

University of Arkansas



**Intramural Sports Official
Handbook
2024-2025**

Intramural Sports Staff

Name	Title	Office Phone
Steven Walton	Assistant Director of UREC Sports	479-575-6783
Michael Pappan	Coordinator of UREC Sports	479-575-6380
Ryan Ingram	Graduate Assistant of UREC Sports	479-575-4646
Lauren Hocamp	Graduate Assistant of UREC Sports	479-575-4646

UREC Facilities

Facility	Location	Contact Number
University Recreation Office	HPER Building 101	479-575-4646
UREC Sports Complex	1486 Mitchell Street	479-575-4386
Service Center	HPER 2nd Floor	479-575-6382
UREC Tennis Center	1357 W Indian Trail	479-575-4646

Being An Official

- **Qualifications**
 - Current University of Arkansas Student
 - Excellent verbal communication skills
- **Preferred Qualifications**
 - Prior officiating experience
 - Knowledge of UREC membership
 - Knowledge of UREC Intramural Sports programming
 - Comfortability with a varied and adaptive pace of programming
- **Purpose**

Customer Service: The role of an Intramural Sports Official is to provide exemplary service to participants of Intramural Sports programming.

To achieve this goal, Intramural Sports Officials should:

- Respond immediately to customer questions or presence by making yourself available to them. If you cannot immediately respond to a customer, acknowledge their presence by indicating that you will be with them as soon as possible.
- Look directly at the person you are responding to. This will indicate that you are responding to the person and not the situation.
- Respond to customer problems and complaints in a positive manner. Clearly and calmly explain the procedure, policy, and/ or reason for the situation. Seek additional help and support from other staff members as needed.
- **Don't** be afraid to say, "I don't know." And refer the question or customer to someone who does know. Never say, "That's not my job."
- Be friendly and smile!!!!
- **Duties**
 - Serve as a quality leader and provide satisfactory customer service for all through exemplary effort and positive representation of UREC.

- Enforce and explain intramural sports rules. Use judgment and training to ensure safety and fairness of all activities and participants.
- Manage and deescalate conflict between participants and spectators.
- Ensure playing areas and storage areas remain safe, clean, organized, and professional.
- Understand, follow, and enforce all University of Arkansas, UREC, and Intramural Sports policies and procedures.
- Attend and complete mandatory staff meetings and trainings.
- Enforce University of Arkansas and UREC policies pertaining to risk management, inclement weather, and student conduct.
- Assist in participant eligibility verification.
- Assist in recording scores, player conduct, and other supplemental information.
- Assist in the safe set-up and breakdown of programmatic activities.
- Assist in the return of items and equipment to the Service Center or UREC Complex Fieldhouse.
- Think independently and confidently when making decisions during calm and intense situations.
- Work with other Intramural Sports Officials and within official pairings to improve officiating skills, communication, accuracy, and effectiveness.
- Record, enter, and submit hours worked through Workday.
- Establish rapport with fellow staff members and intramural sports participants.
- Be open to and apply coaching from intramural staff, UREC Sport Supervisors, and fellow Intramural Sports Officials.

- **Supervision**

Intramural Sports Officials will be supervised by UREC Sport Supervisors during shifts. Officials should “check-in” with the UREC Sport Supervisors upon arriving for a shift. Officials should never leave a shift unless they are released by their direct supervisor.

- In collaboration with UREC Sport Supervisors, Intramural Sports Officials are responsible for supervising intramural participants. Intramural Sport Officials should be attentive and available to customers. Studying, reading, eating, etc. will not be tolerated during your shift.
- Do not allow a participant to be disrespectful to you, the staff, or the policies of the department. If you have an issue, contact your appropriate supervisor or other pertinent UREC staff.

- **Payroll**

It is the responsibility of the Intramural Sports Official to assure that their time is correctly submitted and entered through Workday. Payment is issued in the form of direct deposit in accordance with the [payroll calendar](#). If that date falls on a Saturday, payment will be available on Friday; if it falls on Sunday, payment will be available on Monday depending on your bank.

