STATEMENT OF WORK (SOW)
SPORTS OFFICIALS AND SCOREKEEPERS
FOR YOUTH
BASEBALL/SOFTBALL, BASKETBALL, VOLLEYBALL, FLAG FOOTBALL, INDOOR and OUTDOOR SOCCER

1. GENERAL DESCRIPTION OF SERVICES

1.1. The contractor shall provide the expertise and management necessary to conduct officiating services for a youth military sports program in support of the 773d Force Support Squadron Youth Program, Youth Programs, JBER, Alaska. The estimated quantities of work are listed in Appendix 1, Sport Officiating Schedule and in accordance with Air Force Instruction 34-249. The contractor shall provide personnel, equipment, tools, materials, supervision, and other items and services necessary to perform sports officiating and scorekeeping as defined in this Statement of Work (SOW). The contractor shall perform to the standards of the contract.

1.2. Provide qualified score keepers for the youth Basketball, Baseball/Softball, Outdoor / Indoor Soccer, Volleyball, and Flag Football seasons at Joint Base Elmendorf-Richardson, AK.

2. GENERAL DUTIES

2.1. Contractor shall provide sports officiating for youth sports activities as determined by the Youth Sports Director for the following sports: Basketball, Baseball/Softball, Outdoor/Indoor Soccer, Volleyball, Flag Football.

2.2. Contractor shall provide instructions and review sessions of current bylaws in a clinic prior to the start of the season for the respective sport. This clinic is to be scheduled and coordinated with the Youth Sports Director. All scorers shall be certified through a qualified certifying Association.

2.3. The contractor will recruit and schedule qualified officials who possess, as a minimum, current professional certification through an accredited program such as: National Youth Sports Coaches Association (NYSCA) Sports Officials Certification, United States Officials Association, and National Association of Sports Officials (NASO). The contractor must maintain a copy of certifications on file.

2.4. Officials and scorers must arrive 15 minutes prior to game time.

2.5. The contractor shall provide a detailed, itemized invoice, broken down by sport and division for payment to the Youth Sports Director prior to the last day of the month to include dates, number of officials, cost, and total amount due.

3. CONDITIONS

3.1. The contractor shall be provided with a season schedule and by-laws at least 7 days prior to the start of the first game. Changes to this schedule will be coordinated with the contractor by the Youth Sports Director a minimum of 24 hours in advance of a schedule game.

3.2. The contractor will be notified of all game cancellations at or before 1400 hours (2:00 p.m.) on the day of the game to be canceled. Notification of cancellation after 1400 hours shall entitle the contractor to a penalty payment of one game charge per scheduled division per night. Contractor must give 24 hours advance notification to the designated JBER Youth Programs representative if he/she is unable to have officials or scorers available on a game day. Failure to provide adequate notification in accordance with this provision may cause the Government to terminate this contract.

3.3. All games shall be scored according to current guidelines for each sport as amended by the JBER by-laws. By-laws will be provided in accordance with paragraph 3.1 of this SOW.

3.4. The JBER Youth Programs will ensure that the game balls and scorebooks are available for each game. The scorers shall sign the scorebooks at the completion of each game.

3.5. **Contractor must arrive 15 minutes early** for scheduled games, the Government will not be liable for payment for the contractor not doing so. Instances of tardiness may cause the Government to terminate this contract.

3.6. All officials must have a current NIAC background completed before being able to officiate or scorekeeper along with be child/infant/adult CPR/First Aide certified.

3.7. See individual sport sections for further specific requirements.

4. PROJECTED SCHEDULES

4.1. Games will be held in accordance with the game schedule provided to the contractor by JBER Youth Programs.

5. YOUTH SPORTS ACTIVITIES

5.1 BASKETBALL

5.1.2. One (1) certified official shall be provided for each Pee Wee and Bantams game.

5.1.3. Two (2) certified officials and two (2) certified scorers shall be provided for each Minor, Major, and Junior game.

5.1.4. All games shall be officiated according to current High School Basketball rules as amended by the JBER Youth Basketball by-laws. By-laws will be provided in accordance with para 3.1 of this SOW.

5.1.5. The official scorer will be responsible for tracking game play by play action and scores in the official scorebook and running the electronic scoreboard/official clock in the Basketball Minors, Majors, and Juniors divisions. The official scorer will collect the official line-ups from each team at least 10 minutes prior to the start of each game, annotate those line-ups in the scorebook and make any changes according to High School rules as amended by the JBER by-laws.

5.1.6. The Youth Basketball season will run in accordance with the schedule provided in accordance with paragraph 3.1 of this SOW.

5.2 INDOOR SOCCER

5.2.1. Contractor shall provide, for each scheduled Pee Wee and Bantams, one (1) certified official.

5.2.2 Two (2) certified officials and one (1) certified scorers shall be provided for each Minor, Major, and Junior game.

5.2.3. All games shall be officiated according to current FIFA rules as amended by the JBER Indoor Soccer By-Laws. By-Laws will be provided in accordance with para 3.1 of this SOW

5.2.4. The Youth Sports Indoor soccer season will run in accordance with the schedule provided in accordance with paragraph 3.1 of this SOW.

