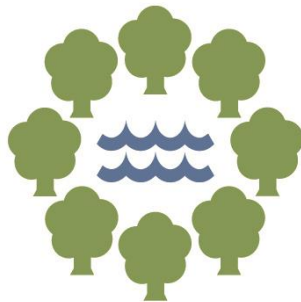


MPRB OFFICIALS' MANUAL



Minneapolis
Park & Recreation Board

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APPLICATION PROCESS

Step 1

- Intake Form:
 - First, complete the initial *Intake Form* so we can gather some information about your previous work history, sports knowledge, interests, and experiences.
- Youth Background (17 & under):
 - Secondly, complete the hard copy background check and email it to jrisk@minneapolisiparks.org.
- Adult Background Check (18 & over):
 - Secondly, you will be sent an online background check link from **HireRight** once your *Intake Form* has been completed.

Step 2

- Create a Team Sideline account and register as an MPRB official

Step 3

- Independent Contract Agreement
 - CDC Concussion Certification (Required to officiate youth sports)
 - Submit both to jrisk@minneapolisiparks.org
-
- eSupplier Registration
 - W-9
 - ACH (Required for direct deposit)
 - Submit all three to accountspayable@minneapolismn.gov

Independent Contractors are required to complete all hiring paperwork prior to being assigned a shift.



JOB DESCRIPTION

MPRB Independent Contractors

The Minneapolis Park & Recreation Board is looking to hire independent contractors to officiate youth and adult sports as well as supervisory positions that monitor outdoor court and field sports. Contracted rates run between \$15.00 - \$75.00 per game.

Position Summary: Staff are expected to be knowledgeable with both rules and mechanics necessary to enforce the rules, and will exercise authority in an impartial, firm, and controlled manner. Prepare courts and fields for athletic league programming, monitor park fields and courts to ensure safety for scheduled sports leagues. Communicate effectively and develop positive relationships with participants, coaches, spectators, and park users. Enforce City and MPRB regulations as appropriate. Communicate custodial needs to supervisor.

Position hours: Schedule will vary per week. Will primarily be weekday evenings (Monday – Friday) and weekend mornings, afternoons, and evenings (Saturday – Sunday).

Independent Contractor work is available year-round. That said, sports change seasonally.

Minimum Requirements:

- Must be at least 14 years of age.
- One year of officiating experience preferred.
- One year of experience involving extensive interaction with the public preferred.
- CDC Concussion Certification is required to officiate youth sports.
- Must pass a background check.

Job Duties:

- Knowledgeable of the rules and mechanics of each sport assigned.
- Enforce the rules and exercise authority in an impartial, firm, and controlled manner.
- Communicate your calls clearly and effectively.
- Uphold the honor and dignity of the profession; respect to all parties involved in the event, including employees, volunteers, players, coaches, and parents.
- Promote MPRB's good sportsmanship code of conduct before, during, and after the event.
- Purchase and wear the appropriate uniform at each event.
- Consistent punctuality for each assignment.
- Enter game scores and post- game reports via Team Sideline within 24 hours of the completed assignment.
- Update contact information, availability blocks, and track hours for invoicing.
- Confirm and reject assignments in a timely manner.
- Ensure a safe environment for all park users by providing education about MPRB policies and procedures.
- Act immediately to address inappropriate behaviors by contacting appropriate staff or other emergency personnel as necessary.
- Oversee park supplies for athletic games and properly disinfect them on return.

- Provide guidance for athletic league participants during scheduled times.
- Monitor park activity and attendance; write incident reports and recommendation reports related to park use.
- Provide and promote recreation opportunities on site and provide information on other park programs.
- Distribute flyers to promote activities and park programs.
- Act as facility attendant and greeter for park events.

Ability to:

- Communicate respectfully and effectively with a diverse community using courtesy, tact, and good judgement.
- Explain and enforce rules of conduct or other applicable MPRB and City rules and policies.
- Understand and interpret rules of each sport assigned.
- Exercise authority appropriate to various circumstances.
- Work independently with general supervision.
- Work outside in all types of weather conditions.
- Ability and willingness to work a flexible schedule including evenings and weekends.
- Ability to perform assigned work independently and responsibly, as well as part of a team.
- Ability to maintain consistent and punctual attendance.
- Ability to stand for long periods of time and complete physical tasks (lift, carry, pull, etc.)
- Ability to use technology (i.e., Team Sideline, computers, Smartphones, etc.)



INDEPENDENT CONTRACTOR AGREEMENT



Independent Contractor Agreement

Revised December 2023

This agreement made this _____ day of _____, 20____ by and between the City of Minneapolis acting by and through its Park and Recreation Board ("MPRB"), a body corporate and politic under the laws of Minnesota and _____ Contractor's Name, an individual ("Contractor").

In rendering officiating services for the MPRB, the Contractor is acting in the capacity of an independent contractor and is not and shall not be an employee of MPRB. No joint venture, partnership, common enterprise, or employer-employee relationship is created by this agreement. The Contractor shall not represent himself/herself/themselves as an employee of MPRB and does not have nor shall he/she/they claim any rights arising from employee status under this agreement. No medical insurance, workers' compensation, unemployment insurance, or other benefits or insurances is accorded to the Contractor by this agreement. The MPRB does not have any responsibility for any payroll related taxes associated with the payments compensated by this agreement and the services to be provided by the Contractor, all of which are the sole responsibility of the Contractor.

The Contractor understands that a successful background check is required prior to game assignment. For Youth Sports Officials, an approved concussion training certificate is also required prior to game assignment. The Contractor understands that there is no guarantee of any certain number of games per week, season, or year and that the assigning of contractors is at the sole discretion of the assigner. The Contractor agrees to follow the League policies and procedures outlined in the MPRB Officials' Meetings and MPRB League Bulletins provided at the pre-season meetings. Failure on the part of the Contractor to appear and/or perform in an acceptable manner may result in cancellation of this agreement which shall be at the sole discretion of the MPRB. If cancelled, the MPRB shall give the Contractor written notification of cancellation. The Contractor may terminate this agreement at any time. The Contractor providing service under this contract assumes all liability of injury to himself/herself/themselves and waives any claim against the MPRB for injury, loss, or damage which may be sustained against Contractor's person or property while acting in the capacity as an official at a game, or while in transit to or from a game at which the Contractor will officiate. The Contractor shall be solely responsible for any damages (including personal injury, costs, and attorney's fees) to third parties as the result of the Contractor's intentional or negligent acts or omissions.

The MPRB will process payments two (2) times per month, or earlier under the discretion of the MPRB. Scores must be entered in Team Sideline to receive payments. These payments are in full compensation of all services rendered for the sport and time stated on the invoice and per the terms of this agreement.

Pay Rates

Football	Pay Rate	Baseball	Pay Rate	Adult Soccer	Pay Rate
*Youth Certified	\$40/game	*18U Certified	\$75/game	Adult Certified 6x6	\$39/game
*Adult Flag Certified	\$30/game	*15U Certified	\$70/game	*Adult Certified 11x11	\$75/game
*MSHSL Certified (Tackle Only)	\$41/game	13U Certified	\$65/game	Youth Soccer	Pay Rate
*Youth Flag Certified	\$30/game	12U Certified	\$65/game	11U Certified 6x6	\$28/game
Basketball	Pay Rate	10U Certified	\$60/game	*13U Certified 6x6	\$28/game
*Youth Certified	\$30/game	Youth Softball	Pay Rate	*15U Certified 6x6	\$28/game
*Adult Certified	\$30/game	18U Certified (Double headers)	\$35/game	*18U Certified 11x11	\$34/game
Hockey	Pay Rate	14U Certified	\$50/game	Volleyball	Pay Rate
*Youth Certified	\$36/game	12U Certified	\$50/game	Adult Certified	\$30/match
Adult Certified	\$27/game	10U Certified	\$30/game	Youth Certified	\$30/match
Field/Court Supervisor	Pay Rate	Adult Softball/Kickball	Pay Rate	Broomball	Pay Rate
Field/Court Supervisor	\$15 – \$20/game	MUA Certified	\$27/game	Adult Certified	\$41/game

Extra Pay Details
* = Eligible for time and a half for solo games.
Those who officiate five or more games in one day are eligible to receive an extra \$10 per game. For example, if you work six games, you earn an extra \$60. This does not include Field/Court Supervisors.
There is a \$2/game pay increase for all qualifying veteran officials who have officiated for the MPRB for a minimum of five years, per submission and approval of the Mentorship Contract Agreement.

Pay Rates Continued

Hiring Paperwork: All Independent Contractors must complete all required paperwork to officiate. Games will not be assigned until all necessary forms have been received.

Late to Assignment: If the Contractor is late for a scheduled game, the Contractor will be paid half of the appropriate game fee. All officials are required to be onsite at least 15 minutes early prior to their first scheduled game.

Weather Cancellations:

- **Advanced Notice:** Contractors will not be paid in circumstances where they received prior days' notice.
- **Day Of:** Contractors will not be paid in circumstances where the MPRB authorizes Citywide cancellations due to unsafe and/or unplayable field conditions. The League Directors will post these notifications online no later than 4:30 pm on game day.
- **Onsite - Leaves:** Contractors will be partially paid in circumstances where they leave the site after announcing the games are cancelled. This will result in being paid the full game fee for the first/current game, and a game fee of \$10 per game for each remaining game. For example, if the Contractor cancels a four-game set of adult softball assignments at 6:10 pm, the Contractor would be paid the full game fee of \$27 for their first scheduled game, and \$10 a game for each of their remaining three games, totaling \$57 (1st game = \$27, 2nd game = \$10, 3rd game = \$10, and 4th game = \$10).
- **Onsite - Stays:** Contractors will be paid in full in circumstances where they remain onsite. If the Contractor cancels the first game but decides to remain onsite to see if conditions improve enough to restart play (i.e., moderate rain to light or no rain), they will continue to be paid the full rate for each game. For example, if the Contractor stays for three games in hopes for weather to clear, they would be paid \$27 for each of their first three games, and be paid the \$10 rate if they decide to leave the site prior to their final game's start time, totaling \$91 (1st game = \$27, 2nd game = \$27, 3rd game = \$27, and 4th game = \$10).

Forfeits:

- **Advanced Notice:** Contractors will not be paid for their first and final games in circumstances where they received prior days' notice of a forfeit. Middle games will be paid for as the Contractor must remain onsite. Contractors will be partially paid in circumstances where there are multiple forfeits in a row that extend to the end of their shift. This will result in being paid the full game fee for the first forfeit and a game fee of \$10 per game for each remaining game. For example, if the Contractor has a four-game set of adult sand volleyball, and games 2, 3, and 4 are forfeited, the Contractor would be paid the full game fee of \$30 for their first forfeited game and \$10 a game for each of their remaining two games, totaling \$80 (1st game = \$30, 2nd game (forfeit #1) = \$30, 3rd game (forfeit #2) = \$10, and 4th game (forfeit #3) = \$10).
- **Day Of:** Contractors will be paid for all forfeits in circumstances where they received same day notice.
- **Onsite:** Contractors will be paid for all forfeits in circumstances where discovery is found onsite.

Failure to Show: Failure to show to an assignment may result in the termination of the contract agreement.

Not Included: Anything not covered above will fall under the discretion of the MPRB Officials Assigner and Athletics Department.

I have read and I agree to the contract and appropriate game/pay rate(s)

Contractor's Name: _____ Phone: _____

Contractor's Signature: _____ Date: _____

Authorized MPRB Staff: _____ Date: _____

WORK RULES FOR YOUTH 17 AND UNDER

AGE, HOURS RESTRICTIONS (MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY)

Minimum age:

Fourteen is the minimum wage of employment in Minnesota, except as:

- a newspaper carrier (at least 11 years of age);
- in agriculture (at least 12 years of age and with parental/guardian consent);
- an actor, actress or model; or
- a youth athletic program referee (at least 11 years of age and with parental or guardian consent). *The Minneapolis Park & Recreation Board (MPRB) requires you to be at least 14 years old to officiate youth sports.*

MPRB Work Rules	
Ages	Divisions Approved to Work
14 & 15	11U & under
16 & 17	15U & under

AGE AND HOURS OF WORK

Workers under the age of 16 guidelines:

A minor less than 16 years of age may not work:

- before 7 a.m. or after 9 p.m.* with the exception of a newspaper carrier;
- more than 40 hours a week or more than eight hours in a 24-hour period*, except in agriculture;
- on school days during school hours, unless an employment certificate has been issued by the school district superintendent (see [Minnesota Statutes 181A.05](#)) and the worker is allowed to work during school hours under federal law.

*During the school year, [federal law](#) restricts hours worked to no later than 7 p.m., no more than three hours a day and not more than 18 hours in a week.

Workers aged 16 or 17:

By state law, 16- and 17-year-old high school students may not work after 11 p.m. on evenings before school days or before 5 a.m. on school days. With written permission from a parent or guardian, these hours may be expanded to 11:30 p.m. and 4:30 a.m. No other limit is set for the hours that 16- and 17-year-olds can work. High school graduates who are 17 years old do not have work hour restrictions.

For more information:

Contact us at dli.laborstandards@state.mn.us, 651-284-5075, 800-342-5354, or click on [Work Rules](#).

MPRB ATHLETIC OFFICIALS' EXPECTATIONS

As a MPRB Athletic Official YOU represent the MPRB Athletic Department.

1. I will be professional and will make a POSITIVE impact on all our participants.
2. I will arrive 15 minutes early.
3. I will stay off my cell phone during games.
4. I will respect all parties involved in the event including employees, volunteers, players, coaches, and parents.
5. I will read the good sportsmanship code of conduct at the beginning of the event and enforce it before, during, and after the game.
6. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, staff, and other officials at every game.
7. I will never physically, verbally, or mentally harm a participant during a contest.
8. I will refrain from using alcoholic beverages, illegal substances, or tobacco during assigned events.
9. I will become knowledgeable with both the rules and mechanics necessary to enforce the rules, and will exercise authority in an impartial, firm, and controlled manner.
10. I will uphold the honor and dignity of the profession in all interaction with players, coaches, staff, volunteers, and parents.
12. I will be in the correct uniform as stated by the Minneapolis Park and Recreation Board and will be at game site on time.
13. I understand that the Minneapolis Park and Recreation Board will be mindful of all my preferences and do the best to accommodate to them. If my preferences are not followed, I will officiate any game I am assigned to best benefit the program.
15. I will remain mindful that my conduct influences the respect that players, coaches, and parents hold for the Minneapolis Park and Recreation Board.
16. Youth Sports - I will complete the CDC Concussion Awareness Training and submit the certificate to the MPRB Official Assigner. www.cdc.gov/concussion
17. I will report scores within 24 hours of the completed game via Team Sideline.
18. I understand I am required to complete all paperwork and other required material to officiate.
19. I understand it is my responsibility to keep my availability up to date via Team Sideline. If I were to cancel less than 24 hours, it is my responsibility to find a substitute.

Failure of any of these standards will result in loss of pay, removal from game(s), or immediate termination from the Minneapolis Park and Recreation Board.

LEAGUE RULES

MPRB Sports (House Rules):

- This column includes links to the MPRB sports webpage (Team Sideline) where you can locate our house rules (i.e., bulletins, polices & guidelines, etc.)

Affiliation Used by MPRB:

- We follow their rules, which govern play, with the only exception being our house rules.

Affiliation's Website:

- Please click on the link to locate rulebooks and other pertinent information.

