

**STATEMENT OF WORK**  
**4 Jul 2015**

**1.0 DESCRIPTION OF SERVICES.**

**1.1. SCOPE OF WORK.** The Contractor shall provide non-personal services to include all personnel, labor, tools, equipment, uniforms, material, supervision, transportation and other items necessary to perform Sports Officiating and Scorekeeping services for all intramural, varsity, and youth recreational sport activities as defined in this statement of work, except as specified in paragraph 3 as government furnished property and services at Andersen Air Force Base, Guam.

**1.2 AREAS OF RESPONSIBILITIES.**

**1.2.1 PERSONNEL REQUIREMENTS:** All officials shall be certified/registered for the following sports: flag football, softball, varsity softball, basketball, varsity basketball, soccer, varsity soccer, volleyball, and varsity volleyball. Head official must be certified through a recognized and approved National Governing Body (NGB). Other officials, at a minimum, must have attended an officiating clinic provided by the head official in accordance with AFI 34-266, Air Force Fitness and Sports Programs, para 2.11. Certificates shall be furnished to the Government Representative upon request.

**1.3.1.** Sports to be officiated are flag football, softball, basketball, soccer, and volleyball. The contractor shall provide the required number of officials and scorekeepers at each scheduled contest.

<b>1.3.1.1.</b> Flag Football	4 Officials for 115 games
<b>1.3.1.2.</b> Softball	2 Officials and 1 Scorekeeper for 170 games
<b>1.3.1.3.</b> Varsity Softball	2 Officials and 1 Scorekeeper for 60 games
<b>1.3.1.4.</b> Basketball	2 Officials, 1 Scorekeeper, and 1 Timekeeper for 200 games
<b>1.3.1.5.</b> Varsity Basketball	3 Officials, 1 Scorekeeper, and 1 Timekeeper for 100 games
<b>1.3.1.6.</b> Soccer	2 Officials for 80 games
<b>1.3.1.7.</b> Varsity Soccer	3 Officials for 30 games
<b>1.3.1.8.</b> Volleyball	2 Officials and 1 Scorekeeper and 1 Timekeeper for 170 games
<b>1.3.1.9.</b> Varsity Volleyball	2 Officials and 1 Scorekeeper and 1 Timekeeper for 60 games

**1.3.2.** Youth Sports to be officiated are Soccer: Div I, Div II, and Div III; Baseball: Div I; and Basketball: Div II and Div III. The contractor shall provide the required number of officials and scorekeepers at each scheduled contest.

<b>1.3.2.1.</b> Div I Soccer	1 Official for 36 games
<b>1.3.2.2.</b> Div II Soccer	1 Official for 24 games
<b>1.3.2.3.</b> Div III Soccer	2 Official for 18 games
<b>1.3.2.3.</b> Div I Baseball	1 Official for 12 games

**1.3.2.4.** Div II Basketball      1 Official for 24 games

**1.3.2.5.** Div III Basketball      1 Official for 24 games

**1.3.3.** Officials shall not participate as players, coaches, or team managers within the leagues in which they are officiating.

**1.3.4.** Officials shall not allow play to start in any game in which the required number of officials is not available to administer the game. Fitness Center Management will be notified and the game will be rescheduled.

**1.3.5.** Officials will attend a scheduled sports clinic, at least one week prior to start of each sport, to go over any specific rules/by-laws governing the upcoming sports schedule. Contractor will submit a roster of attendance, to the Sports Director prior to first regular scheduled season game. Youth Center Officials do not have to follow this.

**1.3.6.** Officials will comply with all Air Force safety requirements when officiating on Andersen AFB, and rule on any point or any situation not specifically covered within the by-laws and National Association Rules. By-laws will be distributed to the head official during the sport clinic for each sport, one week prior to start of the season.

**1.3.7.** The head official shall review scorebooks/score sheets to ensure all required information is present to include time, date, teams playing, officials, and scorekeeper's names. The head official score book/sheet is approved by and signed by all officials and scorekeepers at the end of each contest.

