



Welcome to the MPRB's Officials' Clinic

Adult Athletic Program Specialists

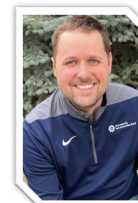
Jim Rask

Officials' Assigner for both
Adult and Youth Sports

jrask@minneapolisarks.org

612-230-6493 (desk)

612-719-8035 (mobile)



Scott Gagnon

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

sgagnon@minneapolisarks.org

612-230-6487 (desk)

612-499-3013 (mobile)



Amy Bassett

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

abassett@minneapolisarks.org

612-230-6460 (desk)

612-499-3059 (mobile)



Tatiana Rachlin

League Director of: Soccer

trachlin@minneapolisarks.org

612-463-9987 (mobile)



Youth Athletic Program Specialists

Kent Brevik

League Director of: Baseball

kbrevik@minneapolisarks.org

612-499-9287 (mobile)



Jontae Koonkaew

League Director of: Softball
and Flag Football

jkoonkaew@minneapolisarks.org

651-706-4603 (mobile)



Sheu Oduniyi

League Director of: Basketball
and Volleyball

soduniyi@minneapolisarks.org

651-706-4752 (mobile)



Rob Stevens

League Director of: Hockey
and Soccer

rstevens@minneapolisarks.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.



Hiring Process – Step 1 (Background Checks)

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@minneapolisarks.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.



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.

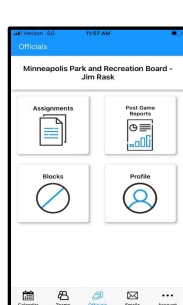


Hiring Process – Step 2

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)

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)

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

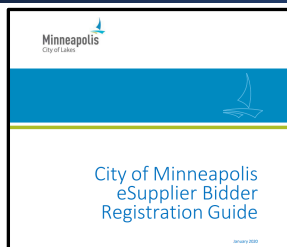
- Complete all necessary hiring paperwork
- Keep your TeamSideline account up to date
- Be professional
- Wear the required uniform
- Arrive 15 minutes early
- Stay off your cell phone during games
- Encourage good sportsmanship
- Know the rules and proper mechanics
- Be respectful of participants, MPRB 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!

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



Uniform and Equipment Requirements

Uniform & 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



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

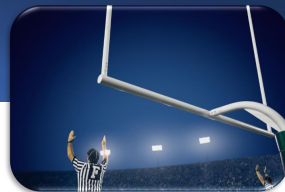
The Umpire's One Stop Shop
Official Gear

