

Position Description

## COMPETITIVE SPORTS OFFICIAL

Recreation and Sport Operations  
Hilltop Recreation Center, University of Wisconsin-Eau Claire

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*We respect and appreciate all people. We value the individual differences that make us unique and the similarities that bring us together. Come as you are and EXPERIENCE RECREATION!*

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### How to Apply

Complete an online application at <http://tinyurl.com/Recreation-Application> or email Competitive Sports Coordinator Garrett Larson directly at [larsoga@uwec.edu](mailto:larsoga@uwec.edu) with notification of your interest. There are current openings for the upcoming Fall 2021 Semester. All applications will be reviewed and considered. Please contact Competitive Sports Coordinator Garrett Larson at [larsoga@uwec.edu](mailto:larsoga@uwec.edu) or call 715-836-5732 for more information.

### Accountability

Reports to the Competitive Sports Supervisors and the Competitive Sports Coordinator

### Responsibilities

The Intramural Sports Official is responsible for working closely with the Competitive Sports Supervisors and Competitive Sports Coordinator to effectively run the UWEC Intramural Sports program.

### Specific Duties

- Enforce all Recreation and Intramural Sports guidelines, rules, policies, and procedures
- Call all intramural contests with honesty and integrity
- Scorekeep contests and aid Officials and Supervisors to ensure safe and fair play
- Maintain an appropriate professional demeanor and attire
- Manage players and spectators on the field/court
- Participate in official's evaluations
- Attend all required training sessions and clinics
- Enforce established rules during intramural competitions
- Enforce and evaluate sportsmanship of intramural teams and participants
- Make every effort to protect the safety and well-being of all Recreation and Intramural Sports participants, including players, coaches, spectators, and employees
- Ensure correct attire of each participant, no jewelry or prohibited equipment, etc.
- Rotate between on-field official and scorekeeper as necessary
- Run captain's meetings prior to each competition
- Report results and scores of intramural competitions to Supervisors
- Ensure proper use of all university equipment by program participants
- Handle on-site disputes involving player conflict and rule interpretation
- Attend all addition in-service training sessions throughout the year
- Be responsible for all game management aspects and program/facility equipment
- Partake in program marketing shifts as needed
- Arrive to work at least 15 minutes prior to the start of the scheduled contest
- Other duties as assigned

### Expectations

- Intramural Sports Officials are always expected to act responsibly. As a member of the Intramural staff, your actions represent the integrity of the entire staff. Officials should set a positive example for other staff members as well as participants
- Be professional, Be a leader, Be Knowledgeable, Be Courteous, Be a Blugold!

- Officials will submit their reoccurring availability at the beginning of each Block and be scheduled on a weekly basis by the Competitive Sports Coordinator
- Employees are responsible for finding their own substitutes should they need one and communicate this to the Competitive Sports Coordinator
- Failing to report to a shift without prior notification can result in a suspension and/or dismissal
- Background Check will be required

### **Qualifications and Salary**

Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal) with at least one semester remaining at UWEC. Work study preferred but not required. Applicants must attend all trainings.

### **Wage**

Base Pay: \$8.00 per hour

Certified Officials: \$8.50 per hour in said sport