- **Dress Code**

Officials will receive sport specific referee tops from the UREC Sport Supervisor upon arrival for shifts and must return them at the end of their shift. These sport specific tops should be worn for all appropriate sports and always tucked in. Black pants or shorts (appropriate length) and athletic, close-toe shoes, and a dark undershirt are to be worn during all shifts.

When appropriate, officials will be provided with whistles. Other officiating equipment will also be provided when needed (e.g., soccer officiating cards, flag football flags).

- **Communication**

Open lines of communication are imperative to the smooth operation of your shifts. To maintain an open line of communication and ensure the efficiency of operations needed, you need to:

- Actively check your personal @uark.edu email, GroupMe, and cell phone.
- Report any problems during your shift and fill out any necessary supplemental paperwork as requested.
- Be aware of information that is passed on to you in schedules, flyers, and bulletin board displays.
- Contact any staff member if you have any severe concerns. This includes questions or concerns regarding policies, procedures, your work situation, or problems with co-workers.
- Attend all required meetings. If you have conflicts, be sure that they are cleared with your supervisor prior to the meeting.

- **Evaluations**

Frequently, Intramural Sports Officials will be evaluated by UREC Sport Supervisors during shifts. Completed Official Evaluations will be submitted to the professional staff. UREC Sport Supervisors or professional staff may follow up with officials regarding evaluations if deemed necessary.

Official Evaluations consist of: Appearance, Confidence/ Attitude, Rules Knowledge, Communication, Conflict Management, Hustle, Decision Making and Judgement, Positioning, Mechanics, Giving and Receiving Feedback

- **Meetings**

Upon notification of meeting dates/times, please make attempts to attend these required meetings. If you are unable to attend a meeting you must notify the coordinator as soon as possible.

Meetings will be announced via the IM Officials UREC GroupMe chat or @uark.edu email. Officials will also RSVP for meetings via GroupMe.

- **Scheduling Shifts**

Schedules are created weekly on whentowork.com (W2W). Schedules are made based upon the availability that each official enters into W2W. It is the responsibility of the official to assure this availability is updated by the set deadline each week. Availability must be set by 11:59pm on Monday for the upcoming week. The schedule will be published by 5:00pm Tuesday.

- **Substitutions**

- Log into W2W and place the shift on the employee trade board. There are multiple options to choose such as: trade only (green); drop only (blue); and trade or drop (purple). From there, a fellow employee may claim the shift or not.
- **IMPORTANT! The shift is STILL yours until the appropriate supervisor approves the trade.** If it is later in the day, make sure to email or call your supervisor and ask them to log on to W2W and approve the trade.
- If you are having difficulty, contact your immediate supervisor for assistance. If you have an intramural game during your work shift, you will need to find a substitute to cover your shift. **Playing during your shift is NOT allowed.**

- **Cell Phone Usage**

Officials are allowed to utilize personal cell phones while working, but only for work-related calls. Officials cannot have cell phones with them on the courts/fields.

- **Alcohol**

Spectators - If you know of ANY spectator that is intoxicated or is drinking at any time while at any event, they must leave the facility. If there is any trouble, contact UAPD (479-575-2222).

Participants - Officials will be instructed to contact a supervisor if they feel any participant is under the influence of any substance. Log sporting conduct issue and eject individuals from the game. If it is a team issue, forfeit the game on their behalf.

Staff - If a staff member comes to work and you believe they are impaired in any way, do not let that individual work. If you allow someone to work while under the influence, you will be held responsible. Send them home and contact the coordinator immediately.

- **Tobacco**

Smoking, vaping, or the use of any type of chewing tobacco is prohibited on UREC facilities. Players and spectators are not able to use tobacco products of any kind. If a participant refuses to comply, they must leave the facility. All student workers must follow these policies as well.

During The Games

- **Waivers**

All intramural sports participants must submit a general Intramural Sports Activity Waiver before participating in any intramural sports program. A new waiver must be completed every academic year. The submission of one waiver acts as a waiver for all intramural activities for the corresponding academic year.

Participants will be prompted to submit a waiver upon registration for any intramural

activity via Fusion IM. If a participant is not prompted to sign a waiver during registration, one may already be on file.

