



Minneapolis
Park & Recreation Board

Welcome to the
MPRB's Officials' Clinic



Adult Athletic Program Specialists

Jim Rask

Officials' Assigner for both
Adult and Youth Sports

jrask@minneapolisparks.org

612-230-6493 (desk)

612-719-8035 (mobile)



Scott Gagnon

League Director of: Pond Hockey,
Broomball, Softball, and Kickball

sgagnon@minneapolisparks.org

612-230-6487 (desk)

612-499-3013 (mobile)



Amy Bassett

League Director of: Basketball,
Indoor/Sand/Grass Volleyball,
and Flag Football

abassett@minneapolisparks.org

612-230-6460 (desk)

612-499-3059 (mobile)



Tatiana Rachlin

League Director of: Soccer

trachlin@minneapolisparks.org

612-463-9987 (mobile)



Youth Athletic Program Specialists

Kent Brevik

League Director of: Baseball

kbrevik@minneapolisparks.org

612-499-9287 (mobile)



Jontae Koonkaew

League Director of: Softball
and Flag Football

jkoonkaew@minneapolisparks.org

651-706-4603 (mobile)



Sheu Oduniyi

League Director of: Basketball
and Volleyball

soduniyi@minneapolisparks.org

651-706-4752 (mobile)



Rob Stevens

League Director of: Hockey
and Soccer

rstevens@minneapolisparks.org

651-706-4604 (mobile)



Why Work for the MPRB?

The Minneapolis Park and Recreation Board (MPRB) offers a variety of youth and adult sports to officiate.

Benefits to Officiating

- Flexible schedule
- Competitive pay
- Build relationships
- Represent the community
- Opportunities



Sports

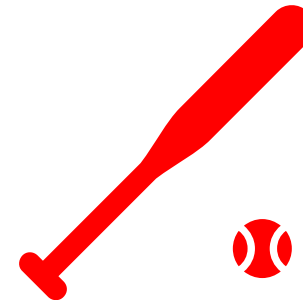
Youth Sports

- Baseball
- Basketball
- Flag Football
- Hockey
- Soccer
- Softball
- Volleyball – Indoor



Adult Sports

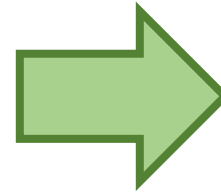
- Basketball
- Broomball
- Flag Football
- Kickball
- Pond Hockey
- Soccer
- Softball
- Volleyball – Sand/Indoor



Hiring Process – Step 1 (Intake Form)

Intake Form

This is the initial online form that is required to be completed by every applicant. This information is important because it will allow me to gather information about your previous work history, sports knowledge, interests, and experiences to best place you for assignments.



MPRB Sports Official Registration

* Required

1. First Name *
2. Last Name *
3. Email address *
4. Phone number *
5. Are you over 18 years of age? (for background check purposes) *
 Yes
 No

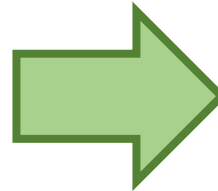


Hiring Process – Step 1 (Background Checks)

Youth 17 & Under Background Check

Once you have completed your intake form, please review and submit a hard copy background check to jrisk@minneapolisparcs.org.


Once received, I will submit your background check to **HireRight**, which is the company MPRB uses for background checks. I will be in touch once I receive the results.



MINNEAPOLIS PARK & RECREATION BOARD

Reset Form

Page 1 of 2
Revised: 09/25/2015



HUMAN RESOURCES DEPARTMENT
2117 W. River Rd. | Mpls., MN 55411

Background Check – Informed Consent

Print Form

Background Check – Informed Consent – Contractor

Please type or print in ink - All fields must be completed Check one: New Contractor Current Contractor

TO BE COMPLETED BY THE HIRING MANAGER BEFORE GIVING TO APPLICANT/CONTRACTOR:
The following named individual has made application with the Minneapolis Park & Recreation Board for the contractor position of: _____ at (Dept) _____

Hiring Manager (individuals requiring notification): _____

Type of Check Requested: Criminal Driver's License Credit

TO BE COMPLETED BY THE APPLICANT/CONTRACTOR:

Applicant's Name (First, Middle, Last): _____

List any Maiden, Alias, or Former Name(s): _____

SSN: _____ Birth Date: _____ Phone: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Temporary Address (if applicable): _____

City: _____ State: _____ Zip: _____

Driver's License # (or State ID#): _____

State: _____ Class: _____ Expires: _____

Have you ever resided or worked outside of the state of Minnesota? Yes No

If yes, list the state(s) in which you have resided or worked including dates: _____

Have you ever been convicted or plead guilty before any federal, state, or municipal court to a criminal offense, or are there any charges pending (excluding minor traffic violations)? Yes No

Failure to disclose or giving false information may result in rejection of application or dismissal from employment.