**General
SPORTS**
AUTHENTIC 1962 OUTFITTER

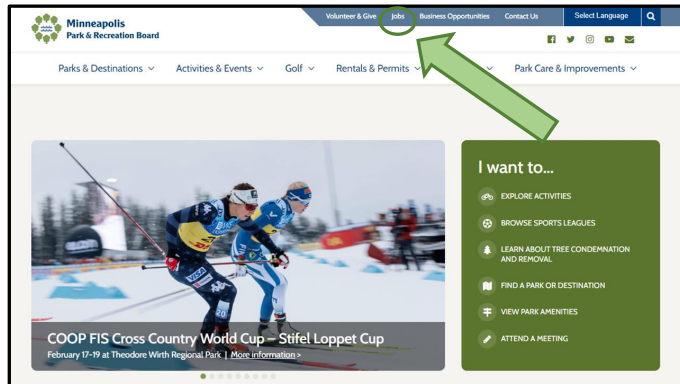
amazon

**St. Mane
Sporting Goods**

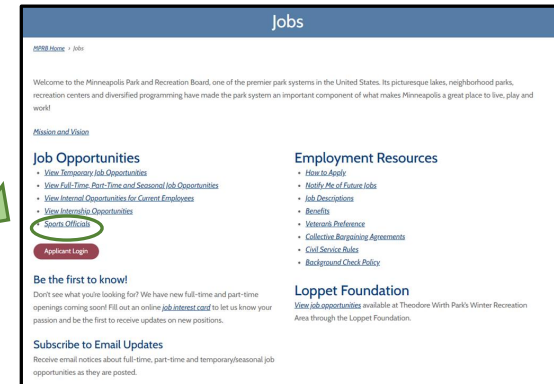
PLANET SOCCER



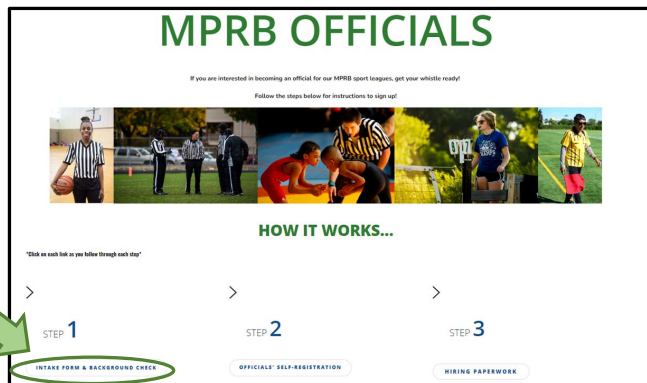
MPRB Homepage - www.minneapolisparcs.org



Jobs

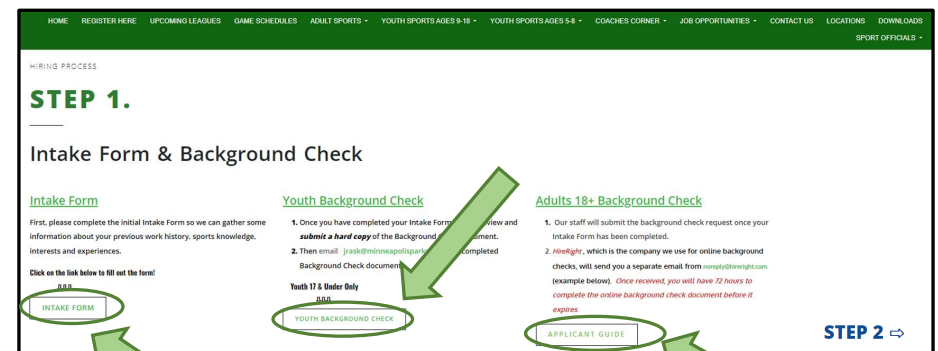


MPRB Officials Homepage



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



Hiring Process – Step 2

STEP 2.
Officials' Self-Registration

Self-Registration

STEP 1: Create an account and register as a sports official with **Team Timeline**. Team Timeline is a tool for officials when confirming their game assignments, entering game scores and entering availability.

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

Click here to review the **Team Timeline Instructions Guide for Officials**.

Instructions Guide

[BACK](#) [STEP 3 >>](#)

Hiring Process – Step 3

STEP 3.
HIRING PAPERWORK

Submit the following documents at jask@minneapolisparke.org

Documents to submit:

- Contract
- Waiver
- Photo

Complete the following documents below

Documents to complete:

- Contract
- Waiver
- Photo

Submit the following documents at accountspayable@minneapolismn.gov

Documents to submit:

- Builder ID (in an email you received after eSupplier Registration)
- Completed e-S form
- Completed e-S form
- Copy and paste the Email Template.pdf to send to accountspayable@minneapolismn.gov

NOTE:
"With 17 & Under - PARENTS NEED TO ASSIST WITH PAPERWORK"

[BACK](#) [FINAL STEP >>](#)

Hiring Process – Final Step

FINAL STEP.

CONGRATS!
YOU HAVE COMPLETED THE HIRING PROCESS...

