

Statement of Work (SOW) For
Sports Officials (2024)

Fairchild AFB

1. GENERAL DESCRIPTION OF SERVICE

1.1. NON-PERSONAL SERVICES FOR SPORTS OFFICIALS: The contractor shall provide all necessary personnel, supervision, management, tools, equipment, transportation, and any other items or services required to provide non-personal services in the form of Sports Officials (referees, umpires, scorekeepers, and timers) for all intramural sports events hosted by the Sports Office, 92d Force Support Squadron Fairchild AFB, WA in accordance with this SOW, and all attached documents.

1.2. CONTRACTOR REQUIREMENTS/TYPE OF SERVICES REQUIRED: The contractor shall provide the following listed services and requirements below, to include providing the amount of games listed in Attachment A, "Sports Season Calendar", during the scheduled seasons, and the amount of Sports Officials listed in Attachment B, "Require Amount of Sports Officials".

1.2.1. The contractor shall ensure intramural sports events are administered and managed in a professional manner (in accordance with local Sports by-laws/Sports Rules and governing rules of the various sports leagues).

1.2.2. The contractor shall provide the Fitness & Sports Manager/*designated representative* (FSM), within fifteen (15) days of award, a roster of sports officials registered with his/her organization. The list will include first name, last name and middle initial. The list shall be updated when any changes occur or upon request of the FSM.

1.2.3. Sports Officials must have a valid/current certification from the governing body of the rules being used. A copy of the certification will be kept on file by the FSM for the duration of the contract.

1.2.4. The contractor will ensure that all contracted personnel maintain the highest standards of conduct and appearance, a sound understanding and knowledge of the official rules, mechanics of officiating and court/field positions.

1.2.5. The contractor shall provide Sports Officials for intramural athletic events that meet the below listed requirements. Documentation pertaining to items (1) to (3) listed below shall be furnished to the FSM within fifteen (15) days of award.

- (1) Current sanction and certification of the individual sport's governing body in flag football, basketball, volleyball, and softball as defined in the paragraph below.
- (2) Successful completion of the current year national sports governing bodies' test and/or exam.
- (3) Current year documented attendance at a sports meeting (if needed) conducted at the adult level.
- (4) Conformance to the official rules requirement outlined in the following governing bodies:
 - a. Flag Football: National Intramural Recreation Sports Association (NIRSA).
 - b. Basketball: National Intramural Recreation Sports Association (NIRSA)
 - c. Volleyball: United States Volleyball Association.
 - d. Softball: Amateur Softball Association (ASA).

1.2.6. Contractor personnel shall arrive in the appropriate uniform with all necessary equipment for officiating (i.e. watch, whistle, penalty cards, ball bag, indicator, brush, flags, etc.). All officials shall be easily identifiable, referees/umpire shall wear the vertical black & white stripe shirt and scorers/time keepers will wear professional athletic attire.

1.2.7. In the event of a protest, player ejection or any other disruptive event, the Contractor shall submit a written statement signed by the assigned official to the FSM within 24 hours of said incident, and if deemed necessary, will attend a meeting or conference call with the FSM and other involved persons to resolve the problem.

1.2.8. Contractor will be provided a game schedule within two (2) working days prior to the start of each particular sports season and/or event. The number of teams, and amount of games, vary year to year based on interest. The tournament schedule will be provided at the end the normal season after the teams with an over 50 percent winning record or better are determined.

1.2.9. The FSM will provide a minimum of two (2) hours advance notice of games to be cancelled. The contractor will be paid for one (1) game if notification was not given in a timely manner.

1.2.10. In the event of a forfeit game the contractor will be paid for the full game fee, unless, it is the last scheduled game of the day. In the event of advance notice of postponements due to inclement weather, military necessity, base alerts, and mobility exercises; contractor services will not be paid for, because no services were rendered. Instead, the game(s) may be rescheduled and the contractor will receive payment for said games.

1.2.11. The FSM will maintain contact in order to coordinate the assigning of officials in accordance with the requirements herein. Changes made to the schedule will be coordinated with the contractor as soon as the FSM is aware that a change is needed. The FSM shall inform the contractor of any schedule changes no later than 2 hours prior to the start of the scheduled contest.

1.2.12. The contractor shall ensure coaches and players are informed of current year rule changes, rule clarifications and rule interpretations as they relate to various sports.

1.3 OFFICIATING REQUIREMENTS:

1.3.1. The contractor shall provide qualified personnel, in accordance with all applicable sports governing bodies as defined in paragraph 1.2.5(4), for all scheduled games at Fairchild AFB, WA.

1.3.2. Interrupted games caused by unforeseen circumstances may or may not be re-scheduled. Contractor will be paid for the interrupted game.

1.3.3. No official will be allowed to participate as a player, coach or team manager in the league he/she is officiating unless approved by the FSM prior to the game.

1.3.4. Officials, including scorekeepers and timers, will sign the official scorebook and/or Sports Contest Result report after each performance. All pertinent information shall be included in the score book to include all official(s), scorekeeper, timer names and team line-ups, (first initial and last name), time and date of game. At the completion of game, official(s) will verify final score. If all is correct, officials shall print name and sign score book/sheet. Score books/sheets shall be provided to the FSM no later than close of business the next duty day.