If yes, please provide information for each offense: 1) charge convicted of, 2) date of conviction, 3) court and location, 4) action taken, (attach additional sheets if necessary): _____

Hiring Manager

Applicant/Contractor

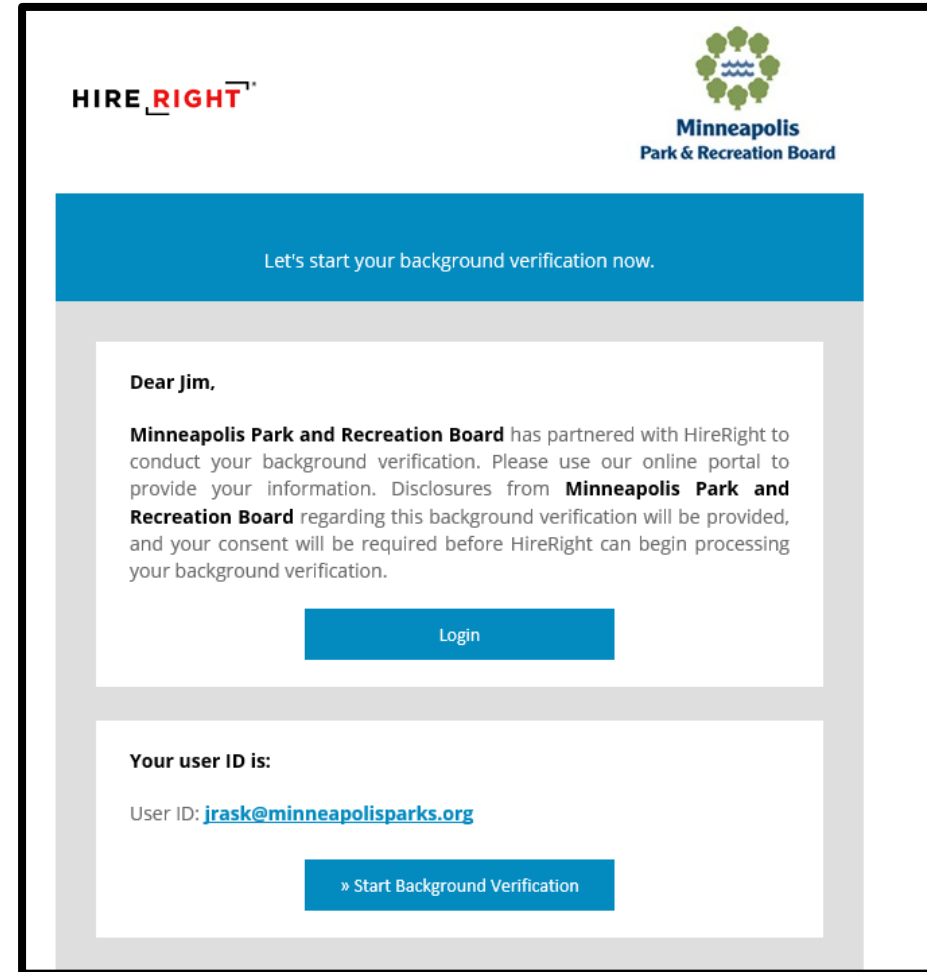
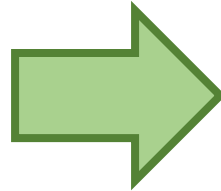


Hiring Process – Step 1 (Background Checks)

Adults 18 & Over Background Check

All applicants are required to submit an online background check once the intake form has been completed. I will then submit the request to **HireRight**.

HireRight, which is the company MPRB uses for online background checks, will send you a separate email from noreply@hireright.com. Once sent, you will have 72 hours to complete the online background check document before it expires.

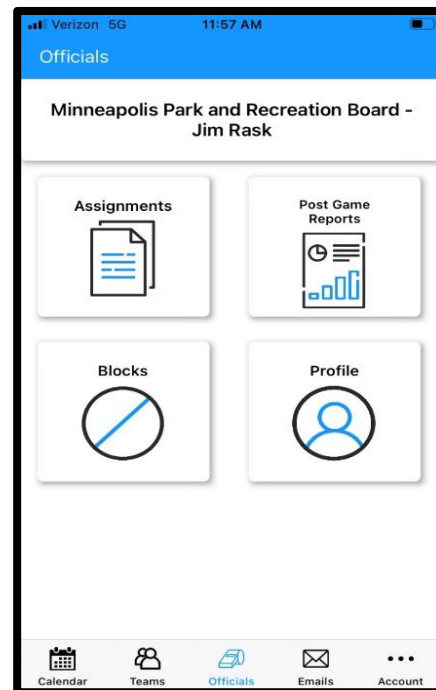


Hiring Process – Step 2

Officials' Self-Registration

This is when you create an account through TeamSideline and register as an official. TeamSideline is the system we use for all our officials.