If a participant checks into an intramural activity and their Fusion IM profile is marked with “Waiver Unsigned”, they will be asked to sign on the iPad before participating.

- **Participant Conduct Policy**

Intramural Sports prioritizes sportsmanship by all teams, spectators, and staff. The captain is responsible for the behavior of all its team members and representatives. Everyone is expected to conduct themselves in accordance with The Code of Student Life, University conduct standards, and policies set forth by University Recreation. Actions by team members and representatives during intramural activities that extend beyond the realm of decency will not be tolerated. Individuals violating will be suspended until meeting with the Assistant Director and/or Coordinator of Club and Intramural Sports.

We will be using a “2, 3, 4” method of determining eligibility for all leagues and major tournaments. The following will be in effect for the activity’s season:

- The accumulation of TWO (2) unsporting conduct fouls in a game will result in the ejection of the individual from the game, and procedures outlined in the “Ejections” section.
- The accumulation of THREE (3) total unsporting conducts fouls during an activity’s season will result in the dismissal of the individual from the activity for the remainder of its season. The accumulation of Three (3) unsporting conduct by a team will result in in the forfeiture of the contest
- The accumulation of FOUR (4) total unsporting conduct fouls by the team’s individual participants during an activity’s season will result in the dismissal of the team from the activity for the remainder of the season.

*Unsporting totals rollover to playoffs

Participant Conduct Facts

Any flagrant attempt to cause physical harm to another participant and/or staff member will result in immediate ejection and suspension from all UREC facilities and programming.

Any Participant Conduct will be reviewed by the Intramural Sports professional staff.

Ejected Players/Teams: Intramural Sports officials and supervisors reserve the right to eject anyone, any team or team representative at any time. The Intramural Sports Staff’s decision is final. Any time an individual/team or team representative is removed from a contest or playing area, an Ejection/Incident Report will be completed and placed on file in the University Recreation office. Participants, teams and/or team representatives removed from a contest due to unsporting conduct or disruptive behavior must leave the facility immediately. Failure

to comply with this policy will result in the notification of UAPD and may lead to individuals being trespassed from the facility. If team representatives do not comply and must be escorted by UAPD the game will be forfeited.

The player(s)/team will additionally be suspended from Intramural sports until they schedule a meeting with the Assistant Director or the Coordinator of Club and Intramural Sports. A meeting must be scheduled by the ejected player(s)/team by emailing imsports@uark.edu. After this meeting the Assistant Director and Coordinator of Intramural Sports will make the final determination of eligibility in Intramural Sports. Participants that are suspended from playing in a sport may also lose their UREC membership privileges. Teams that use players who are suspended will forfeit all games in which they used suspended players and may be subject to further suspension. When necessary, cases may be referred to the Office of Student Accountability.

Unsportsmanlike Sport Specific Equivalents		
Sport	Yellow	Red/Ejection
Flag Football	Unsportsmanlike Conduct Penalty	2 nd Unsportsmanlike Conduct Penalty
Volleyball	Yellow Card	Red Card or 2 nd Yellow Card
Soccer/Futsal	Yellow Card	Red Card or 2 nd Yellow Card
Basketball	Technical Foul (unsporting like)	2 nd Technical Foul (unsporting like)
Dodgeball	Technical Foul (unsporting like)	2 nd Technical Foul (unsporting like)
Non officiated Sports	Unsportsmanlike Conduct Penalty	2 nd Unsportsmanlike Conduct Penalty

- **Forfeits and Defaults**

Default- Any team knowing in advance that they will be unable to attend a scheduled contest should “Default” their game via Fusion Play by 1:00pm the day of their scheduled game. For games happening on Friday - Sunday, teams must complete this process by 1:00pm the Friday before their scheduled game. If you cannot default your game via Fusion Play, you must notify imsports@uark.edu by 1:00pm the day of your game for your default to be valid and avoid the Forfeit Fine. Defaults will result in:

- Waived forfeit fine
- Opposing team will be notified
- Opposing team awarded the win

