



UNIVERSITY OF  
CALGARY

# WORK WITH US

**ACTIVE LIVING**

2500 University Drive NW  
Calgary, AB, Canada T2N 1N4  
[ucalgary.ca/activeliving](http://ucalgary.ca/activeliving)

## **Intramural Officials / Timekeepers**

Each term the IMS program employs referees for all our competitive sports. Referee responsibilities are to ensure safety of participants through direct supervision and rule enforcement. An official may use a number of intramural resources including rules, and policies to help maintain a fun, friendly, competitive game that helps make our program successful. Officials must be able to handle conflicts and resolve them rationally, and consistently. They must be able to manage the flow of a game from keeping track of time, to assessing and distributing penalties to run games as smoothly as possible. We offer training, however, having experience in the field is a strong asset, current certification is preferred although not mandatory.

### **Position Information**

**Shifts:** Mon-Thu and Sat-Sun Evenings

**Dates:** September - December and/or January - April

**Rate of Pay:** Starting at \$17

**Location:** Kinesiology Complex

### **The Officials duties include, but are not limited to:**

1. Filling in game sheets
2. Directing the flow of participants to the proper locations
3. Listening and addressing participant concerns
4. Enforcing league policies and procedures
5. Distributing tickets/coupons to participants
6. Ensuring playing area is safe
7. Accountable for equipment and its return
8. Completing incident reports for any dangerous or irregular behavior/action/equipment issues.
9. Keep scores of games (Sport specific)
10. Keep game times running
11. Enforce Sport rules
12. Mediate conflicts
13. Control the game to be as safe as possible

### **Qualifications:**

1. Previous experience playing or officiating sports. Please specify and describe this experience in your application.
2. Conflict Resolution skills (Being able to enforce sanctions)
3. Organization and time management skills
4. Passion for Competition
5. Punctual
6. Excellent Communication/Social Skills
7. Certification in the Sport would be an asset

### **To Apply:**

Please submit your resume via email to [imssport@ucalgary.ca](mailto:imssport@ucalgary.ca)