Download Team Sideline App



Open and Use App



Hiring Process – Step 3 (Paperwork I Need)



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

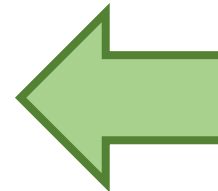
* = Eligible for time and a half for solo games.

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.

1. MPRB Independent Contract Agreement

- Must be reviewed, completed, and signed to officiate

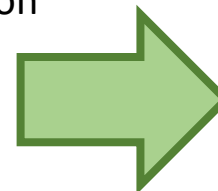


Email documents to:

jrask@minneapolisparcs.org

2. CDC Concussion Certification

- Required to officiate youth sports
- Expires every 3 years from the date of completion



Hiring Process – Step 3 (Paperwork the City Needs)



1. eSupplier Registration Form

- Completion required to officiate
- Your Bidder ID number will be emailed to you after registration has been completed

Email documents to:
accountspayable@minneapolismn.gov



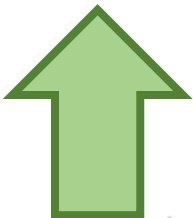
2. W-9 Form

- Completion required to officiate
- Required to be resubmitted if there is a change of residence



3. ACH Form

- Required for direct deposit
- Required to be resubmitted if there is a change of residence



MPRB Athletic Officials Expectations

As a MPRB Athletic Official, YOU represent the MPRB Athletics' Department

- Complete all necessary hiring paperwork
- Keep your TeamSideline account up to date
- Be professional
- Wear the required uniform
- Arrive 15 minutes early
- Stay off your cell phone during games
- Encourage good sportsmanship
- Know the rules and proper mechanics
- Be respectful of participants, MPRB staff, fellow officials, managers, and coaches
- Refrain from using alcoholic beverages, illegal substances, and tobacco before and during the assigned events
- Remember YOU are making a POSITIVE impact on all our participants!





Uniform & Equipment Requirements



Uniform and Equipment Requirements

Uniform	Pants	Socks	Shoes	Cap	Facemask	Chest Protectors
Shin Protectors	Smartphone	Indicator	Ball Bag	Plate Brush	Stopwatch	Whistle
Hockey Skates	Helmet	Ball Pump	Notebook/ Scorecards	Dress For Weather	Yellow/Red Cards	Flags



