

**University of Arkansas**



**Intramural Sports Official  
Handbook  
2022-2023**



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## Intramural Sports Staff

Name	Title	Office Phone	Cell Phone
<b>Katherine Geter</b>	Assistant Director of UREC Sports	479-575-6783	229-548-2446
<b>Michael Pappan</b>	Coordinator of UREC Sports	479-575-6380	918-760-0224
<b>AJ Henderson</b>	Graduate Assistant of UREC Sports	479-575-4646	210-519-9833
<b>Armand Keely</b>	Graduate Assistant of UREC Sports	479-575-4646	314-497-6216

## UREC Facilities

Facility	Location	Contact Information
<b>University Recreation Office</b>	HPER Building 225	575-4646
<b>UREC Sports Complex</b>	1486 Mitchell Street	575-4FUN (4386)
<b>Service Center</b>	HPER 2 <sup>nd</sup> Floor	575-6382

## 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.
- ***Be friendly and smile!!!!***

**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."**

- **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 on the 10<sup>th</sup> & 25<sup>th</sup> of each month. If that date falls on a Saturday, payment will be available on Friday; if it falls on Sunday, payment will be available on Monday.

- **Dress Code**

Officials will receive sport specific referee tops from the UREC Sport Supervisor upon arrival for shifts. 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 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).

- **Employee Benefits**

Employees receive two UREC guest passes per semester. Guest passes are valid for non-university patrons.

- **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 Assistant Director 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 12:00pm on Friday for the upcoming week. The schedule will be published by 5:00pm Friday.

- **Substitutions**

If an official cannot cover a scheduled shift or any part of it, they must obtain a substitute. The procedure is as follows:

- 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, you are expected to ask them to leave the site. If there is any trouble, contact UAPD (5-2222).

**Participants** - Officials will be instructed to contact a supervisor if they feel any participant is under the influence of any substance.

**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.

- **Tobacco**

Smoking 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 a hard copy waiver before participating.

- **Player Conduct Policy**

Intramural Sports places an emphasis on developing positive player conduct to be displayed by all teams, spectators and staff. Teams are responsible for all representatives of their team and

all actions that those representatives partake in and this responsibility exists before, during and after all intramural sports events.

Each captain is responsible for the behavior of all its team members and representatives. Each individual is expected to conduct their self in accordance with the student conduct regulation, university conduct regulations, Board of Trustees Policies and University Recreation Handbook. Actions by team members and representatives during intramural activities that extend beyond the realm of decency will not be tolerated. Violating individuals will be suspended until meeting with the Assistant Director and/or Coordinator of Club and Intramural Sports.

### **Leagues and Major Tournaments (3 weeks+)**

- *We will be using a "2, 3, 4, 5" 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) player 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 player 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 FOUR (4) player conduct fouls accumulated by a team during a game will result in the team forfeiting the contest.*
    - *The accumulation of FIVE (5) total player 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.*

*Accumulations of player conducts do not reset during playoffs. If an individual or team meets the prior criteria during playoffs, they may be subject to dismissal during playoffs.*

### **Minor Tournaments (< 3 weeks) & Special Events**

- *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) player 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 player 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 FOUR (4) total player 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.*

### **Player 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 player conduct can be reviewed by the Intramural Sports professional staff at any time.

- **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 and Ejection/Incident Report will be completed and placed on file in the University Recreation office. Participants, teams and/or team representatives who are removed from a contest as a result of unsportsmanlike conduct or disruptive behavior must leave the facility immediately. Failure to comply with this policy will result in the notification of UAPD.

The player(s)/team will additionally be suspended from intramural sports until they schedule a meeting with the Assistant Director and the Coordinator of Club and Intramural Sports. A meeting must be scheduled by the ejected player(s)/team by emailing [imsports@uark.edu](mailto: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 play 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. Cases that are deemed too serious may be referred to the Office of Student Standards and Conduct.

