Intramural Official Job Description

**Department:** Play Emory  
**Pay method:** Hourly (starting rate $8.00)  
**Term:** Hired by semester

**Job Summary**

An Intramural Sports Official is the foremost individual in the Intramural Sports Program. Persons selected for these positions must demonstrate above average knowledge of the rules and officiating procedures of the game, be capable of controlling difficult game situations, and, without bias, be able to enforce the rules of the game. Intramural Official positions are available in the fall for Flag Football, Soccer, and Co-Rec Basketball and in the spring for Basketball, Volleyball, and Softball.

**Position Requirements:**

1. Must be a current Emory University student  
2. Individuals with previous ref experience are encouraged to sign up, however, previous experience is not required

**Basic Responsibilities**

1. Be on time to the intramural games. This is 15-30 minutes prior to game time depending on the sport  
2. Assist the supervisor in preparing the playing area, and checking the equipment needed for the game to make sure it’s in proper condition  
3. Inspect the playing area, boundaries, equipment, and clarify all ground rules and/or special interpretations/changes made by the intramural office  
4. Know and enforce rules and regulations according to the Intramural Sports employee manual, participant handbook, and sport rule books  
5. Officiate the game(s) to the best of your abilities  
6. Verify the score after the contest and make sure both captain’s sign the score sheet  
7. Inform the supervisor of each team’s sportsmanship rating after each game is completed  
8. Must attend all staff and sport specific trainings  
9. Display professionalism at all times

**Primary Responsibilities**

1. Know the rules: An official is sometimes the only individual who will know the rules of the games. Officials should be very knowledgeable of the rules in each particular sport. Refer to the rule book when necessary.  
2. Hustle: This means an official should put him/herself in position to make every call. When the official is on top of the play and has the best view of the action, complaints are held to a minimum.  
3. An official must look professional by tucking in their shirt provided by the intramural office.  
4. An official should cover as much information as possible with the team captains before the game in order to avoid problems.  
5. An official should make sure the captains take full responsibility for their teams.  
6. An official should take control of the game from the very beginning. The first few calls can set the tone for the rest of the game.  
7. An official should only call what he or she can see.
8. An official should whistle with authority. Make sure everyone can hear the whistle blow.
9. An official should make decisions with confidence and use correct mechanics.
10. An official should be consistent with all calls.

Additional Information

1. Approximately 90 percent of Intramural Sports hours of operation are outside the traditional workday. Intramural officials are expected to work a minimum of two two-hour shifts per week.
2. Officials are responsible for clocking in and out each shift and keeping up with their own hours.