*League Rules		
MPRB Sports (House Rules)	Affiliation Used by MPRB	Affiliation's Website
Youth Baseball	NFHS	https://www.nfhs.org/activities-sports/baseball/
Youth Basketball	NFHS	https://www.nfhs.org/activities-sports/basketball/
Youth Flag Football	NFL Flag Football	https://nflflag.com/officiating
Youth Hockey	USA Hockey	https://www.usahockeyrulebook.com/
Youth Soccer	FIFA/IFAB	https://www.theifab.com
Youth Softball	USA Softball	https://www.teamusa.org/usa-softball
Youth Volleyball	NFHS	https://www.nfhs.org/activities-sports/volleyball/
Adult Sports		
Adult Basketball	NFHS	https://www.nfhs.org/activities-sports/basketball/
Adult Broomball	MPRB Bulletin/Rulebook	MPRB Bulletin/Rulebook
Adult Flag Football	MPRB Bulletin/Rulebook	MPRB Bulletin/Rulebook
Adult Kickball	MPRB Bulletin/Rulebook	MPRB Bulletin/Rulebook
Adult Indoor Volleyball	USA Volleyball	https://usavolleyball.org
Adult Pond Hockey	MPRB Bulletin/Rulebook	MPRB Bulletin/Rulebook
Adult Sand & Grass Volleyball	USA Volleyball	https://usavolleyball.org
Adult Soccer	FIFA/IFAB	https://www.theifab.com
Adult Softball	USA Softball	https://www.teamusa.org/usa-softball
*The official rules adopted by the above affiliations shall govern play. That said, each league has 'MPRB House Rules' that provide exceptions. Please read over everything thoroughly prior to your first shift.		

Important Notes:

- Set the tone; be assertive and confident from the onset.
- Thoroughly educate yourself on the league rules, positioning, and proper mechanics.
- Monitor the team benches for unauthorized personnel. Only registered players and certified coaches are allowed on the bench.
- Collaborate with your partner prior, during, and after the game.
- Do not engage the crowd. You should only be addressing the coaches or team managers.
- Please explain the call if asked by a coach or team manager.

UNSPORTSMANLIKE BEHAVIOR

The purpose of MPRB sports leagues is to create a positive learning environment in a competitive setting. Consequences will not only be handed down to players, coaches, managers, teams, and spectators, but the season in general if these standards are not met.

The MPRB and Athletics Department takes this very seriously and wants to provide you with the necessary tools to not only help you succeed but thrive as an MPRB Official. We have your back and want to make sure you feel empowered to handle any coach, manager, player, or spectator that is being disrespectful and demonstrating unsportsmanlike behavior. You have the power to control the situation.

Steps to Control Unsportsmanlike Behavior:

Example: Basketball (That said, this framework is applicable to all sports).

Step 1 (Youth Only): During warm-ups, please bring the coaches of each team together for a pregame discussion. In a light tone and friendly demeanor, please go over the 'Youth Sports Coaches Code of Ethics' and the 'MPRB Sportsmanship Code for Spectators.' You can read it word for word, or you can adlib/summarize the information. Just make sure to hit on all the key points (Hard copies will be available onsite). Tell them this is their warning, and a technical foul will be issued if their coaches, players, or spectators exhibit unsportsmanlike behavior. If the violations continue, please state they are subject to a double technical, ejection, and game cancellations.

- [Youth Sports Coaches Code of Ethics.pdf](#)
- [Youth Sports Team Policies & Guidelines.pdf](#)

Step 1 (Adults Only): During warm-ups, please bring the managers of each team together for a pregame discussion. In a light tone and friendly demeanor, please go over expectations and sportsmanship. Tell them this is their warning, and a technical foul will be issued if their players or spectators exhibit unsportsmanlike behavior. If the violations continue, please state they are subject to a double technical, ejection, and game cancellations.

Step 2 (Youth Only): Prior to each game, please read over the 'Youth Sports Pre-Game Announcement' to players, coaches, and spectators. Project your voice as best you can for all to hear. Be confident and assertive while speaking.

- [Youth Sports Pre-Game Announcement.pdf](#)

Step 2 (Adults Only): Skip this step.

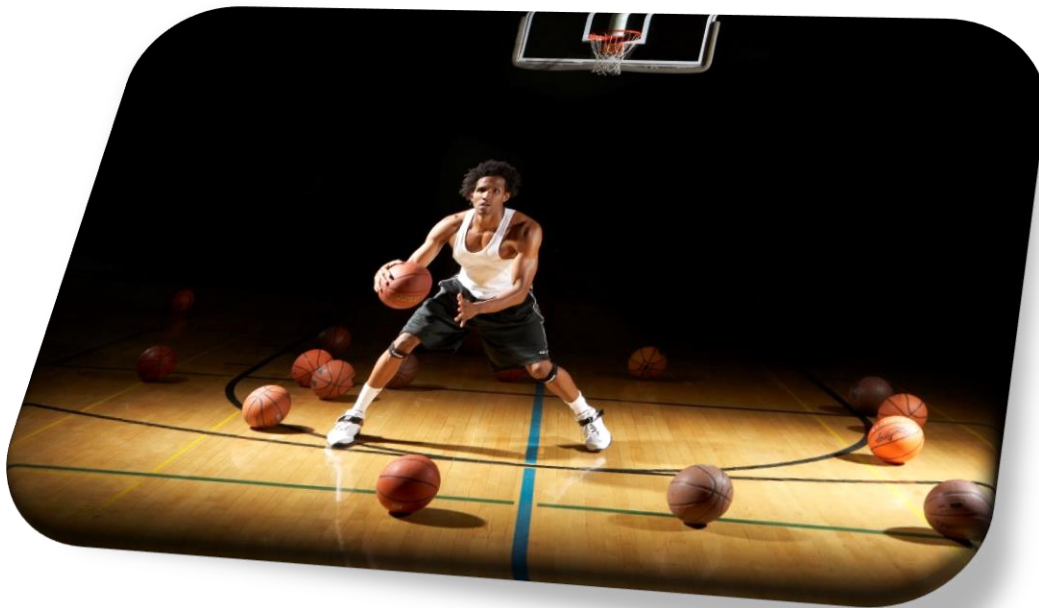
Step 3 (Both) Issue a technical foul and warn the individual that the next time you will be issuing a double technical, which will result in an ejection, and will require them to leave the facility.

Step 4 (Both): Issue a double technical. Coach/manager/player/spectator are ejected and must leave the facility.

Step 5 (Both): If they refuse to leave, please state you are pausing the game until that individual leaves the facility or you will have no choice but to cancel the game and call 911.

Step 6 (Both): If they still refuse, call 911 and cancel the game.

Step 7 (Both): Include what happened in detail in your post-game report/game comments. The report is required to be completed within 24 hours of the incident. If it requires immediate attention, please send an additional email or text to the Athletic Program Specialist (Officials Assigner) and the League Director.



UNIFORM AND EQUIPMENT REQUIREMENTS

Baseball - Youth

- Umpire shirt and pants
- Umpire cap
- Facemask
- Chest protector
- Shin protectors
- Indicator
- Ball bag
- Plate brush
- Stopwatch
- Smartphone, notebook, and scorecards
- *No jewelry*



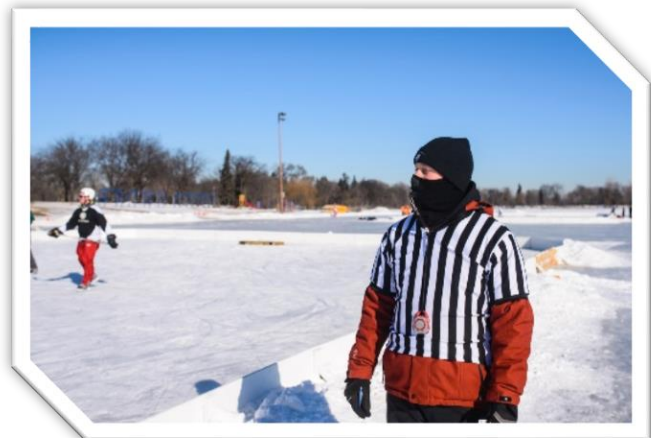
Basketball – Youth and Adult

- Official shirt - Black and white striped
- Black pants, sweatpants, or windbreakers
- Black socks
- Whistle
- Black Shoes - Preferably official, basketball, or athletic shoes
- Ball pump
- Smartphone, notebook, and scorecards
- *No jewelry*



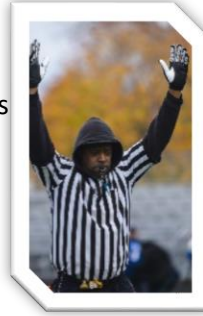
Broomball – Adult

- Official shirt - Black and white striped
- Black pants, sweatpants, or windbreakers
- Whistle
- Stopwatch
- Broomball shoes
- Helmet
- Ball pump
- Smartphone, notebook, and scorecards
- Dress warm!
- *No jewelry*



Flag Football – Youth and Adult

- Official shirt - Black and white striped
- Black shorts, sweatpants, or windbreakers
- Whistle
- Stopwatch
- Ball pump
- Smartphone, notebook, and scorecards
- *No jewelry*



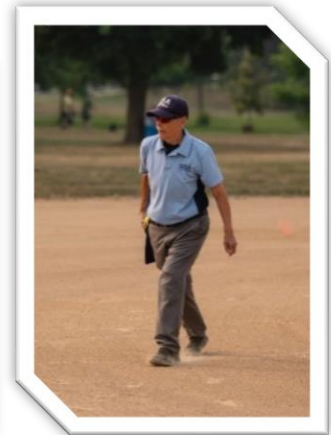
Hockey – Youth

- Official shirt - Black and white striped
- Black pants, sweatpants, or windbreakers
- Whistle
- Stopwatch
- Hockey skates
- Helmet
- Smartphone, notebook, and scorecards
- Dress warm!
- *No jewelry*



Kickball – Adult

- [*MUA Uniform Requirements](#)
- USA Softball Umpire shirt
- Pants
- USA Softball Umpire cap
- Indicator
- Plate brush
- Stopwatch
- Ball pump
- Smartphone, notebook, and scorecards
- *No jewelry*



Pond Hockey – Adult

- Official shirt - Black and white stripped
- Black pants, sweatpants, or windbreakers
- Whistle
- Stopwatch
- Broomball shoes
- Helmet
- Smartphone, notebook, and scorecards
- Dress warm!
- *No jewelry*



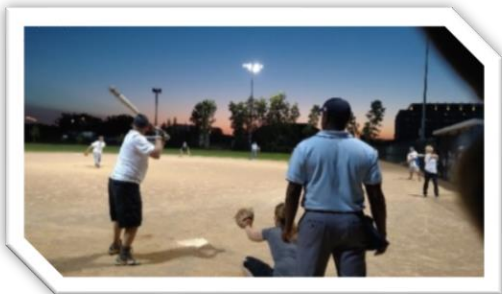
Soccer – Youth and Adult

- Official shirt - Yellow/green/red FIFA uniform
- Black shorts, sweatpants, or windbreakers
- Whistle
- Stopwatch
- Flags
- Yellow and Red Cards
- Soccer cleats or athletic shoes
- Ball pump
- Smartphone, notebook, and scorecards
- *No jewelry*



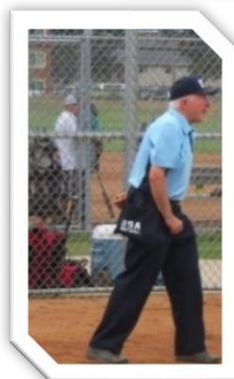
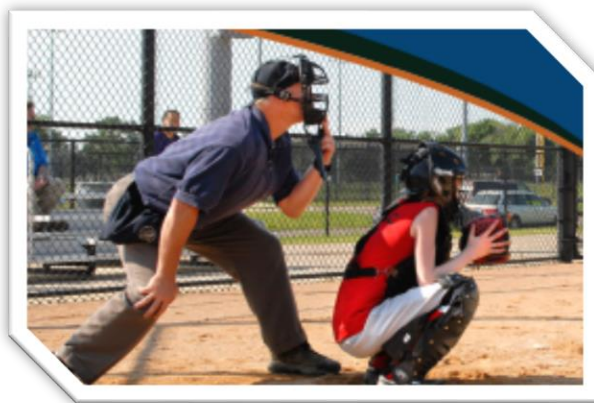
Softball – Adult

- [*MUA Uniform Requirements](#)
- USA Softball Umpire shirt
- Pants
- USA Softball Umpire cap
- Indicator
- USA Softball ball bag
- Plate brush
- Stopwatch
- Smartphone, notebook, and scorecards
- *No jewelry*



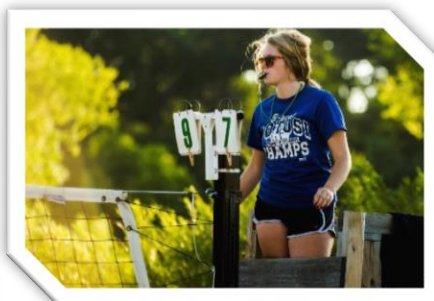
Softball – Youth

- ***MUA Uniform Requirements**
- USA Softball Umpire shirt
- Pants
- USA Softball Umpire cap
- Facemask - **Not required for 10U**
- Chest protector - **Not required for 10U**
- Shin protectors - **Not required for 10U**
- Indicator
- USA Softball ball bag
- Plate brush
- Stopwatch
- Smartphone, notebook, and scorecards
- *No jewelry*



Volleyball – Youth and Adult

- Blue or white polo
- Black pants or shorts
- Stopwatch
- Yellow and Red Cards
- Whistle
- Ball pump
- Smartphone, notebook, and scorecards
- *No jewelry*



***Minneapolis Umpires Association (MUA)**

All adult kickball and youth/adult softball umpires are required to be MUA Certified, meet the USA Softball uniform and equipment requirements, and pay their annual MUA dues. The annual dues include registration for USA Softball, supplemental insurance, registration for MUA, and the MPRB Official Certification fee.

