

BRIDGEWATER STATE UNIVERSITY  
Athletics and Recreation Department



Intramural Sports  
Student Employee Handbook

## **WELCOME TO BSU CAMPUS RECREATION-INTRAMURAL SPORTS**

Welcome to Bridgewater State University and the Athletics and Recreation Department. Campus Recreation is broken down into two parts: Club Sports and Intramural Sports. Since you have been selected for employment in the Intramural Department this handbook will inform you of everything you need to know in order to make your employment here at BSU safe, enjoyable, and most of all fun. Your main job is to serve the participants of our programs and to provide a healthy atmosphere for all who are involved in this great service. The example that you set, the manner in which you serve the participants, how you deal with problems, and the way you offer assistance will contribute to an overall great experience and will furthermore enhance your academic experience while here at Bridgewater State University. As a paid employee of Campus Recreation, it is expected that you act in a professional and consistent manner in accordance with the rules and policies of our department.

Prior to assuming your job responsibilities it is imperative that student employees read and thoroughly understand the important material in this manual. To maintain consistent and effective administration, adherence to this manual is mandatory. Should any questions concerning policies or procedures arise, immediately consult with the professional staff in the Athletics and Recreation Department.

You and your fellow student workers are the backbone of Campus Recreation. Your position is crucial to this department and to Bridgewater State University as a whole. When you perform your duties effectively, you will find your work to be a rewarding and enjoyable experience. It is your interaction with co-workers, participants, supervisors, and Athletic Professionals that will make this program a success for years to come.

Thank you and I look forward to a great year with you.

Melissa Bonomo  
Bridgewater State University  
Coordinator of Intramural Sports

### **INTRAMURAL SPORTS MISSION STATEMENT:**

The purpose of the Intramural Sports Program at Bridgewater State University is to provide recreation, exercise, and most of all fun to all of our participants. Intramural sports enhance the academic experience by allowing participants to gain important aspects of daily life including teamwork, respect, integrity, competition, personal accomplishment, leadership, socialization, and making friends. A variety of team based and individual events are planned ranging from regular season competition to one-day tournaments and special events. Everyone who is a part of Bridgewater State University is encouraged to play to the best of their abilities; however a win-at-all costs attitude will not be accepted. The philosophy behind Intramural sports is to provide activities that will suit the need of the Bridgewater State community.

### **CONTACT INFORMATION:**











If you have a question, concern, or problem please feel free to contact:

**Melissa Bonomo – Coordinator of Intramural Sports**

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**FACES TO KNOW: Bridgewater State University Athletics Administration**  
Additional information can be found at [www.bsubears.com](http://www.bsubears.com).

<p><b>Dr. Marybeth Lamb</b></p>  <p><b>Director of Athletics</b></p>	<p><b>Sue Crosby-Tangen</b></p>  <p><b>Associate Director of Athletics</b></p>
<p><b>Mike Storey</b></p>  <p><b>Associate Director of Athletics</b></p>	<p><b>Glenn Gonsalves</b></p>  <p><b>Associate Director of Athletics and Recreation</b></p>
<p><b>Mike Donovan</b></p>  <p><b>Events Manager / Facility Supervisor</b></p>	<p><b>Brendan Adams</b></p>  <p><b>Night / Weekend Building Manager</b></p>
<p><b>Dan Rezendes</b></p>  <p><b>Director of Fitness</b></p>	<p><b>Chuck Denune</b></p>  <p><b>Assistant Director of Fitness</b></p>
<p><b>Erica Adams</b></p>  <p><b>Coordinator for Club Sports and Camps and Clinics</b></p>	<p><b>Melissa Bonomo</b></p>  <p><b>Coordinator of Intramural Sports</b></p>

## **GENERAL STATEMENTS AND GUIDELINES:**

All employees are expected to follow these simple guidelines:

- Student employees should qualify for Federal Financial Assistance and be in the Work-Study Program, however exceptions will be made.
- Must be a full-time student taking at least 12 credit hours.
- Work a maximum of 20 hours per week.
- Attend all requested meetings and staff trainings required for the position.
- Perform all assigned duties and responsibilities.
- Wear the required uniform shirt. Officials must wear an official's jersey while scorekeepers and supervisors must wear a staff shirt or a BSU shirt.
- General "neat" appearance. Athletic apparel and athletic shoes must be worn. No boots, hats, or dirty and ragged sweatpants.
- Work the entire shift that is assigned.
- Report for work on time. If an individual cannot work the shift for which they are assigned, it is their responsibility to find an appropriate substitute and tell the Coordinator of Intramural Sports as soon as possible.
- If absent from work due to an illness, coverage must be found for the shift and inform the Coordinator of Intramural Sports right away either via email or phone.
- Intramural Supervisors must be CPR and First Aid Certified. The Intramural Department will certify you in these categories if need be.
- Make sure teams and players are ready for their game. This includes ID checks, scrimmage pinnie number documented, and proper playing attire.
- No cell phones during games.
- Be able to work as a team to run the program without the Coordinator of Intramural Sports present.

