FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Adult Sports Official

Position Title: Adult Sports Official / Referee
Department: Sports & Recreation
Reports To: Adult Sports Coordinator / Sports Director
Employment Type: Part-Time / Seasonal

Position Summary

The YMCA Adult Sports Official is responsible for overseeing adult recreational sports games while ensuring fair play, participant safety, and a positive sporting environment. Officials enforce league rules and regulations, manage game flow, address conflicts, and promote good sportsmanship among all participants.

Officials serve as representatives of the YMCA and are expected to uphold the YMCA's core values of **Caring, Honesty, Respect, and Responsibility** while creating an inclusive, welcoming, and enjoyable experience for all participants.

Essential Duties and Responsibilities

- Officiate adult recreational sports games in accordance with established league rules and regulations.
- Maintain control of games while ensuring fair, consistent, and impartial rule enforcement.
- Promote sportsmanship, respect, and positive behavior among players, coaches, and spectators.
- Ensure the safety and well-being of all participants throughout each game.
- Arrive on time and be prepared to officiate assigned games.
- Inspect playing areas and equipment for potential safety concerns before games begin.
- Communicate effectively with players, coaches, scorekeepers, and YMCA staff.
- Address disputes, unsportsmanlike conduct, and rule violations professionally and appropriately.
- Administer penalties, warnings, technical fouls, ejections, or other disciplinary actions when necessary.
- Maintain accurate game records, including scores, fouls, penalties, and incidents as required.
- Report injuries, ejections, misconduct, and other significant incidents to the appropriate YMCA staff.
- Attend required officials' meetings, training sessions, and rule reviews.
- Follow all YMCA policies, procedures, and emergency response protocols.

- Help maintain a positive, inclusive, and welcoming environment for all participants.

Additional Game Management & Professional Expectations

1. Zero Tolerance for Abusive Behavior

- Maintain a safe and respectful environment for players, coaches, and spectators.
- Address verbal abuse, threats, harassment, and inappropriate conduct immediately.
- Issue warnings, penalties, or remove participants from games when necessary, in accordance with league policies.
- Notify the Adult Sports Coordinator or Sports Director of serious or repeated misconduct.

2. Game Management & Timekeeping

- Start and end games according to the scheduled league times.
- Maintain the established game schedule and minimize unnecessary delays.
- Ensure proper game procedures are followed, including pre-game checks and game-ending procedures.
- Work with scorekeepers and other officials to ensure accurate game operations.

3. Incident Reporting & Documentation

- Document and report all participant ejections, altercations, injuries, and significant disputes.
- Communicate serious incidents to the Adult Sports Coordinator or Sports Director as soon as possible.
- Complete required incident reports accurately and promptly.
- Provide factual, professional accounts of incidents when requested by YMCA management.

4. Professional Conduct & Impartiality

- Treat all participants fairly and consistently, regardless of team affiliation, skill level, or personal relationships.
- Never allow personal relationships, outside disagreements, or individual opinions to influence officiating decisions.
- Communicate respectfully and professionally, even in challenging situations.
- Avoid arguing with participants and maintain authority and composure throughout games.
- Represent the YMCA positively both on and off the playing court or field.

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Qualifications

- Previous sports officiating experience preferred but not required.
- Knowledge of the sport's rules, regulations, and game procedures.
- Ability to make quick, fair, and consistent decisions.
- Strong communication and conflict-resolution skills.
- Ability to remain calm and professional in challenging situations.
- Ability to work independently while collaborating with YMCA staff.
- Must demonstrate reliability, punctuality, and professionalism.
- Current CPR, First Aid, and AED certification preferred or willingness to obtain as required.

Physical Requirements

- Ability to stand, walk, jog, and move throughout sporting events for extended periods.
- Ability to maintain awareness of game activity and respond quickly to situations.
- Ability to work in indoor and/or outdoor athletic environments.
- Ability to occasionally lift or move sports equipment.

YMCA Expectations

All YMCA employees are expected to:

- Demonstrate the YMCA's core values of Caring, Honesty, Respect, and Responsibility.
- Create a welcoming environment for participants of all backgrounds and skill levels.
- Model appropriate behavior, integrity, and sportsmanship.
- Maintain professional boundaries and treat all participants fairly.
- Follow YMCA safety policies, emergency procedures, and organizational standards.
- Support the YMCA's mission of strengthening communities through youth development, healthy living, and social responsibility.

Work Schedule & Environment

- Primarily evenings and weekends, depending on league schedules.
- Part-time and seasonal scheduling based on adult sports programming needs.
- Work may take place in gymnasiums, athletic facilities, or outdoor sporting venues.
- Must be available for assigned games and communicate scheduling conflicts in advance.

YMCA of ALASKA
5353 Lake Otis Pkwy
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Position Success Indicators

A successful Adult Sports Official:

- Consistently enforces league rules fairly and confidently.
- Maintains control of games and handles conflict professionally.
- Prioritizes participant safety.
- Promotes positive sportsmanship and respect.
- Provides a fun, fair, and enjoyable recreational sports experience for all participants.

Employee Acknowledgment

I acknowledge that I have read and understand the responsibilities, expectations, and requirements outlined in this YMCA Adult Sports Official Job Description. I understand that I am responsible for following YMCA policies, maintaining professionalism, promoting sportsmanship, and providing a safe and positive environment for all participants.

My signature below confirms that I understand the expectations of this position.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____