**A second default will be considered a forfeit and will result in a Forfeit Fine being assessed.

Forfeit – Any team or individual not ready to play a contest at the scheduled location and time shall forfeit the contest. Forfeit losses and fines may be assessed for the following reasons,

but are not limited to:

- Use of "ineligible player""
- Non-appearance or late appearance for event
- Failure to have the minimum number of players in attendance at the scheduled game time
- Minimum player numbers vary by sport. See table below.
- Apparent use of alcohol/drugs/tobacco products

5-Minute Rule- If one or both teams have fewer than the minimum number of players ready to participate when the official/staff member indicates the start of the game, the 5-Minute Rule will come into effect:

*Note: At least one (1) person from a team must be checked-in for this rule to apply. If no one is checked-in for a team, the game will be an automatic forfeit.

1. The game clock will start.
2. The captain/team that is not prepared to play with the minimum number of players will have 5 minutes to become ready to play.
3. For each minute that passes the team with the minimum number of players will accrue points.
4. The number of points accrued per minute is dependent upon each sport, as listed in the respective sports handbook.
5. If the 5-minute time limit expires and the team still does not have the minimum number of players, the game will be forfeited to the team that has the minimum number of players present.

If at any time, during the 5-minute limit, the team acquires the minimum number of players, the game will begin. The game clock will remain at the time that has passed and will continue in accordance with sport rules.

If a team forfeits a night, they will receive a "loss by forfeit" on their record. Forfeit fines are assessed for officiated activities (\$50) and non-officiated activities (\$10). Forfeit fines will be assessed to the student account of the identified team captain, or participant at the conclusion of the season. In the case that more than one captain is listed, then the creator of the team will be assessed the fine. Team captains will have the opportunity to first pay the fine in the UREC Main Office, HPER 225. Captains will have a two (2) week window to pay the fine in the UREC Main Office (HPER 225) and to dispute the Forfeit Fine if they feel it should not be assessed. Failure to dispute the charge within the two (2) week window will result in the

Forfeit Fine being permanent. All fines may be paid at the Student Accounts Office, located on the second floor of the Arkansas Union. Failure to pay the fine may result in a team/individual(s) being dropped from competition, or suspension from further participation in Intramural events. Contests that are completed prior to a team being dropped from the league shall remain official. Two forfeits will result in the team being dropped from the league.

- **Protest**

Protests may be filed based on eligibility or rules interpretations. An official's judgement, decisions, or official's accuracy will not be considered. To protest a participant's eligibility or rules interpretation the team captain must immediately bring the issue to the attention of the official on their field/court. All rules' protests must happen *before* the next live ball/play. **Notifying the official or supervisor after one or more plays have passed does not constitute a valid protest.**

Rule Interpretation Protests will happen in the following order.

1. The team captain will calmly and immediately call for a "time out" and inform the official that they wish to have a ruling on the interpretation and then alert the supervisors on duty.
2. The supervisors on duty will reference sport rules, handbooks etc. to make the final decision on the rule interpretation.
3. If corrections are necessary, the supervisors on duty shall rule immediately and the team/participant will not be charged with a time out.
 - a. If the interpretation is incorrect, the team/participant will be charged with a time out and play will resume.

Example: Rule- One foot in-bounds while in possession of the ball constitutes a legal catch in flag football.

Case 1: An official rules a pass incomplete because the "player did not have two feet in-bounds." This is a rule misinterpretation, which *is* protest worthy.

Case 2: An official rules a pass incomplete because the "player's first foot landed on the sideline." This is a judgement call which is *not* protest worthy.

- **Equipment**

Intramural Sports provides some equipment for the sports provided. Individual participants are responsible, however, for supplying some necessary equipment for individual/dual sports. If an item is not referenced in the following list, please see each set of sport specific rules. Individual participants are responsible for the use of the proper footwear/equipment for all intramural sport events.