MUA Contact:

Umpire in Chief, Paul Kraimer
uic@minneapolisumpires.com



RECOMMENDED VENDORS

The Umpire's One Stop Shop - Official Gear - The only place you can get USA Softball branded uniforms

- <https://officialgear.com/>



Shirts/Polos (14)



Pants/Shorts (14)



Equipment (28)



Caps (17)



Accessories (25)



Shoes (15)



Jackets (3)



Leisure Wear (7)

General Sports Authentic Outfitter

- www.generalsportsmn.com
- 612-925-1333
- 7505 Ikola Way, Edina, MN 55438

Planet Soccer

- <http://www.planetsoccermn.com>
- 4 locations – Minneapolis, Blaine, Burnsville, and Maplewood

TEAM SIDELINE

GENERAL OVERVIEW

Create an Account:

- [Click Here](#)
- Fill out your information for your account and click **sign up**
- Click on the link at the top of the page to take you to Team Sideline's homepage: www.teamsideline.com/minneapolisparcs
- [Click Here](#) to Become an Official

Official Registration:

- Scroll down to '**3 Easy Steps to Become an Official?**'
 - Click on [Step 2: Officials' Self-Registration](#) to register
- Fill out required information
 - Check *Use for Assignment Emails* box
 - Check *Use for Reminder Emails* box
- Click **Save**

How to Block Dates:

- Blocking dates ensures your unavailable dates
 - Any date not blocked, means you are available
- Click **Manage Blocks** on home page under *Officials Management*
- Click **Add Availability Block**
- Add a Start and End Time
- Choose *Recurring or One Time Block*
 - If recurring, choose dates, and days within the date range you want to block
- Enter notes (Ex. School, Vacation, etc.)
- Click **Add**

How to Confirm Assignments:

- Click **Assignments** on home page under *Officials Management*
- Assigned games are listed under *Pending Assignments* section
 - Note: Assignments are based off *Availability Blocks*
- Click **Green Check Mark** to **confirm** assignment
- Click **Red X** to **reject** assignment
- When assignments are confirmed, they drop down to the *Confirmed Assignment* section at the bottom of the page
- *Requested Assignments* will not be used at this time
- If assigned with a partner, you can click the [Blue Person Icon](#) to view contact info

How to Enter Scores:

- Click ***Post Game Reports*** on home page under *Officials Management*
- Click the *Edit (Pencil and Box)* icon for the specific game you want to enter a score for
- Choose attendance option
- Enter score
- You can enter any game comments which is visible to MPRB staff only
- Click ***Submit***

How to Update Profile:

- Click ***My Profile*** on the home page under *My Account*
- Update any changed information
- You may also update *email* and *password* in this section

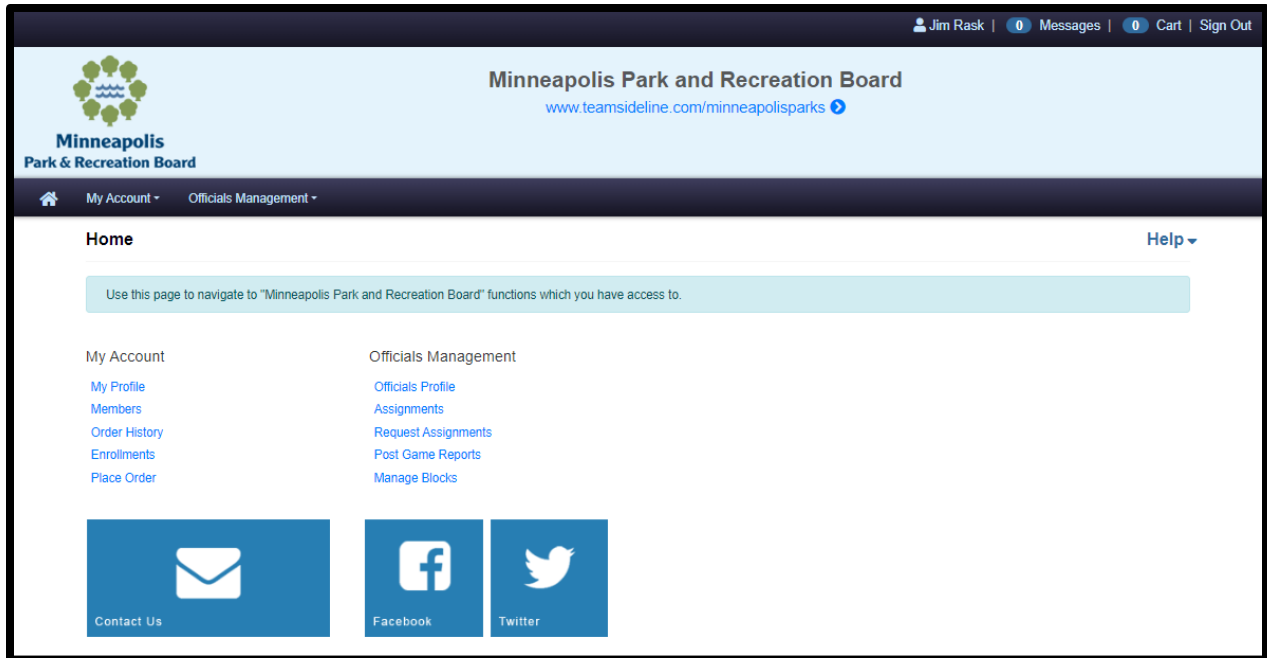


WEBSITE VIEW

OFFICIALS MANAGEMENT HOMEPAGE

Step 1:

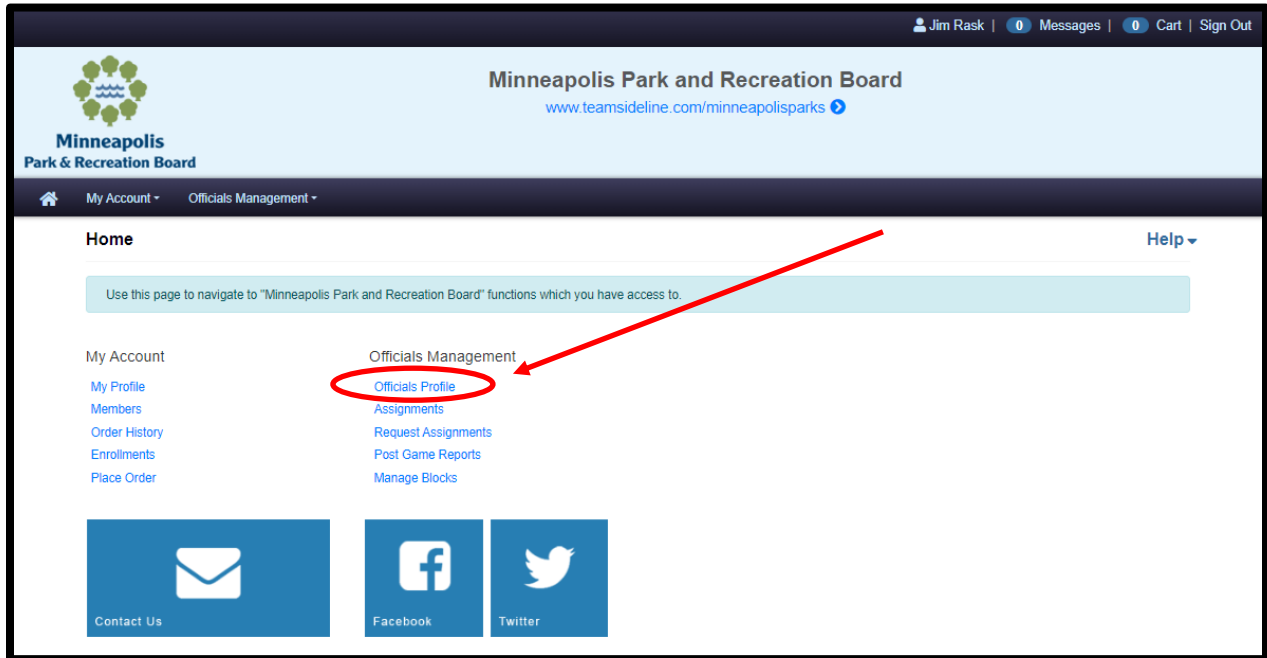
- Please click on [Officials Self Registration](#) to reach the homepage.



OFFICIALS PROFILE

Step 1:

- Click on ***Officials Profile***.



Step 2:

- This is where you can view your information.

Step 3:

- To update your information, please click on **Edit Profile**.

Minneapolis Park and Recreation Board
www.teamsideline.com/minneapolisparcs

Jim Rask | 0 Messages | 0 Cart | Sign Out

My Account | Officials Management

Official Profile 000, Minneapolis Park and Recreation Board Help

From this page you can view your Official profile, affiliations, approved for, and account balance.

Edit Profile

Full Name * Jim Rask

Status * Active

Street Address * 2117 West River Rd

City State Zip * Minneapolis, MN 55411

Email * jrask@minneapolisparcs.org
Receiving assignment and reminder notifications.

Alt. Email *

Phone 1 * 612-719-8035 (Preferred)

Phone 2 *

Date of Birth * 1/31/1980

Background Approval * Expires in 1 year

Concussion Certif. * Expires in 3 yrs

Independent Contract *

Notes *

Approved For

Sport	Role	Level of Play	Gender	Age Group
Volleyball	O	Recreation	All	Adult

Account Balance

Trans #	Date	Transaction Type	Description	Amount	Balance
No transaction records.					

Page size: 10 | 0 items in 1 pages

Step 4:

- This is where you can edit your information.

Step 4:

- Click **Save**, once you have completed editing your information.

The screenshot displays the 'Official Profile' page for Jim Rask. The page header includes the Minneapolis Park & Recreation Board logo and navigation links. The main content area contains a form with the following fields and options:

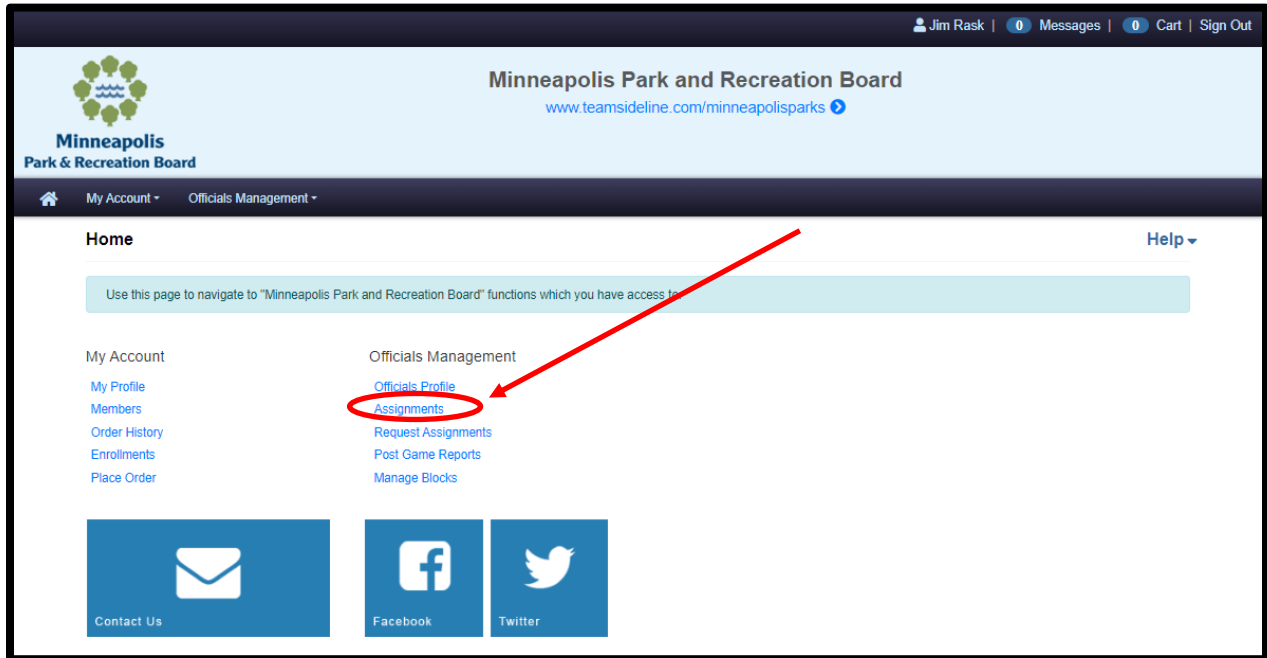
- Full Name:** Jim Rask
- Street Address:** 2117 West River Rd
- City, State, Zip:** Minneapolis, MN, 55411
- Phone 1:** 612-719-8035, Ext. (empty), Preferred (dropdown)
- Phone 2:** (empty), Ext. (empty), Other (dropdown)
- Email:** jrask@minneapolisparcs.org. Includes checkboxes for 'Use for Assignment emails' (checked) and 'Use for Reminder email' (checked).
- Alt Email:** (empty). Includes checkboxes for 'Use for Assignment emails' (unchecked) and 'Use for Reminder emails' (unchecked).
- Birthdate:** January, 31, 1986
- Profile Image:** Optimal size is 270w x 330h. Includes a 'Select' button.
- Background Approval:** Expires in 1 year
- Concussion Certif.:** Expires in 3 yrs
- Independent Contract:** (empty)
- Notes:** (empty)

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red, and a red arrow points to it from the right side of the page.

ASSIGNMENTS

Step 1:

- Click on *Assignments*.



Step 2:

- This is where you can view your pending assignments.

Step 3:

- You can either **confirm (green check)**, **reject (red x)**, or view who **your partner** is (**blue icon**) prior to accepting your assignments.

Minneapolis Park & Recreation Board
www.teamsideline.com/minneapolisparcs

My Account | Officials Management

Assignments 000, Minneapolis Park and Recreation Board Help

From this page you can view your Pending, Requested, and Confirmed Assignments.

Pending Assignments
Pending Assignments require you to confirm or reject.

Date	Role/LOP	Game	
06/10/2023 05:00 PM	O Recreation	Adult Sand Volleyball Summer - Wirth, Jim's Mock League Friends Who Play Volleyball vs That's What She Set Wirth Sand Volleyball Courts - Wirth Sand Volleyball 1	✓ ✗ 👤
06/10/2023 06:00 PM	O Recreation	Adult Sand Volleyball Summer - Wirth, Jim's Mock League Big Tipplers vs Beach Bums Wirth Sand Volleyball Courts - Wirth Sand Volleyball 1	✓ ✗ 👤
06/10/2023 07:00 PM	O Recreation	Adult Sand Volleyball Summer - Wirth, Jim's Mock League Bump, Set, Spike vs Set It and Forget It Wirth Sand Volleyball Courts - Wirth Sand Volleyball 1	✓ ✗ 👤
06/17/2023 05:00 PM	O Recreation	Adult Sand Volleyball Summer - Wirth, Jim's Mock League Set It and Forget It vs Beach Bums Wirth Sand Volleyball Courts - Wirth Sand Volleyball 1	✓ ✗ 👤
06/17/2023 06:00 PM	O Recreation	Adult Sand Volleyball Summer - Wirth, Jim's Mock League That's What She Set vs Bump, Set, Spike Wirth Sand Volleyball Courts - Wirth Sand Volleyball 1	✓ ✗ 👤
06/17/2023 07:00 PM	O Recreation	Adult Sand Volleyball Summer - Wirth, Jim's Mock League Friends Who Play Volleyball vs Big Tipplers Wirth Sand Volleyball Courts - Wirth Sand Volleyball 1	✓ ✗ 👤
06/24/2023 05:00 PM	O Recreation	Adult Sand Volleyball Summer - Wirth, Jim's Mock League Bump, Set, Spike vs Friends Who Play Volleyball Wirth Sand Volleyball Courts - Wirth Sand Volleyball 1	✓ ✗ 👤

Page size: 10 | 7 items in 1 pages

Step 4:

- This page is where you can view your confirmed assignments and your partner's information, if applicable.

Requested Assignments

Requested Assignments are pending confirmation from the Officials Coordinator.

