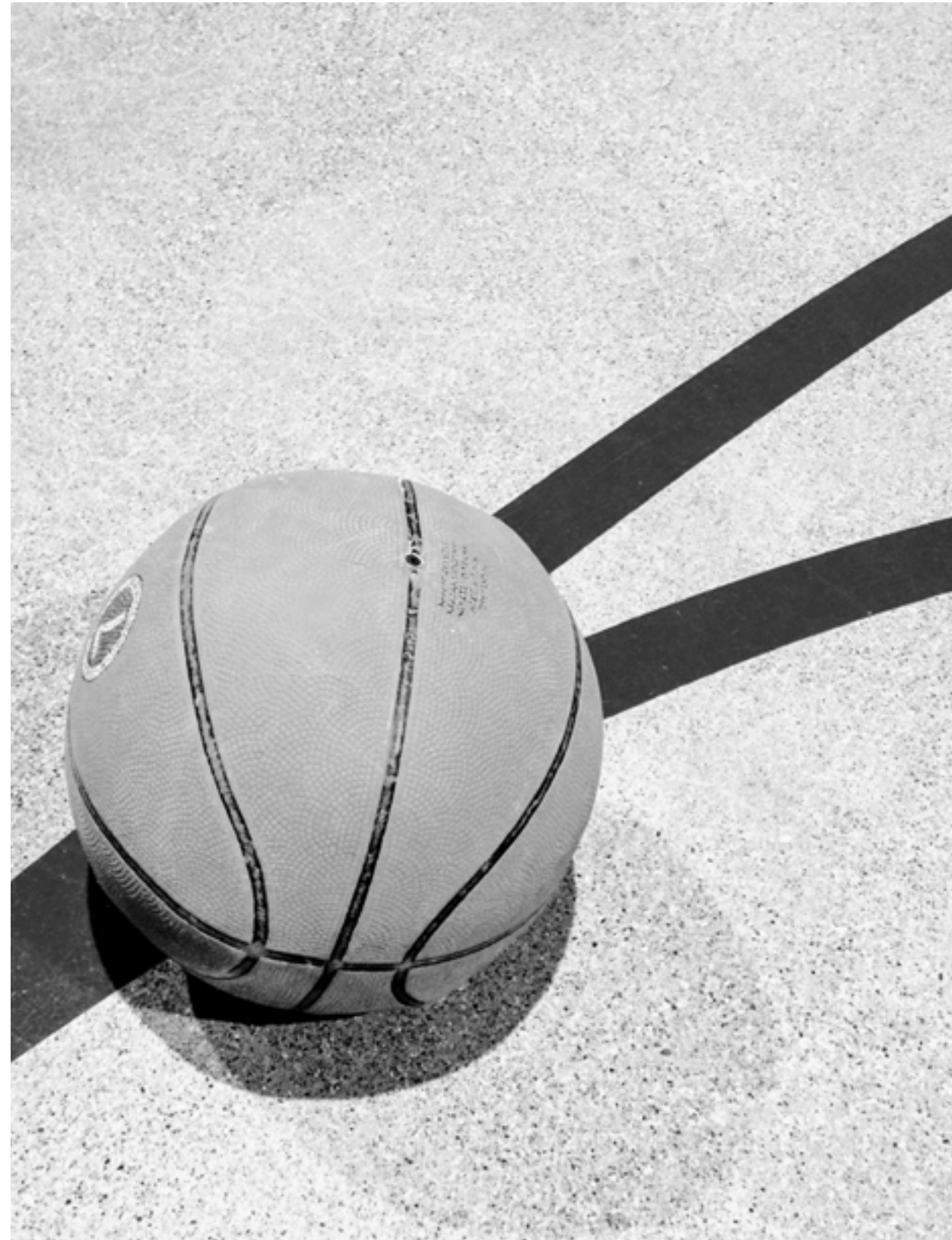
Brennan Nowlin

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Director, Department of Intramural Sports
Ponce University