- Regulation athletic, non-marking, close-toed shoes are required to be worn in the gymnasiums.
- Rubber cleated shoes may be worn on the intramural fields during outdoor programming. Metal cleats, spikes or bare feet are not allowed. All screw

- in/on cleats must be plastic tips.
- Personal athletic equipment may be used provided the equipment meets the approval of the officials and supervisor. The judgement of the Intramural Sports Staff will be final.
- Hoodies may be worn provide the hood is tucked in (flag football: front pocket must be covered)
- No hard-billed hats (except during softball), bandanas or anything with a knot or unyielding material will not be allowed to be worn on the head during competition. Players may wear a one-piece elastic headband made of a soft, pliable material (i.e., sleeve, sweatband). Knit stocking caps will be allowed during cold weather. Rubber or cloth bands may be used to control hair. No other headwear will be allowed with exceptions for religious materials.
- Jewelry or hard hair control piece are not allowed. This includes but is not limited to necklaces, earrings, facial piercings, rings, bracelets, and watches (including fitness trackers). Individuals will be allowed to tape over any piercings.
- Medical Bracelets and religious medallions may be worn during intramural sports. The bracelet or medallion must be taped and flat to the body.

- **ID Policy**

The Intramural Sports Program at the University of Arkansas is partially funded through tuition and is open only to members of the university community (i.e. students, faculty, staff and eligible spouses). In order to ensure that only eligible members participate in intramural activities, all participants must bring their University of Arkansas ID, UREC membership or valid government issued PHOTO ID to all activities. There are NO exceptions.

Any person who alters or intentionally mutilates a University ID card, or who allows another to use their ID card will be subject to disciplinary action.

An ID card is subject to confiscation by an agent of the university when acting in the performance of their duty if:

1. The ID card is in the possession of an individual other than the person to whom the ID was issued,
2. The ID card is presented by the person to whom it was issued but it is not valid for the current term of registration, and the individual uses the ID in an attempt to access university services for duly registered students.

Fraudulent Acts- Any individual or team who uses an illegal player during any time will forfeit- all contests in which the ineligible individual participated, regardless of the outcome. Some examples of fraudulent acts include but are not limited to: misrepresentation of a score, playing while ineligible or suspended, participation under an assumed name, playing on more than one team in the same league, violating any eligibility rules. The offending individual, team captain and/or representative must meet with the Assistant Director and Coordinator of Club and Intramural Sports for disciplinary actions and reinstatement.

Officials as Intramural Participants

- **Sports Officials Participating in Intramural Sports**

Employees participating in intramural sports are expected to be role models for all other participants. While participating, employees should show the utmost respect to the officials on the field, other participants, and fellow co-workers. Any staff member who receives a technical foul/unsporting conduct, or is disrespectful and argues with officials, will be removed from the schedule until they meet with the Assistant Director and Coordinator of Intramural & Club Sports.

Employees are responsible for the actions of their teammates while they are participating. Disrespectful attitudes, unsportsmanlike behavior, and unsafe actions (i.e., derogatory language toward officials, fighting, etc.) by employees will not be tolerated. Failure by employees to show respect for all participants and staff will result in disciplinary action up to and including termination of employment.

Risk Management

- **First Aid & Emergency Care Procedure**

Always keep in mind your own safety first.

Do NOT exceed the capabilities of your training when caring for injured participants.

UREC Sport Supervisor will act as the first responder to all first aid and emergency situations.

Intramural officials should assist the UREC Sport Supervisor in providing care but should not provide care themselves if possible. Intramural officials may be asked to assist with the following when first aid or emergency care is being provided:

- Stop a game or activity
- Manage participants/ crowd control
- Locate a first aid kit, ice pack, AED, PPE, and other materials
- Call 911, UAPD, professional staff
- Assist with the completion of an *Injury Report*

Do not let an injured player play without a thorough examination or official medical clearance.

- **Blood Borne Pathogens & Bodily Fluids**

- Do NOT exceed the capabilities of your training when caring for injured participants.

- Any blood that is present on the playing field or on the court must be taken care of immediately. Play must be stopped, and the area must be cleaned by the UREC Sport Supervisor.
- UREC Sport Supervisors will respond to and clean all blood and bodily fluids. Intramural Sports Officials should assist and take direction from the UREC Sport Supervisor.