*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



of Minneapolis



Recommended Vendors



The Umpires One Stop Shop – Official Gear

The only place you can get USA Softball branded uniforms

- www.officialgear.com

General Sports Authentic Outfitter

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

St. Mane Sporting Goods

- www.stmanes.com
- 612-722-1447
- 4159 S 28th Ave, Minneapolis, MN 55406

Planet Soccer

- www.planetsoccermn.com

4 locations – Minneapolis, Blaine, Burnsville, and Maplewood

Amazon

- www.amazon.com

The Umpire's One Stop Shop
Official Gear

General
SPORTS
AUTHENTIC 1962 OUTFITTER

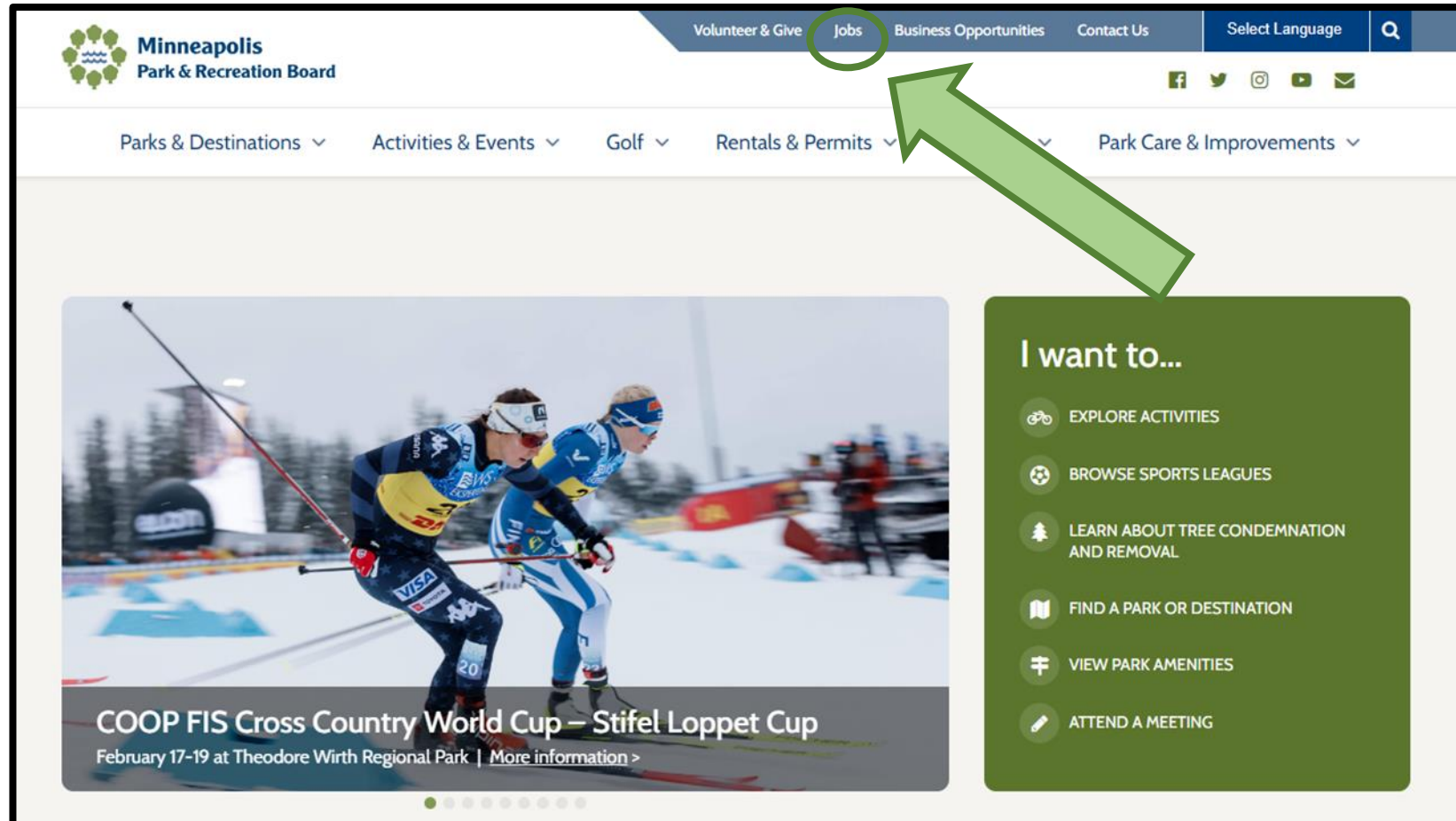
amazon

St **M** **St. Mane**
Sporting Goods

PLANET  SOCCER



MPRB Homepage - www.minneapolisparcs.org



The screenshot shows the homepage of the Minneapolis Park & Recreation Board. The top navigation bar includes links for "Volunteer & Give", "Jobs", "Business Opportunities", and "Contact Us". The "Jobs" link is circled in green, and a large green arrow points from it towards the "I want to..." sidebar. Below the navigation bar are dropdown menus for "Parks & Destinations", "Activities & Events", "Golf", "Rentals & Permits", and "Park Care & Improvements". The main content area features a large image of cross-country skiers with the text "COOP FIS Cross Country World Cup – Stifel Loppet Cup" and "February 17-19 at Theodore Wirth Regional Park | More information >". To the right is a green sidebar titled "I want to..." with six options: "EXPLORE ACTIVITIES", "BROWSE SPORTS LEAGUES", "LEARN ABOUT TREE CONDEMNATION AND REMOVAL", "FIND A PARK OR DESTINATION", "VIEW PARK AMENITIES", and "ATTEND A MEETING".

Minneapolis
Park & Recreation Board

Volunteer & Give **Jobs** Business Opportunities Contact Us Select Language

Parks & Destinations Activities & Events Golf Rentals & Permits Park Care & Improvements

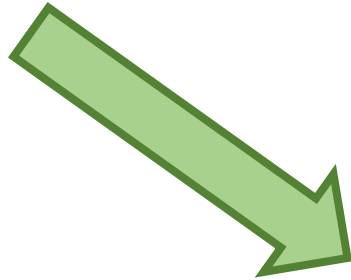
COOP FIS Cross Country World Cup – Stifel Loppet Cup
February 17-19 at Theodore Wirth Regional Park | [More information >](#)

I want to...

- EXPLORE ACTIVITIES
- BROWSE SPORTS LEAGUES
- LEARN ABOUT TREE CONDEMNATION AND REMOVAL
- FIND A PARK OR DESTINATION
- VIEW PARK AMENITIES
- ATTEND A MEETING



Jobs



Jobs

[MPRB Home](#) > [Jobs](#)

Welcome to the Minneapolis Park and Recreation Board, one of the premier park systems in the United States. Its picturesque lakes, neighborhood parks, recreation centers and diversified programming have made the park system an important component of what makes Minneapolis a great place to live, play and work!

[Mission and Vision](#)

Job Opportunities

- [View Temporary Job Opportunities](#)
- [View Full-Time, Part-Time and Seasonal Job Opportunities](#)
- [View Internal Opportunities for Current Employees](#)
- [View Internship Opportunities](#)
- [Sports Officials](#)

[Applicant Login](#)

Be the first to know!

Don't see what you're looking for? We have new full-time and part-time openings coming soon! Fill out an online [job interest card](#) to let us know your passion and be the first to receive updates on new positions.

Subscribe to Email Updates

Receive email notices about full-time, part-time and temporary/seasonal job opportunities as they are posted.