Table of Contents

About Our Program.....	7
Mission Statement	7
Activities	7
Employee Expectations	9
General Guidelines	9
Training Meetings.....	9
Scheduling and Availability.....	9
Work Study Contracts	9
Time Cards and Payment.....	10
Disciplinary Action	10
Tardiness.....	10
No-Shows.....	10
Example Report Forms.....	11
Job Duties.....	12
Intramural Sports Student Director	12
Intramural Sports Supervisor.....	13
Intramural Sports Official	15
Guidelines for Officials.....	16
Expectations	16
Requirements	17
Conduct and Sportsmanship.....	19
Sportsmanship Ratings during Regular Games	20
Sportsmanship Ratings during Playoffs.....	20
Unruly Behavior	21
Protests and Appeals.....	21
Health and Safety	23
Participant Injuries	23
Employee Injuries and Illnesses.....	23



About Our Program

The Intramural Sports Program is one of the most popular activities at Ponce University and promotes physical fitness, healthy competition, social interaction, and student involvement.

Our program offers a wide range of team, dual, and individual leagues and tournaments designed to meet the needs and interests of our diverse campus population.

Students do not have to be highly skilled to participate in recreational events, and we welcome everyone regardless of age, gender, skill level or experience.

Mission Statement

Our mission is to provide students with the opportunity to participate in a variety of competitive recreational sports in a fun and safe environment.

We aim to provide quality service and facilities while promoting healthy lifestyles and wellness.

Activities

- Flag football
- Co-ed softball
- Basketball
- Indoor volleyball
- Indoor soccer
- Billiards
- Horseshoes
- Dodge ball
- Floor hockey
- Ultimate Frisbee
- Much more





Employee Expectations

General Guidelines

Employees are expected to adhere to these general guidelines.

- Arrive on time and work your entire shift.
- Perform all duties and responsibilities.
- Attend all training meetings required for your position.
- Find a substitute and notify your Supervisor if you cannot work your assigned shift.
- Give notice of changes to your availability and allow sufficient time to make adjustments.
- Inform your Supervisor if you must be absent due to an illness or emergency.

Training Meetings

Training meetings are held before the start of each sport to explain policies, review procedures, and answer questions. Dates and times are given in advance and attendance is mandatory.

Scheduling and Availability

Employees must submit their availability to the Director. Schedules are designed to fit employees' desired hours and to best utilize work study funds. Schedule changes must be submitted to the Director in writing. Please allow sufficient time to make adjustments.

Posted schedules are final unless otherwise noted. Employees must find a substitute if they are unable to work an assigned shift and request approval from their Supervisor.

Work Study Contracts

Employees must have a work contract before starting.

- Download a work contract from MyPU.
- Fill out your portion of the contract.
- Bring the contract to the Director to fill out.
- Return the completed contract to the Financial Aid Office.

Your time card will be sent to the Department of Intramural Sports and you may start working.

Time Cards and Payment

Blue time cards can be found in the Employee Binder. Each time card includes a minimum of 30 working days from the 16th to 15th of each month.

Employees must complete their own time cards. Filling out time cards on behalf of another employee is not permitted.

Time cards are due on the 15th of each month. If you forget to complete your time card before it is removed from the Employee Binder, they are available in the office.

Time cards are reviewed for accuracy and hours worked should be totaled without rounding.

Submitting false hours violates state and federal laws and will result in immediate termination.

Employees are paid on 25th of each month. You may enroll in direct deposit or a pick up check from the cashier's office.

Disciplinary Action

Occasionally it is necessary to correct the actions of employees. This may take several forms depending on the offense committed, previous performance, and factors resulting directly or indirectly from the offense. This system is based on "three strikes and you're out."

Tardiness

- You are considered late for a shift if you arrive five minutes after your scheduled start.
- If there is a reason you will be late, please call ahead.
- 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

Failing to call ahead or appear for a shift is grounds for dismissal.

Example Report Forms

These are examples of verbal and written reports.

