



## Tennessee Tech University

### Intramural Sports Office Application

Before you begin working for us, the following items must be completed. You cannot be scheduled until the Intramural Sports Office receives these items.

1. Completed & Signed Application
2. Schedule Preferences set in Microsoft Shifts
3. Enrolled in Time Clock Plus
4. Work T-Shirt Size

You may obtain your I-9 card from Human Resources. Human Resources is located in Room 156 of Derryberry Hall. You will need two forms of identification, and we recommend your state driver's license, your social security card, or your birth certificate. If you wish to sign up for direct deposit, please take a voided check or a Direct Deposit Authorization form to Human Resources.

Please remember that you are responsible for clocking in and out for work via Time-Clock Plus. If you are unable to clock in or out, please inform a supervisor. Failing to inform a supervisor of these issues may result of loss of that night's wages.

Payroll is processed the first working day of the month. If you have questions regarding your time clock information or hours, please ask ASAP. If payroll has been processed, and a mistake is discovered, your unpaid hours will be added to the next month's paycheck.

Student workers are paid monthly and will receive their pay on the tenth (10<sup>th</sup>) of each month. If the tenth day falls on a weekend or holiday, your check or direct deposit will be available on the last working day.

#### OFFICE USE ONLY

Application Completed \_\_\_\_\_

Shifts \_\_\_\_\_

T-Shirt Size \_\_\_\_\_

Copy of I-9 Card Attached \_\_\_\_\_

Biometric Scan \_\_\_\_\_



## TTU Intramural Sports Office Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Local Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Permanent Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

T-Number: \_\_\_\_\_

Position of Interest  
(Circle One):      **SPORT OFFICIAL**      **SCOREKEEPER**      **STATISTICIAN**      **FIELD MANAGEMENT**

Have you ever worked for Intramurals?      YES ☐      NO ☐      If yes, when? \_\_\_\_\_

Are a certified Sports Official?      YES ☐      NO ☐      If yes, which sport(s): \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Street Address

Apartment/Unit #

City

State

ZIP Code

### Sports Background

*Please describe your sports background (e.g. sports played at any level, coaching experience etc)*

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### Certifications

*Please list any certifications (e.g. First Aid, CPR, Officiating, etc ):*

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## Employment Expectations & Responsibilities

*Please read thoroughly before signing.*

1. We expect that you will bring three things to work: a willingness to learn, integrity, and a positive attitude.
2. It is your responsibility to support, maintain, and enforce all policies of the Intramural Sports Program and the Department of Campus Recreation. You understand that you represent the Intramural Sports Office and the Department of Campus Recreation while working and participating as a player.
3. Employees are expected to serve as model players and spectators. Disruptive and unsportsmanlike behavior will not be tolerated and will result in disciplinary action including but not limited to ejection from the game, removal from the posted work schedule, and suspension.
4. You are responsible for wearing approved work attire. You will be provided with an IM Staff shirt which is required for all of your shifts. Sport Officials are required to wear athletic attire in compliance with Intramural policies and procedures (e.g. athletic shorts or pants, closed toe athletic shoes, no jewelry etc.).
5. It is your responsibility to submit your weekly availability and check your work schedule. Schedules will be posted weekly via the Microsoft Shifts client, and you may access your schedule via computer or phone.
6. You understand that all schedule changes and shift trades must be approved by Intramural Sports Professional Staff. In the event a substitute is not found, you are responsible for covering your shift.
7. You understand that the Intramural Sports Office does not guarantee a minimum number of hours per week. Scheduling is based on need, evaluations, and the overall departmental budget.
8. You understand that all scheduling issues as well as other concerns should be directed to the Intramural Professional Staff or Intramural Graduate Assistants.
9. We understand that emergencies arise that might prevent you from working. Illness, a death in the family, and an unscheduled class, test, or lab are some examples of uncontrollable situations. Studying for a test or finishing a class project are not considered emergencies.
10. Please list any conflicts you have with players you may referee and what teams you may play on: (ex. Affiliation by you or significant other with a fraternity or sorority)

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### 11. Training

- a. Training Clinics are **mandatory** training for all officials and scorekeepers interested in the specific sport. These clinics help to teach sport specific officiating techniques as well as rules and procedures. Failure to attend without a valid reason will result in not being placed on the weekly schedule.
- b. Each Officials' Clinic will span two to three days and will be combination of classroom discussion and practical application on the field or court.

### 12. Evaluations

Sport Officials will be evaluated regularly each night by a Professional Staff member or Graduate Assistant. The Professional Staff member or GA will discuss your evaluation with you.

*I understand the expectations and responsibilities of student workers for the Intramural Sports Program and agree to abide by the policies and procedures of the Intramural Sports Program as a worker, participant, and spectator.*

Student Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_