

OLD DOMINION UNIVERSITY
INTRAMURAL SPORTS
Program Assistant Job Description

General Responsibilities

- Attend all required meetings/trainings for Intramural Sports Program Assistants
- Attend at least one officials A clinic each semester
- Work at least one weekend tournament a semester
- Manage a specific game court/field for scheduled shifts
- Work shifts as the Officials Evaluator when assigned
- Supervise non-officiated tournaments
- Maintain a current CPR certification
- Communicate any program problems, concerns, or suggestions to the CS Coordinator

Prior to Games Beginning

- Assist the Supervisor in setting up activity area
- Make sure all the night's score sheets are in the field/court clipboard
- Give out game clock (when necessary) to one official at the field

During Games

- Sign in teams and players before every game
 - Collect IDs from all players
 - If they are not on the roster, add their name and ID number to the score sheet
- Keep the official score of every game
- Provide exceptional customer service – answer questions, make participants/spectators feel welcome, and encourage good sportsmanship
- Act as a first responder to all injuries at the game site
- Contact the Supervisor to handle any protest or ejection
- Assist officials in awarding sportsmanship grades
- Give IDs back to captains after every game
- Have captains sign score sheets immediately following games

At the End of the Shift

- Make sure game clock is returned to the clipboard
- Tear down game site with officials
- Double-check all completed score sheets and forms for accuracy
- Give all completed injury/incident reports to the Supervisor