<b>Unsportsmanlike Sport Specific Equivalents</b>		
<b>Sport</b>	<b>Yellow</b>	<b>Red/Ejection</b>
Flag Football	Unsportsmanlike Conduct Penalty	2 <sup>nd</sup> Unsportsmanlike Conduct Penalty
Sand Volleyball	Yellow Card	Red Card or 2 <sup>nd</sup> Yellow Card
Soccer/Futsal	Yellow Card	Red Card or 2 <sup>nd</sup> Yellow Card
Basketball	Technical Foul ( <b>unsporting like</b> )	2 <sup>nd</sup> Technical Foul ( <b>unsporting like</b> )
Dodgeball	Technical Foul ( <b>unsporting like</b> )	2 <sup>nd</sup> Technical Foul ( <b>unsporting like</b> )
Badminton	Unsportsmanlike Conduct Penalty	2 <sup>nd</sup> Unsportsmanlike Conduct Penalty

- **Fraudulent Acts**

The use of an assumed name in any manner in the intramural sports program is prohibited. Fraudulent acts shall be defined as the misrepresentation of a score, playing while ineligible or under suspension, or allowing an individual to use an ID other than their own for intramural competition. Should a participant or team be guilty or responsible for the use of an assumed name or fraudulent act, he/she will be disqualified from all intramural activities pending a meeting with the Assistant Director and/or Coordinator of Club and Intramural Sports, who

shall determine the length of the suspension period. The team that the participant in question played with may be disqualified from further competition in that sport.

- **Forfeits and Defaults**

#### **Defaults**

A team that knows in advance that they will not be able to attend a scheduled contest should *default* their game via Fusion IM by 1:00pm the day of their scheduled game. For games happening on a Sunday, teams must complete this process by 1:00pm the Friday before their scheduled game. If a team cannot *default* a game via Fusion IM, they must notify [imsports@uark.edu](mailto:imsports@uark.edu) by 1:00pm the day of the game. Proper notification of a team's inability to field a team for an event will waive the fine typically assessed for a forfeit. However, the team will receive a loss for the contest, their sportsmanship rating for the game will be marked *Exceptional*, and the opposing team will be awarded a win. A teams' second default during a single sport's season is equal to one forfeit and will result in the *Forfeit Fine* being assessed.

#### **Forfeits**

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 players"
- 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)
- Unsportsmanlike behavior
- Apparent use of alcohol/drugs

Any team or individual not ready to play a contest at the scheduled location at the scheduled time with a current and valid student or government issued photo ID shall forfeit the contest.

**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:

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. If only one team has the minimum number of players ready to participate at the scheduled game location and time, the following will occur:

- The game clock will start.
- The captain/team that is not prepared to play with the minimum number of players will have 5 minutes to become ready to play.
- For each minute that passes the team with the minimum number of players will accrue points. The number of points accrued is dependent upon each sport.

- If the 5-minute time limit expires, and a 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 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.

In case of unavoidable delay (i.e., weather), starting times may be extended at the discretion of the on-site supervisor or intramural sports professional staff.

#### **Forfeit Fines are Assessed as Follows:**

Team Sports= \$50

Dual (2-person team sports) or Individual activities = \$10

Forfeit fines will be assessed to the student account of the listed team captain or participant, the proceeding day after their scheduled game. 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 at the UREC Main Office, HPER 225. Captains will have a two (2) week window to pay the fine in the UREC Main Office and to dispute the fine if they feel it should not be assessed. Failure to dispute the charge within the two-week window will result in the fine becoming permanent. All fines may be paid at the Student Accounts Office, located on the second floor of the Arkansas Union. Failure to pay a fine may result in a team/individual(s) being eliminated from competition or suspension from further intramural participation. Contests that are completed prior to a team being eliminated from a league will remain final.

**Two forfeits will result in the team/individual being eliminated from the league.**

- **Protests**

Protests may be filed based on eligibility and rule interpretations. Official's judgment, decisions, or official's accuracy will not be considered. To protest a participant's eligibility or a rule interpretation, the team captain must immediately bring the issue to the attention of the official on their field/court. All rule protests must happen before the following live ball/play of the instance in question. 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 he/she wishes to protest and have a ruling based on the interpretation of the supervisor(s) on duty.
2. The supervisor(s) 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.

If a protest is deemed incorrect and fails, 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 by the official, which *IS* protest-able.