Date	Role/LOP	Game	
No assignment records.			
<input type="button" value="«"/> <input type="button" value="◀"/> <input type="button" value="1"/> <input type="button" value="▶"/> <input type="button" value="»"/>		Page size: 10	0 items in 1 pages

Confirmed Assignments

Confirmed Assignments are final. If changes are required, please contact your Officials Coordinator.
 Subscribe to your Confirmed Assignments Calendar

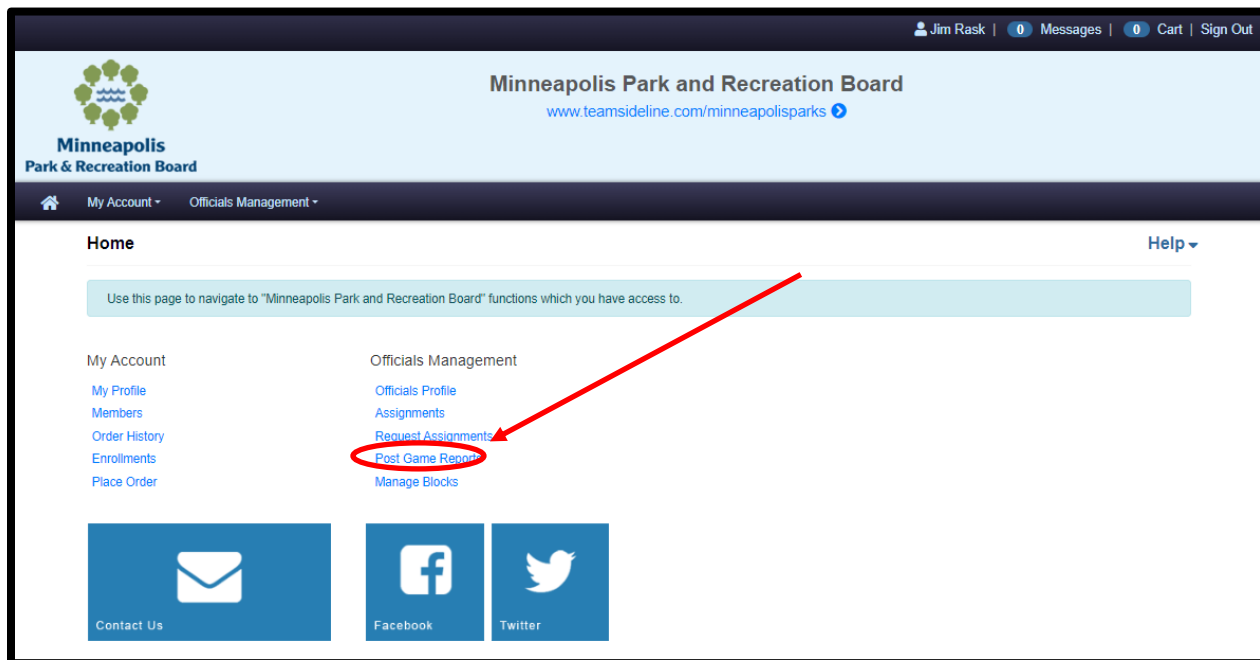
Date	Role/LOP	Game	<input type="checkbox"/> Show all
06/24/2023 06:00 PM	O Recreation	Adult Sand Volleyball Summer - Wirth, Jim's Mock League Big Tippers vs Set It and Forget It Wirth Sand Volleyball Courts - Wirth Sand Volleyball 1	
06/24/2023 07:00 PM	O Recreation	Adult Sand Volleyball Summer - Wirth, Jim's Mock League Beach Bums vs That's What She Set Wirth Sand Volleyball Courts - Wirth Sand Volleyball 1	

Page size: 10
 2 items in 1 pages

POST-GAME REPORTS

Step 1:

- Click on **Post Game Reports**.



Step 2:

- Click on the **Edit** button.

The screenshot shows the Minneapolis Park and Recreation Board website interface. At the top, there is a navigation bar with the user's name 'Jim Rask', '0 Messages', '0 Cart', and 'Sign Out'. Below this is the site logo and name 'Minneapolis Park & Recreation Board' with the URL 'www.teamsideline.com/minneapolisparcs'. A secondary navigation bar contains 'My Account' and 'Officials Management'. The main content area is titled 'Post Game Reports 000, Minneapolis Park and Recreation Board' and includes a 'Help' link. A light blue banner states: 'From this page you can view and edit your Post Game Reports.' Below this is a table with columns for 'Date', 'Role/LOP', and 'Game'. The table contains four rows of data, each with an edit icon in the rightmost column. A red arrow points to the edit icon in the fourth row, which is also circled in red. At the bottom of the table, there are pagination controls showing '1' of 1 page, a 'Page size' of 10, and '4 items in 1 pages'.

Date	Role/LOP	Game	
05/25/2023 09:15 PM	O Recreation	Adult Sand Volleyball Spring - Wirth Lgs, Thursday Reverse Co-Ed A (4 person) Big Mac vs The Mollyballs Wirth Sand Volleyball Courts - Wirth Sand Volleyball 2	
05/25/2023 08:15 PM	O Recreation	Adult Sand Volleyball Spring - Wirth Lgs, Thursday Reverse Co-Ed A (4 person) Dig It vs Sun Sets Wirth Sand Volleyball Courts - Wirth Sand Volleyball 2	
05/25/2023 07:15 PM	O Recreation	Adult Sand Volleyball Spring - Wirth Lgs, Thursday Reverse Co-Ed A (4 person) BDSM vs Next Level Wirth Sand Volleyball Courts - Wirth Sand Volleyball 2	
05/25/2023 06:15 PM	O Recreation	Adult Sand Volleyball Spring - Wirth Lgs, Thursday Reverse Co-Ed A (4 person) Chewblocka vs Hungry Hungry Hippos Wirth Sand Volleyball Courts - Wirth Sand Volleyball 2	

Step 3:

- Select ***I attended*** or ***No, I didn't make it.*** If you did not attend, please explain why in the notes.

Step 4:

- Enter in the scores. The system will not allow you to enter in the scores more than once, so please double check your work. It is important for the correct scores to be assigned to the appropriate winners and losers. If the game was not played due to a forfeit, cancellation, or postponement, please click on the drop-down menu and select ***Forfeit by home, Forfeit by away, Double forfeit,*** or ***Cancelled/Postponed.***

Step 5:

- Enter in your game comments. It is very important to log your reports after each shift. This is where you document unsportsmanlike behavior, technicals, yellow/red cards, ejections, acts of good sportsmanship, forfeits, weather cancellations, etc.

Step 6:

- Click on ***Submit.***

Post Game Report 000, Minneapolis Park and Recreation Board

From this page you can view and edit your Post Game Report.

Date	Role/LOP	Game
05/25/2023 06:15 PM	O Recreation	Adult Sand Volleyball Spring - Wirth Lgs, Thursday Reverse Co-Ed A (4 person) Chewblocka vs Hungry Hungry Hippos Wirth Sand Volleyball Courts - Wirth Sand Volleyball 2

Attendance
Use this section to record your attendance of this game.

Attendance * I attended
 No, I didn't make it.

Did Not Attend Reason

Score
Use this section to record the scores for this game.

Scores * Home Team: Chewblocka
Away Team: Hungry Hungry Hippos

[1] H	25	A	20
[2] H	23	A	25
[3] H	25	A	19

If game not played, select a reason:
Select

Game Comments
Use this section to record your comments for this game.

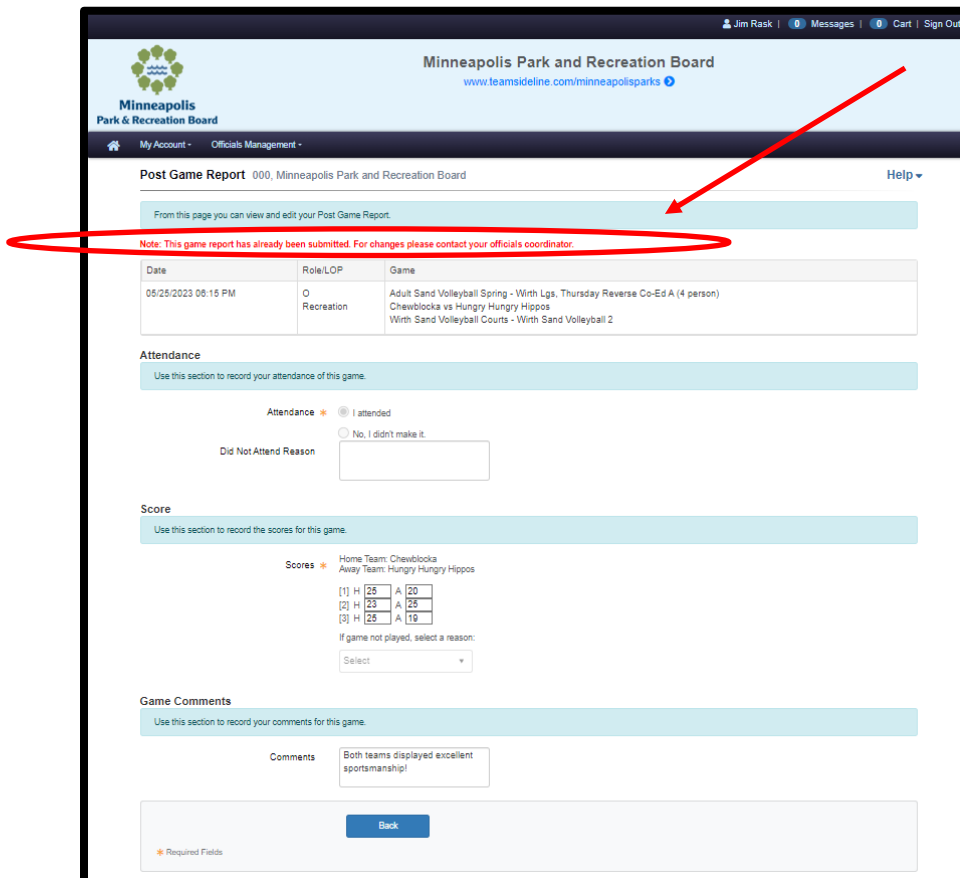
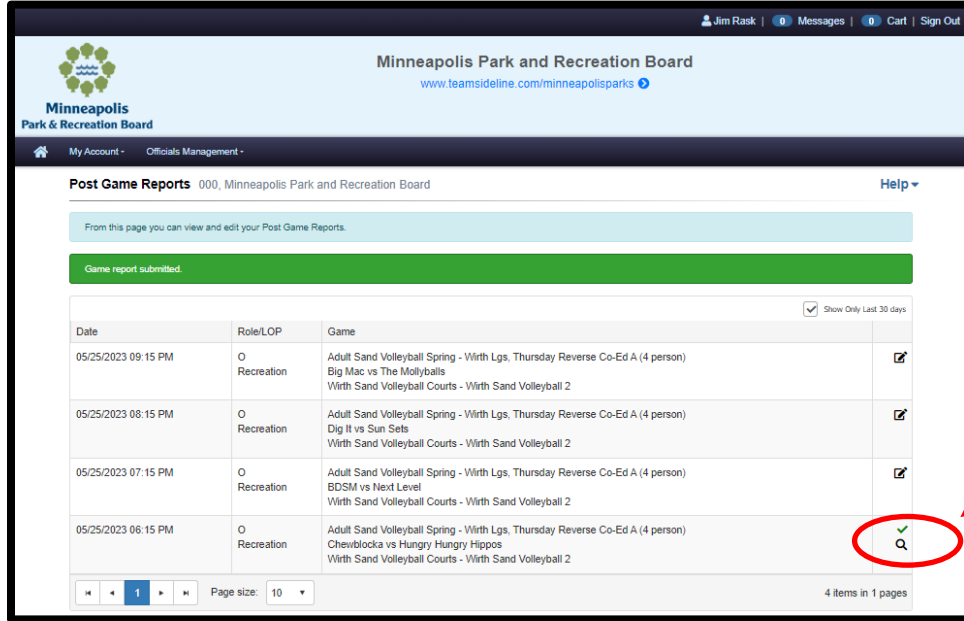
Comments Both teams displayed excellent sportsmanship!

Submit Cancel

* Required Fields

Step 7:

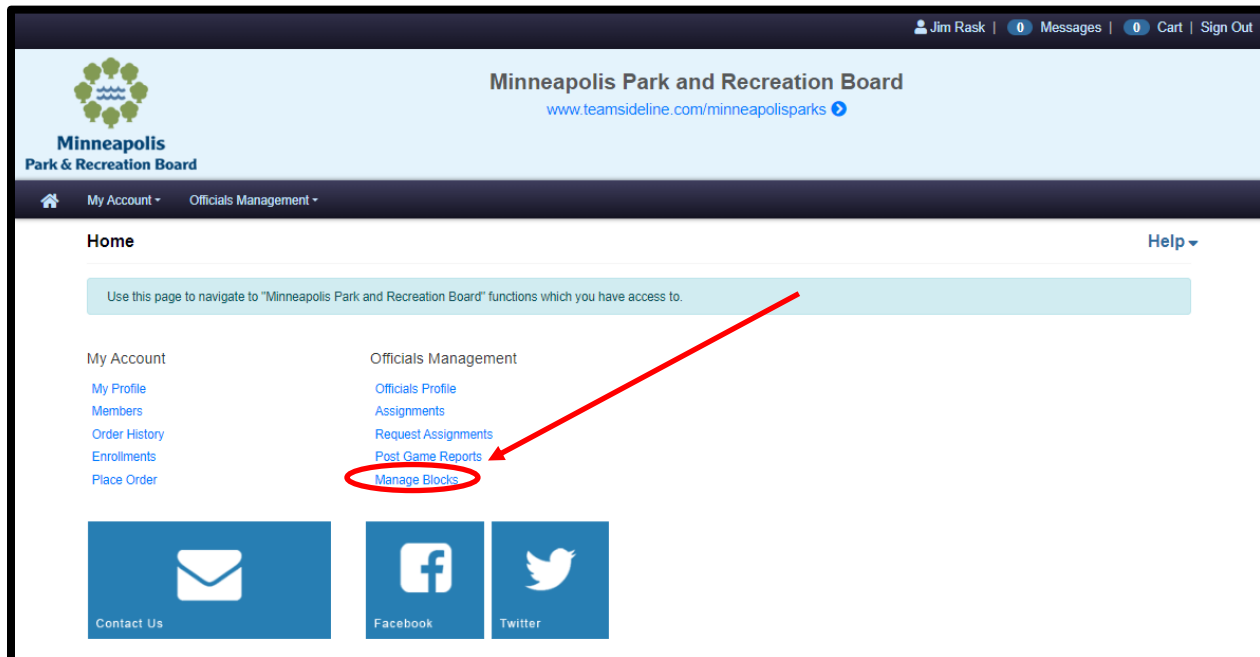
- The green check mark indicates the games scores/comments have been entered. Remember you cannot make any edits once you submit the report. Please contact MPRB staff if your post-game report needs to be revised.



MANAGE BLOCKS

Step 1:

- Click on **Manage Blocks**.



Step 2:

- Click on **Add Availability Block**. These blocks are designed for dates/times you **CANNOT** work.

The screenshot shows the 'Manage Blocks' interface for the Minneapolis Park and Recreation Board. At the top, there is a navigation bar with the user's name 'Jim Rask', message and cart counts, and a 'Sign Out' link. Below this is the organization's logo and name, along with the website URL 'www.teamsideline.com/minneapolisparcs'. A secondary navigation bar includes 'My Account' and 'Officials Management'.

The main content area is titled 'Manage Blocks 000, Minneapolis Park and Recreation Board' and includes a 'Help' link. A light blue informational box states: 'From this page you can manage your Availability and Location Blocks.' Below this, the 'Availability Blocks' section contains another informational box: 'Use this section to manage your Availability. The table below contains blocked times -- when you are not available for assignment.' A blue button labeled 'Add Availability Block' is circled in red, with a red arrow pointing to it from the text above. Below the button is a table with the following data:

Time	Dates	Days	Notes	
12:00 AM - 12:00 PM	6/14/23	We	Vacation	

The 'Location Blocks' section follows, with an informational box: 'Use this section to manage the Availability for this official. The table below contains blocked locations -- what locations are not available for assignment.' Below this is a blue button labeled 'Add Location Block' and a table with the following data:

Location	
Linden Hills Recreation Center (612) 370-4913 - Linden Hills SB/BB 4	

Step 3:

- This is where you can add blocks for dates/times you **CANNOT** work. This is an example of how to add a block for *recurring dates/times*.

