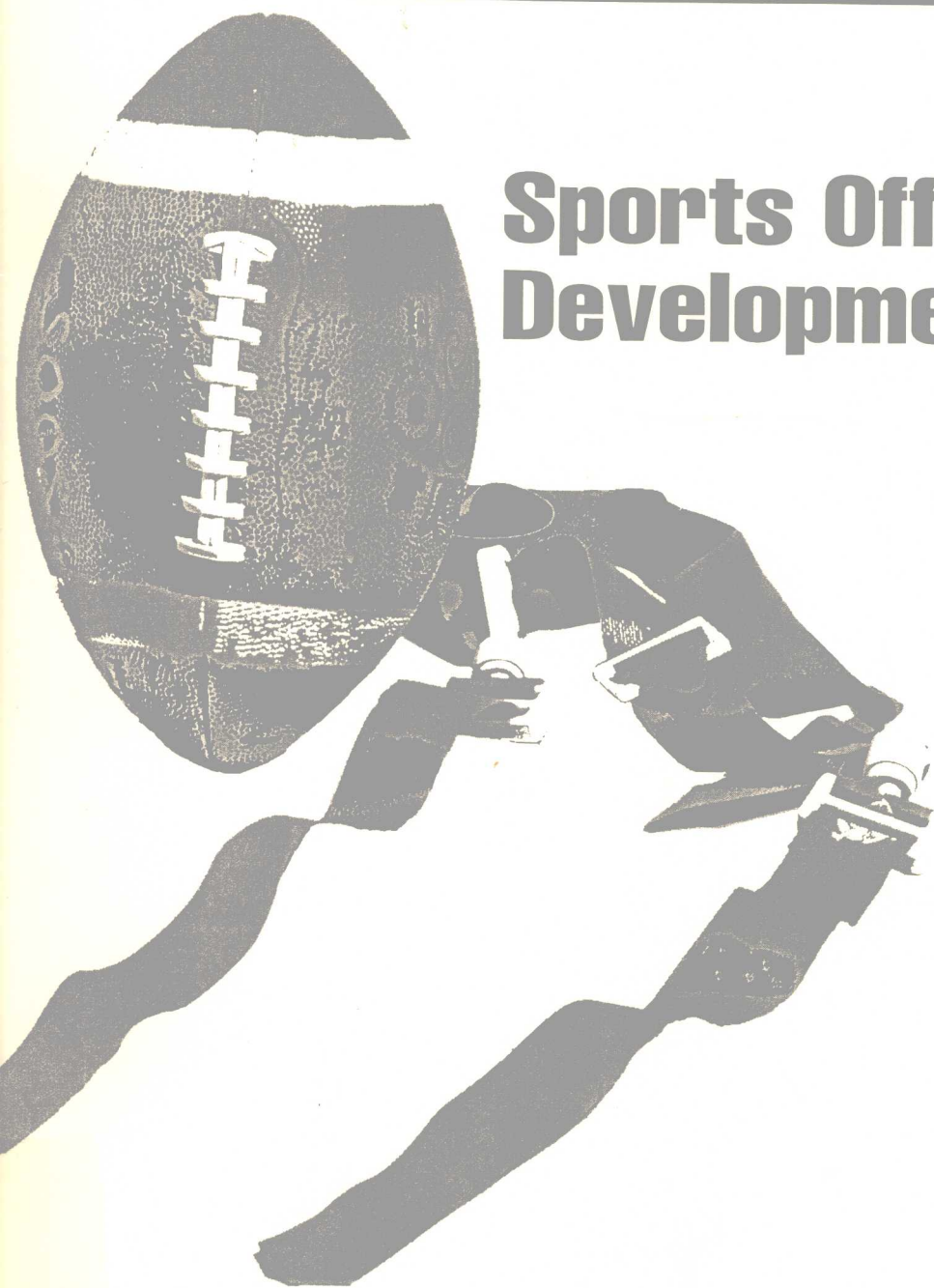


FOOTBALL

Clinician Kit II

Sports Officials' Development Program



National Intramural-Recreational Sports Association

FLAG & TOUCH FOOTBALL CLINICIAN KIT

2007 & 2008



PUBLISHED BY THE
NATIONAL INTRAMURAL-RECREATIONAL SPORTS ASSOCIATION

FLAG & TOUCH FOOTBALL CLINICIAN KIT

TABLE OF CONTENTS

INTRODUCTION	2
The National Intramural-Recreational Sports Association	3
Sports Officials' Development Program	3
Sports Officials' Development Committee	4
Flag/Touch Football Committee	5
2007 & 2008 NIRSA Flag & Touch Football Rules Book & Officials' Manual Changes/Revisions.....	6
PROCURING OFFICIALS	10
Sports Officials Association Model Constitution	11
General Information and Procedures for Sports Officials	15
Sports Officials Availability and Assignment Cards	17
OFFICIAL'S KIT	18
TRAINING OFFICIALS	
Training Football Officials	20
Guide to Conducting Official's Training Clinics	23
NATIONAL CLASSIFICATION SYSTEM	
General Classification of Officials	30
NIRSA Classification of Officials	31
Official's Rating Form	33
CLOSURE	34
TEACHING STATIONS.....	36
EXAMINATIONS	
NIRSA Level I Exam	63
Level I Exam Answer Key	69
Mechanics Signals Exam	70
Mechanics Signals Exam Answer Key	72
Level I, II and III Test Bank of Questions	COMPUTER DISC
STATE GOVERNING ORGANIZATIONS FOR PUBLIC/PRIVATE SCHOOL SPORTS	73

INTRODUCTION

This Flag & Touch Football Clinician Kit is your guide for procuring, training, and evaluating football officials. This kit has been developed by the National Intramural-Recreational Sports Association.

The Kit is designed for both the experienced and inexperienced football instructor. The experienced football instructor can utilize this guide by adhering to suggested use of the DVD and other materials in the kit. For the novice instructor, it is intended to provide guidance so that an effective presentation of the rules of the game and officiating mechanics can be made to your football officials. The instructor will find that the contents as well as the materials are equally suitable for sharpening the skills of both the experienced and novice recreational sports football official.