5.3 BASEBALL/SOFTBALL

5.3.1. The contractor shall provide, for each scheduled Coach Pitch, one (1) certified official.

5.3.2. The contractor shall provide, for each Minors, Majors and Juniors Softball game, two (2) certified umpire and one (1) certified scorer per field.

5.3.3. Contractor shall provide, for each scheduled Minor, Majors, and Juniors Baseball, two (2) certified umpires one (2) certified scorer per field.

5.3.4. All games shall be officiated according to current Little League rules as amended by the JBER Youth Sports Baseball/Softball by-laws. By-laws will be provided along with the first schedule in accordance with para 3.3 of this SOW.

5.3.5. The official scorer will be responsible for tracking game play by play action and scores in the official scorebook and running the electronic scoreboard/official clock in the Baseball/Softball Minors, Majors, and Juniors divisions. The official scorer will collect the official line-ups (batting orders) from each team at least 10 minutes prior to the start of the game and annotate those line-ups in the scorebook and make any changes according to the Little League Baseball & Softball rules as amended by the JBER By-Laws. The official scorer is also responsible to track each pitcher's pitch counts in Baseball and pitcher's innings in Softball according to the Little League Baseball and Softball rules.

5.3.6. The Youth Baseball/Softball season will run in accordance with the schedule provided in accordance with para 3.1 of this SOW.

5.4 VOLLEYBALL

5.4.1 Two (2) certified officials and one (1) certified scorers shall be provided for each Minors, Majors & Juniors Youth games.

5.4.2 All games shall be officiated according to current High School volleyball rules as amended by the JBER Youth Sports Volleyball by-laws. By-laws will be provided along with the first schedule in accordance with para 3.3 of this SOW.

5.4.3. The official scorer will be responsible for tracking game play by play action, player line-up and scores in the official scorebook and running the electronic scoreboard/official clock in the Volleyball Minors, Majors, and Juniors divisions. The official scorer will collect the official line-ups from each team at least 10 minutes prior to the start of the game and annotate those line-ups in the scorebook and make any changes according to High School volleyball rules as amended by the JBER Youth Sports Volleyball by-laws.

5.4.4. The Youth Sports Volleyball season will run in accordance with the schedule provided in accordance with para 3.1 of this SOW.

5.5 OUTDOOR SOCCER

5.5.1. Contractor shall provide, for each scheduled Pee Wee and Bantams, one (1) certified official.

5.5.2 Contractor shall provide for each scheduled game, Two (2) certified officials one (1) certified scorebook keeper/certified scorer ~~and one (1) certified scorer~~ to run the electronic scoreboard for Minors, Majors and Juniors games.

5.5.4 All games shall be officiated according to current FIFA rules as amended by the JBER Youth Outdoor Soccer by-laws. By-laws will be provided along with the first schedule accordance with para 3.3 of this SOW.

5.2.5. The Youth Sports Outdoor soccer season will run in accordance with the schedule provided in accordance with para 3.1 of this SOW.

5.6 FLAG FOOTBALL

5.6.1. Two (2) certified officials one (1) certified scorebook keeper/certified scorer shall be provided for each Minor, Major, and Junior game.

5.6.2. All games shall be officiated according to current High School Flag Football rules as amended by the JBER Youth Flag Football by-laws. By-laws will be provided along with the first schedule in accordance with para 3.3 of this SOW.

5.6.3. The official scorer will be responsible for tracking game play by play action and scores in the official scorebook and running the electronic scoreboard/official clock in the Minors, Majors, and Juniors divisions. The official scorer will collect the official line-ups from each team at least 10 minutes prior to the start of the game and annotate those line-ups in the scorebook and make any changes according to High School rules as amended by the JBER By-Laws.

5.6.4. The Youth Flag Football season will run in accordance with the schedule provided in accordance with para 3.1 of this SOW.

Baseball (Coach Pitch) – One Official Per Game

Baseball and Softball Minors – Two Officials Per Game

Baseball and Softball Majors and Juniors – Two officials per game

Baseball Majors, and Juniors – One Scorebook Keeper and One Pitch Count per game

Softball Minors, Majors and Juniors - One Scorebook Keeper per game

Outdoor Soccer Pee Wee, Bantams – One Official Per Game

Outdoor Soccer Minors, Majors, and Juniors – Two Officials Per Game

Indoor Soccer Minors, Majors, and Juniors – One Scorebook keeper/Scoreboard per game

Basketball Pee Wees and Bantams – One official per Game

Basketball Minors, Majors, and Juniors – Two Officials per game

Basketball Minors, Majors, and Juniors – One Scorebook Keeper and One Scoreboard per game

Volleyball Minors and Majors – Two Officials per game

Volleyball Minors and Majors – One Scorebook keeper per game

Flag Football Pee Wees, Bantams, Minors, Majors, and Juniors – Two Officials Per Game

Flag Football Minors Majors, and Juniors – One Scorebook Keeper per game

Indoor Soccer Pee Wees and Bantams – One official per game

Indoor Soccer Minors, Majors, and Juniors – Two officials per game

~~Indoor Soccer Pee Wees, Bantams – One Scorebook keeper per game~~

Indoor Soccer Minors, Majors, and Juniors – One Scorebook keeper/Scoreboard per game