Employment Resources

- [How to Apply](#)
- [Notify Me of Future Jobs](#)
- [Job Descriptions](#)
- [Benefits](#)
- [Veteran's Preference](#)
- [Collective Bargaining Agreements](#)
- [Civil Service Rules](#)
- [Background Check Policy](#)

Loppet Foundation

[View job opportunities](#) available at Theodore Wirth Park's Winter Recreation Area through the Loppet Foundation.



MPRB Officials Homepage

MPRB OFFICIALS

If you are interested in becoming an official for our MPRB sport leagues, get your whistle ready!

Follow the steps below for instructions to sign up!



HOW IT WORKS...

Click on each link as you follow through each step



STEP 1

[INTAKE FORM & BACKGROUND CHECK](#)



STEP 2

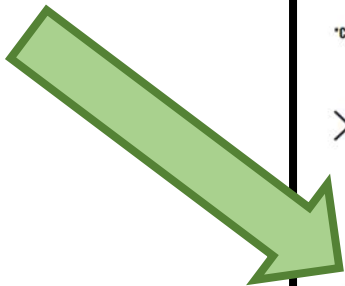
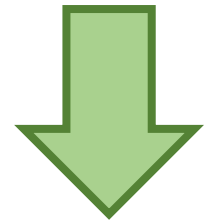
[OFFICIALS' SELF-REGISTRATION](#)



STEP 3

[HIRING PAPERWORK](#)

Scroll down to view information on pay rates, seasonal sport schedule, upcoming training clinics, and work rules for Youth 17 & Under.



Hiring Process – Step 1

HOME REGISTER HERE UPCOMING LEAGUES GAME SCHEDULES ADULT SPORTS - YOUTH SPORTS AGES 9-18 - YOUTH SPORTS AGES 5-8 - COACHES CORNER - JOB OPPORTUNITIES - CONTACT US LOCATIONS DOWNLOADS SPORT OFFICIALS -

HIRING PROCESS

STEP 1.

Intake Form & Background Check

[Intake Form](#)

First, please complete the initial Intake Form so we can gather some information about your previous work history, sports knowledge, interests and experiences.

Click on the link below to fill out the form!

[INTAKE FORM](#)

[Youth Background Check](#)

1. Once you have completed your Intake Form, please review and **submit a hard copy** of the Background Check document.
2. Then email jrisk@minneapolispark.com once completed.

Background Check document

Youth 17 & Under Only

[YOUTH BACKGROUND CHECK](#)

[Adults 18+ Background Check](#)

1. Our staff will submit the background check request once your Intake Form has been completed.
2. **HireRight**, which is the company we use for online background checks, will send you a separate email from noreply@hireright.com (example below). *Once received, you will have 72 hours to complete the online background check document before it expires.*

[APPLICANT GUIDE](#)

STEP 2 ⇨



Hiring Process – Step 2

HOME REGISTER HERE UPCOMING LEAGUES GAME SCHEDULES ADULT SPORTS - YOUTH SPORTS AGES 9-18 - YOUTH SPORTS AGES 5-8 - COACHES CORNER - JOB OPPORTUNITIES - CONTACT US LOCATIONS DOWNLOADS SPORT OFFICIALS -

SPORT OFFICIALS > Hiring Process - Step 2

HIRING PROCESS

STEP 2.

Officials' Self-Registration

Self-Registration

Step 1: Create an account and register as a sports official with **Team Sideline**. Team Sideline is a web-based system for officials when confirming their game assignments, entering game scores and entering availability blocks.

Step 2: Next you will have to complete the Officials Self-Registration form.

Click here to review the **Team Sideline Instructions Guide for Officials!**

INSTRUCTIONS GUIDE

[← BACK](#) [STEP 3 →](#)



Hiring Process – Step 3

HOME REGISTER HERE UPCOMING LEAGUES GAME SCHEDULES ADULT SPORTS YOUTH SPORTS AGES 9-18 YOUTH SPORTS AGES 5-8 COACHES CORNER JOB OPPORTUNITIES CONTACT US LOCATIONS DOWNLOADS SPORT OFFICIALS

HIRING PROCESS

STEP 3.

HIRING PAPERWORK

Submit the following documents at jrisk@minneapolisparks.org

Complete documents in this order

↓↓↓↓

INDEPENDENT CONTRACT AGREEMENT

CONCUSSION CERTIFICATION COURSE

The Concussion Certification Course is required to officiate youth athletics. Highly recommended, but not required to officiate adult athletics (Expires in 3 years from date completed)

NOTE:

Youth 17 & Under - PARENTS NEED TO ASSIST WITH PAPERWORK

Complete the following documents below

Complete documents in this order

↓↓↓↓

ESUPPLIER REGISTRATION FORM

W-9 FORM

ACH FORM

Submit the following documents at accountspayable@minneapolismn.gov

Complete steps in this order

↓↓↓↓

- Bidder ID (in an email you received after eSupplier Registration)
- Completed W-9 form
- Completed ACH form
- Copy and paste the [Email Template.pdf](#) to send to accountspayable@minneapolismn.gov.