We would like to thank the National Intramural-Recreational Sports Association Flag & Touch Football Committee for the administrative guidance and assistance in the production of the kit. These materials will serve as important aids in producing competent football officials to serve the numerous recreational flag & touch football teams in America and around the world.

THE NATIONAL INTRAMURAL-RECREATIONAL SPORTS ASSOCIATION (NIRSA)

The National Intramural-Recreational Sports Association (NIRSA) is a non-profit professional organization dedicated to the establishment and development of quality recreational sports programs and services. Founded in 1950, the Association's membership has grown remarkably to form what is now a comprehensive organization representing a worldwide network of highly trained professionals in the recreational sports field.

Representing thousands of individuals and organizations, the NIRSA serves as the leading advocate for excellence in recreational sports. The Association's membership is largely composed of recreational sports professionals from colleges and universities throughout the United States and Canada. In addition, a growing number of members are employed in the military, private industry, community, and elementary/secondary level school sectors both in the U.S. and abroad. Working to enhance the quality of services which they provide, the people associated with the NIRSA contribute to the development of the field as well as the development of the profession. The major professional responsibilities of the NIRSA membership include programming in the areas of intramural sports, informal recreation, fitness, and instructional sports, as well as the management of recreation facility operations, fiscal planning, sport club coordination, and outdoor recreation activities.

The NIRSA provides access to educational resource materials as well as a professional support network. Insuring that those involved in recreational sports remain current and up-to-date is a prime concern for the NIRSA. Through professional support materials and sponsored projects, the quality of campus and community recreation is greatly enhanced. NIRSA publications, certification programs, career opportunities services, the NIRSA Sports Officials' Development Program, and sponsored national and regional conferences and workshops contribute to the overall quality of recreational sports programs, services, and personnel.

