

Village of Mahomet Parks and Recreation

218 S. Lake of the Woods Rd - P.O. Box 259 - Mahomet, IL 61853
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www.mahometrecreation.com



Department: Parks & Recreation

Position: Sports Official

Category: Independent Contractor

Sports: Soccer, Flag Football, Basketball, Volleyball, Baseball, Softball and other assigned programs

Dates: Seasons vary by program

Age: Preferred 14+

Application Deadline: Until Filled

General Purpose:

Youth Sports Officials provide officiating services for Village of Mahomet Parks & Recreation youth leagues, games and tournaments. Officials apply rules fairly, promote good sportsmanship and help provide a safe, positive experience for participants.

Qualifications:

- Knowledge of the assigned sport's rules.
- Ability to make confident decisions, apply rules consistently and communicate appropriately with players, coaches, parents, staff and spectators.
- Ability to remain professional during disagreements or difficult situations.
- Experience working with children ages 4-14 preferred.
- Most officials serving our recreational leagues are not credentialed. A certification is not required to apply, and applicants with knowledge of the sport and a willingness to learn are encouraged.
- Officials seeking the higher credentialed rate must provide documentation of a current credential recognized by the department.

Responsibilities:

- Arrive at least 15 minutes before the scheduled game.
- Inspect the playing area and report unsafe conditions to the site supervisor.
- Officiate assigned games according to department and applicable sport rules.

- Maintain reasonable game control and enforce sportsmanship expectations.
- Complete required scorecards, incident reports and injury reports.
- Complete and sign the official timesheet onsite before leaving after each assignment. The timesheet is the department's official record of games worked and is used to determine payment.
- Communicate scheduling or game-related concerns to the Sports & Community Program Coordinator.
- Follow department safety, weather and emergency procedures.

Compensation:

- Officials with an approved current sport-specific credential: \$25 per game.
- Officials without an approved current sport-specific credential: \$17 per game.
- Officials are paid per game officiated unless a different rate is approved in writing by the Parks & Recreation Director and/or Sports & Community Program Coordinator before the assignment is accepted.

Credentials must be current, applicable to the assigned sport and documented with the department before the higher rate becomes effective. Site supervisors and other part-time personnel may not establish or change compensation rates.

Approved Officiating Credentials:

To qualify for the higher credentialed rate, an official must provide documentation of a current officiating license, certification or approved course completion applicable to the sport being officiated.

The following credentials are accepted:

- Soccer: Current IHSA Soccer Official license or current U.S. Soccer Referee license at the Grassroots level or higher.
- Flag Football: Current IHSA Football Official license or completion of the USA Football Flag Officials Course within the previous 12 months.
- Basketball: Current IHSA Basketball Official license.
- Volleyball: Current IHSA Volleyball Official license or current USA Volleyball referee certification at the Provisional/Regional level or higher.
- Baseball: Current IHSA Baseball Official license.
- Softball: Current IHSA Softball Official license or current USA Softball umpire certification.
- Other Sports: A current sport-specific officiating credential issued by a recognized state or national governing organization and approved in writing by the Parks & Recreation Director.

A coaching certification, CPR/First Aid certification, general rules clinic, preseason meeting or prior playing experience does not, by itself, qualify an official for the higher rate.

A credential applies only to the sport covered by that credential. For example, an official credentialed in soccer but not basketball will receive the higher rate for soccer assignments and the non-credentialed rate for basketball assignments.

Officials must submit proof before the higher rate becomes effective. The higher rate begins with the first assignment after the department verifies the credential and will not be applied retroactively. Expired credentials do not qualify unless renewed and verified by the department.

The Parks & Recreation Director may approve an equivalent credential in writing before an assignment is accepted.

Assignments:

Assignments are offered based on program needs and official availability. Officials may accept or decline assignments. Once accepted, they must report as scheduled or provide as much advance notice as possible if unable to serve. If unable to serve, officials should make every attempt to find a replacement. Assignments do not guarantee that a game will be played or that any minimum number of games will be offered during the season.

Cancellations/Interrupted Games:

- No fee is paid if a game is cancelled before it begins because of weather, field conditions or another circumstance, even if the official has arrived onsite.
- The full game fee is paid if a game begins and is later suspended or terminated.
- The full game fee is paid if an official reports as assigned but the game cannot be played because of a team no-show or forfeit.
- The department will make reasonable efforts to notify officials of cancellations promptly.

Payment:

Before receiving assignments, officials must submit a completed W-9 and contractual agreement. Officials are responsible for completing and signing the official timesheet onsite before leaving after each assignment. The timesheet must accurately identify the official, date and game worked. The department uses the signed timesheet to verify completed assignments and calculate payment. Being listed on the game schedule does not, by itself, verify that an official worked the game. Failure to complete and sign the timesheet may delay payment until the assignment can be confirmed by the site supervisor or Sports & Community Program Coordinator. Officials may not sign for another official or report a game they did not officiate.

The Village processes contractor payments monthly through its regular bill-payment process. After completed games are verified through the timesheets, amounts owed are submitted to the Village Board's bill list, which generally has a submission deadline one

to two weeks before the fourth Tuesday of each month. Bills are presented for approval at the fourth-Tuesday meeting, and payment is issued after approval and processing under regular Village procedures. Timesheets received or verified after the applicable cutoff may be processed during the following monthly payment cycle. Payment timing depends on when games are completed, timesheets are submitted and required documentation is received. Officials should report a suspected payment error to the Sports & Community Program Coordinator promptly after receiving payment.

Physical and Environmental Considerations:

Assignments may require running, standing, bending and other sport-related movement. Officials may be exposed to heat, cold, sun, rain and changing weather conditions.

Department Contact:

Officials coordinate assignments and game operations with the Sports & Community Program Coordinator and assigned site supervisor.

Disclaimer:

This description summarizes the services generally expected of a Sports Official. Specific assignments, rules and procedures may vary by program. Nothing guarantees a minimum number of assignments or creates an employment relationship. Contractor classification and all applicable requirements remain subject to Village policy and applicable law.

To Apply:

Apply by completing the Contractual Agreement and W-9 found @ www.mahometrecreation.com

Applications are available at the Mahomet Park and Recreation Office, 218 South Lake of the Woods Road, Mahomet and online at www.mahometrecreation.com. If you have any further questions, please contact Mahomet Recreation at 217/586-6025 or e-mail mahometrec@mahomet-il.gov.