Step 4:

- Click on **Add**.

Minneapolis Park & Recreation Board
www.teamsideline.com/minneapolisparcs

My Account Officials Management

Availability Block 000, Minneapolis Park and Recreation Board Help

Use this page to add or edit an availability block.

Start Time * 5:00 PM

End Time * 9:00 PM

Date(s) * Recurring

Start Date 6/5/2023

End Date 6/26/2023

Recurring Day: Mon + Tue + Wed + Thu + Fri + Sat + Sun + All Week

One Time

Note

Add Cancel

* Required Fields

Step 5:

- Below shows the completed block. The **recurring availability block** is now stored in your account. This block prevents the Officials Assigner from assigning you games on Mondays between the hours of 5:00 pm – 9:00 pm throughout the month of June (6/5/23 – 6/26/23).

The screenshot shows the 'Manage Blocks' page for user '000, Minneapolis Park and Recreation Board'. It features a navigation bar with 'My Account' and 'Officials Management'. The main content area is titled 'Manage Blocks' and includes a 'Help' link. A green notification bar states 'Availability block added.' Below this, the 'Availability Blocks' section contains a table of blocked times. The table has columns for Time, Dates, Days, Notes, and an edit/delete icon. The row for '5:00 PM - 9:00 PM' with dates '6/5/23 - 6/26/23' and days 'Mo' is circled in red. A red arrow points to the 'Vacation' note in the row above it.

Time	Dates	Days	Notes	
7:00 AM - 9:00 PM	6/21/23	We	Minnesota Twins game	
12:00 AM - 12:00 PM	6/14/23	We	Vacation	
5:00 PM - 9:00 PM	6/5/23 - 6/26/23	Mo		

The 'Location Blocks' section below the table shows a single entry for 'Linden Hills Recreation Center (612) 370-4913 - Linden Hills SB/BB 4' with a delete icon.

Step 1:

- This is where you can add the block for dates/times you **CANNOT** work. This is an example of how to add a block for a *single date/time*.

Step 2:

- Click on **Add**.

Minneapolis Park & Recreation Board
www.teamsideline.com/minneapolisparcs

My Account Officials Management

Availability Block 000, Minneapolis Park and Recreation Board Help

Use this page to add or edit an availability block.

Start Time * 7:00 AM

End Time * 9:00 PM

Date(s) * Recurring

Start Date

End Date

Recurring Day(s): + Mon + Tue + Wed + Thu + Fri + Sat + Sun + All Week

One Time

6/21/2023

Note Minnesota Twins game

Add Cancel

* Required Fields

Step 3:

- Below shows the completed block. The **single date/time block** is now stored in your account. This block prevents the Officials Assigner from assigning you games on Wednesday, June 21st, between the hours of 7:00 am – 9:00 pm.

Minneapolis Park and Recreation Board
www.teamsideline.com/minneapolisparcs

Jim Rask | 0 Messages | 0 Cart | Sign Out

Minneapolis Park & Recreation Board

My Account | Officials Management

Manage Blocks 000, Minneapolis Park and Recreation Board Help

From this page you can manage your Availability and Location Blocks.

Availability block added.

Availability Blocks

Use this section to manage your Availability. The table below contains blocked times – when you are not available for assignment.

Add Availability Block

Time	Dates	Days	Notes	
7:00 AM - 9:00 PM	6/21/23	We	Minnesota Twins game	<input checked="" type="checkbox"/> ✖
12:00 AM - 12:00 PM	6/14/23	We	Vacation	<input checked="" type="checkbox"/> ✖
5:00 PM - 9:00 PM	6/5/23 - 6/26/23	Mo		<input checked="" type="checkbox"/> ✖

Location Blocks

Use this section to manage the Availability for this official. The table below contains blocked locations – what locations are not available for assignment.

Add Location Block

Location	
Linden Hills Recreation Center (612) 370-4913 - Linden Hills SB/BB 4	✖

Step 1:

- Click on **Add Location Block**. The blocks are for locations you **CANNOT** work.

Step 2:

- Select your location(s).

Step 3:

- Once selected, please click on **Add**.

The screenshot displays the 'Manage Blocks' interface for the Minneapolis Park and Recreation Board. At the top, the user is identified as 'Jim Rask' with 0 messages and 0 cart items. The page title is 'Manage Blocks 000, Minneapolis Park and Recreation Board'. A green notification bar states 'Availability block added.' Below this, the 'Availability Blocks' section includes a table with the following data:

Time	Dates	Days	Notes	
7:00 AM - 9:00 PM	6/21/23	We	Minnesota Twins game	
12:00 AM - 12:00 PM	6/14/23	We	Vacation	
5:00 PM - 9:00 PM	6/5/23 - 6/26/23	Mo		

The 'Location Blocks' section features an 'Add Location Block' button (circled in red) and a form with a 'Location *' dropdown menu (circled in red) showing 'Armatage Recreation Center (612) 370-4912'. Below the dropdown is an 'Add' button (circled in red). A table below shows a single location block: 'Linden Hills Recreation Center (612) 370-4913 - Linden Hills SB/BB 4' with a delete icon.

Step 4:

- Below shows the completed block. The **location block** is now stored in your account. This block prevents the Officials Assigner from assigning you games that occur at Armatage baseball field #6.

The screenshot shows the 'Manage Blocks' interface for user '000, Minneapolis Park and Recreation Board'. It includes a navigation bar with 'My Account' and 'Officials Management' options. The main content area is divided into two sections: 'Availability Blocks' and 'Location Blocks'. The 'Availability Blocks' section contains a table with three rows of blocked times. The 'Location Blocks' section contains a form to add a new location block and a table with two existing location blocks. A red circle highlights the first entry in the 'Location Blocks' table, and a red arrow points to it from the right.

Availability Blocks Table:

Time	Dates	Days	Notes	
7:00 AM - 9:00 PM	6/21/23	We	Minnesota Twins game	
12:00 AM - 12:00 PM	6/14/23	We	Vacation	
5:00 PM - 9:00 PM	6/5/23 - 6/26/23	Mo		

Location Blocks Table:

Location	
Armatage Recreation Center (612) 370-4912 - Armatage Baseball 6	
Linden Hills Recreation Center (612) 370-4913 - Linden Hills SB/BB 4	

MOBILE APP VIEW

OFFICIALS PROFILE

Step 1:

- Please open the App Store and download the **Team Sideline app** on your smartphone or tablet.

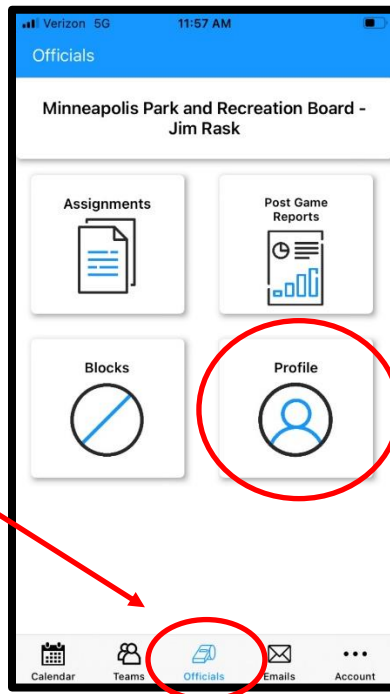


Step 2:

- After the app has been downloaded, please click on the app, and then select the **Officials** button (whistle icon) to reach the Officials Management Homepage.

Step 3:

- Click on **Profile**.

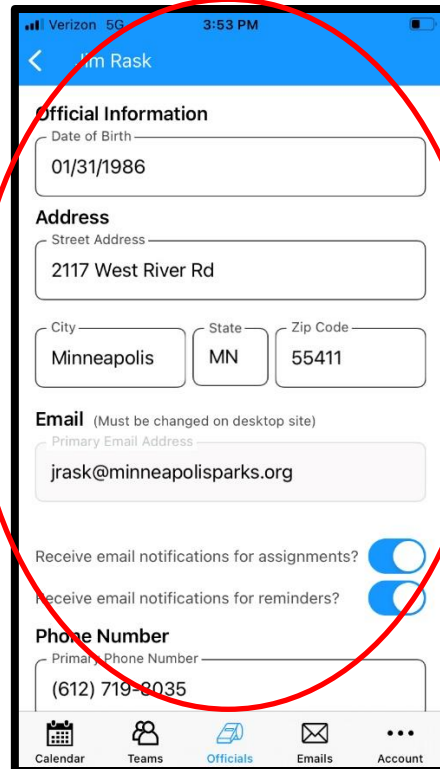
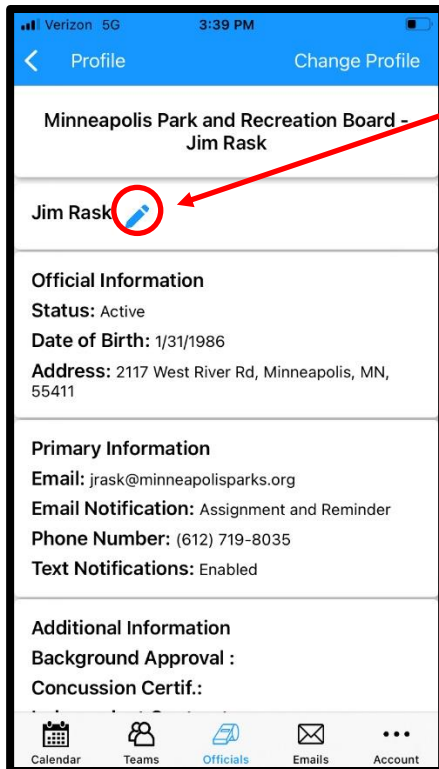


Step 4:

- Click on the **pencil icon** to edit your profile's information.

Step 5:

- Click on **Update** to save your information. This button is located at the end of your profile.



You have completed the 'Profile' portion of the training.

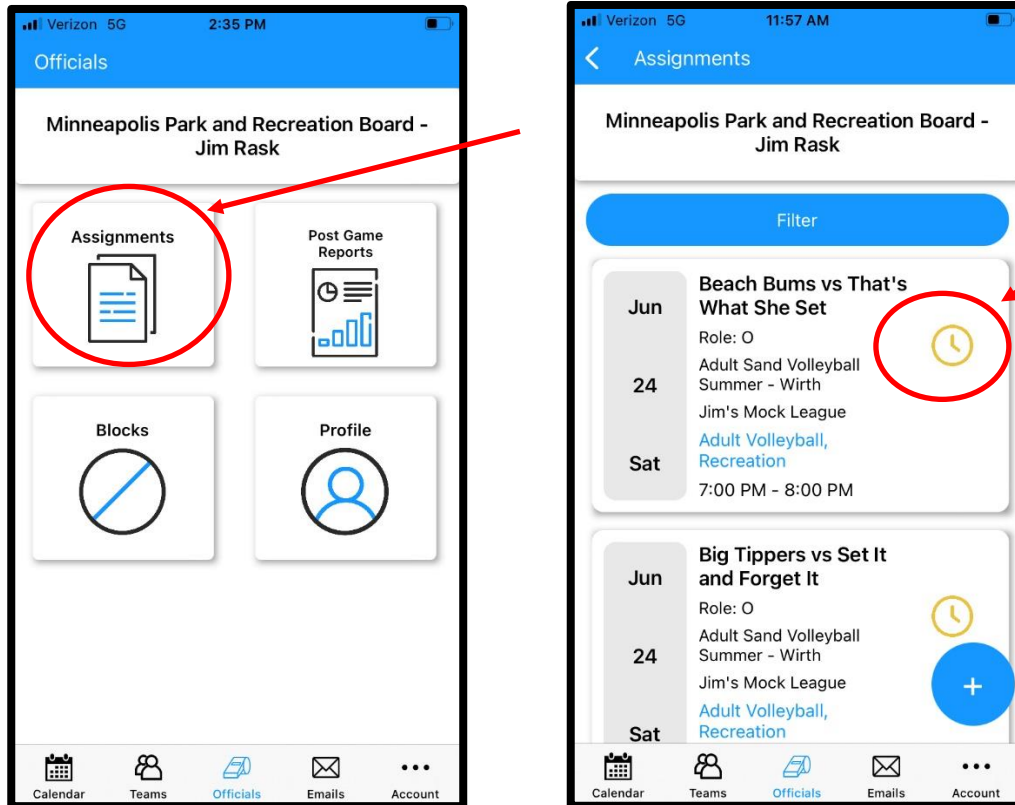
ASSIGNMENTS

Step 1:

- Click on **Assignments**.

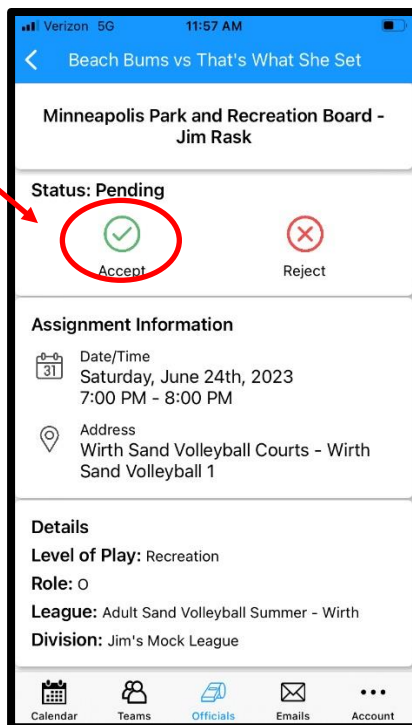
Step 2:

- Your assignments will appear on the next page. Any icon appearing in yellow indicates they are still pending and have yet to be confirmed. Please click on your pending assignment.



Step 3:

- You will now have the opportunity to review the assignment details and choose to either **Accept** or **Reject** your assignment.

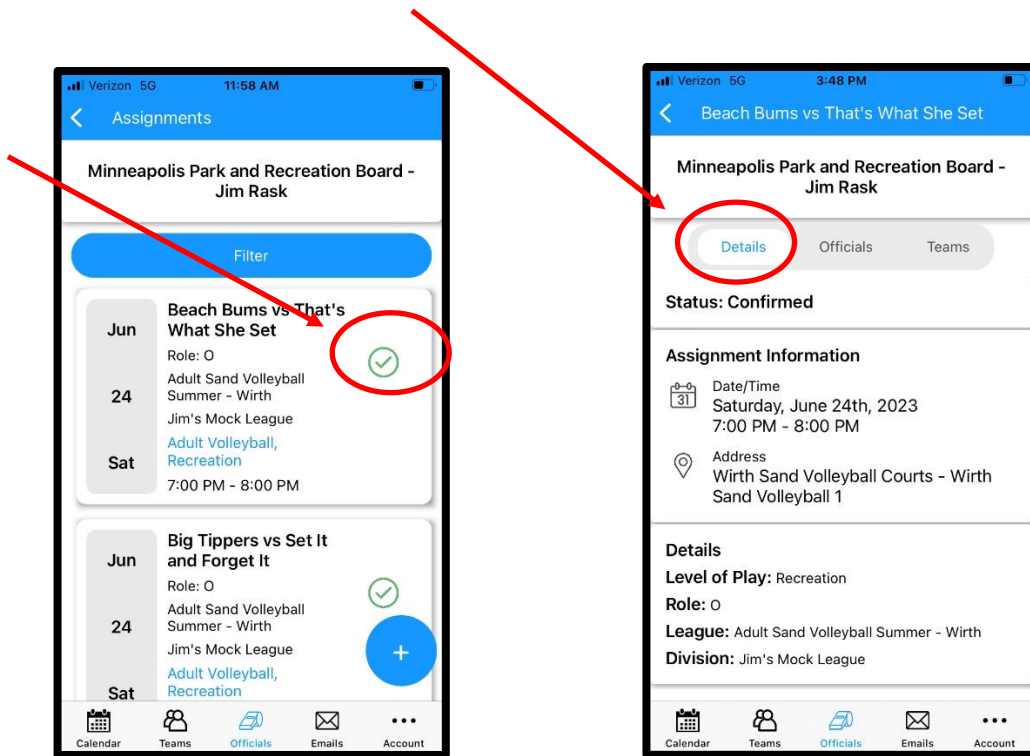


Step 4:

- Choosing to **Accept** your assignment will change your icon from a yellow clock to a green check mark.