The intramural directors from 11 Historically Black College and Universities, who originally met as the founding members of the association could not have imagined the rapid and extensive growth of the recreational sports field. As the field has evolved, so has the NIRSA. Today, the challenges of meeting the recreational sports programming needs of over 2,200 colleges, universities, military installations, and local communities are met by highly trained and caring professionals supported through the efforts of the NIRSA.

The NIRSA National Office is located at 4185 Southwest Research Way in Corvallis, Oregon, zip code 97333. Inquiries regarding the varied programs and services of the National Intramural-Recreational Sports Association may be directed to the address above or by: phone at (541) 766-8211; fax at (541) 766-8284; email at nirsa@nirsa.org. You may also visit our website at <http://nirsa.org>.

THE NIRSA SPORTS OFFICIALS' DEVELOPMENT PROGRAM

Recreational sports programs are enjoyed by millions of people every day. Through community parks and recreation services, on school and college campuses throughout the country, and at military installations worldwide, interest in recreational sports programs has skyrocketed. As the numbers of programs and participants have increased, so has the need for well trained, qualified officials—officials who exhibit an understanding and appreciation for the sports played as well as the players themselves. The NIRSA Sports Officials' Development Program was created to fill this important need in recreational sports.

Providing technical information and materials designed to assist in conducting quality academic or clinic instruction for recreational sports officials, the NIRSA Sports Officials' Development Program helps serve the recreational sports needs of the National Intramural-Recreational Sports Association's constituent communities.

Ultimately working for the enjoyment of the participants through the betterment of each sport, the NIRSA Sports Officials' Development Program offers instructional materials and standard rules of play for a variety of recreational sports. The primary vehicle for the training and development of recreational sports officials is the officials clinic. Clinicians Kits have been designed for that purpose. Aiding the instructor in conducting officials clinics and classes, Clinicians Kits are specifically tailored to the instructional needs of the official in each sport. Curriculum materials and presentation aids for each sport are reviewed and updated annually by a nationwide committee of recreational sports professionals.

Developed in conjunction with established standards of play endorsed by USA Volleyball, and the National Federation of High School Associations (NFHSA), Clinician Kits serve as guides for the recruitment, training, and evaluation of officials. Whether designing a complete training program for novice officials or honing the skills of experienced staff, Clinician Kits help enhance the quality of the overall recreational sports program.

SPORTS OFFICIALS DEVELOPMENT COMMITTEE

SODP CHAIR: David Gaskins, East Carolina University

BASKETBALL CHAIR: Danny Feitel, American University

FLAG/TOUCH FOOTBALL CHAIR: Gary Cahen, University of Central Florida

FLOOR HOCKEY CHAIR: Brad Tittrington, College of Fenway

SOCCER CHAIR: Seth Asbury, Trinity University

SOFTBALL CHAIR: Robert Sinclair, Ferris State University

VOLLEYBALL CHAIR: Anne Pufahl, Marquette University

FLAG/TOUCHFOOTBALL COMMITTEE

CHAIR: Gary Cahen, University of Central Florida
gcahen@mail.ucf.edu

MEMBERS: Kerry Kemp, The Ohio State University
kemp.92@osu.edu

Chad McKenzie, University of Texas at Austin
cmckenzie@mial.utexas.edu

Brian Mills, Stephen F. Austin State University
millsbrian@sfasu.edu

Matt O'Connor, Florida International University
matthew.oconnor@fiu.edu

Michael Prociuk, University of North Alabama
mgprociuk@una.edu

Chris Schmidt, University of Connecticut
christopher.schmidt@uconn.edu

Mark Salazar, University of Maryland
msalazar@umd.edu

STUDENT MEMBERS

Nick Brigati, University of Central Florida
nbrigati@mail.ucf.edu

Adam McKnight, Western Kentucky University
adam.mcknight820@wku.edu

NIRSA Flag & Touch Football Rules Book & Officials' Manual
2007 & 2008 Rule Changes and Revisions

The NIRSA Rules Book and Officials' Manual take priority over materials listed below.

