



Intramural Sports Handbook

2011-2012

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I. INTRAMURAL STAFF

Name	Title	Phone number
Tom St. John	Coordinator of Intramural Sports	748-3613

Location:

The Intramural Sports office is located in Room 164 in the Wellness Center. Office hours are 9:00-5:00 or by appointment.

II. MISSION STATEMENT

"The office of campus recreation's mission is to provide students, faculty, and staff participation opportunities which promote health, fitness, and wellness through a variety of structured and informal recreational activities and adventures emphasizing lifelong wellness. These opportunities will be purposeful in fostering the growth of ones' spirit, mind, and body."

III. PROGRAM GOALS

- To educate participants on lifelong leisure practices that promote physical, mental, social, and emotional health, support making responsible choices and contribute to their overall well-being.
- To design and provide diverse programs and services in response to the needs of students, faculty and staff.
- To provide inclusive recreational opportunities and environments that fosters an appreciation of diversity.
- To provide employment and volunteer opportunities as well as educational experiences for students to develop a commitment to lifelong learning.
- To participate and collaborate in campus wide programs which provide involvement opportunities and assist in the recruitment and retention of students, faculty and staff.
- To offer and effectively manage high quality programs, personnel and equipment that provide a supportive and safe environment for positive recreational experiences.

IV. PROGRAM OVERVIEW

- Intramural sports are offered for men, women and co-rec divisions.
- Competition is in the form of leagues, tournaments, and/or special events each semester.

- The programs are offered based on student interest and the availability of resources and facilities.
- **All information in 2011-2012 Intramural Handbook is subject to change by the Coordinator of Intramural Sports.**

V. ENTRY INTO AN INTRAMURAL SPORT/ACTIVITY

- Entry forms are located at the Campus Recreation's Wellness & Recreation Complex Welcome Desk and on PrideNet.
- Fill out form completely and turn in to a Wellness Assistant at the Wellness & Recreation Complex Welcome Desk.
- **Entry forms will not be accepted after the entry deadline.**

VI. CAPTAIN'S MEETING

- The captain or team representative **MUST** attend the captain's meeting.
- Please check the Captains Meeting Date on the entry form for meeting dates.
- Schedules will always be posted on the Intramural Bulletin Board.
- **Teams will not be scheduled if captains/team representatives have not attended a meeting or made arrangements with the Intramural Office.**

VII. RESPONSIBILITIES OF CAPTAINS & PARTICIPANTS

Pre-season responsibilities:

- Select a team name and division
- Determine days and time the team **CAN NOT** play.
- Complete the league entry form.
- Read and be familiar with the Intramural Sports Handbook as well as the specific rules for your sport.
- Ensure that all team members understand and abide by them.

In-season responsibilities:

- Inform team members of schedules (when game schedules are changed an email will be sent and changes will be posted on PrideNet).
- Ensure enough players are present to avoid a forfeit.
- Check the Intramural display case at least once a week for schedule updates, league standings, sportsmanship grades and other current information.
- Make sure all teammates are eligible and bring their Springfield College id cards to the games. **No ID=No Play.**
- Any participant that is ejected from a contest is responsible for contacting the Intramural Department to set up a meeting before regaining eligibility.

- **Captains are responsible for the actions of their team. When the offending member(s) of a team cannot be identified the captain will be held responsible and could face sanctions.**

General responsibilities:

- Maintain a cooperative attitude with all officials and staff while serving as an example of good sportsmanship for others to follow.
- Be familiar with the rules and officiating techniques of all sports that you participate in.
- Serve as the “voice” of your team. Communicate feedback directly to the and Intramural Staff
- **Lead by example.**

VIII. SCHEDULE INFORMATION

- Only the team captain should contact the Intramural Sports Staff for scheduling information.
- Once the schedule is posted changes will not be made unless there is an extreme circumstance.
- **If your team can not play on a scheduled day, the captain must speak with Intramural Office 24 hours before the time of the activity to avoid being charged with a forfeit and by 11am on Fridays if your team can not play on the following Sunday.**

IX. ROSTERS

- Team rosters will be filled out at the first game
- **Once a player has signed a roster he or she must remain on that team for the duration of the season.**
- If a team member plays for another team each game they participated in for the second team will result in a forfeit.
- **Teams can only have two members of a varsity sport participate on that team.** For example during Indoor Soccer a team can only have 2 members of that season’s varsity roster.

