

**OFFICIALS' PAY SCHEDULE
LINCOLN PARKS AND RECREATION DEPARTMENT
FALL / WINTER 2024 & 2025**

ADULT KICKBALL

City Certified \$24.00 Paid on the field. \$12 cash from each team.

ADULT KICKBALL

City Certified \$24.00 Paid on the field. \$8 cash from each of the 3 teams.

PAYROLL PROCEDURE

All scheduling, records of games worked, and amounts paid will be kept by the Team Sports office and will be turned into payroll every two (2) weeks with via Electronic Funds Transfer being scheduled no later than 11 days from the end of the pay period. Please make sure your name and address are written clearly when you sign your contract, and that we are notified should you have a change of address.

The weekly schedule will run Monday through Sunday.

PAY PERIOD DATES

July 22 – August 4
August 5 – August 18
August 19 – September 1
September 2 – September 15
September 16 – September 29
September 30 – October 13
October 14 – October 27
October 28 – November 10
November 11 – November 24
November 25 – December 8
December 9 – December 22
December 23 – January 5
January 6 – January 19
January 20 – February 2
February 3 – February 16
February 17 – March 2
March 3 – March 16
March 17 – March 30
March 31 – April 13

DEPOSITED BY:

August 15
August 29
September 12
September 26
October 10
October 24
November 7
November 21
December 5
December 19
January 2
January 16
January 30
February 13
February 27
March 13
March 27
April 10
April 24

You will be paid on a demand basis for services rendered which will be "X" amount of dollars for "X" number of games with no withholding from your payment for taxes, social security, etc. However, should you earn \$600.00 or more during the calendar year, you will receive a 1099 Form informing you of the amount you have earned. As an independent contractor, it is your responsibility to claim this income on your taxes.

UMPIRE JOB REQUIREMENTS

Contract:

- You must sign an umpire's contract and pay your **\$20.00** insurance fee before you can umpire. The contract must be signed and returned to the Team Sports office.

Working:

- It is YOUR RESPONSIBILITY to accept or decline officiating assignments in a timely fashion.
- You will receive an email from TeamSideline to accept or reject your assignments. If you are planning a vacation, please let us know as soon as possible.
- If you are scheduled to work but can't work due to illness, etc., you must contact the Team Sports office by 10:00 a.m. the day you are scheduled to officiate. Failure to contact the Team Sports office in a timely manner could result in loss of future assignments.

Weather:

- If there is a doubt about games being played because of inclement weather, it is your responsibility to check the schedule. See Rules Manual for details.

Injury/Incident:

- In the case of injury, the official should not touch the injured person(s); this could make you liable. Let the coach or fellow players take care of the person. Contact your supervisor immediately and assist the supervisor as needed. An 'Injury Report' must be filled out after care is given. The office will follow up with you, if necessary.

Heat:

- Please make sure that you and the participating athletes are hydrated at all times during the summer months. If you see anyone that doesn't look like they are handling the hot conditions, make sure that your supervisor knows ASAP.

Pre-Game:

- Be on the field/court 15 to 20 minutes before scheduled game time. Being on time for your assignments means being early! If you are having difficulties making it to the field on time for your game, please call Ryan's work cell (402-430-6187).
- Prior to games starting each day, the umpire(s) should walk around the field/court checking for any potentially hazardous conditions.
- Perform the "Coin Flip" with the captains to determine home team or goals being defended, and cover rule changes and/or exceptions prior to EACH game!

Game Management:

- If time limit is in effect, make sure teams know the starting time, and note the same starting time on the score card.
- Have the winning captain or team representative initial the score card stating they agree with the score once the game is complete. Get the score correct!
- Turn in score cards to supervisor before you leave the site.