Rules Book

1-1-5 Persons Subject to the Rules. Players, nonplayers, and spectators affiliated with the team are subject to the rules...

1-2-3 Field Markings. There shall be 2 inbounds lines (hash marks). They shall run parallel with each sideline, and be located 15 yards "in" from each sideline.

1-2-4 Facility Limitations. NOTE: When zones are shortened, the 3 and 10 yard Try lines remain the same. The "14 yard lines" must be located 6 yards from the nearest zone line-to-gain.

1-2-7 Pylons. 12 soft, flexible pylons shall be placed at the inside corner of each of the intersections of the sideline with the goal lines and the end lines, and at the intersections of the end lines and inbound lines extended.

Field Diagram. 2 inbounds lines (hash marks), as well as the term "side zone" have been added to this diagram.

1-4-3 Flag Belt. "Quick Release" has been added to the description of the belt.

1-5-6B Play Books. Players may wear a soft, pliable wrist/forearm band that contains plays.

1-6-1C Illegal Equipment. Casts are illegal equipment.

1-6-1L Illegal Equipment. Flags that can be detached from the flag belt are illegal equipment.

2-7-2 Foul and Flagrant Foul. A flagrant foul is so severe or extreme that it places an opponent in danger of serious injury and/or involves violations that are extremely or persistently vulgar or abusive conduct.

2-25-4 Player and Nonplayer. A nonplayer is a coach, trainer, other attendant, a substitute or a replaced player who does not participate by touching the ball, hindering an opponent or influencing the play.

3-4-3 Charged Time-Outs. Each team is entitled to 3 charged time-outs during each half.

3-4-3 Charged Time-Outs. NOTE: Number of time-outs may be modified due to institutional program needs.

3-4-7B Authorized Conferences. One coach may enter the field at his/her team's huddle between the inbounds lines (hash marks) to confer with no more than 7 players (Corec Rule - 8 players).

3-7-2 Eligible Substitutions. A replaced player must leave the field immediately...

3-7-1/2 Substitutions. The name of the penalty has been changed from substitution infraction to Illegal Substitution.

3-7-2 Legal Substitutions. This penalty is now a dead ball foul.

4-1-2E Ball Declared Dead. A new case book play has been added here.

4-2-1 Inbounds Spot. Before the ready for play signal, Team A may designate the spot from which the ball is put in play anywhere between the inbounds lines (hash marks): Start each half; For a Try; Following a touchback, safety, Try, and awarded catch after a punt; and For the start of each series using an overtime procedure.

4-3-1 Player Out-of-Bounds. A player or other person is out-of-bounds when any part of the person is touching anything, other than another player or game official who is on or outside the sideline or end line.