- **Media Procedures**

Response to Media outside of UREC:

Media passes must be obtained from the UREC Assistant Director of Marketing. The person claiming to have a media pass must show proof of approval emailed to them by the Assistant Director of Marketing. RSO groups, UATV, Arkansas Traveler, etc. do not always communicate with the assistant director. Please ensure all visitors still obtain a pass. UREC staff do not need a pass but must have permission of those being photographed.

- There are certain areas of the UREC facilities that are not permitted to take photos and videos. Bathrooms, locker rooms and sometimes the natatorium are restricted areas. Photographs taken without patron consent is not permitted.
- Inform the supervisor or student manager of the presence of the media. Some UREC members may prefer to sign a statement requesting that their photo or video not be taken.
- In the case of accidents and/or incidents, staff has the authority to ask the media to vacate the area. Inform the media that all information relative to the accidents and/or incidents will be released through the University Relations Office.
- Student or contract employees are not permitted to speak with the media. Simply acknowledge that you cannot discuss the incident and refer the visitors to any professional staff member if they need to speak with someone.
- Never say "no comment". This may fuel more rumors and speculation.

Response to Media within UREC:

- The UREC Assistant Director and various UREC program areas will take photos and videos at UREC activities and facilities throughout the year. A media pass is not required for those within UREC.
- If a UREC member has signed a statement through UREC wishing the use photo or video to not be taken, please honor the UREC member and omit them from the photo or film opportunity.

Aftermath:

- Complete an incident form if necessary.
- If the direct supervisor is unaware of media presence, please report any pertinent information, preferably in written

documentation or email.

- **Protection of Minors**

Because there is a possibility of you working with a minor, whether it is a participant or another employee, you need to make sure that you have the Protection of Minors steps completed:

The following steps are required for individuals who provide care or supervision of minors as part of their University of Arkansas job responsibilities:

1. Background check of employee (per campus policy 402.1); this must occur pre-hire or before existing employee begins new duties involving minors.
2. Give employee copy of the university policy on protection of minors (217.1); Employee signs a form that they have read and understand the policy.
3. Require employee to complete a working with minors live or on-line training program. Contact Human Resources for available programs.
4. HR person in hiring unit collects the certificate or otherwise documents completion of on-line course.

For more information go to: <https://vcfa.uark.edu/fayetteville-policies-procedures/vcac/2171.php>

- **Severe Weather**

Supervisors will monitor all weather and emergency situations, and if needed, through direct communication from the administration. If severe weather or other emergency occurs, the staff will direct employees and participants to safety. As intramural activities are suspended, note all pertinent information to each activity/game so that play may be resumed when the delay ends.

Severe Weather at the UREC Complex

Severe weather includes but is not limited to: Tornadoes and Thunderstorms.

Tornado Watch: Issued when tornadoes are possible in your area. Remain alert for approaching storms. Evacuation is not required.

Tornado Warning: A tornado warning means a tornado was spotted or is likely in your area. Seek shelter in one of the designated safe areas immediately. Evacuation is required when a tornado warning is issued. Begin the EAP for severe weather at the HPER/UREC Complex.

Lightning: When lightning is seen, the supervisors will monitor the distant off the strikes. If they

are within 8 miles, direct participants and staff to the safe areas. When lightning is within 8 miles, a 30-minute delay will begin. If another strike of lightning occurs during the delay, the 30-minute delay will re-start from the second strike, and so on for all following lightning strikes. If there are multiple lightning strikes and an extended delay, it is to the discretion of the supervisor to continue or cancel games.

In the event of severe weather (UREC Complex):

- Assist in communication between the UREC Sport Supervisor and the Assistant Director of Intramural and Club Sports, Coordinator of Intramural and Club Sports, or the Graduate Assistant of UREC Sports.
- Secure fields and courts.
- Move technology (tablets, laptops, radios etc.) into the field house, garage etc.
- If possible, bring all sports equipment into the field house, garage etc.
- Assist with the relocation of participants to the designated safety areas.
 - ◇ Participants must vacate the playing fields
 - ◇ All staff must go to a designated safety area
- Assist with the monitoring of the safety areas.
- Maintain contact with the professional staff for further direction.
- Do not allow participants to return to field/courts until the “all clear” signal is given.
- Participants are not required to go into safe areas. Participants are not allowed re-entry into a safe zone if they chose to leave.
- All UREC student staff must stay in the safe zone until an “all clear” is given.