Case 2: An official rules a pass incomplete because, “the player’s first foot landed on the sideline.” This is a judgment call by the official, which *IS NOT* protest-able.

- **Jewelry and Illegal Equipment**

Jewelry is prohibited while actively participating in all intramural sports activities. ONLY emergency medical bracelets are permitted to be worn during play. Medical emergency bracelets must be taped flat to the arm and the medical information must remain showing. UREC will not provide jewelry binding or covering material to participants.

Participants will be asked to remove their jewelry before play. Participants who chose to wear jewelry during play will receive a warning asked to leave the playing area until the jewelry is removed. If a participant refuses to remove their jewelry, unsportsmanlike conduct penalties/fouls will be assessed.

- **ID Policy**

Prior to intramural sports programs, each participant is required to present a valid University of Arkansas Student Identification card, a current UREC Membership card, or another valid form of government issued photo ID.

In the event of a misuse of any of these identification cards, an *Incident Report* must be filed.

## 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 suspended from employment 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 the immediate termination of that staff member's employment.

## RISK MANAGEMENT

- **First Aid & Emergency Care Procedure**

*Always keep in mind of 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 passes are located at the UREC office and are available only during UREC office hours. RSO groups, UATV, Arkansas Traveler, etc. do not always communicate with the assistant director. Please ensure all

visitors still obtain a pass. If the assistant director is not available, the media pass should be granted by the Director or Associate Director of UREC. In the situation that none are available, a UREC professional staff member must be the one who grants a media pass.

- 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, all outdoor activities will stop, and the supervisors will direct participants and staff to the safe areas. When lightning is seen, 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.

- **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): 5-2222**

- **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 5-2222. 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 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 rise, 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.

### Responsibilities during the Disciplinary Process:

#### 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 the Personnel Manager and/or 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 offence. A report of the disciplinary action will be retained in the employee's personnel file and a copy will be given to the Personnel Manager. 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 outlines in the documents. Should an appeal arise regarding the disciplinary action in the report the report may be used in the ensuing grievance proceeding.

### **Infraction Periods**

When an infraction occurs, it remains active in an employee's personnel file for a 12-month period. If another infraction occurs within that same 12-month period, disciplinary action will be elevated to the next appropriate step and a new 12-month period will begin from that date. If the employee improves performance and is free from disciplinary action for the next 1w months or more, a new disciplinary process would start, should the employee's performance be replaced.

However, depending upon the severity or nature of each case, a supervisor does have flexibility to review a personnel file and consider infractions that have occurred beyond the current 12-month period.

### **Raise Eligibility**

Employees who engage in unsatisfactory behavior, in which a 2<sup>nd</sup> offense or greater is documented, become ineligible for a raise during the current evaluation period.

### **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 discharge, rather than allowing the opportunity for correction of behavior through progressive discipline steps. UREC reserves the right to bypass the disciplinary steps and its 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, 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.

### **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.

An appeal may begin during any phase of the disciplinary process. Employees have five business days after a disciplinary meeting to present information and appeal an offense.

Appeals must be sent via email to the UREC Executive Director or delivered in a sealed envelope to the UREC Main Office, HPER 225, to the Director's attention. Employees may contact the Personnel Manager and/or administrator for additional guidance, if necessary.

### **Group 1: Examples of Unsatisfactory Performance, Conduct and Attendance Issues**

- Being tardy without reasonable cause or prior notification
- Not responsive to any and all forms of communication
- Not completing daily tasks (job duties)
- Failure to properly complete paperwork
- Failure to comply with the dress code
- Use of personal headphones, cell phone, computer and/or any other electronic device while on duty
- Failure to properly clock-in and clock-out
- Improper use of UREC radios
- Failure to conduct job requirements
- Not enforcing UREC, University and State of Arkansas policies
- Immoral conduct on UREC property

### **Penalties for Group 1:**

- First offense: Oral or written/email reprimand
- Second offense: Suspension or termination