X. LIABILITY/ASSUMPTION OF RISK

Facility users should be duly aware and acknowledge that **participation in recreational sports programs and activities involves an inherent risk of physical injury. Individuals assume all such risks by voluntarily electing to participate in recreational sports activities. Springfield College assumes no responsibility for individual injury or property damage incurred in connection with use of facilities or participation in program.**

Individuals are reminded they are responsible for their health and should have medical approval prior to engaging in activities in the complex. It is highly recommended that individuals have medical insurance. In the event of any injury, the injured party is responsible for payment of all ambulance, emergency, and/or medical charges for treatment received.

Each individual participating in either a team or individual/dual activity will be required to sign a Release and Waiver of Liability Form before she/he participates. The signed form will remain on file for each sport; however it will be necessary for a participant to sign a form each time they participate in a different sport.

XI. INTRAMURAL RULES AND REGULATIONS

A. Participation eligibility

- Any student currently enrolled at Springfield College is eligible to participate including current faculty/staff.
- All team captains are responsible for the complete eligibility of all team participants.
- Each participant is also responsible for verifying her or his eligibility.

B. Eligibility Requirements:

- Students participating in intramural activities must carry their SPRINGFIELD COLLEGE I.D. with them for proof of eligibility, equipment check-out and to enter the facilities.
- All individuals must have signed a liability waiver form to put on file for one academic year (Aug-May) prior to any participation. Playing without proper liability waiver on file may result in forfeiture of game(s) or the individual's removal from further participation.
- **An individual may participate for only one team per activity (one co-rec and one same sex team).**
- **A team may pick up players as long as they are not on or have not previously participated with any other team in that activity.**
- **To be eligible for the playoffs, a player must have played in one of the team's regular season games.**

C. Intercollegiate Participation

- Students who have been on an NCAA roster during the academic year may participate in that particular sport during the same year. **However only two athletes are allowed on a team. For example, if six varsity volleyball**

players wanted to participate in Intramural Volleyball, all six could. But only two of them could play on the same team roster.

- **Teams cannot have any more than 2 JV players on the official team roster at any one time during a game in all sports where JV players are used on a team.**
- Intercollegiate participation is determined by a representative from the Athletic Department.
- Any team that is using an in-eligible player will result in an auto-loss in all of their games that he/she participated in, this includes situations where participants are found to be playing on multiple team's within a league.

D. Protests

- Protests may only be submitted in instance of participation eligibility only. **You cannot protest an official's call or interpretation.**
- Intramural Supervisors will have Protest forms in their game binder.
- Protest forms must be completely filled out on-site immediately after the completion of the contest in question.
- All decisions made by Intramural Staff will be final.

E. Sportsmanship

Sportsmanship Rating:

After every game/match each team/individual will be rated by a combination of Intramural Supervisors, Officials, Scorekeeper and Coordinator of Intramurals.

Spectators associated with you or your team can also affect a team/individuals conduct rating and will be held accountable for their conduct as well

The following rating system will be used:

- **5 points Excellent Conduct:** Team/Individuals demonstrate excellent behavior and maintains attitude of complete cooperation with all officials and opponents. The captain calmly converses with officials about the rules and also has full control over his/her teammates. *(No technical fouls, disqualifications, penalty cards, etc.)*
- **4 points Above Average Conduct:** Team/Individuals verbally complain about some decisions made by the officials and/or show minor dissension. Example: A technical foul, personal foul (football) or yellow card would automatically drop your grade to a C. Also a five minute major will result in a deduction. *(One yellowcard, one technical foul, one unsportsmanlike penalty, etc.)*
- **3 points Average Conduct:** Teams/Individuals are chippy with each other or officials. Continually questioning calls or lack there of but

without hurting the flow of the game. (*One yellowcard, one technical foul, one unsportsmanlike penalty, etc*).