Be sure to include your W9 and ACH forms as attachments (PDF files) to the email

BACK

FINAL STEP




Hiring Process – Final Step

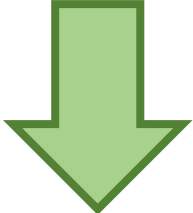
HOME REGISTER HERE UPCOMING LEAGUES GAME SCHEDULES ADULT SPORTS - YOUTH SPORTS AGES 9-18 - YOUTH SPORTS AGES 5-8 - COACHES CORNER - JOB OPPORTUNITIES - CONTACT US LOCATIONS DOWNLOADS
SPORT OFFICIALS -

FINAL STEP.

CONGRATS!
**YOU HAVE
COMPLETED THE
HIRING PROCESS...**



**Scroll down to
access contact
information,
training
materials, and
quizzes**



Downloads

HOME REGISTER HERE UPCOMING LEAGUES GAME SCHEDULES ADULT SPORTS YOUTH SPORTS AGES 9-18 YOUTH SPORTS AGES 5-8 COACHES CORNER JOB OPPORTUNITIES CONTACT US LOCATIONS **DOWNLOADS** SPORT OFFICIALS

Minneapolis Park & Recreation Board

Downloads

Type	File Name	File Size	Last Updated
Umpires/Officials			
	MPRB Officials' Manual.pdf	4 MB	1/29/2024
	Official Assigner's PowerPoint Presentation - Onboarding.pdf	1 MB	12/4/2023
	Officials Expectations Sheet.pdf	115 KB	1/3/2023
	Team Sideline Instruction Guide.pdf	250 KB	1/3/2023
	2024 Officials Pay Calendar.pdf	180 KB	12/6/2023
	2024 Blank Invoice Template.xlsx	143 KB	1/4/2024
	2024 Blank Invoices Template (Hard Copy).docx	66 KB	12/6/2023
	Invoice Template Examples.pdf	204 KB	12/11/2023
	Pay Rates.pdf	126 KB	12/28/2023
	Score Sheets.pdf	188 KB	10/2/2023
	HireRight Background Check Applicant Guide.pdf	1 MB	11/30/2023
	Hard Copy Background Check (17 & Under).pdf	152 KB	1/3/2023
	MPRB Independent Contract Agreement.pdf	107 KB	12/28/2023



MPRB Officials' Manual

MPRB OFFICIALS' MANUAL



**Minneapolis
Park & Recreation Board**

The screenshot shows the website's navigation menu with the following items: HOME, REGISTER HERE, UPCOMING LEAGUES, GAME SCHEDULES, ADULT SPORTS, YOUTH SPORTS AGES 9-18, YOUTH SPORTS AGES 5-8, COACHES CORNER, JOB OPPORTUNITIES, CONTACT US, LOCATIONS, DOWNLOADS, and SPORT OFFICIALS. The 'DOWNLOADS' link is circled in green. A large green arrow points from the 'DOWNLOADS' link to the 'Downloads' section of the page. Below the navigation is the Minneapolis Park & Recreation Board logo and name. The 'Downloads' section contains a table with the following data:

Type	File	File Size	Last Updated
▼ Umpires/Officials			
	MPRB Officials' Manual.pdf	3 MB	8/14/2023
	Official Assigner's PowerPoint Presentation - Onboarding.pdf	1 MB	11/9/2023
	Officials Expectations Sheet.pdf	115 KB	1/3/2023
	Team Sideline Instruction Guide.pdf	250 KB	1/3/2023



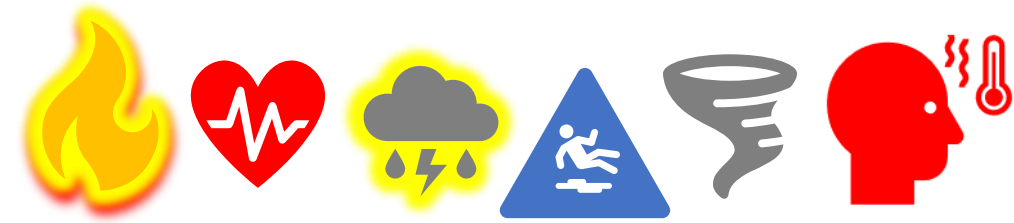
Inclement Weather Policy



- A. Extreme Heat – Indoor Considerations
- B. Extreme Heat – Outdoor Considerations
- C. Extreme Cold – Indoor Considerations for Non-heat Conditions in MPRB Facilities
- D. Extreme Cold – Outdoor Considerations
- E. Extreme Winter Weather
- F. Severe Weather – Lightning/Thunderstorms/Wind
- G. Severe Weather – Tornadoes and Heavy Rain/Flash Floods
- H. Air Quality Index (AQI) and Outdoor Physical Activities



Emergency Procedures



- Meet staff
- Familiarize yourself
- Facility Emergency Action Plans (FEAPS)
- AEDs
- First aid kits

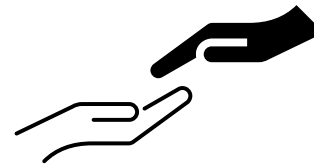
Step 1: When in doubt, call 911.