- 4-3 Out-of-Bounds.** This section has been changed from Section 2 to Section 3.
- 6-1-2 Punt.** A new case book play has been added here.
- 7-1-1 The Start.** All plays must be started by a legal snap from a spot on or between the inbounds lines (hash marks).
- 7-1-2 Ball Responsibility.** A towel may be placed under the ball, regardless of weather or field conditions.
- 7-2-2 False Start.** The name of this penalty has been changed from illegal procedure to False Start.
- 7-2-3 Snap.** The name of this penalty has been changed from illegal procedure to Illegal Snap.
- 7-3-1 Legal Position.** The name of this penalty has been changed from illegal procedure to Illegal Formation.
- 7-3-4 Direct Snap.** The name of this penalty has been changed from illegal snap to Illegal Formation.
- 7-5-1 Male Runner.** The name of this penalty has been changed from illegal procedure to Illegal Advancement.
- 7-5-1A Male Runner.** During a run by a male runner once the ball has been touched beyond the Team A or K scrimmage line.
- 7-7-1 Legal Forward Pass.** A new case book play has been added here.
- 7-7-2G Illegal Forward Pass.** A new case book play has been added here.
- 8-2-1 Two Minute Warning.** Prior to applying the Mercy Rule, there must be a down free of any accepted live ball fouls.
- 8-2-1 Two Minute Warning.** A new case book play has been added here.
- 8-4-1 Referee's Responsibility and Team's Choice.** However, this decision cannot be changed once either team commits a foul.
- 8-4-1 Referee's Responsibility and Team's Choice.** The Referee will ask the scoring team captain where he/she would like the ball placed on or between the inbounds lines (hash marks).
- 9-1 Unsportsmanlike Conduct.** The word nonplayer was added here.
- 9-2 Unfair Acts.** The word nonplayer was added here.
- 9-3 Personal Fouls.** The word nonplayer was added here.
- 9-6-1C Illegal Participation.** If an injured player is not replaced for at least one down; unless the halftime or overtime intermission occurs.
- 10-2-4 Loose Ball Play.** Exception 1: The penalty for roughing the passer on a completed forward pass will be enforced from the end of the last run when the run ends beyond Team A's scrimmage line and no change of possession has occurred.
- 10-3-6 Foul During a Touchdown.** If there is a foul by the defensive team during a down that results in a successful touchdown, the scoring team may choose to have the foul enforced at the succeeding spot or the 14 yard line.
- 11-1-2 Complete the Game.** All games must be completed unless the Referee and the opposing captains mutually agree to terminate the game.
- 11-2-4 Home and Visiting Teams.** Item A. Pool Play - the first team listed is the home team. The second team listed is the visitor. Item B. Single/Double Elimination - the top team listed is the home team, and the bottom team listed is the visitor.
- 11-5 Sportsmanship Code of Conduct.** The word nonplayer was added here.
- Youth Field Diagram. Added 2 inbounds lines (hash marks) to the diagram.

NIRSA Flag & Touch Football Rules Book & Officials' Manual
2007 & 2008 Rule Changes and Revisions

Officials' Manual

- I-12 Charged Time-Out.** Changed the title of this section.
- I-17 Hurry-Up Offense.** The Referee will increase the tempo when the offensive team is in "hurry-up." Backpedal and jog quickly, keeping your eyes on the players and the ball. Check with the other officials to make sure they are ready as you move back.
- I-17 Hurry-Up Offense.** Mark the ball ready for play, then announce down and zone line-to-gain, if time allows. Do not delay Team A snapping the ball in order to announce down and distance. Simply signal the down with your hand.
- I-19 Enforcement of Fouls.** The FJ stands where the penalty will be enforced. The LJ stands at the succeeding spot. Both the LJ and FJ should "walk off" the penalty yardage independent of the R. Upon reaching the succeeding spot, turn and look at the spot that the R has walked off. If different, communicate to the R. The BJ needs to communicate "half the distance, automatic first down, loss of down, etc." to the R.
- I-19 Enforcement of Fouls.** The R notifies the Coach and escorts the player to the sideline on all disqualifying foul(s).
- I-21 Forward Progress.** If forward progress is located between the inbounds lines (hash marks), hustle to the approximate dead ball spot with the ball spotters. If the dead ball spot is located between the sideline and inbounds lines (hash marks), hustle to the nearest inbounds lines.
- I-23 Officiating Uniform.** Added black sweat pants to the uniform. Eliminated the R wearing a solid white baseball cap. Added that the gold penalty flag should be of a soft material, and that all penalty flags should be virtually hidden from view.
- I-23 Officiating Uniform.** If all officials have the necessary equipment, the NFHS Football Officiating Uniform can be worn.
- II-1-2A R Responsibilities Before the Ball is Snapped.** The R will set the ball spotters on or inside the inbounds lines (hash marks). Back pedal to your position quickly (during the hurry-up offense).
- III-1-2A R Responsibilities Before the Ball is Snapped.** The R will set the ball spotters on or inside the inbounds lines (hash marks). Back pedal to your position quickly (during the hurry-up offense).
- III-2-2 Responsibilities - Goal to Go.** These responsibilities among the R/LJ/BJ have been subdivided into 2 articles: Goal to Go and Reverse Goal Line Mechanics.
- III-3-3D LJ/BJ Responsibilities After the Ball is Snapped.** If punted out-of-bounds on the ground, mark the spot. If punted out-of-bounds in the air, jog to the "approximate" area, then begin walking slowly until the R chops his/her arm (S1) to mark the spot. By walking slowly, you are indicating to the R this is where "I think the punt went out-of-bounds."
- III-3-3D LJ/BJ Responsibilities After the Ball is Snapped.** NOTE: If in doubt, the out-of-bounds punt is "short" of the zone line-to-gain. NOTE: If in doubt, the out-of-bounds punt near the goal line is a touchback.
- IV-1-1C FJ Positions.** Line up at a 45-degree angle to the sideline for a better look. The initial position will vary dependent upon down, distance, and team tendencies.
- IV-3-3D LJ/FJ Responsibilities After the Ball is Snapped.** If punted out-of-bounds on the ground, mark the spot. If punted out-of-bounds in the air, jog to the "approximate" area, then begin walking slowly until the R chops his/her arm (S1) to mark the spot. By walking slowly, you are indicating to the R this is where "I think the punt went out-of-bounds."
- V Code of Official Football Signals. (S7)** - this signal now indicates dead ball foul.
- V Code of Official Football Signals. (S19)** - now includes illegal advancement/formation/snap; false start.
- V Code of Official Football Signals. (S22)** - this signal has been changed to Illegal Substitution.