**1.3.8.** Officials shall acquire a team roster from both teams prior to the start of each game.

**1.3.9.** Scorekeeper shall pick up the required equipment/keys and return them back to the Fitness Center after the last contest of the night. Fitness Center staff members and scorers will conduct an inventory upon return of keys and equipment.

**1.3.10.** The head official shall ensure the field lights are turned on at dusk and turned off following last scheduled contest of the evening.

**1.3.11.** The head official shall notify the Fitness Center if a contest is protested, if a player receives an ejection, or is injured. Officials must report any player/coach being ejected due to unsportsmanlike conduct or inappropriate behavior; both verbal and physical; towards players, officials, or spectators. Officials will report any injuries. A detailed description of the situation, listing name, rank, unit, and what/why/how will be entered into the official score book/sheet, and in the case of an ejection, a written statement must be submitted to the Fitness Center by 1200, of the next duty day (Monday-Friday).

**1.3.12.** Officials for the Coral Reef Fitness Center will enforce the Base Sports Play and local sports bylaws. Additionally, officials will support the following sports governing bodies and enforce their official rulebooks. These rulebooks will govern play when items are not covered in the Base Sports play and local sports by-laws. Officials for the Youth Center do not have to follow Base Sports Play or local sports by-laws.

- 1.3.12.1. Basketball National Collegiate Athletic Association
- 1.3.12.2. Flag Football National Intramural Recreation Sports Association
- 1.3.12.3. Softball Amateur Softball Association (ASA)
- 1.3.12.4. Soccer Federation International Football Association (FIFA)
- 1.3.12.5. Volleyball United States of America Volleyball (USAV)

**2. SERVICE DELIVERY SUMMARY (SDS).**

Performance Objective	SOW Para.	Performance Standard
SDS-1 Provide required number of officials and scorekeepers at each scheduled contest.	1.3.1	95%
SDS-2 Review scorebooks/score sheets to ensure all required information is present to include time, date, teams playing, officials, and scorekeeper's names.	1.3.5	95%
SDS-3 The head official shall ensure the field lights are turned on at dusk and turned off following the last scheduled contest of the evening.	1.3.8	95%
SDS-4 The head official shall notify the Fitness Center if a contest is protested or if a player receives an ejection. A detailed description of the situation will be entered into official scorebook/sheet, and in the case of an ejection, a written statement must be submitted to the Fitness Center by 1200 the next duty day.	1.3.9	100%
SDS-5 Officials will enforce the base sports plan and local sports bylaws. Officials will support the following sports governing bodies and enforce their official rulebooks. These rulebooks will govern play when items are not covered in the Base Sports plan and local sports by-laws.	1.3.10.	95%
SDS-6 Contractor shall wear appropriate professional officiating attire. Contractor personnel shall present a neat appearance and be easily recognized. This may be accomplished by wearing distinctive clothing bearing the name of the company and employee name.	5.1.3.	95%

**3.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES.** The government shall provide the facilities, fixtures, equipment and services listed here or in Appendix B.

**3.1. Property.**

**3.1.1. Facilities.** The government shall furnish or make available facilities described in Appendix B. The Government shall provide the maintenance and repair of all playing areas. No alterations shall be made to furnished facilities without specific written permission from the contracting officer. The government will provide adequate lighting for all night games.

**3.1.2. Equipment.** The government will furnish the equipment listed in Appendix B.

**3.2. Schedules.** The government will provide the contractor with a schedule of games and tournaments at least one week prior to scheduled games/season.

#### **4.0 CONTRACTOR FURNISHED ITEMS AND SERVICES.**

**4.1.** Except for those items or services specifically stated in section 3 as government furnished, the contractor shall furnish everything needed to perform this contract according to all its terms and conditions.

#### **5. GENERAL INFORMATION.**

**5.1. CONTRACTOR PERSONNEL:** The contractor shall provide a contract manager and alternate/s who shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager and alternate/s shall act for the contractor when the manager is absent, shall be designated in writing to the contracting officer, prior to contract start.