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



Step 3: Help!



Website: www.redcross.org



Body Language – Positives and Negatives



Positive	Action	Negative
Continual eye contact demonstrates that a person is interested, paying attention, and focused	Eye Contact	Lack of eye contact can be a sign that a person is uncomfortable, not paying attention, or nervous
Smiling is a sign of being friendly and confident	Smile	Smiling at an inappropriate time can be seen as mockery or could lead to escalating the situation
Keeping hands relaxed at one's side makes them appear more comfortable and friendly	Crossing Arms	Having arms crossed may seem like that person is closed off, disinterested, bored, or does not want to be there
Stepping backwards is an indication a person is trying to deescalate a situation, or a hint to another person that they are in your personal space	Stepping Away and Pointing	Stepping forward and/or pointing can make a person look aggressive, challenging, and confrontational
A relaxed body shows that a person is comfortable and confident in themselves	Tensed Body	Having a tense body can indicate that a person is uncomfortable and not in control
Keeping hands relaxed at one's side makes a person appear more comfortable and approachable	Hands On Hips	Hands on hips may indicate confrontational and/or disinterested behavior
Shoulders back indicates confidence	Shoulders	Slumped shoulders can indicate disappointment, being upset, tiredness, or disinterest



Mechanics

- Proper positioning
- Use correct hand signals
- Be assertive and confident with your calls
- Know the rules
- Communicate clearly and effectively
- Explain your call if asked by a coach or team manager
- Be a team player and pass along your knowledge and experience to others

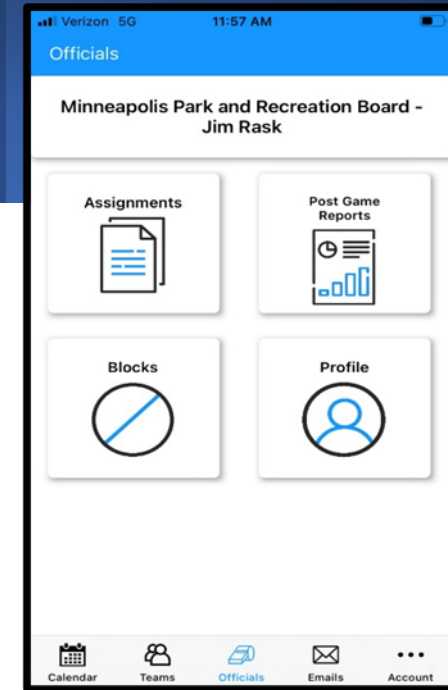


Team Sideline

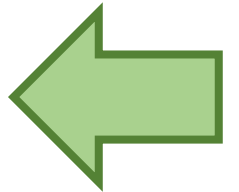


Team Sideline is our “hub” for all sports officials

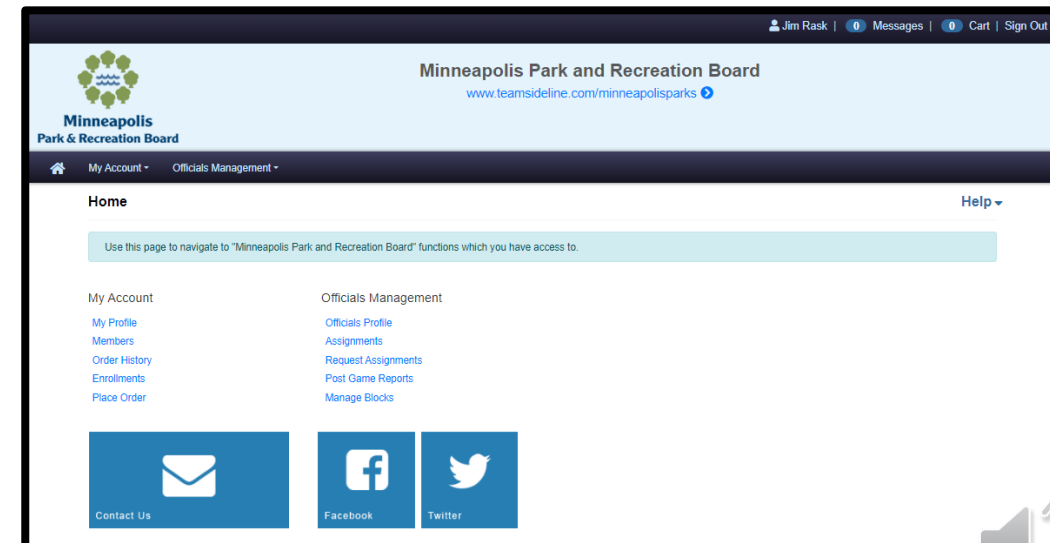
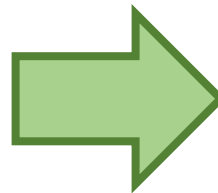
- Receive assignments
- Confirm/reject assignments
- Location, division, and team information
- Partner information
- Availability blocks
- Enter scores
- Game comments
- How you get paid!
- *Pending assignments*



Mobile App




Website View




Initial Payment Steps

After each game, it is a requirement that all officials complete their post-game reports via Team Sideline (i.e., attendance, scores, game comments, and additional information).