1.3.5. The FSM will work/confirm with the contractor to agree on recommended officials for championship/play-off and tournament games at least 48 hours prior to championship/play-off and tournament games.

1.3.6. Sports Officials will officiate games as scheduled and enforce playing rules and regulations as specified by the sanctioning authority and the local by-laws, policies and fact sheets issued by the FSM. Local rules, policies and fact sheets will be provided to the contractor two (2) working days prior to the start of each particular sports season and/or event.

1.3.7. Sports Officials are required to arrive at the playing/teaching site 15 minutes prior to the game time to check the area for safety, equipment (i.e. scoreboard, timing, devices, balls, fencing, netting, etc.) and to conduct pre-game conferences with fellow officials. Referees/umpires will instruct score keepers, timers, and downs-keepers (provided by each team) in their duties prior to start of game. Officials shall not leave the playing area until completion of the contest/event.

1.3.8. Officials must maintain the highest standards of conduct and appearance and have a sound understanding and knowledge of the official rules, mechanics of officiating and court/field positions.

1.4. REQUIREMENTS FOR SCORERKEEPERS AND TIMERS:

1.4.1. Contractor shall provide scorekeepers, who have training and certification in accordance with all applicable sports governing bodies as defined in paragraph 1.2.5(4), for basketball, volleyball, and softball seasons and playoffs.

1.4.2. Must maintain times and scores in accordance with all governing rules and local rules predetermined prior to event or season.

1.5. REQUIRED REPORTS

1.5.1. Officials, including scorekeepers and timers, will sign the official scorebook and/or Sports Contest Result report after each performance. All pertinent information shall be included in the score book to include all official(s), scorekeeper, timer names and team line-ups, (first initial and last name), time and date of game. At the completion of game, official(s) will verify final score. If all is correct, officials shall print name and sign score book/sheet. Score books/sheets shall be provided to the FSM no later than close of business the next duty day.

2. SERVICE SUMMARY.

PERFORMANCE OBJECTIVES	SOW PARA.	PERFORMANCE THRESHOLD
1. Qualified Personnel Contractor shall provide qualified personnel in accordance with this Statement of Work (SOW)	1.2.3., 1.2.5., 1.3.1., ATTACHMENT B	No deficiencies permitted
2. Proper Documentation Contractor shall meet proper documentation requirements in accordance with this Statement of Work (SOW).	1.2.5., 1.2.7., 1.3.4., 1.5.1.	Two deficiencies permitted per quarter
3. Uniforms Contractor shall ensure all officials shall be easily identifiable, referees/umpire shall wear the vertical black & white stripe shirt and scorers/time keepers will	1.2.6.	No deficiencies permitted

3. GOVERNMENT-PROVIDED MATERIAL AND FACILITIES: The Fitness Center will provide scorebooks and boards/clocks in all sports where necessary. The playing area will be determined and prepared for games. Game balls will be provided prior to game time. Officials are required to ensure all game balls are returned to the Fitness Center at the conclusion of the event or be held liable for the cost of the item. Except for items mentioned above, the contractor shall furnish all equipment required to perform this Performance Work Statement.

4. GENERAL INFORMATION/PLACE OF PERFORMANCE: The services shall be performed at Fairchild AFB, WA. The specific locations of the games will be designated on the league schedules.

4.1. The FSM will notify contractors of the location of events two (2) working days prior to the start of each particular sports season and/or event. In the event there is a change of location, the FSM will notify contractors as soon as possible.

4.2. Any official failing to abide by the terms of the contract or by-laws will be suspended. Other causes for suspension may include but not be limited to lack of professionalism, inability to officiate, insufficient knowledge of the sport and tardiness.

4.3. Any employee using profanity, abusive language or found to be under the influence of drugs or alcohol will be removed from the job site by the attendant on duty representing the FSM and be banned from future performance under the contract. Removal and barring of an employee shall not relieve the contractor of the contract requirements.

4.4. The quantities are estimated and are not purchased by this contract. Each schedule will be issued for actual requirements. If the government's requirements do not result in orders in the quantities described herein as "estimated" that fact shall not constitute the basis for an equitable price adjustment.

APPENDIX ATTACHMENT A

Sport	Start	End	Total Estimated Games**	Not exceed**
Basketball	Beginning November	End February	140	162
Volleyball	Beginning March	End May	63	74
Softball	Beginning June	Mid-August	125	147
Flag Football	Mid-August	End September	63	74
Total			391	457

**NOTE: Total games are determined by the amount of teams registered which varies year to year. Contractors must provide services for additional games based on the final team headcount. The total games shall not exceed the number listed above in the "Not exceed" column.

ATTACHMENT B

Required Amount of Sports Officials

Basketball: 2 referees/1 scorer/timer = 3 total

Softball: 1 umpire/1 scorer = 2 total

Volleyball: 1 referee/1 scorer = 2 total

Flag Football: 2 referees = 2 total