## **JOB DESCRIPTIONS:**

### **Intramural Supervisor:**

Responsibilities:

- Supervise intramural activities in the absence of professional staff.
- Knowledge of operational and activity policies and procedures and awareness of all student personnel team job descriptions.
- Knowledge of philosophical foundation of the Campus Recreation program and Intramurals.
- Maintain positive public relations and rapport with program participants and spectators.
- Serve as a representative of Campus Recreation & Intramurals to all participants and spectators.
- Diffuse any potential problems involving spectators, coaches or players.
- Inspect intramural site and equipment prior to the start of each activity and report any problems.
- Knowledge and application of facility and equipment set up and tear down procedures and its proper storage location.
- Ensure activities start and end on time.
- Perform functions of other employees in their absence or to secure additional assistance.
- Assist in signing in Intramural teams and in verifying their eligibility by checking ID's.
- Manage staff, use prior knowledge and experience to put staff in situations to be successful.
- Abide by all policies and procedures and enforce among staff and participants.

- Coordinate emergency procedures or provide care in emergency situations.
- Ensure the first aid kit is at the field/court and is fully-stocked.
- Complete required paperwork before, during and after each shift.
- Ensure score sheets are documented correctly.
- Attend mandatory staff meetings and training sessions.
- Execute stations at staff trainings and present information at captain's meetings.
- Perform routine checks on each field/court.
- Perform additional duties as assigned.

### **Intramural Official:**

Responsibilities:

- Knowledge of intramural rules and policies and procedures.
- Follow all policies and procedures of the department and enforce among staff and participants.
- Communication of game information with other Intramural staff members and participants.
- Conduct pre-game meeting with captains.
- Maintain order and control during intramural activity.
- Wear proper officiating attire (jersey, sneakers and athletic attire)
- Maintain positive public relations and rapport with program participants and spectators.
- Serve as a representative of Intramurals to all participants and spectators.
- Knowledge and application of facility and equipment set up and tear down procedures and its proper storage location.
- Make sure activities start and end on time.
- Oversee the Intramural contest and ensure participation takes place in a safe manner.
- Coordinate emergency procedures or provide care in emergency situations.
- Provide written reports on all incidents, protests, ejections, etc. no matter how minor.
- Attend mandatory staff meetings and training sessions.
- Perform additional duties as assigned.

### **Intramural Scorekeeper:**

Responsibilities:

- Knowledge of intramural rules and policies and procedures.
- Follow all policies and procedures of the department and enforce among staff and participants.
- Register all participants prior to the start of contests, including checking Bridgewater State University ID's. No ID = No Play!
- Knowledge of intramural scorekeeping and statistics.
- Communication of game information with other Intramural staff members and participants.
- Maintain order and control during intramural activity.
- Wear proper attire (staff shirt, sneakers and athletic attire)
- Maintain positive public relations and rapport with program participants and spectators.
- Serve as a representative of Intramurals to all participants and spectators.
- Knowledge and application of facility and equipment set up and tear down procedures and its proper storage location.
- Make sure activities start and end on time.
- Accurately complete score sheets, which includes all statistics, scores, captain's signatures, sportsmanship rating, and any notes for the Coordinator of Intramural Sports.

- Coordinate emergency procedures or provide care in emergency situations.
- Provide written reports on all incidents, protests, ejections, etc. no matter how minor.
- Attend mandatory staff meetings and training sessions.
- Perform additional duties as assigned.

#### **EXPECTATIONS:**

- Give your best effort at all times.
- Expect to spend some time studying and learning the rules and procedures of Intramural games/events.
- Respect people and in turn they will respect you.
- Always have a positive attitude.
- Expect to take some criticism from participants.
- Know when to ask a co-worker or supervisor for help.
- Be professional at all times when interacting with staff, supervisors, players and spectators. Remember you are representing the Athletics and Recreation Department.
- Be prepared physically and mentally.
- Dress accordingly and maintain a proper appearance.
- Always be on time. Late to work could result in dismissal. (See Disciplinary Actions)
- Follow instructions carefully from superior.
- Have an interest in helping others.
- Maintain a safe and enjoyable environment.
- Most of all have fun!

#### **STAFF MEETINGS:**

There will be mandatory meetings at the beginning and end of each semester to review and explain the Intramural policies and to review or prepare for the upcoming semester. These meetings are mandatory. The date and times of the meetings will be announced in advance. If for some reason you cannot attend a meeting, please notify the Coordinator of Intramural Sports via email. If you miss a meeting, you must meet with the Coordinator of Intramural Sports at some point or you will not be scheduled that semester. The end of the semester meeting is more of a staff get-together and celebration to honor all the hard-work that has taken place.