PROCURING OFFICIALS

PROCURING OFFICIALS

Many collegiate and military intramural sports departments frequently are confronted with a shortage of qualified student officials. In order to have an adequate number of competent officials, it is critically important to initially attract as large a group of prospective officials as possible prior to the training and evaluation phase.

Below are various suggested methods to procure your prospective football officials. The specific methods may vary from institution to institution and depend on many factors.

- Sign up officials who are enrolled in an accredited sports officiating course.
- Recruit officials from your varsity football and sport club teams.
- Officials provided by the competing teams.
- Recruit officials from your physical education or recreation majors.
- Organize a sports officials club (see constitution in kit) and assign officials through club.
- Send letters to previous year's officials.
- Send letters to all organizations on campus asking their aid in procuring officials.
- Develop attractive posters to publicize your football officiating opportunities.
- Record on your sports hotline information pertaining to football officiating.
- Advertise on radio or television.
- Develop a multi-media slide/tape production to emphasize football officiating opportunities.
- Insert pertinent information in newspapers pertaining to football officiating.
- Disseminate advertisement flyers to all organizations informing them of football officiating opportunities.
- Produce videotape commercials to emphasize football officiating.
- Credit-plus-pay plan - Colleges/Universities may give the student official credit for a course in officiating but the official also qualifies to receive pay for all games officiated after a minimum number has been met for the course.
- Have intramural staff "man" marketing/informational tables at Campus Recreation Center, Student Union, Campus Job Fairs, Student Organization Fairs, Orientation, and Housing Move-ins.
- Student Employment Job Opportunity Board.
- Official's "Word of Mouth".

CONSTITUTION AND BY-LAWS OF THE UNIVERSITY/COLLEGE

SPORTS OFFICIALS ASSOCIATION

MODEL CONSTITUTION

Article I-NAME

The name of this organization shall be the University/College_____ Officials Association herein after termed _____.

Article II-AFFILIATION

The_____ will be affiliated with the local university/college_____ and as such the regulations of the NIRSA.

Article III-PURPOSE

The purpose of this organization shall be to serve the University Recreational Sports Program with officials for their competitive program; to promote better officiating through clinics and meetings throughout the seasons; to promote uniformity in officiating through the use of training materials, interpretation meetings, and officiating mechanics clinics; and to provide a classification system in order that officials may be encouraged to continuously seek to improve themselves.

Article IV-MEMBERSHIP

SECTION I

The University/College_____ Sports Officials Association is open to any regularly enrolled full-time or part-time student or faculty or staff member of the University.

SECTION II

Membership shall constitute the payment of dues by semester/quarter, attendance at scheduled meetings, and adherence to organization rules and standards.