Verbal Warning Report

Verbal warning given by: _____

Explanation of infractions: _____

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

Employee Name: _____ Date: _____

Signature: _____

Supervisor Name: _____ Date: _____

Signature: _____

Written Warning Report

Written warning given by: _____

Explanation of infractions: _____

By signing this document, you acknowledge that you have met with a Supervisor. You acknowledge that your signature is not an admission of guilt and understand there will be no change in pay rate or scheduled hours at this time. You acknowledge that this is your second warning and understand that further infractions could result in termination of employment.

Employee Name: _____ Date: _____

Signature: _____

Supervisor Name: _____ Date: _____

Signature: _____

Job Duties

Intramural Sports Student Director

- Have a thorough knowledge of the rules for each sport
- Hire staff.
- Prepare weekly schedules for employees.
- Prepare regular season and playoff schedules for each sport.
- Perform payroll duties and review time cards for false hours.
- Provide employees with necessary equipment.
- Ensure a safe and fun environment for staff and participants.
- Act as a resource for participants, coaches and spectators.
- Communicate clearly and professionally with all Officials, players, coaches, spectators.
- Provide guidance and support to Officials and Supervisors.
- Handle incidents escalated by Officials.
- Handle difficult situations such as injuries or disruptive players or spectators
- Enforce policies and procedures.
- Hold training meetings.
- Maintain the budget and attend all budget meetings.
- Perform other duties as assigned.



Intramural Sports Supervisor

- Have a strong knowledge of the rules for each sport and a willingness to learn.
- Arrive 20 minutes early to set up game equipment.
- Ensure that score sheets and forms are on the correct field or court.
- Ensure the first aid kit on each field or court is fully-stocked.
- Examine facilities for safety hazards and ensure the playing field is free from obstacles.
- Assign Officials to their field or court.
- Assist teams in finding their fields.
- Communicate clearly and professionally with all Officials, players, coaches, spectators.
- Oversee contests, ensure participation takes place in a safe manner and anticipate problems.
- Complete all required forms.
- Ensure that games start on time.
- Ensure all events are properly supersized.
- Officiate contests when needed.
- Provide guidance and support to Officials.
- Diffuse problems involving spectators, coaches and players.
- Provide first aid for injuries and report injuries to the Student Director.
- Ensure equipment is stored properly and the facility is clean at the end of each event (The lights at Jorgenson Park must be turned off.)
- Participate in training meetings.
- Perform other duties as assigned.





Intramural Sports Official

- Have a strong knowledge of the rules for each sport and a willingness to learn.
- Arrive 15 minutes early to help set up game equipment.
- Assist with take down and storage of equipment.
- Examine facilities for safety hazards and ensure the playing field is free from obstacles.
- Oversee contests and ensure participation takes place in a safe manner.
- Communicate clearly and professionally with all Officials, players, coaches, spectators.
- Conduct pregame meetings with team Captains to review rules and answer questions.
- Officiate contests and enforce rules judiciously.
- Keep score during the game and assist in completing score cards at the end of the game.
- Be willing to discuss calls with the team Captain.
- Handle difficult situations such as injuries or disruptive players or spectators.
- Report problems or concerns to the Supervisor or the Director if a situation escalates.
- Maintain a professional appearance. Wear the required uniform and use the provided whistle.
- Attend all training meetings.
- Perform other duties as assigned.



Guidelines for Officials

The Official is key to the success of any Intramural event. Officials keep games safe, fair, and fun. Officials must study the rules and give their best effort to ensure games run smoothly

Expectations

- Do not use your phone or text while officiating or keeping score.
- Give each game 100% of your attention and effort and have a positive attitude.
- Be prepared physically and mentally.
- Enjoy officiating. (Officiating is difficult if you don't have fun.)
- Follow instructions carefully and know when to ask for help.
- Call what you see and do not guess. (If you *think* it happened, then it did not.)
- Always be in proper position. Poor calls most often are a result of not being in position.
- Expect to receive criticism from the players but always “keep your cool.”
- Answer questions respectfully. (Statements don't require a response.)
- Never criticize another Official. If you have an issue, inform the Supervisor or Director so they can handle the situation appropriately.
- Never be arrogant or antagonistic to players or Officials.
- Look for ways to improve. There is no substitute for experience.