By completing your post-game reports, it allows standings to be updated on the MPRB's public site.



It is very important each official enters their post-game reports via Team Sideline within 24 hours of their completed games.



Submitting your post-game reports is required to receive payment!



Invoicing System Instructions

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.



Pay Calendar

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 *

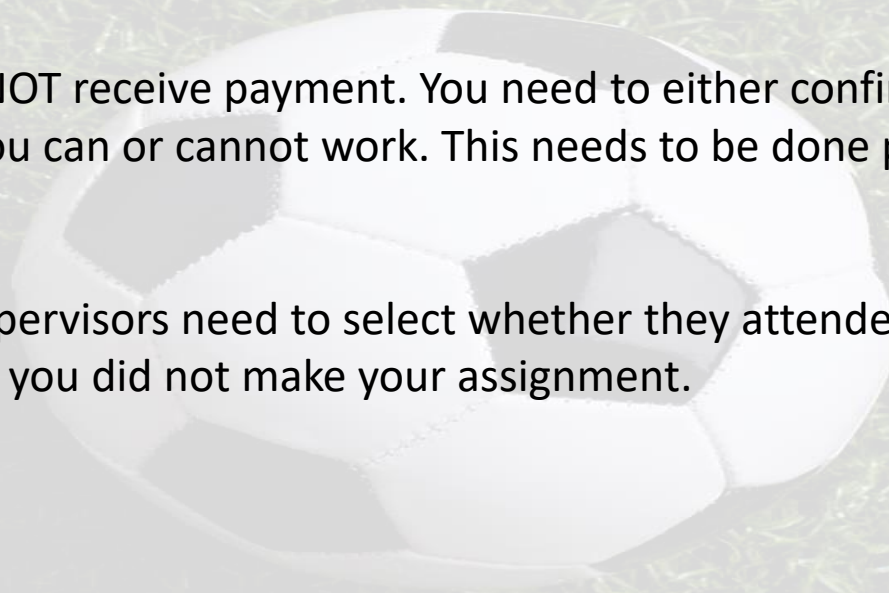
Services Through: 01/01/2024-01/11/2024	Post-Game Reports Due Date: 01/12/2024
Services Through: 01/12/2024-01/25/2024	Post-Game Reports Due Date: 01/26/2024
Services Through: 01/26/2024-02/08/2024	Post-Game Reports Due Date: 02/09/2024
Services Through: 02/09/2024-02/22/2024	Post-Game Reports Due Date: 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



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.



Post-Game Reports

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.

Post-Game Reports

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.



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.

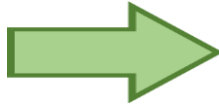
Below are the sports that qualify:

- 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)

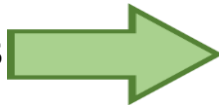


Post-Game Reports (Website View)

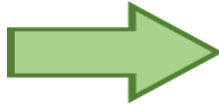
Attendance



Scores



Game Comments



Additional Information



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:

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

* Required Fields



Post-Game Reports (Mobile App View)

Attendance →

Scores →

Game Comments →

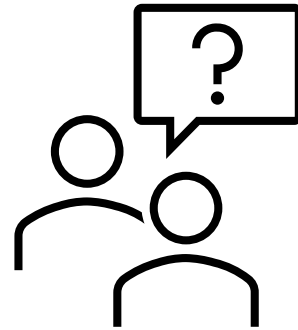
Additional Information →

The screenshot displays a mobile app interface for a post-game report. The title bar shows 'Toxic Avengers vs Trouble'. The form includes a 'Did you attend?' toggle switch, 'Scores' input fields for 'Toxic Avengers' (Home Score) and 'Trouble' (Away Score), a 'Notes' section with a 'Reason' input field and a 'Comments' input field, and an 'Additional Info' section with a toggle switch for 'Sports that qualify for solo games ...'. A blue 'Submit' button is at the bottom. To the right of the form, a list of reasons for non-play is shown: 'Forfeit by home', 'Forfeit by away', 'Double forfeit', and 'Canceled/Postponed'. The bottom navigation bar contains icons for 'Calendar', 'Teams', 'Officials', 'Emails', and 'Account'.

Forfeit by home
Forfeit by away
Double forfeit
Canceled/Postponed



Thank you!



For questions, please contact me at:



Jim Rask

Athletics Program Specialist I

jrask@minneapolisparks.org

612-230-6493 (desk)

612-719-8035 (mobile)