SECTION III

Membership shall be selected from all registrants by careful evaluation of both written and practical examinations. Once selected, the members shall pay_____ a nominal booking fee (dues). The new member shall maintain at least a probationary rating.

SECTION IV

The person designated by the Intramural Director will screen registrants.

Article V-OFFICERS AND DUTIES

The officers of the _____ shall be President, Vice President, Secretary-Treasurer, Student Commissioner, and Supervisor of Officials (Preferred ex-officio).

SECTION I THE PRESIDENT'S DUTIES

- A. Preside at all meetings of the organization and its executive board.
- B. Enforce the constitution and by-laws.
- C. Be familiar with all activities of the organization.
- D. Represent the organization at all meetings pertaining to the organization.
- E. Appoint all committee chairpersons.

SECTION II THE VICE PRESIDENT'S DUTIES

- A. Perform duties of the President in his or her absence.
- B. Be knowledgeable of all aspects of the organizational activities.
- C. Serve as ex-officio member of all committees that are appointed.
- D. Serve as a member of the Executive Board.

SECTION III SECRETARY-TREASURER'S DUTIES

- A. Record the minutes of the meeting and keep a permanent record of minutes.
- B. Maintain membership roster and record attendance at all meetings. Notify the President and Executive Board when a member has more than two consecutive unexcused absences.
- C. Post all information on organizational activities and meetings.
- D. Be responsible for collecting dues, and keeping accurate records of organizational funds.
- E. Attend to all correspondence of the organization.
- F. Serve as a member of the Executive Board.

SECTION IV STUDENT COMMISSIONER'S DUTIES

- A. Assist the Recreational Sports Department with matters pertaining to _____ members.
- B. Enforce the standards of the classification system.
- C. Assist the designated Supervisor of Officials (Professional) with selecting, assigning, and evaluating members.
- D. Serve as a member of the Executive Board.

SECTION V SUPERVISOR OF OFFICIALS (PROFESSIONAL)

- A. Be responsible for the administration of the _____.
- B. Attend state rule interpretation meetings.
- C. Be responsible for administration of standardized tests.
- D. Coordinate with local community officials associations in providing officials with additional experience.
- E. Serve as a member of the Executive Board (ex-officio).

SECTION IV EXECUTIVE BOARD

The Executive Board shall be made up of 5 members in addition to the officers.

1. One member shall be from flag/touch football.
2. One member shall be from basketball.
3. One member shall be from volleyball.
4. One member shall be from softball.
5. One member shall be from_____sport.

Article VI-ELECTION OF OFFICERS

SECTION I

Elections shall be held at the last scheduled meeting of the_____semester/quarter. Voting shall be done by secret ballot. A plurality vote shall constitute a choice.

SECTION II

Terms shall last one (1) academic year from the time of installation.

SECTION III

New officers shall assume responsibilities at the first meeting in the Spring semester/quarter.

SECTION IV

A vacancy in any office shall be filled upon appointment of the President.

Article VII-QUALIFICATION OF OFFICERS

SECTION I PRESIDENT

Must have obtained at least the classification of a certified official in one (1) major sport.

SECTION II VICE PRESIDENT

Must have obtained at least the classification of an approved official in one (1) major sport.

SECTION III SECRETARY-TREASURER

Must have obtained at least the classification of an approved official in one (1) major sport.

SECTION IV STUDENT COMMISSIONER

Must have obtained at least the classification of an approved official in one (1) major sport.

Article VIII-DUTIES OF OFFICIALS

Each official who is accepted for membership must agree to the following responsibilities:

1. The official will maintain a uniform in excellent condition for each game assignment.
2. The official will attend all the clinics and organization meetings.
3. The official will study the rules diligently.

Article IX-CONSTITUTION & AMENDMENTS

SECTION I CONSTITUTION

Shall be the fundamental law of the University/College Sports Officials Association.

SECTION II AMENDMENTS

Amendments to the Constitution may be proposed by any member of the organization. The proposed amendment shall be submitted in writing directly to the President for action. Three-fourths vote of the membership is required for amendment ratification.