**5.1.1.** Telephone numbers of the project manager or alternate must always be updated and provided to the Fitness Center for short notice cancellation notification due to inclement weather, military related commitments, or acts of God.

**5.1.2.** The contract manager and all employees must be able to read, write, speak, and understand English. The government reserves the right to restrict employment of any contractor employee, or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general wellbeing, or operational mission of Andersen AFB and its population.

**5.1.3.** Officials must maintain a professional attitude and wear appropriate professional officiating attire. Contractor personnel shall present a neat appearance and be easily recognized. This may be accomplished by wearing distinctive clothing bearing the name of the company and employee name.

**5.1.4.** The contract manager shall provide Fitness Center Management a list of all trained/certified officials for each particular sport. The list should contain the date training was completed for each sport. Additionally, the contract manager shall provide on a weekly basis, that names, times, and dates each officials is assigned to a scheduled game.

**5.1.5.** The contracting officer may, in writing, require that the contractor be removed from the work site, area, or base due to objectionable behavior. Objectionable behavior includes wearing inappropriate attire, using profane language, abusing or disobeying base rules or regulations. No official shall be allowed to work a game if it is apparent that he/she has been consuming alcoholic beverages. At no time shall an official consume alcoholic beverages or use tobacco products in, on or around the playing areas.

## **5.2. SCHEDULE OF WORK.**

**5.2.1.** The contractor will be notified 15 days in advance, by the Fitness Center, concerning the type of competition being scheduled and approximate start date. The Fitness Center will provide the contractor with a schedule of contests, current copy of applicable bylaws, location of contests and dates and times not later than one week prior to the first scheduled competition of the applicable sport.

### **5.2.1.1. Intramural/Varsity Content Time Limits:**

**5.2.1.1.1.** Intramural and Varsity Volleyball matches will consist of three games. Estimated match play is 60 minutes.

**5.2.1.1.2.** Intramural Basketball will have (2) 20-minute halves, using a running clock, with a 5-minute halftime. The clock will stop on every whistle during the last two minutes of each half. Varsity Basketball will have (4) 10-minute quarters using a regulation stop clock, with a 10-minute half time. The clock will stop on every whistle for the entire game. A 24/30/35 second shot clock may also be used during varsity tournament games.

**5.2.1.1.3.** Intramural and Varsity Softball will play for one hour or 7 innings (any inning started must be completed regardless of the one hour time frame), whichever occurs first. There will be a 15 run rule after 4 innings and a 10 run rule after 5 innings.

**5.2.1.1.4.** Intramural Soccer will play for (2) 40 minute halves, using a running clock, with a 10 minute halftime. Varsity Soccer will consist of (2) 45-minute halves, using a running clock, with a 10 minute halftime.

**5.2.1.1.5.** Flag football will have (2) 20-minute halves, using a running clock. The clock will stop on every whistle during the last two minutes of each half.

## **5.3. HOURS OF OPERATION.**

**5.3.1.** Fitness Center hours of operation are as follows: (Change hours as applicable)

**5.3.1.1.** Normal Hours, Monday-Sunday; 0400-2400 hours per day

**5.3.1.2.** Thanksgiving and Christmas Holidays; Closed

**5.3.1.3.** Officials may be required to work on weekends/holidays as scheduled in advance or due to make-up contests. Cancelled or postponed contests may also be added to the end of the scheduled, extending the schedule.

## **5.4. QUALITY ASSURANCE.**

**5.4.1.** The government will periodically evaluate the contractor's performance.

**5.4.2.** The government is responsible for the inspection and acceptance of services authorized. All work shall be accomplished in a timely and professional manner. Work, which does not conform to the specifications contained herein, will be justification for rejection. Correction of any deficiency shall be at no cost to the United States government or the Andersen AFB Fitness Center.