### **Group 2: Examples of Unsatisfactory Performance, Conduct and Attendance Issues**

- Failure to complete position certifications by completion date; Suspension until completed
- Disrespectful to other UREC Staff members
- Being absent without notification or cause
- Leaving job or regular working place during working hours for any reason without authorization form from supervisor
- Leaving work before end of shift or not being ready to go to work at the start of shift
- Disorderly conduct while working or participating
- Dishonesty - Falsification of documents (Time sheets, time worked, resume)
- Use or possession of alcohol and/or narcotics while on UREC property
- Reporting for work while in an intoxicated condition
- 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)
- Refusal to perform work assigned to an employee
- Endangering the safety of others
- Being ejected or ask to leave another UREC program area.
- The employee fails to attend a mandatory in-service training. **Suspension until completed.**

**Penalties for Group 2:**

- First offense: Suspension or termination

**Disciplinary Steps**

Should there be a problem regarding the employee's adherence to UREC's rules, the employee will be given opportunities to change the unwanted behavior:

**1<sup>st</sup> Offense**

The 1<sup>st</sup> offense occurs when an employee engages in certain types of unacceptable behavior (examples are listed in the level 1 list). When behavior of this nature occurs, employees will meet with their immediate supervisor to discuss the existing performance, conduct or attendance issue, or violation of policies and procedures. Expectations will be clearly outlined to the employee and the steps to improve performance and/or resolve the problem. The disciplinary report will be placed in the employee's personnel file; copies will be given to the Personnel Manager and the employee.

**2<sup>nd</sup> Offense**

The 2<sup>nd</sup> offense occurs when an employee engages in another level 1 type of offense (examples are listed in the level 1 list) during the same 12-month period in which one offense has already been documented. Employees will meet with their immediate supervisor and review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant correction action plans. Consequences will be outlined for the employee of his or her continued failure to meet performance and/or conduct expectations. The disciplinary report will be placed in the employee's personnel file; copies will be given to the Personnel manager and the employee.

**Suspension/Performance Improvement Plan**

Some performance, conduct or safety incidents are so problematic and/or harmful that the most effective action may be the temporary removal of the employee from the workplace. A suspension without pay can result when an employee engages in certain types of unacceptable behavior (examples listed in list 2) and/or when he or she engages in three, level 1 offenses during the same 12-month period in which a first and second offense have been documented.

An employee's suspension will be documented and regardless of the length of the suspension issued, will remain in that employee's personnel file. The length of a disciplinary suspension is at the discretion of the immediate supervisor.

The immediate supervisor and the employee will meet to discuss the incident, information about the performance, conduct or attendance issue, as well as any prior relevant corrective action plans. Consequences will be outlined for his or her failure to meet performance and/or conduct expectations. The disciplinary report will be placed in the employee's personnel file; copies will be given to the Personnel Manager and the employee.

Immediately following a suspension, an employee will meet with their supervisor to discuss the Performance Improvement Plan (PIP) that will be issued.