Step 5:

- Clicking on your assignment will provide you with further information. To begin, please click on **Details**. This will provide you with the date, time, location, address, league, etc.

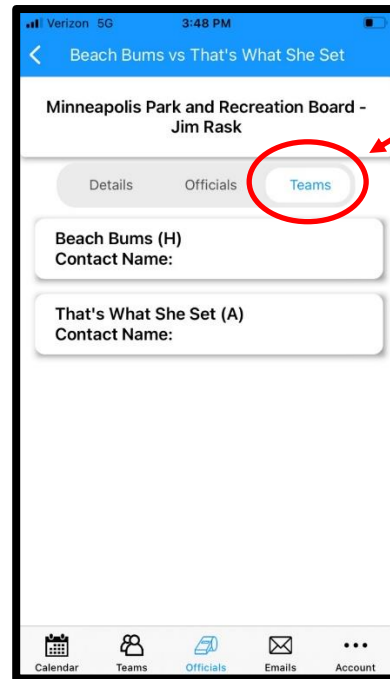
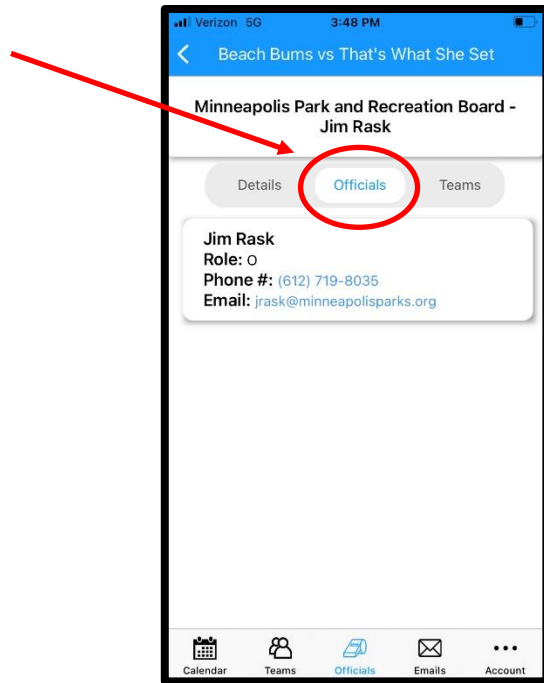


Step 6:

- Secondly, please click on **Officials**. If applicable, this will provide you with your partnering official's contact information.

Step 7:

- Lastly, please click on **Teams**. This will provide you with the team names and will indicate who is home and away.



You have completed the 'Assignments' portion of the training.

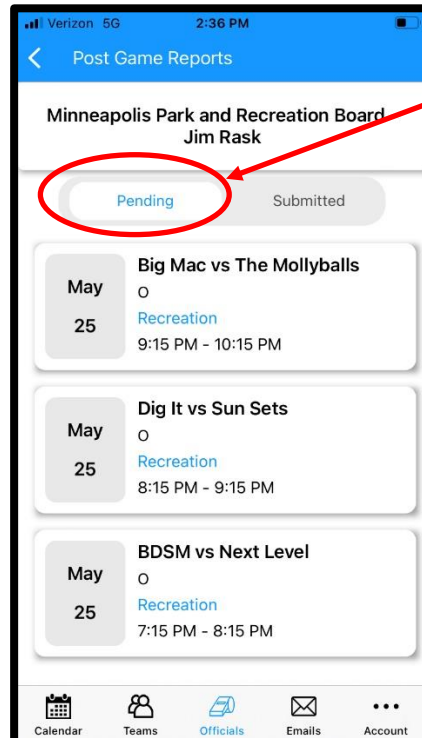
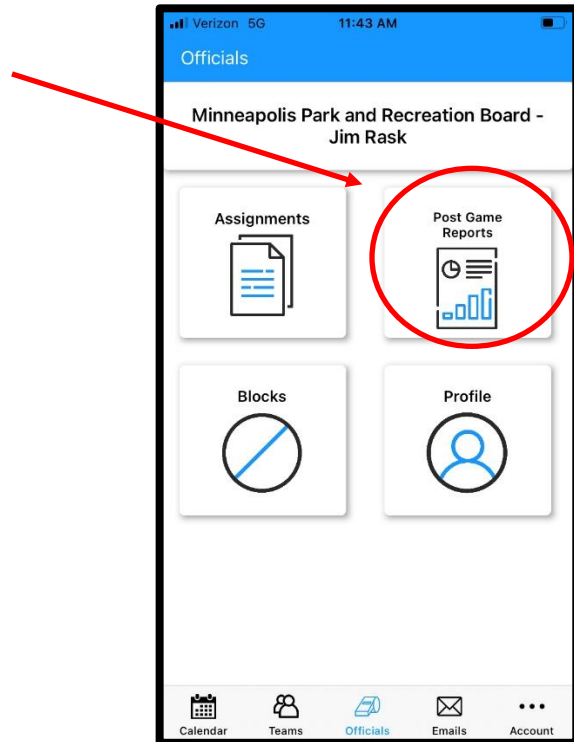
POST-GAME REPORTS

Step 1:

- Click on **Post Game Reports**.

Step 2:

- Click on **Pending**. This will display which post-game reports need to be submitted.



Step 3:

- Select whether or not you attended the game. If attended, you will need to enter in your game scores. If not, leave them blank. The system will not allow you to enter in scores more than once, so please double check your work. It is important for the correct scores to be assigned to the appropriate winners and losers.

Step 4:

- **Do Not** enter in scores if the game was either forfeited, cancelled or postponed. There will be a drop-down menu that will allow you to select one of four options:
 - **Forfeit by home**
 - **Forfeit by away**
 - **Double forfeit**
 - **Cancelled/Postponed**

Step 5:

- Enter in your game comments. It is very important to log your reports after each shift. This is where you document unsportsmanlike behavior, technicals, yellow/red cards, ejections, acts of good sportsmanship, forfeits, weather cancellations, etc.

Step 6:

- Click on **Submit**.

Verizon 5G 3:55 PM

< Big Mac vs The Mollyballs

Minneapolis Park and Recreation Board - Jim Rask

Did you attend?

Scores

Big Mac 0 Home Score	The Mollyballs 0 Away Score
Big Mac 0 Home Score 2	The Mollyballs 0 Away Score 2
Big Mac 0 Home Score 3	The Mollyballs 0 Away Score 3

Notes
If game not played, please select a reason:

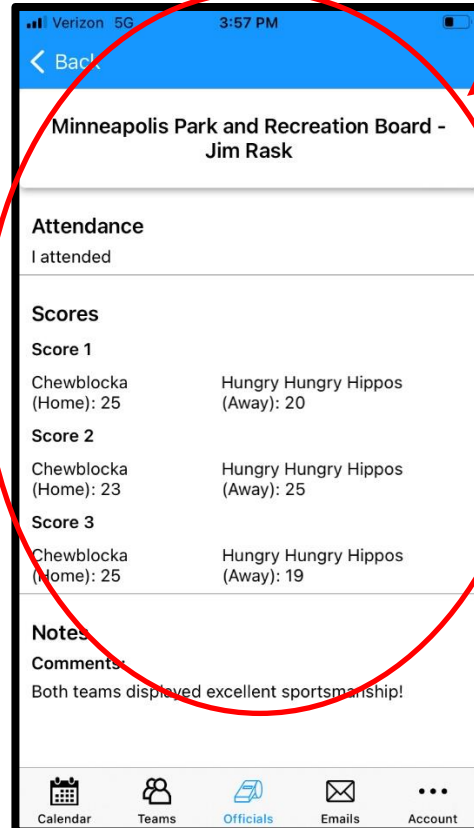
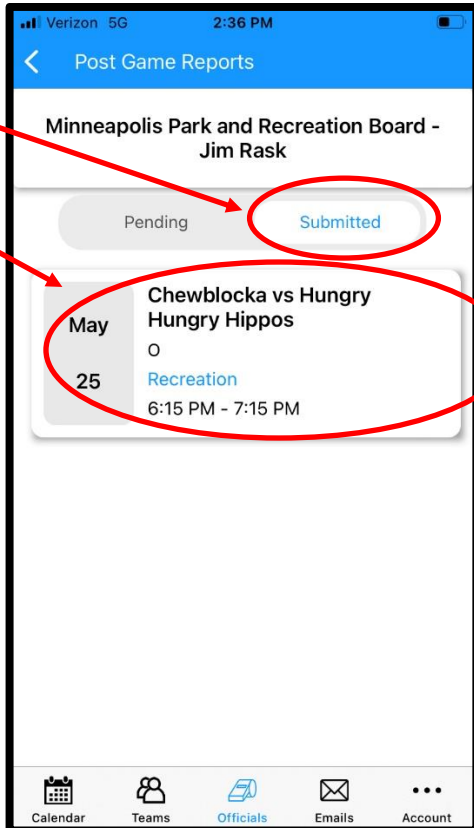
Calendar Teams Officials Emails Account

Step 7:

- Your game report will now appear under **Submitted**. To review your report, please click on the game in question.

Step 8:

- Your attendance, scores, and notes will now appear on your screen.



You have completed the 'Post Game Reports' portion of the training.

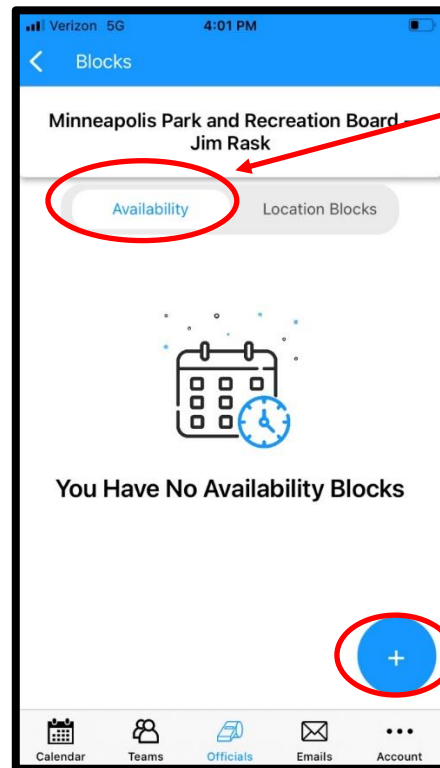
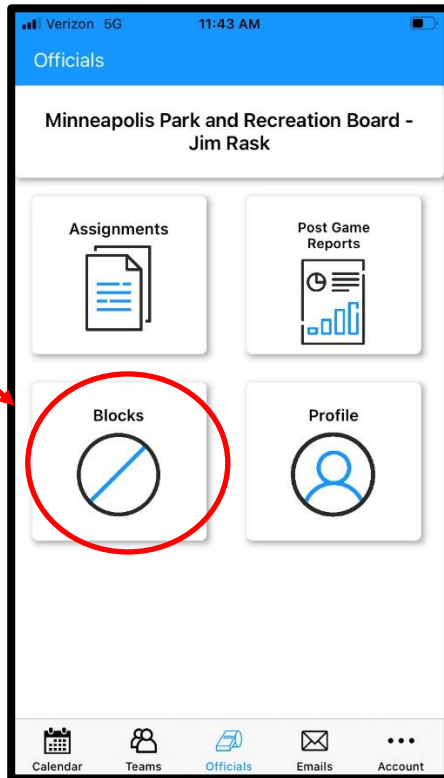
MANAGE BLOCKS

Step 1:

- Click on **Blocks**.

Step 2:

- Click on **Availability**, then click on the blue icon to add your availability block.



Step 3:

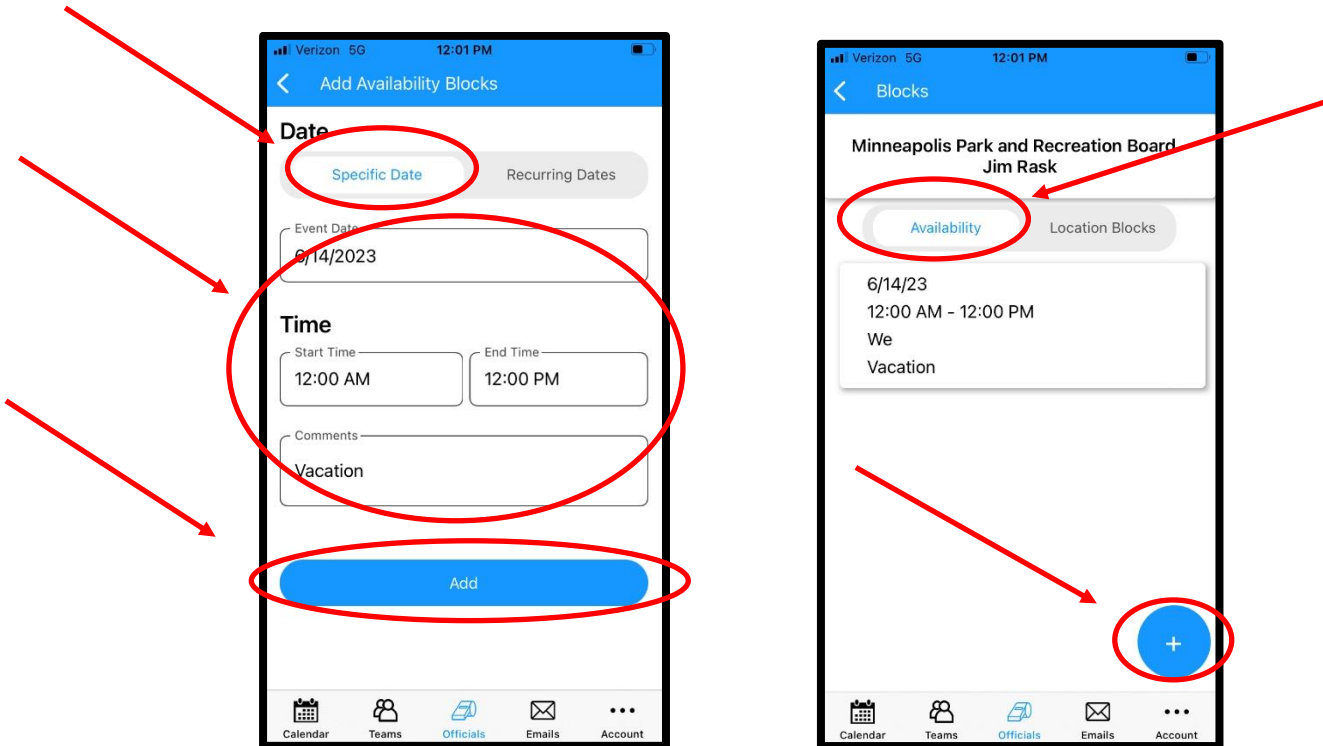
- Click on **Specific Date**. This option allows you to pick a single date and time you **CANNOT** work.