Article X-COMMITTEES & MEETINGS

SECTION I: COMMITTEES

All committees shall be appointed by the President and are subject to constitutional laws. The committees of the organization shall be as follows.

1. Grievance
2. Banquet & Award
3. Constitution
4. Any other deemed necessary by the President

SECTION II: MEETINGS

Meetings shall be held according to a schedule outlined at the first meeting of each semester/quarter. The Executive Board will meet to determine when the first meeting of each semester/quarter will be held.

SECTION III: ATTENDANCE

1. Members must attend all meetings in order to maintain good standing in the organization.
2. If a member neglects his/her duties, the Executive Board can require his/her dismissal from the organization.

A member who has obtained two (2) unexcused absences will be subject to probation, pending a decision by the Executive Board.

Article XI-FACULTY ADVISOR

The University/College _____ Sports Officials Association shall have a regular advisor who will attend meetings and advise the organization.

GENERAL INFORMATION AND PROCEDURES FOR SPORTS OFFICIALS

There are various methods that Intramural Programs utilize to assign officials to games. Popular methods include the traditional game assignment cards and availability forms that are submitted through the Intramural Sports Office, allowing schedules to be posted and distributed in person. Many programs are also now utilizing the internet to allow officials the convenience of submitting availability and viewing schedules through a secure website. There are various proprietary software packages that make this a seamless process, or programs may have their campus information technology offices assist with an in-house solution. This type of system may particularly benefit large programs that are assigning hundreds of officials per week

I. Game Assignment Procedure

The following system is designed to:

- A. Insure each official of his/her schedule at the earliest possible date.**
- B. Eliminate the hassle of last minute phone calls to and from the Recreational Sports Office.**
- C. Provide weekly contact with each official.**

II. Procedure for Game Assignments

A. Complete Data Card/Online Availability Form

Each official will indicate on an Availability Card/Online Form the days and hours he/she wishes to work.

B. Priority Scheduling

This information, plus team affiliation and official's classification, will be used to determine the work schedule. The most competent and available officials will work the most.

C. Contract Validation

All games will be scheduled one week in advance. Each official will be required to stop by the Recreational Office (for paper scheduling) between NOON ON THURSDAY AND NOON ON MONDAY to validate his/her formal contract with the following week's assignment. For online scheduling, officials will be required to check the online schedule.

D. Assignment Validation - Data Card

1. Official reviews only his/her contract and indicates whether he/she will accept each assignment.
2. After completing the contract, the official will take Part I with him/her. The Recreational Sports Staff will utilize Part II and Part III.
3. The Recreational Sports Staff will accept the responsibility for reassigning the games marked "no".
4. The officials will be responsible for games accepted.
5. If the official's contract remains invalidated for a period PAST MONDAY AT NOON, the contract will be void.
6. From Monday at noon until 1:30 p.m., any official wishing to work ADDITIONAL GAMES, can report to Recreational Sports Office for new assignments. After 1:30 p.m., games will be assigned by Recreational Sports Staff.

E. Official unable to meet contract responsibilities

1. For programs using an online method of scheduling, officials agree when submitting availability that they are accepting any assignments that they receive at times they are available. This places more individual responsibility on student officials and frees the assignment staff from the additional reassignment process.
2. The Recreational Sports Staff will publish the schedule on Friday for the following week's games.
3. When officials are unable to work games for which they have been scheduled, they must consult the officials roster and arrange their own replacements. Both officials then will communicate to the assignment staff to confirm the change.

F. Official unable to meet contract responsibilities

1. The Recreational Sports Office will take the responsibility for the reassignment of the games if the official contacts the office by noon of the preceding day.
2. Any conflict beyond that time will be settled by the official contacting a fellow official to take his/her place. Both officials must then contact the Recreational Sports Office to verify the change.
3. Officials arriving late for game assignment should be disciplined (unless there are extenuating circumstances)
 - A. First offense - loss of game(s)
 - B. Second offense - dismissal