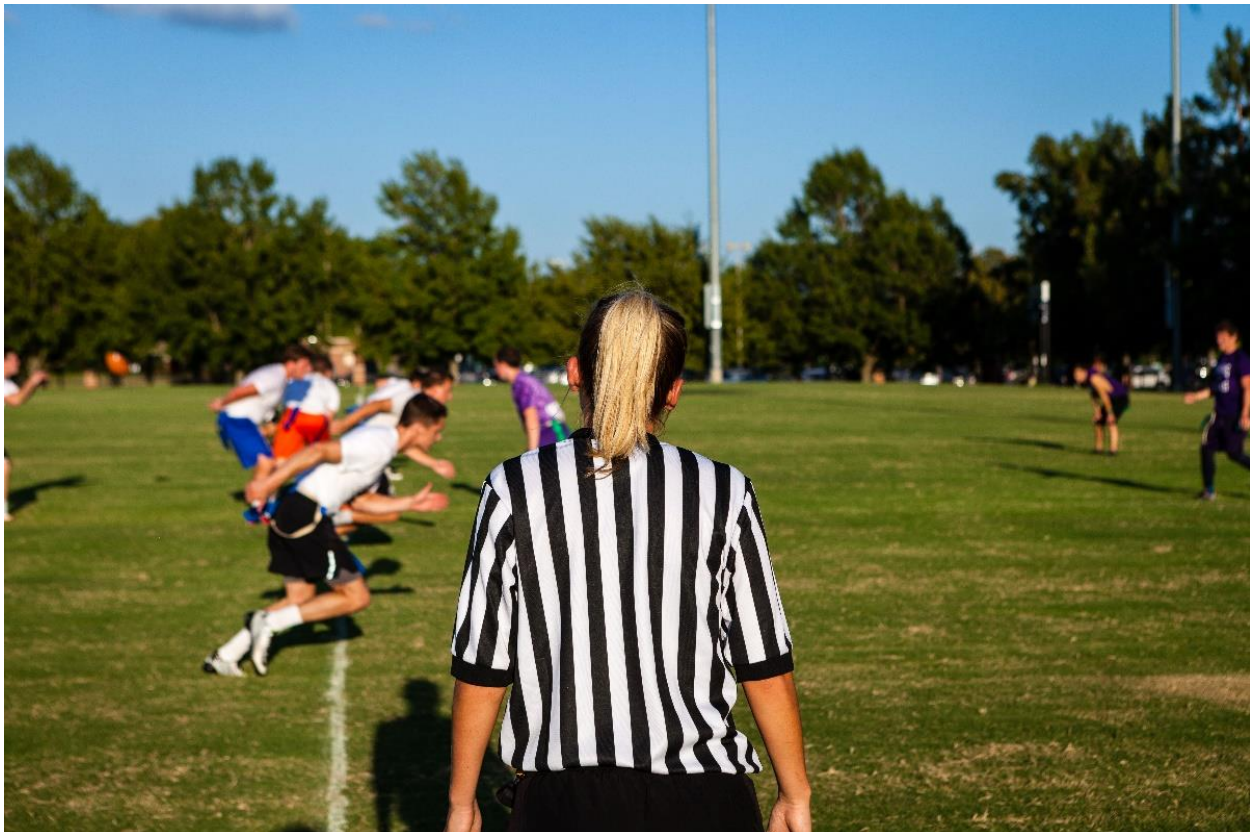
### **Termination**

An employee may be terminated when he or she engages in certain types of unacceptable behavior (examples listed in list 2), justifying termination as opposed to a suspension, and/or when he or she continues to engage in unacceptable behavior following a suspension during the same 12-month period.

Employees may be terminated without prior notice or disciplinary action. Refer to Sections 10.4 and 10.6 of the University of Arkansas Staff Handbook for more information on Termination of Employment and the Termination Checklist.

A formal termination letter 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 on the employee's personnel file; copies will be given to the Human Resources Officer. Students who do not appear for their final meeting with their supervisor will be sent an e-mail copy of the letter.

The Department of University Recreation reserves the right to bypass the disciplinary steps and its disciplinary action on the severity, frequency, or combination of infractions when circumstances warrant immediate action.



### Red Whistle Program

The Red Whistle Program is designed to incentives student officials to show dedication to improvement and a mastery of their craft. All officials will be award a standard Black whistle when they begin employment. Once an official has accumulated 250 points they will be award a White whistle. To achieve eternal glory officials must achieve 500 points over the course of there time with the program. Those officials will be awarded a customized red whistle. Officials and supervisors may gain or lose points for any of the reasons listed below.

Action	Points
Positive Write Up	8
Employee Referral	10
Pack Event (minimum of 4 officials present)	15
Each Semester Worked	15
Semifinals Shift	15
Championship Shift	20
UREC Employee of Month Nomination	25
UREC Employee of Month	30
Officiate outside of Intramurals	30/per sport
Official of the Sport	30
Promotion Received	35
Officiate a State Extramural Tournament	40
Officiate a NIRSA Regional Tournament	50
Official of the Year	100
Supervisor of the Year	100
Officiate a NIRSA National Tournament	150
NIRSA All American Official	500
Failure to submit hours on time	-2
Dress Code Violation (includes no whistle)	-3
Failure to Update Availability	-3
Failure to Notify of Substitute	-4
Late for Shift	-5
Negative Write Up	-10
Miss a Shift	-25
Receive an unsportsmanlike conduct (misconduct related)	-50
Get ejected from a game	-200