INTRAMURAL SPORTS OFFICIAL’S HIRING PROCESS

The intramural sports official’s hiring process involves an evaluation of skills and effort. Trainees are evaluated throughout training, from start to finish. Trainees are evaluated on rules knowledge, punctuality, officiating skills, professionalism and desire to learn. Once training is completed, the Intramural Sports staff will meet to discuss who will be hired to work that specific sport. Training sessions involve rules lectures, station work, mechanics overview and scrimmages. The following are guidelines for hiring the officiating staff:

**Trainees must:***
- Attend all meetings/trainings
  - A class excuse will be allowed as long as 24-hour notice is provided
- Be on time to all meetings/trainings
- Be well rested, fed and ready to learn
- **Provide at least two evenings of availability (pending the sports requirements)**
- Pass the training exam that will be administered prior to the scrimmages
  - This exam will be graded on a curve
- Act professionally
  - Show a positive attitude
  - Provide good customer service
  - Show a desire to learn and develop skills
- Show an ability to officiate in scrimmages
- Have an ability to work weekends for make-up contests

**Additional factors that will be taken into account for hire are:**
- Previous UMass intramural sports officiating experience
- Intramural sports supervisor potential
- Previous officiating background outside of UMass
- Provide additional availability beyond the minimum required

**Behaviors that will get you removed from the process:**
- Being on the phone
- Falling asleep during training
- Interrupting training by carrying on side conversations
- Showing up at 6:01pm for a 6:00pm meeting
- Failing to attend all required meetings/trainings
- Not paying attention
Frequently Asked Questions:

• What do I need to bring to training?
  Just bring yourself and a desire to learn! You may want to bring some paper and something to write with if you like to take notes, but everything will be provided for you at the trainings.

• Do I get paid for training?
  You will be paid a portion of training if you are hired to work the season. If you don’t get hired, you will not be paid for your time.

• What do I need to bring to get on payroll?
  To get on payroll at UMass, you must bring the following ORIGINALS with you:

  o Valid passport or valid passport card
  or
  o Photo ID (valid driver’s license or UCard)
  &
  o Social Security card or birth certificate

*Copies are not be accepted!

Payroll at UMass is only available by direct deposit. You must also bring either:

  o Voided check
  or
  o Your bank’s routing number and your bank account number

• What clothes do I need to wear?
  We suggest that you wear athletic attire because you will be moving/running around. Also, if you are trying out for an outdoor sport, please dress for the weather!

• Do I need any previous experience officiating?
  No, you don’t! We will cover everything you need to know to do the job. If you happen to have some experience, that is fantastic.

• Can I participate in intramural sports if I officiate?
  Yes, you can! We encourage you to get involved as much as possible.

• How long do trainings last?
  Trainings can last anywhere from one hour to quite a few hours. It all depends on the sport.