[CONTACT INFORMATION, TRAINING MATERIALS, AND QUIZZES](#)

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

[CONTACT INFORMATION, TRAINING MATERIALS, AND QUIZZES](#)

Downloads

Minneapolis Park & Recreation Board

Downloads

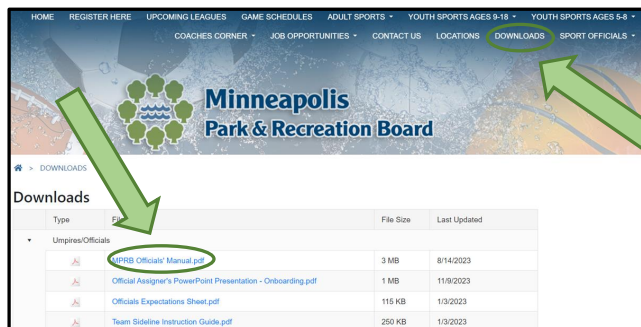
Type	File Name	File Size	Last Updated
Official/Officials	MPRB Official Manual.pdf	4 MB	12/20/2024
Official/Officials	Official Assigner's PowerPoint Presentation - Outboarding.pdf	1 MB	12/4/2023
Official/Officials	Officials Expectations Sheet.pdf	115 KB	1/3/2023
Team/Officials	Team Timeline Instructions Guide.pdf	260 KB	1/3/2023
Team/Officials	2024 Official Pay Calendar.pdf	180 KB	1/4/2023
Team/Officials	2024 Blank Invoice Template.docx	143 KB	1/4/2024
Team/Officials	2024 Blank Invoice Template (Hard Copy).docx	66 KB	1/4/2024
Team/Officials	Invoice Template Examples.pdf	204 KB	1/11/2023
Team/Officials	Pay Rates.pdf	126 KB	12/20/2023
Team/Officials	Score Sheets.pdf	188 KB	10/2/2023
Team/Officials	Highlight Background Check Applicant Guide.pdf	1 MB	11/30/2023
Team/Officials	Hard Copy Background Check (17 & Under).pdf	152 KB	1/3/2023

MPRB Officials' Manual

Inclement Weather Policy



MPRB OFFICIALS' MANUAL



- 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

Body Language – Positives and Negatives



- 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!



American Red Cross

Website: www.recross.org



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 themself	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



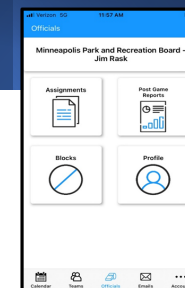
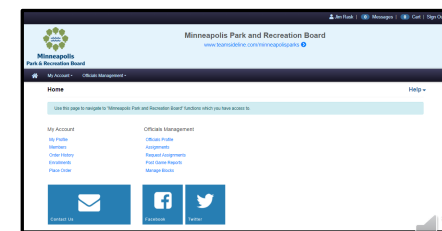
Team Sideline



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**

Website View



Mobile App



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

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

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

OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2 3 4 5 6 7
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
27 28 29 30 31	24 25 26 27 28 29 30	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	Rules/LP	Game
09/19/2024 05:00 PM	12 Recreation	Adult Softball (12 & 14 Up) (Doubleheader) - On 9/19 Up, Sun 10:00 AM CDT 201 Toxic Avengers vs Trouble Northwood Athletic Field Park - 10:00 AM 10:00 2

Attendance
Use this section to report your attendance for this game.

Attendance ☒ I attended ☐ No, I didn't make it.

Did Not Attend Reason

Scores
Use this section to report the scores for this game.

Toxic Avengers Home Team
Trouble Away Team

If game not played, select a reason
Select

Game Comments
Use this section to report 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

Toxic Avengers vs Trouble

Did you attend? ☒

Scores

Toxic Avengers Trouble

Home Score Away Score

Notes
If game not played, please select a reason:

Reason

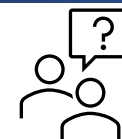
Comments

Additional Info
Sports that qualify for solo games ☐

Calendar Teams Officials Emails 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@minneapolisiparks.org
612-230-6493 (desk)
612-719-8035 (mobile)