**5.4.3.** The contractor will respond to written concerns or complaints received by the contracting office. (Note: Response in an action designated to correct or clarify a situation under question.) The contractor will provide the contracting officer a written response within 5 working days from the day the concern or complaint was received.

**5.4.4.** Payment will be paid monthly upon receipt of a properly certified invoice for services rendered under this order. Contractor will only be paid for contests worked. The Fitness Center Director, Sports Director (or designated representative in their absence) and QAP will be the only persons authorized to certify this pay document.

## **5.5. CANCELLATIONS.**

**5.5.1.** Cancellations of scheduled contests will be handled as follows:

**5.5.1.1.** If the Fitness Center cancels a contest, the Fitness Center will notify the head official not later than 1400 the day of the competition.

**5.5.1.2.** Officials will have the authority to forfeit any game due to gross misconduct and/or no show/tardiness of teams scheduled. Game times are forfeit time.

**5.5.1.3.** If an official must cancel a contest due to misconduct or forfeiture, the exact cause of cancellation must be recorded in score book/sheet.

**5.5.1.4.** Officials will also have the authority to postpone any game due to inclement weather, suitability of the playing field, or emergencies such as military recalls/alerts.

**5.5.1.5.** The first set of officials will be paid for one contest if cancellation is made after their arrival at the contest site. When field/area weather conditions warrant, the first set of officials shall cancel all scheduled competitions for that sport, on that night, and notify all other officials, scorers and Fitness Center staff. The government will only be responsible to pay for one canceled competition per event site, per day.

**5.5.1.6.** If the contractor has not fulfilled the obligation of duties then full pay for a contest will not be received if, for example, only one official arrives for a contest where two officials are scheduled.

**5.5.1.7.** The Fitness Center reserves the right to revise bylaws and/or schedules at any time. The Fitness Center will notify the contractor's designated representative no later than 48 hours prior to the first revised competition.

## **5.6. SECURITY REQUIREMENTS.**

**5.6.1.** All personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the government installation, shall abide by the security regulations of the installation.

**5.6.2.** The contractor shall be responsible for safeguarding all government property provided for contractor use. At the end of each work period, all government equipment and materials shall be secured.

## **APPENDIX A WORK LOAD ESTIMATES**

### **1.0 Work Load Estimates:**

#### **1.1. Fiscal Year 2016; 1 October 2015 - 30 September 2016:**

**1.1.1. Flag Football:** Contests estimated to be held Oct-Dec 2015. Four officials will be provided for all intramural contests.

**1.1.2. Basketball:** Contests estimated to be held Jan-Mar 2016. Two officials, one scorekeeper, and one timer will be provided for all intramural contests. One additional official may be added for varsity games.

**1.1.3. Softball:** Contests estimated to be held Mar-June 2016. Two officials and one scorekeeper will be provided for all intramural contests.

**1.1.4. Volleyball:** Contests estimated to be held Apr-Jul 2016. One official and one scorekeeper will be provided for all intramural contests

**1.1.5. Soccer:** Contests estimated to be held Aug-Sep 2016. Two officials will be provided for all intramural contests.

**APPENDIX B**  
**GOVERNMENT FURNISHED PROPERTY**

**1. Government Furnished Property:** The government shall provide the following facilities, equipment, and supplies:

**1.1. Intramural Basketball:**

Gymnasium  
Scorebooks and Pencils  
Basketballs  
Scorekeeper's Table with Chairs  
Scoreboard with Console

**1.2. Intramural Volleyball:**

Gymnasium  
Score Sheets and Pencils  
Volleyballs  
Scorekeeper's Table with Chairs  
Volleyball Net with Officials' Stands

**1.3. Intramural Softball:**

Softball Field  
Scorebooks and Pencils  
Softballs  
Scoreboard with Console

**1.4. Intramural Soccer:**

Soccer Field  
Scorebooks and Pencils  
Soccer Balls  
Soccer Goals

**1.5. Intramural Flag Football:**

Flag Football Field  
Score Sheets and Pencils  
Footballs  
Flag Football Flags  
Downs Markers