Step 4:

- Click on **Add**.

Step 5:

- The block will then appear in your **Availability** tab.



Step 6:

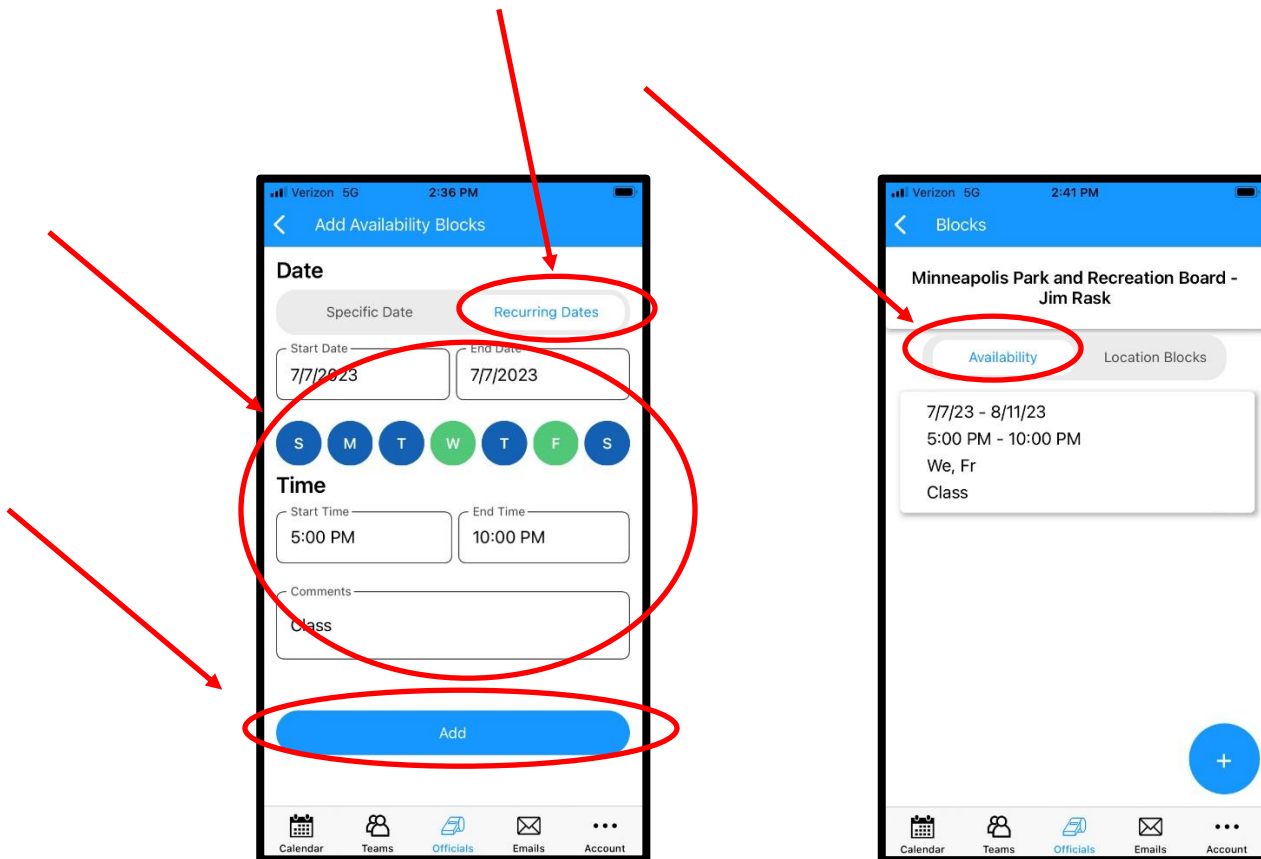
- Click on **Recurring Dates**. This option allows you to block off recurring dates for a period of time you **CANNOT** work.

Step 7:

- Click on **Add**.

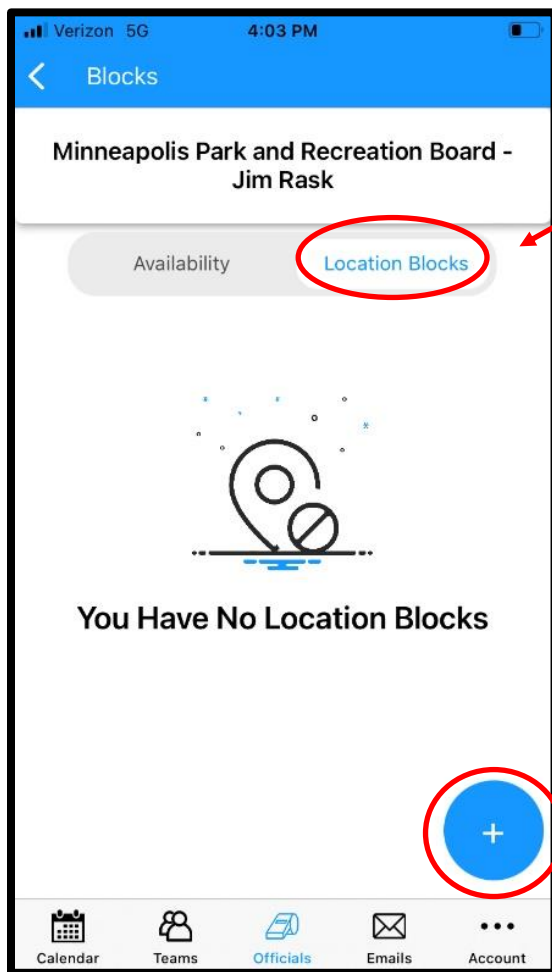
Step 8:

- The block will then appear in your **Availability** tab.



Step 1:

- Click on the **Location Blocks** tab.



Step 2:

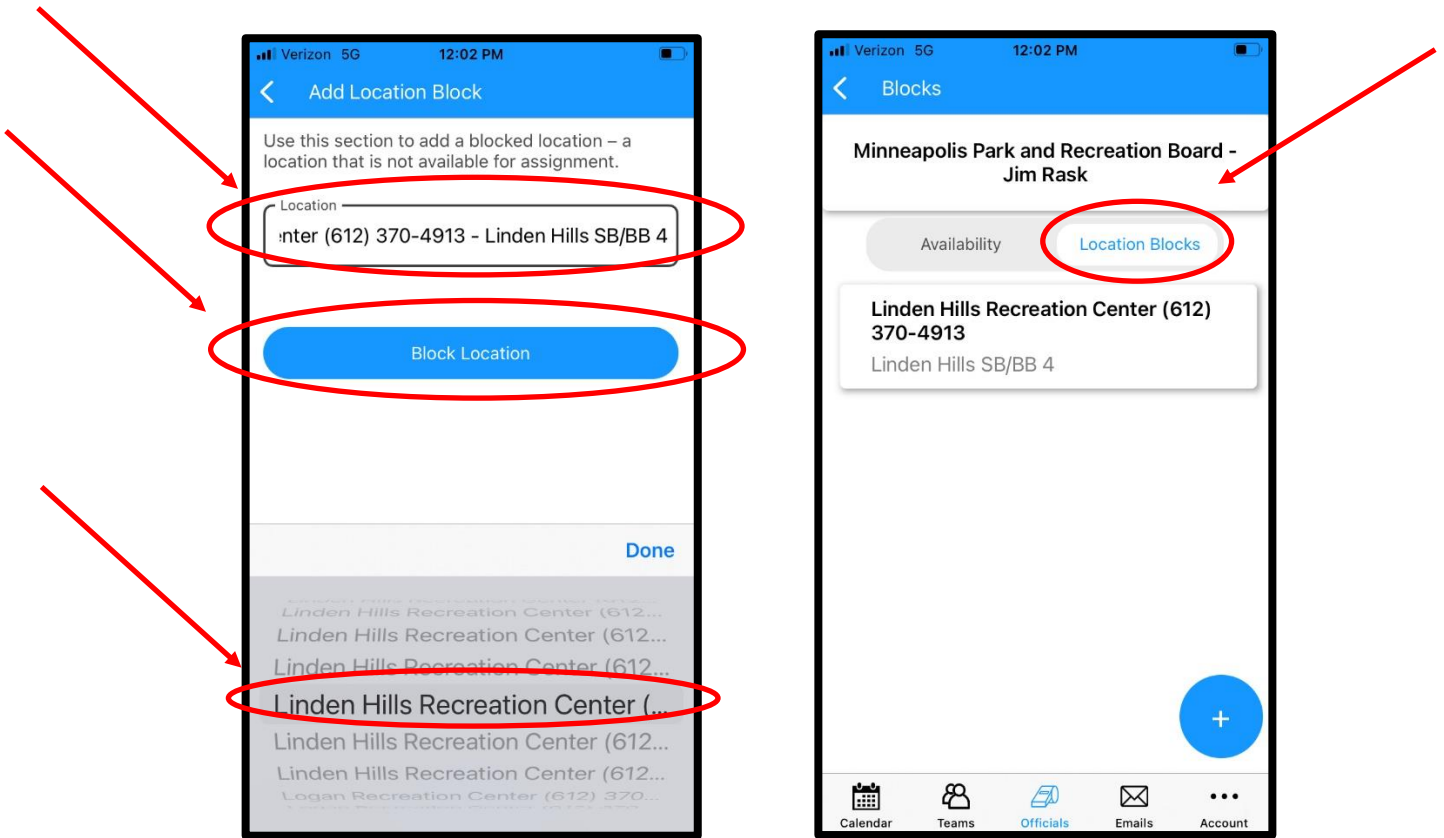
- Select the location(s) you **CANNOT** be assigned.

Step 3:

- Click on **Block Location**.

Step 4:

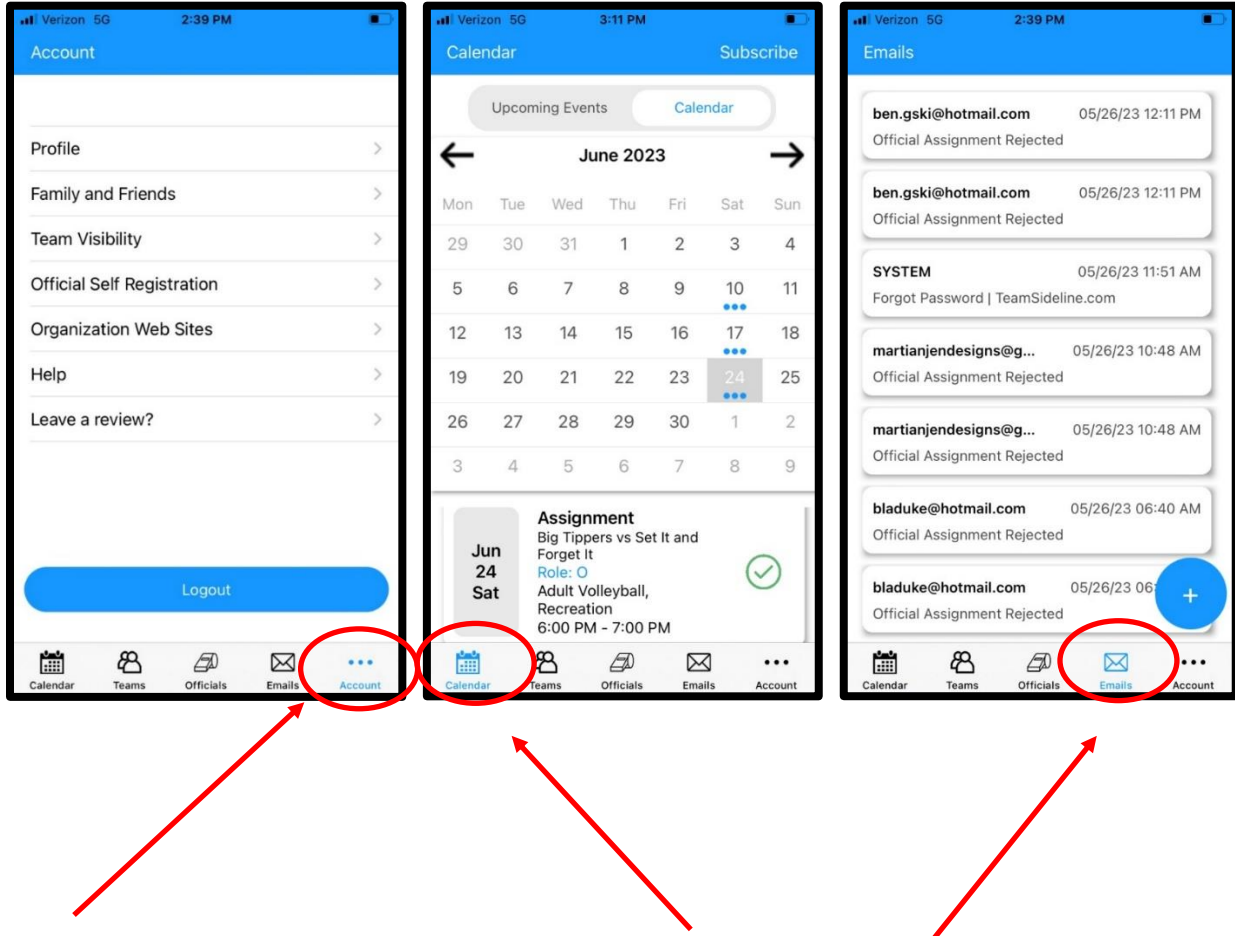
- The block will then appear in your **Location Blocks** tab.



You have completed the 'Manage Blocks' portion of the training.

OTHER OPTIONS

- The Team Sideline app offers additional features such as account access, calendars, and emails.



INVOICING PROCESS

Old System – Invoices **are** required to be submitted for any games worked prior to 5/3/2024.

New System – Invoices **no longer** need to be submitted unless requested by the MPRB Athletics Department. That said, we still recommend tracking your payments on your end.

Completing your post-game reports is equivalent to an invoice submission. It is imperative everyone completes their post-game reports after each game, after each night, or at the very least, within 24 hours of your scheduled games. I CANNOT run the batch report until everyone completes their post-game reports for the entire pay period. This is because the system only allows me to run the report once. It will be a disservice to you and your fellow officials if you fail to complete your post-game reports on time because this will delay the entire payment process. This means everyone needs to hold each other accountable for the betterment of the program.



POST-GAME REPORTS

Attendance

- PENDING assignments WILL NOT receive payment. You need to either confirm or reject your assignments as soon as you know whether you can or cannot work. This needs to be done prior to working your assigned games.
- All officials and field/court supervisors need to select whether they attended the game or not. If not, you need to include a reason why you did not make your assignment.

Scores

- You will need to enter in the scores for all games played. The HOME TEAM is always listed first, plus the team names are included to let you who is home and away. During your pre-game meeting, please confirm with the team managers/coaches their team's name and who is home and away. It is very important that you enter the correct scores for the correct teams after each game. Please double check your work before submission because you cannot edit your post-game report once submitted.
- DO NOT enter in a score if the game was not played. Please leave the scores blank and select one of the following options:
 - Forfeit by home
 - Forfeit by away
 - Double forfeit
 - Cancelled/Postponed
- DO NOT enter in a score or select from the drop-down menu of a forfeit, cancellation, or postponement, if the game was started, but stopped before it could be classified as a regulation game.

