

NAF

**SAMPLE STATEMENT OF WORK (SOW)
FOR SPORTS OFFICIALS**

STATEMENT OF WORK

1. BACKGROUND

The mission of the Morale, Welfare and Recreation Department of the _____ (name of your installation) is to provide a varied program of wholesome and constructive off-duty recreation activities for Navy personnel and their family members which will effectively contribute to the mental, physical, social and educational enrichment of participants.

2. SCOPE

The Contractor shall provide certified officials, time keepers, and score keepers for football, softball, volleyball, and basketball.

3. APPLICABLE DOCUMENTS (NOTE: Be sure to enclose copies of your rule books as stated below.)

3.1 Basketball - National Collegiate Athletic Association (NCAA) Rule Book, see Enclosure (1)

3.2 Football - National Intramural Recreational Sports Association (NIRSA) Flag Football Rule Book, see Enclosure (2)

3.3 Softball - United States Slow Pitch Softball Association (USSSA) Rule Book (latest edition), see Enclosure (3)

3.4 Volleyball - United States Volleyball Association (USVBA) Rule Book (latest edition), see Enclosure (4)

3.5 Local rules for each sport (Basketball, Flag Football, Softball, and Volleyball) as furnished by the Athletic Director, see Enclosure (5). Local rules take precedence over the aforementioned regulations for each sport.

4. REQUIREMENTS

4.1 The Contractor shall provide certified officials, time keepers and score keepers in accordance with the current league schedule for each sport.

4.1.1 Officials shall have current certification from the governing body and/or in accordance with local association rules for each sport.

4.2 Officials, time keepers, and score keepers shall follow local and national rules (i.e., NCAA, NIRSA, USSSA, USVBA) and will wear the proper uniform for the sport they are officiating.

4.3 The Contractor shall provide supplies required by the officials, time keepers, and score keepers in the performance of the services specified (i.e., whistles, masks, shin guards, stopwatches, etc.)

4.4 The Contractor shall provide a list of officials to be used to the Athletic Director prior to the start of the season. Only these officials will be authorized access to the _____ (name of your installation).

4.5 Officials, timekeepers, and scorekeepers shall arrive 20 minutes prior to the start of the scheduled game.

5. LEAGUE SCHEDULE

5.1 League games are on a seven day per week basis at the dates, times, and locations at the _____ (name of your installation) reflected on the official league schedule for each sport. The official league schedule will be incorporated into each individual delivery order (dates, times, locations, type of sport, etc).

5.2 Official league schedules will be provided to the Contractor by the Athletic Director at least two weeks prior to the start of the applicable season for each respective sport.

5.3 Rescheduled and Forfeited Games.

5.3.1 The Contractor shall provide officials, time keepers, and score keepers for rescheduled games when notification from the Athletic Director's office has been received at least two hours prior to game time.

5.3.2 The Government will pay the full fee for each game in the event of forfeit by either or both scheduled teams unless the Contractor is notified of the forfeit at least two hours prior to game time.

5.4 The Government will pay the full fee for each officiated game of regulation length, including overtime, extra inning, sudden death, during the regular season and playoffs in accordance with the attached

schedule attached to each delivery order.

5.5 The Government will pay half of the full fee for each game postponed in the event of inclement weather or any other condition in which notification of said postponement has not been received by the Contractor at least two hours prior to game time.

6. PLACE OF PERFORMANCE.

6.1 The services to be performed herein shall be performed at the _____ (name of your installation). The specific locations of the games will be as designated on the individual delivery orders.

7. TIME OF DELIVERY.

7.1 Deliveries and quantities will be as specified on individual delivery orders.

8. CONTRACT TYPE AND DURATION.

8.1. This requirements-type contract shall be for _____ week(s), _____ month(s), _____ year(s) from the effective date of this contract. However, the period of performance may be extended in accordance with the option provisions contained herein. The quantities are estimates only and are not purchased by this contract. Individual delivery orders 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.

SCHEDULE OF SERVICES/PRICES

| CLIN | DESCRIPTION | ESTIMATED GAMES | UNIT PRICE | Rev 9/02 AMOUNT |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|--------------------|
| 0001 | Certified officials, time keepers, and score keepers for basketball, football, softball, and volleyball, from _____(date) to _____(date) in accordance with Statement of Work and as specified on individual delivery orders: | | | |
| 0001AA | Intramural Flag Football with 4 Officials, two 20 minute halves running clock first 18 each half _____(beginning and ending dates) | _____ | _____ | _____ |
| 0001AB | Intramural Basketball Tournament with 2 Officials, 1 Scorer, and 1 Timer, two 20 minute halves _____ (beginning and ending dates) | _____ | _____ | _____ |
| 0001AC | Intramural Basketball with 2 Officials, 1 Scorer, and 1 timer, two 20 minute halves _____(beginning and ending dates) | _____ | _____ | _____ |
| 0001AD | Co-Rec Basketball with with 2 Officials, two 20 minute halves with running clock first 18 minutes each half _____(beginning and ending dates) | _____ | _____ | _____ |
| 0001AE | Intramural Volleyball with 1 Official _____ _____(beginning | _____ | _____ | _____ |

and ending dates)

| | | | | |
|--------|--------------------------------------------------------------------------------------|-------|-------|-------|
| 0001AF | Co-Rec Volleyball with 1 Official _____ (beginning and ending dates) | _____ | _____ | _____ |
| 0001AG | Intramural Fall Softball with 1 Official _____ (beginning and ending dates) | _____ | _____ | _____ |
| 0001AH | Intramural Softball with with 1 Official _____ (beginning and ending dates) | _____ | _____ | _____ |
| 0001AI | Co-Rec Softball with 1 Official _____ (beginning and ending dates) | _____ | _____ | _____ |