Severe Weather at the HPER Building

- Assist the UREC Sport Supervisor in initiating emergency procedures.
- YOU MUST ASSIST WITH THE EVACUATION OF THE HPER BUILDING.
- Assist in directing participants to the exit in an orderly fashion.
- Assist in directing participants and staff to the designated Safe Areas.
- Remain in the Safety Areas until the “all clear” is given.
- Assist with the re-opening of the HPER building as needed

Call the pro staff on call before making a final decision regarding cancellation due to weather. If you may not get a hold of them the supervisor's discretion will be final.

- **Fire Emergency**

Fire at the HPER Building

- Assist in initiating emergency procedures.
- Assist in alerting the Service Center and/or Student Manager on duty.

- YOU MUST ASSIST WITH THE EVACUATION OF THE HPER BUILDING.
- When fire alarm sounds, have the participants in your area move to the corridor, then to the designated exit.
- Move people in an orderly fashion to the exit. If that path is blocked by fire take a secondary route.
- DO NOT USE THE ELEVATOR.
- Do not return to the building until you receive an all-clear announcement.
- Assist with the re-entry to the building and return to your work location.

- **Emergency Evacuation Procedures**

Notification of Emergency

Upon discovery that an emergency condition exists that warrants evacuation of all or part of the building or field, the person making the discovery should immediately notify the Student Manager or professional staff. The appropriate administrator will then order the evacuation of the affected area and call 911. If University Police (UAPD): 479-575-2222

- **Active Shooter**

Prevention:

UREC staff should always be scanning the facilities for suspicious behavior.

Response:

Your safety is first, so do not worry about picking up equipment. Be cautious in using a two-way radio for it can give information to other UREC staff but can also be heard by the gunman. There is no longer a code word, just use plain talk. If you believe someone is a threat, just radio that there is a potential situation, call 911 etc. If gunshots are seen or heard, say that on the radio so the rest of our staff can act accordingly.

If gun shots are heard or a gunman is seen, use the avoid, deny, defend model. As soon as it is possible, call 911 or UAPD at 575-2222. Supply the police dispatcher as many details as possible about location, the location of the individual with the weapon, or the direction in which the shots came from. Include the number of persons involved, description of armed subject(s), weapons displayed, locations of victims, direction of travel, and any threats made.

Act in the following priority:

Avoid:

Calmly inform patrons in the immediate area and run in the opposite direction of the disturbance or shots. Inform individuals entering the building that there is an emergency and that they must remain outside. Escort them to a safe location away from the building.

Do not stop running until a safe location is reached. If Police Officers are in the area, listen and comply with all their commands. Raise hands or keep them in plain sight so it is clear you are not perceived as a threat to the police.

Deny:

If avoiding and fleeing from the situation is not an option because active shooter is close by, quietly inform as many patrons possible and hide in the safest location available. Lock the doors, turn off lights, and cover door windows if possible. Try to position furniture or a heavy object in front of the door. Set cell phones on vibrate or silent. Do not leave area until instructed by a police officer.

Defend:

If running or hiding is not an option, as a last resort prepare to fight the gunman. Get as many other UREC staff or patrons to throw heavy objects or whatever force is necessary to stop the gunman. Active shooter alerts will be sent through the University of Arkansas RazAlert system. All notifications from this system should be taken seriously. When an active shooter notification is given, alert all staff and participants.

UREC Disciplinary Policy

The department of University Recreation (UREC) has a progressive discipline policy in place. The goal of UREC's progressive discipline system is to give the employee an opportunity to correct employment problems that may arise, rather than to punish employees. It is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

- **Employee's Responsibilities**

- Work cooperatively with the supervisor to develop a plan of action to restore behavior, conduct, and/or performance to a satisfactory level.
- Contact UREC HR and/or an administrator for additional guidelines if necessary.
- Provide clear and concise information regarding incidents or performance issues in question.
- Ask for clarification of issues or concerns that are unclear.
- Agree on a final plan of action to ensure success.

