

## **STATEMENT OF WORK**

### **SPORTS OFFICIALS**

#### **I. GENERAL**

1. Scope of work: the contractor shall furnish all labor, tools, equipment, uniforms and transportation necessary to provide officiating services for all intramural, varsity and recreational sports activities scheduled by the Chace Fitness Center Athletic Department.
2. Period of Performance : 29 Nov 2015 through 28 November 2020
3. Schedule of Work: Contractor will be notified 15 days in advance, by the Athletic Department about type of competition being scheduled and approximate start date. The Athletic Department will provide the contractor with a scheduled competition for said sport. Games normally take place between 1600 and 2200.
  - a. Contest time limits Intramural:
    1. Volleyball will have a 1 hour match time limit with a best out of three games.
    2. Basketball will have (2) 16 minute halves, using a running clock. The clock will stop on every whistle during the last two minutes of each half.
    3. Softball will play for one hour or 7 innings (any inning started must be completed regardless of the one hour time frame), whichever occurs first. There will be a 10 run rule after 5 innings and a 15 run rule after 3 innings.
    4. Flag-Football will have (2) 20 minutes halves, using a running clock. The clock will stop on every whistle during the last two minutes of each half.
    5. Soccer will have (2) 35 minute halves, using a running clock.
  - b. Contest time limits varsity:
    1. Volleyball will have a one hour match time with a best three out of five format.
    2. Basketball will have (2) twenty minute halves. Stopped clock for every whistle.
    3. Softball will play seven innings. In case of ties the game will continue with full innings until the ties is broken.
    4. Soccer will have 35 minute halves, using a running clock.

#### **II. SPECIFIC TASKS**

1. Services include:
  - a. The head official shall attend the coach's meeting for each sport prior to the season.
  - b. Providing required number of personnel identified in Paragraph 4 of this section at each scheduled contest.

- c. Prior to beginning of a contest the head official will conduct an inspection of playing site to ensure field/court and requirement are safe and suitable for playing competition.
  - d. Head official will review score book/score sheet to ensure all required information is present to include time, date, team playing, officials and scorekeepers names. The head official's duties are not complete until the officials score book/sheet is approved by and signed by all officials and score keepers at the end of the contest.
  - e. Scorekeeper will pick up the required equipment/keys and return them back to the Fitness Center after the last contest of the night. The head official will perform this duty for Flag-Football, Soccer and Softball.
  - f. The head official will insure the lights are turned on ta dusk and turned off following last schedule contest of the evening.
  - g. The head official will notify the Athletic Department if a contest is protested or if a player receives an ejection. A detailed description of the situation will be entered into the official score book/sheet and in case of an ejection, a written statement must be submitted to the athletic department by 1200 the next duty day.
  - h. The head official must notify the Athletic Department of any incidents or injuries that occurred during contest.
2. Contractor shall maintain records of all contest officiated to include time, date, officials assigned and scorekeepers assigned. Records will remain the property of, and are subject to, the exclusive control of the US Government.
3. Officials will enforce the Base Sports Constitution, Sport's By-Laws and verdict's that are specified in AFI 34-266. The following sports bodies and their official rule book will govern items not covered in the references:
  - a. Basketball                      National Collegiate Athletic Association
  - b. Flag-Football                NIRSA
  - c. Soccer                         Federal International Soccer Association
  - d. Softball                        Amateur Softball Association
  - e. Volleyball                    United States Volleyball Association
4. Officials required to officiate games will be nominated/selected by Fitness Center Director prior to scheduled games:
  - a. Basketball:    Intramural:    2 referees/1 scorer/timer = 3 total  
                         Varsity:        2 referees/1 scorer/1 timer = 4 total  
                         Extramural:    2 referees/1 scorer/timer = 3 total
  - b. Softball:       Intramural:    1 umpire/1 scorer = 2 total  
                         Varsity:        2 umpires/1 scorer = 3 total  
                         Extramural:    1 umpire/1 scorer = 2 total

- c. Volleyball: Intramural: 1 referee/1 scorer = 2 total  
Varsity: 1 referee/1 umpire/1 scorer = 3 total  
Extramural: 1 referee/1 scorer = 2 total
  
- d. Soccer: Intramural: 1 referee/2 lines persons = 3 total  
(When league rules call for less than 9 players per team, no lines persons are required.)  
Varsity: 1 referee/2 lines persons = 3 total
  
- e. Flag Football: Intramural 2-3 referees/teams provide downs keeper = 3- 4 total  
Varsity: 4 referees/ teams provide downs keeper = 5 total

### III. SURVEILLANCE PLAN

1. The Chace Fitness Center Director, Assistant Director or Sports Director may observe the officials and scorekeepers at any time to assure that the services provided are being performed in accordance with established guidelines.
2. The contractor will appoint a head official for each sport who will ensure the quality of service are being provided by evaluating each official or scorekeeper during the pre-season, regular season and pot-season phases of the league competition.
3. Evaluations of performance will be made part of each official or scorekeepers record and are available for review by the Athletic Department.
4. The contractor will respond to written concerns or complains received from the Athletic Department. (Note: response is an action designated to correct or clarify a situation under question) The head official will provide the Athletic Department, through the contracting officer a written response within 5 working days from the day the concerns or complaint was received.

### IV. Other

1. Contractor shall provide a suitable employee to perform in his/her absence. Appointment of this person must be coordinated with and agreed upon by the contracting officer.
2. Contractor shall wear appropriate professional officiating attire.
3. The contractor officer may in writing, require that the contractor be removed from the work site area, or base to objectionable behavior. Objectionable behavior includes wearing inappropriate attire, using profane language, or abusing or disobeying base/host county rules or regulations.
4. Cancellations of schedules will be handled as follows:
  - a. If the athletic department cancels a game the athletic department must notify the chief official of any game cancellations not later than 1530 the day of the competition and no later than two and one half hours prior to a schedule contest.

- b.** If an official must cancel a game due to suitability of playing fields the exact cause of cancellation must be recorded in score book/sheet. All cancellations must be consistent with cancellation requirements specified by each sport governing rules. The government will not pay for any unjustified cancellations.
  - c.** The first set of officials will be paid for one game if cancelation is made after their arrival at the game site. When field/area weather conditions warrant the first set of officials shall cancel all scheduled competitions for that night and notify all other sports officials and scorekeeper that are scheduled to work, of the cancellation. Therefore, the Government will only be responsible to pay one canceled competition per event site per day.
- 5.** Payment the contractor shall only invoice for actual personnel officiating the contest. Payment will be made based on actual number of officials that officiated the contest.