# Request for Sport Officials

**Spartan Recreation - San Jose State University**  
**Request for Sport Officials**  
**Intramural Sports**

**REQUEST FOR SPORT OFFICIALS**  
*phone (408) 924-6218*  
*Email: matthew.lee@sjsu.edu*

<table>
<thead>
<tr>
<th>Person making request:</th>
<th><strong>FOR REC OFFICE USE ONLY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Date Received:</td>
</tr>
<tr>
<td>Email:</td>
<td>Received By:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization hosting event:</th>
<th><strong>APPROVED      DECLINED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of event:</td>
<td>If declined, reason(s):</td>
</tr>
<tr>
<td>Date(s) of event:</td>
<td></td>
</tr>
<tr>
<td>Times of event:</td>
<td>Date:</td>
</tr>
<tr>
<td>Location of event:</td>
<td>Director of Officials’ Signature:</td>
</tr>
<tr>
<td>Street address:</td>
<td>Additional Notes:</td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
</tbody>
</table>

| Person in charge on-site for officials to report to: | |
| Cell phone:                                           |   |

<table>
<thead>
<tr>
<th><strong>SPORT(S) TO BE OFFICIATED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport # 1:</td>
</tr>
<tr>
<td>Number of courts/fields:</td>
</tr>
<tr>
<td>Requested # of officials per game:</td>
</tr>
<tr>
<td>Rules different from IM Sports:</td>
</tr>
<tr>
<td>Duration of each game:</td>
</tr>
</tbody>
</table>

| Sport # 3:                  | Sport # 4:                |
| Number of courts/fields:    | Number of courts/fields:  |
| Requested # of officials per game: | Requested # of officials per game: |
| Rules different from IM Sports: | Rules different from IM Sports: |
| Duration of each game:      | Duration of each game:    |

| Additional Notes:           |                           |
IMPORTANT – PLEASE READ

- **Completing this request does not guarantee that officials will be provided.** When this completed form is received in the campus recreation office, a request will be sent out to IM Sports officials based on the information provided, and a response will be issued to the requesting person in as timely a manner as possible.

- Pay rates for officials working outside events:
  - $17.00 PER HOUR (per official)

- Renting party agrees to pay Spartan Recreation directly, and then Spartan Recreation will pay officials who work the event.

- Officials will not be held responsible for any conflicts or confrontations that ensue during or between contests, and are instructed to leave the event if any heated verbal or physical conflicts arise.

- Spartan Recreation may request a meeting for additional information to work out logistics of the event. Equipment rentals will be done on a separate form and may have additional charges. This form is not an agreement to request space for the event, and facility reservations must be done through the appropriate channel separate from this form.

Please read and initial each of the following items, and print and sign your name below.

- **(INITIALS)** I understand that completing this request does not guarantee that officials will be provided and that officials are provided on a basis of scheduling for IM Sports and availability.

- **(INITIALS)** I agree to provide Spartan Recreation the contact information of the person listed as “in charge” of the event as an official contact for planning and coordinating the event. Officials will report to said person at the event and they will be their direct contact at the event.

- **(INITIALS)** I understand that officials will not be held responsible for any conflicts or confrontations that ensue during or between contests, and are instructed to leave the event if any heated verbal or physical conflicts arise.

- **(INITIALS)** I understand that Spartan Recreation discourages the implementation of rules that are different from Spartan Recreation IM Sports rules, and accept all responsibility for any rough play that may arise due to a rule adjustment for the event.

- **(INITIALS)** I understand that this form is not a request for facility space, equipment, or any sort of event insurance coverage. This is a solely a request for officials and/or staffing for the event.

I, ________________________________ (printed name), HEREBY AGREE TO ADHERE TO THE ABOVE LISTED TERMS AND CONDITIONS OF HIRING AND/OR USING SAN JOSE STATE INTRAMURAL SPORTS OFFICIALS FOR USE IN A NON-SPARTAN RECREATION SPONSORED EVENT.

_________________________________ (signature)  _______________ (date)

PLEASE COMPLETE ALL SECTIONS OF THIS FORM AND SCAN AND EMAIL TO matthew.lee@sjsu.edu, OR RETURN TO THE Spartan Recreation office at the Sport Club.