Game Comments

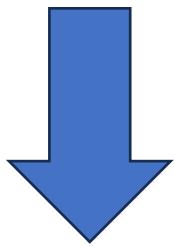
- This is where you enter in your game reports. If the game was started, but stopped before it could be classified as a regulation game, or you selected the game was forfeited, cancelled, or postponed, please include further details to provide clarity for invoicing payments.
 - Please note the time and date you were notified and include the staff's name along with how it was communicated. Below is an example.
 - **Example #1:** Jim Rask texted me at 2:31 pm on 6/7/24 that the home team forfeited their game on 6/8/2024.
 - If onsite, please note it was onsite and the reason why. Below are a couple of examples.
 - **Example #1:** We ended up scrimmaging because the away team didn't have enough players at the start of the game.
 - **Example #2:** The game was stopped at the top of the 3rd inning due to lightning, with the home team leading 3-1.
- This is also where you report your 5+ game bonuses, penalties, ejections, good or bad sportsmanship, and any other pertinent information, including your partner was late or was a no show. If late, please include the time they arrived.
- **Note:** If you are assigned to work 5 or more games in one day, I will send you a duplicate assignment titled, '5+ Game Bonus' for each game worked. Please confirm and complete these post-game reports as normal, just like all the others. This essentially means you will be completing two post-game reports for the same assignment. If you work 5 games, you will complete 10 post-game reports.

Additional Information

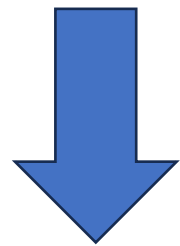
Please select, 'Solo Game,' ONLY IF you worked a game where you are eligible to receive time and a half.

Below are the sports that qualify:

- Youth Baseball (15U)
- Youth Baseball (18U)
- Youth Basketball
- Youth Flag Football
- Youth Hockey
- Youth Soccer (13U – 6x6)
- Youth Soccer (15U – 6x6)
- Youth Soccer (18U – 11x11)
- Adult Basketball
- Adult Flag Football
- Adult Soccer (11x11)



**Below are screenshots of the post-game report
for both the website and the mobile app.**



POST-GAME REPORTS (WEBSITE VIEW)

Post Game Report 000, Minneapolis Park and Recreation Board

From this page you can view and edit your Post Game Report.

Date	Role/LOP	Game
05/19/2024 05:00 PM	U Recreation	Adult Softball Co-Ed Lgs (Doubleheaders), Co-Ed D Lg: Sun NEAF C117 DH Toxic Avengers vs Trouble Northeast Athletic Field Park - NEAF SB/KB 2

Attendance

Use this section to record your attendance of this game.

Attendance * I attended
 No, I didn't make it.

Did Not Attend Reason

Score

Use this section to record the scores for this game.

Toxic Avengers * Home Team

Trouble * Away Team

If game not played, select a reason:



Select ▼

- Select
- Forfeit by home
- Forfeit by away
- Double forfeit
- Canceled/Postponed

Game Comments

Use this section to record your comments for this game.

Comments

Additional Information

Use this section to complete the custom information your organization has created.

Solo Game Sports that qualify for solo games

Submit

Cancel

* Required Fields

POST-GAME REPORTS (MOBILE APP VIEW)

Verizon 11:45 AM

< Toxic Avengers vs Trouble

Did you attend?

Scores

Toxic Avengers 0
Home Score

Trouble 0
Away Score

Notes

If game not played, please select a reason:

Reason

Comments

Additional Info

Sports that qualify for solo games

Submit

Calendar Teams Officials Emails Account



- Forfeit by home
- Forfeit by away
- Double forfeit**
- Canceled/Postponed

PAYROLL CALENDAR EXAMPLE

Pay Calendar 2024

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Post-Game Reports Due Date, Pay Period and Following Pay Period

Pay Calendar 2024

* Below illustrates when the post-game reports are due for each pay period*

Services Through: 01/01/2024-01/11/2024	Post-Game Reports Due Date: 01/12/2024
Services Through: 01/12/2024-01/25/2024	Post-Game Reports Due Date: 01/26/2024
Services Through: 01/26/2024-02/08/2024	Post-Game Reports Due Date: 02/09/2024
Services Through: 02/09/2024-02/22/2024	Post-Game Reports Due Date: 02/23/2024
Services Through: 02/23/2024-03/07/2024	Post-Game Reports Due Date: 03/08/2024
Services Through: 03/08/2024-03/21/2024	Post-Game Reports Due Date: 03/22/2024
Services Through: 03/22/2024-04/04/2024	Post-Game Reports Due Date: 04/05/2024
Services Through: 04/05/2024-04/18/2024	Post-Game Reports Due Date: 04/19/2024
Services Through: 04/19/2024-05/02/2024	Post-Game Reports Due Date: 05/03/2024
Services Through: 05/03/2024-05/16/2024	Post-Game Reports Due Date: 05/17/2024
Services Through: 05/17/2024-05/30/2024	Post-Game Reports Due Date: 05/31/2024
Services Through: 05/31/2024-06/13/2024	Post-Game Reports Due Date: 06/14/2024
Services Through: 06/14/2024-06/27/2024	Post-Game Reports Due Date: 06/28/2024
Services Through: 06/28/2024-07/11/2024	Post-Game Reports Due Date: 07/12/2024
Services Through: 07/12/2024-07/25/2024	Post-Game Reports Due Date: 07/26/2024
Services Through: 07/26/2024-08/08/2024	Post-Game Reports Due Date: 08/09/2024
Services Through: 08/09/2024-08/22/2024	Post-Game Reports Due Date: 08/23/2024
Services Through: 08/23/2024-09/05/2024	Post-Game Reports Due Date: 09/06/2024
Services Through: 09/06/2024-09/19/2024	Post-Game Reports Due Date: 09/20/2024
Services Through: 09/20/2024-10/03/2024	Post-Game Reports Due Date: 10/04/2024
Services Through: 10/04/2024-10/17/2024	Post-Game Reports Due Date: 10/18/2024
Services Through: 10/18/2024-10/31/2024	Post-Game Reports Due Date: 11/01/2024
Services Through: 11/01/2024-11/14/2024	Post-Game Reports Due Date: 11/15/2024
Services Through: 11/15/2024-11/28/2024	Post-Game Reports Due Date: 11/29/2024
Services Through: 11/29/2024-12/12/2024	Post-Game Reports Due Date: 12/13/2024
Services Through: 12/13/2024-12/30/2024	Post-Game Reports Due Date: 12/31/2024

INCLEMENT WEATHER POLICY

HIGHLIGHTS - [Full Policy](#)

A. Extreme Heat – Indoor Considerations

If the reported outdoor heat index (as measured by temperature and dew point) reaches 105 degrees Fahrenheit (°F) or higher, the Superintendent or designee will declare MPRB buildings without central air conditioning closed. To ensure consistency across the MPRB park system when determining closures or cancellations, the source for determining the current outdoor heat index is the National Weather Service – Twin Cities Forecast office: <https://www.weather.gov/mpx/>. Important weather announcements will be posted on this page.

B. Extreme Heat – Outdoor Considerations

Youth Athletics: If the heat index is 105°F or higher at 3 p.m., full-time recreation centers and programs department staff will be informed of the status of the game by the Athletic Program Specialist acting as the league director (MPRB-designated league director). Full-time recreation centers and programs department staff shall notify the coaches of any cancellations.

Adult Athletics: Adult sports leagues are rarely cancelled by the MPRB due to weather; in the event outdoor league games are cancelled, the MPRB-designated league director will post information on the webpage: https://www.minneapolisparcs.org/activities_events/sports_leagues/adult_sports_leagues/ as “Adult Sports Weather Cancellations.”

C. Extreme Cold – Indoor Considerations for Non-heat Conditions in MPRB Facilities

Employees are expected to report to work, unless notified by their immediate supervisor, department head or Assistant Superintendent.

D. Extreme Cold – Outdoor Considerations

Youth Athletics: Youth outdoor games will be cancelled if the ambient temperature is -10°F or colder or the wind chill is -20° or colder. If outdoor games are cancelled, the MPRB-designated league director will notify the full-time recreation staff who will then get information to the coaches. Outdoor practices are cancelled by the full-time park staff and the coach.

Adult Athletics: Adult sports leagues are rarely cancelled; in the event outdoor league games are cancelled, the MPRB-designated league director will post information on the webpage: https://www.minneapolisparcs.org/activities_events/sports_leagues/adult_sports_leagues/ as “Adult Sports Weather Cancellations.”

E. Extreme Winter Weather

Adult Athletics: Adult sports leagues are rarely cancelled unless the associated recreation center is closed. In the event outdoor league games are cancelled, the Athletic Program Specialist acting as league director will post information on the webpage: https://www.minneapolisparcs.org/activities_events/sports_leagues/adult_sports_leagues/ as “Adult Sports Weather Cancellations.”

Other MPRB Activities and Events: Each activity and event presents specific challenges and hazards during winter weather. The decision to cancel a scheduled activity or event should be made thoughtfully, considering not only current conditions but projected conditions, including road conditions. Coordinators of the affected scheduled event or activity should work with their Department Director, Communications and Marketing, and the Risk and Safety Administrator, at a minimum, to determine best actions. Certain activities or events may require approval from the event sponsor, the Superintendent or their designee, and other parties with a vested interest in the activity or event. Businesses within Minneapolis parks are subject to the conditions of their agreement with the MPRB in regard to inclement weather and declared emergencies.

F. Severe Weather – Lightning/Thunderstorms/Wind

Once lightning has been spotted or thunder has been heard, all MPRB athletic activities will be delayed for 30 minutes by the official, staff or coach on site. Games may be re-started 30 minutes after last lightning strike is seen and/or last rumble of thunder is heard. The official or staff will determine if a game will be cancelled.

G. Severe Weather – Tornadoes and Heavy Rain/Flash Floods

Adult Athletics: Adult sports leagues are rarely cancelled unless the associated recreation center is closed. In the event outdoor league games are cancelled, the Athletic Program Specialist acting as league director will post information on the webpage:

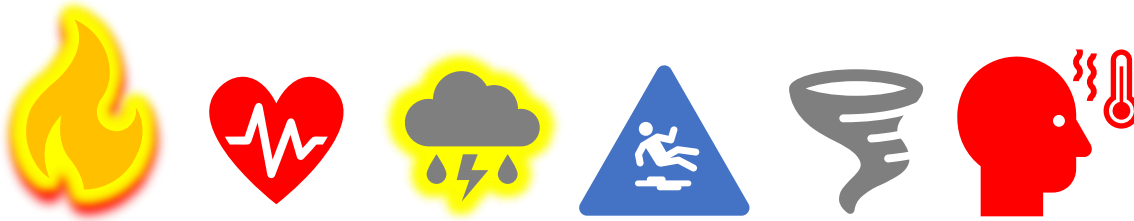
https://www.minneapolisparcs.org/activities_events/sports_leagues/adult_sports_leagues/ as “Adult Sports Weather Cancellations.”

Other MPRB Activities and Events: The decision to cancel, reschedule, or relocate a scheduled activity or event should be made thoughtfully, considering not only current conditions but projected conditions, including field or lawn conditions. Coordinators of the affected scheduled event or activity should work with their Department Director, Communications and Marketing, and the Risk and Safety Administrator, at a minimum, to determine best actions. Certain activities or events may require approval from the event sponsor, the Superintendent or their designee, and other parties with a vested interest in the activity or event. Business operations in Minneapolis parks are subject to the conditions of their agreement with the MPRB in regard to inclement weather and declared emergencies.

H. Air Quality Index (AQI) and Outdoor Physical Activities

The Minnesota Pollution Control Agency (MPCA) monitors air quality throughout Minnesota to ensure levels don't exceed levels that would be detrimental to human health. The MPCA Air Quality Index (AQI) is determined by hourly measurements of five pollutants utilizing 18 monitors throughout the state including 3 in the Twin Cities area. The pollutant with the highest AQI value determines the total AQI for that hour. The MPCA will issue an air quality alert when the measured or predicted air quality conditions are expected to be greater than 101 AQI. The MPCA pollutant concentration breakpoints are 101 – 150 AQI (Unhealthy for Sensitive Groups), 151 – 200 AQI (Unhealthy), 201 – 300 AQI (Very Unhealthy), and 301 or above AQI (Hazardous).

EMERGENCY PROCEDURES



Meet Staff: Introduce yourself and get acquainted with park staff.

Familiarize Yourself: Explore the premises and become familiar with the park's amenities.

Facility Emergency Action Plans (FEAPS): Each recreation center should have FEAPS available at the front desk. These outline a great deal of facility emergencies, including calling 911 for assistance. It is recommended to review these prior to each shift. The binders all have the address of the facility on the front, which is EXTREMELY helpful to relay to 911 in an emergency. Once 911 is called, someone needs to meet the responders when they arrive to direct them quickly to the location of the emergency. Unfortunately, FEAPs are not available at parks without recreation centers.

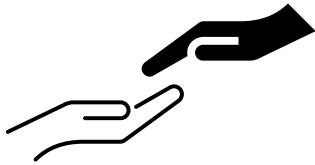
AEDs: All recreation centers are equipped with AEDs, which don't require training to use as they are designed to be used by children. They will not shock a person unless it's necessary and will provide the rhythm for CPR if a shock isn't needed. Please locate the AED in each facility prior to each shift. Unfortunately, AEDs are not available at parks without recreation centers.

First Aid Kits: All recreation centers are equipped with a First Aid Kit, which can be found at the front desk. Unfortunately, First Aid Kits are not available at parks without recreation centers.

Note: *Park Police are trained emergency responders with AEDs and first aid kits in their vehicles – in case they are already present.*

Step 1: When in doubt, call 911.



Step 2: Ask for assistance (i.e., 911 operator, park staff, patrons, etc.)**Step 3: Help!**

Website: www.redcross.org

The American Red Cross is a wonderful resource for information. For continued education, I recommend visiting the 'Training & Certification' webpage.

- First Aid
- CPR
- AED
- And many more!

Note: *Head injuries which involve bleeding and/or any time of loss consciousness require transport to the hospital for further evaluation. We do not allow the injured to transport themselves (loss of blood can lead to loss of consciousness). Our employees cannot decline transport for a work-related injury, but a patron/participant can – the ambulance has a form for them to sign to release them from liability. You do not need to accompany the injured person to the hospital.*

Good Samaritan Law

A person at the scene of an emergency who knows that another person is exposed to or has suffered grave physical harm shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the exposed person. Reasonable assistance may include obtaining or attempting to obtain aid from law enforcement or medical personnel. Receives general immunity from liability.

DOWNLOADS – ONLINE RESOURCES

UMPIRES/OFFICIALS

- MPRB Officials' Manual
- Official Assigner's PowerPoint Presentation – Onboarding
- Official's Expectations Sheet
- Team Sideline Instruction Guide
- Officials Pay Calendar
- Blank Invoice Template (Excel)
- Blank Invoice Template (Word)
- Invoice Template Examples
- Pay Rates
- Score Sheets
- Background Checks
- Independent Contract Agreement
- Mentorship Contract Agreement for Qualifying Veteran Officials
- CDC Concussion Registration Guide
- eSupplier Registration Instructions
- W9 Form
- ACH Direct Deposit Form
- Inclement Weather Policy
- Youth Sports Team Policies & Guidelines
- Youth Sports Leagues FAQs
- Youth Sports Coaches Code of Ethics
- Youth Sports Jewelry Rule Flyer for Parents
- Youth Sports Pre-Game Announcement
- Promotional Flyers
- Clinician's PowerPoint Presentations

Scroll Down



Adult and Youth Sports Information

- Bulletins
- Rules
- Additional Information

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