Requirements

- 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 pregame conference with the other Officials.
- ANTICIPATION – Always be ready for change in direction by the ball carrier, laterals, et cetera. 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.



Conduct and Sportsmanship

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 events. 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 event occurs off campus, the police will be contacted.

Ejection from an Intramural Sports contest immediately suspends the player from all Intramural activities indefinitely. A player ejected from a game will only be allowed to participate in future events after reinstatement from the Director. The ejected individual is responsible for contacting the Advisor and Director to discuss reinstatement.

Infraction	Minimum Suspension
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
Verbal abuse towards Official	Six academic weeks
Threatening physical abuse towards Official	Six academic weeks
Playing under an assumed name	Six academic weeks

Fig.1. Table describing infractions and minimum suspensions.

Sportsmanship Ratings during Regular Games

4 – Perfect Conduct and Sportsmanship – No problems with team members or game play.

A team winning a contest by forfeit or honest effort forfeit will receive a “4” rating.

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.

A team must have a 3.0 or better sportsmanship rating to participate in playoffs.

2 – Average Conduct and Sportsmanship - The team shows verbal dissent towards Officials and/or the opposing team, which may or may not merit a technical foul. The team 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 – The team constantly comments 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 one ejection will receive no higher than a “1” rating.

0 – Poor Conduct and Sportsmanship – The team is completely uncooperative. The team Captain exhibits no control over teammates, and/or himself/herself.

Any team causing a game to be forfeited (other than by a no-show) or receives multiple ejections will receive a “0” rating.

If a team receives a “0” rating, the team Captain must meet with the Advisor and Student Director on the following day to be eligible to play their next contest.

Sportsmanship Ratings during Playoffs

A team will be eliminated if they receive a “0” rating during playoffs.

If a team receives a “1” rating, the team Captain must meet with the Coordinator and Director on the following day to discuss the rating.

A decision will be made as to whether the team will continue to participate in playoffs. If they do continue, 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.

Unruly Behavior

In the event that a player or spectator does not cooperate with policies, the Supervisor should be contacted first and the student’s name and ID number should be recorded.

If ejection is necessary but the player refuses to leave, campus security should be contacted.

Campus Security 970-209-1020

If the incident occurs off campus, the police should be contacted.

Police Department 970-641-8000

Intramural Sports employees should never physically engage with individuals.

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 before the next live ball, the protest is voided.

Once the protest is noted, the Official will suspend play. The team Captain will state the basis of the protest. The Official will explain the basis of the decision.

If the Captain would like to appeal the decision, they must request that the Supervisor review the decision before play resumes. The Supervisor will give the final decision.

To lodge an eligibility protest, contact the Department of Intramural Sports within 24 hours and 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 Advisor and Director.



Health and Safety

Participant Injuries

Both major and minor injuries are likely to happen during events. The Department of Intramural Sports is able to provide simple first aid only. A first aid kit is available at all events.

Officials should contact the Supervisor if the injury is serious. They will decide if 911 should be contacted and/or provide transportation to the emergency room.

The Participant Injury/Incident Report form must be completed by staff who saw the incident.

Employee Injuries and Illnesses

Employees must obtain treatment for work-related injuries and illnesses from these providers:

Gunnison Valley Family Physicians
130 East Virginia Avenue
Gunnison, CO 81230
970-641-0211

Gunnison Family Medical Center
707 North Iowa
Gunnison, CO 81230
970-641-1771

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.

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

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 within four (4) days of the date of injury.



Department of Intramural Sports

Location

University Center

#120F

Hours

Monday and Wednesday

1:00pm - 3:00pm

Tuesday, Thursday, Friday

12:00pm - 4:00pm

Contact Information

General Inquiries

970-943-2767 | intramuralsports@PU.edu

Staff Members

Ryan White, Student Director

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