- **Documentation**

The department of University Recreation will document a disciplinary process beginning with the first offense. A report of the disciplinary action will be retained in the employee's personnel file. The employee will also be provided copies of all progressive discipline documentation, including all performance improvement plans. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in the documents. Should an appeal arise regarding the disciplinary action in the report, the report may be used in the ensuing grievance proceeding.

- **Performance and Conduct Issues Not Subject to Progressive Discipline**

UREC exercises the progressive nature of this policy by first providing meetings, suspensions, and/or personal improvement plans before proceeding to terminate employment. However, engaging in certain types of misconduct may subject an employee to immediate suspension or termination. UREC reserves the right to bypass disciplinary action depending upon facts of each situation, nature of the offense, severity, frequency, or combination of infractions when circumstances warrant immediate action.

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, carrying a weapon at work, intoxication at work, fighting or other acts of violence are some examples of illegal activity that would not be subject to progressive discipline and may result in immediate termination.

- **Disciplinary Process**

Appropriate disciplinary action will be taken by your supervisor based upon the frequency and type of infraction that occurs. Failure of performance improvement will result in further disciplinary action up to and including termination of employment.

Disciplinary actions can include the following:

- Notification of write-up
- Meeting with supervisor to discuss infraction and expectations moving forward.
- Performance Improvement Plan
- Suspension
- Termination

Infraction and disciplinary actions can put your opportunity for promotion, merit pay increase, internal recognition, and leadership opportunities in jeopardy. Two or more infractions by a student in the yellow zone and one infraction in the orange or red zones exclude a student from eligibility for a merit increase.

- **Appeal Process**

Employees will have the opportunity to present information that may challenge information a supervisor has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee performance and/or conduct issues while allowing for an equitable solution.

Employees have five business days after a disciplinary meeting to present information and appeal an offense.

Appeals must be sent in writing to Becky Todd, UREC Executive Director (preferred method via email- kldurant@uark.edu or delivered in a sealed envelope to the UREC Main Office, HPER 225, to the Executive Director's attention). Employees may contact UREC HR and/or an administrator for additional guidance, if necessary.

- **Termination:**

An employee may be terminated when they engage certain types of Level 2 behavior (examples listed in table below) that justify termination as opposed to suspension, and/or when they continue to engage in unacceptable behavior following a suspension during the same 12-month time period. Employees may be terminated without prior notice or disciplinary action. Refer to Sections 10.4 & 10.6 of the University of Arkansas Staff Handbook for more information on Termination of Employment and the Termination Checklist.

A formal termination letter (see Appendix 4.7) will be given to the employee during the final meeting with their supervisor. The disciplinary report and a copy of the letter will be placed in the employee's personnel file; copies will be given to the Human Resource Officer. Students who do not show up for the final meeting with their supervisor will be sent an e-mail with a copy of the letter.



- Tardiness
- Not responsive to all forms of communication
- Failure to properly complete paperwork

	<ul style="list-style-type: none"> • Failure to comply with uniform policies. • Failure to properly enter time. • Improper use of UREC radios
	<ul style="list-style-type: none"> • Tardiness without prior notification • Not completing daily task (job duties) • Failure to complete required trainings by completion dates; Suspension until completed. • Use of personal headphones, unauthorized use of cell phones, computers and/or any other electronic devices while on duty • Failure to conduct job requirements. • Not enforcing UREC, University and State of Arkansas policies • Immoral conduct on UREC property • Leave before end of shift or not being ready to work at start of shift • Failure to attend mandatory in-service training without notification or cause
	<ul style="list-style-type: none"> • Disrespectful to other UREC Staff members • Being absent for shifts without notification or cause. • Leaving shift for any reason without authorization from supervisor • Disorderly conduct while working or participating • Dishonesty – Falsification of documents (time worked, resumes, etc.) • Use or possession of alcohol and/or narcotics while on UREC property • Reporting for work while intoxicated • Insubordination (Refusal to perform service connected with an employee’s immediate supervisor or refusal to obey any reasonable order given by an employee’s supervisor or by UREC management) • Endangering the safety of others <p>Being ejected or asked to leave another UREC program area</p>