#### **STAFF TRAININGS:**

Before each activity begins there will be staff training dates announced. These trainings dates are crucial to your success as an employee of Intramural Sports. Trainings are mandatory and for all employees. At trainings you will receive everything you need in order to be successful. You get paid for attending the training sessions. If you do not attend trainings, you will not be able to work that event.

#### **AVAILABILITY FORM / SCHEDULING:**

All student employees are required to fill out their availability in the scheduling program. It is up to you to make sure it is correct and up-to-date throughout the semester(s). The work schedule is available through the scheduling program. If a problem arises when the schedule first comes out, please contact the Coordinator of Intramural Sports immediately.

#### **SHIFT COVERAGE:**

If you cannot cover your entire shift for any reason, you must find an appropriate substitute for the entire period. You must drop your shift on the trade board and find someone to take that shift for you. Once a co-worker request to pick up the shift, a notification will be sent to the Coordinator of Intramural Sports. If you do not find coverage for a shift you cannot work, you

will be responsible to work that shift. Failure to find coverage or to work your shift will result in a strike with employment. All shifts must be dropped and approved before the shift begins. The procedure is as follows:

1. Put shift on the trade board for other employees to see.
2. Ask employees who are authorized to work at your same position.
3. Make sure person of interest request to pick up the shift.
4. Make sure Coordinator of Intramural Sports approves of the trade before the schedule shift time.

#### **DISCIPLINARY ACTION:**

It is necessary to take action if an employee is unable to follow Bridgewater State University and also Intramural rules and policies. This action may take several different forms depending on the offense committed, previous performance, and other factors that were a direct or indirect result of the offense committed. These actions may include, but are not limited to, the following steps:

1. Verbal Warning
2. Written Warning
3. Termination

#### **ABSENCE AND TARDINESS:**

It is extremely important you get to every shift on time. If you miss a shift or are late to a shift without contacting the Coordinator of Intramural Sports, the supervisor will make a notation on the staff sign-in sheet and it will count as a strike against your employment with Campus Recreation. If problems continue then further actions will occur. If you know you are going to be a few minutes late to a shift, let the Coordinator of Intramural Sports know as soon as possible and in most cases it will not be a problem.

#### **FALSE HOURS:**

Submitting false hours violates state and federal laws. Students can be charged with forgery. Anyone found guilty of submitting false hours will be terminated immediately.

#### **PAYROLL:**

The following steps are needed in order to ensure you get paid on time:

1. Must have completed all necessary paperwork with Student-Employment, located in Boyden Hall.
2. Must fill out a time sheet online, which can be found on InfoBear.
3. You must fill out the time-sheet every two (2) weeks. If you do not fill out a time sheet, you can be dismissed from employment and all future employments at the college.
4. If you do not work any hours for that time period, please do not submit your timesheet. Just leave "as is."
5. Employees must enroll in direct deposit as per University Policy.
6. If your check is due over a break period and you want to receive it, you must go to student employment and ask them what you must do.

#### **INJURIES:**

One of your main responsibilities is to provide a safe environment for those involved with the Intramural program, hopefully we have done all we can to prevent an injury. But, injuries are an inevitable part of sports. In the case of an injury, follow these steps:

- Stop play.

- Indicate that you are calling an official's time-out. This can usually be done by saying, "My time" while putting your hand on your chest.
- Go to the injured person and ask for the status of their condition.
- The person's response will indicate what you do next.
- If the player does not or cannot respond, get a building manager/supervisor and activate the Emergency Action Plan.
- When you believe an injury to be minor, you may want to wait until the end of the play to stop the contest. But, please remember to be very safety conscious. If you think a player's safety is seriously at risk, stop the contest immediately. It is better to be on the side of safety and stop the contest to prevent a serious injury or further injury than to let the contest continue.
- For all injuries, major or minor, make sure a BSU Campus Recreation accident report form is filled out and given to the Coordinator of Intramural Sports.
- Contact the Coordinator of Intramural Sports immediately for all major injuries and blood drawn injuries.

### **EJECTIONS:**

If it becomes necessary to eject a participant from a contest, an incident report must be completed immediately. The Intramural Supervisor on duty will have the reports. Please fill out all information regarding the situation. Be specific in your reports. Give the report immediately to the Coordinator of Intramural Sports. Do not let the contest continue after an ejection until the ejected player has left the field/court area. The Intramural Supervisor on duty is responsible for making sure the ejected player leaves the premises.

### **SPORTSMANSHIP:**

Please make sure you are aware of the sportsmanship policy. You can find it on Bridgewater State University - Recreation website. This is important for Intramural sports because if a team is a problem throughout the year, the Coordinator of Intramural Sports will not let them play in the playoffs if their sportsmanship rating is below a B.