- **2 points Below Average Conduct:** Team/Individuals show verbal dissent towards officials and/or opposing team/individuals. Captain exhibits minor control over his/her teammates. (*Two technical fouls, personal fouls (football) or yellow cards, one red card or any ejected player. Also multiple five minute majors will result in a score of 2*).
 - **1 point Poor Conduct:** Team/Individual constantly comments to the officials and/or opposing team/individual from the field/court and/or sidelines. The team captain exhibits little or no control over teammates his/herself. (*Multiple offenses, Technical fouls, Personal fouls, Yellow Cards, ejected players or a total of three Five Minute Majors.*)
 - **0 points Forfeit:** Team does not show up for game or fighting will automatically result in a 0. **Referral to Judicial Affairs will be made in extreme cases.**
-
- **TEAMS MUST MAINTAIN A 3.0 AVERAGE THROUGHOUT THE REGULAR SEASON TO BE ELIGIBLE FOR THE PLAYOFFS.**
 - Any team that receives a “1” or “0” must see the Intramural Coordinator before their team can be eligible for their next game.
 - Any team that receives below a “1” or “0” during the playoffs will be automatically eliminated from the playoffs.
 - Any spectator who violates the conduct rules as stated above are subject to the same disciplinary actions as a participant.
 - Any acts of physical abuse in a game may result in suspension not only from Intramural Sports for the remainder of the season and up to a maximum of one year, but also suspension from all Recreational Sports facilities and programs and possible action by the Office of Student Affairs.
 - **Striking or physically abusing an official and/or Intramural Staff personnel will carry a life ban from intramurals.**

Disqualifications

Good sports conduct is essential in Intramural Sports contests. Therefore, if a player or players are ejected from a game, they will receive a minimum one game suspension. The suspension of that player becomes effective immediately following the ejection and carries through the remainder of that game, and the following game. While on suspension, the player is not allowed to participate in any Intramural Sports-sponsored sport, special event or activity. In order to be reinstated for play, **the player(s) must meet with the Coordinator of Intramural Sports. Meetings will take place at the availability of Intramural Sports Staff and must be schedule appointments. Call (413) 748-3613 to schedule an appointment.**

The Intramural Supervisor on duty reserves the right to remove an ejected player from the building or playing area after the ejection.

The following sanctions will be administered by the Coordinator of Intramural Sports, the Director of Campus Recreation or the Campus Recreation Advisory Board.

INFRACTION

- Playing under an assumed name
- Ejected players & miscellaneous infractions such as unsportsmanlike behavior, etc
- A team/player leaves the bench area for any reason to participate in an altercation on the field/court
- Threatening behavior (verbal) toward a player, official, staff member or spectator
- Player/Spectator makes racial slurs, derogatory comments, hate speech or behavior that is intimidating or threatening
- Player/Spectator makes physical contact in a threatening manner (battery) toward a player or spectator
- Player/Spectator makes physical contact in a threatening manner (battery) toward a Staff Member

SANCTION

- Suspension for the duration of the sport.
- One game (minimum)
- All players that left the bench area will receive a one game suspension.
- One week suspension
- Twelve week suspension
- Twelve week suspension from all Campus Recreation activities
- Life time suspension from Intramurals and one year suspension from CR programs

Players who throughout their matriculation at Springfield College display a pattern of undesirable behavior may receive more severe penalties even if the infraction is the first of a particular league.

Players may be referred to the Dean of Students Office or Public Safety if a player refuses to follow any direction of an official regarding ejection or removal from the facility for possible action.

Definitions

Abusive Language: any language deemed offensive or derogatory by the official or supervisor; not necessarily “curse words”.

Attempt to incite a fight: baiting, teasing, threatening, or intentionally provoking the anger of an opponent.

Ejection from the game: an individual is removed from a contest by an official or supervisor from disciplinary reasons. The individual may not reenter the contest. Further disciplinary action will follow. An individual may be ejected for abusive language, attempting to incite a fight, fighting, unnecessary roughness, or other undesirable behavior such as verbally or physically threatening an official, supervisor or opponent, or spectator, multiple technical fouls, etc. The player will be removed from the playing/building area.

Fight: punch, wrestle, push, swing at (may or may not make contact)

Forfeit: a team must have a minimum number of players ready to play (signed in, etc.) at the scheduled game time.

League: regulation round robin play and postseason single elimination playoffs.

Permanent Suspension: an individual is ineligible to participate in any Campus Recreation activities for the remainder of his/her matriculation.

Physical Contact: any push, shove, touching of an official, supervisor or opponent. This includes touching, slapping or knocking anything out of the hands of an official, or opponent.

Suspension: due to the ejection of a contest or other severe infraction, the individual is declared ineligible to participate in Intramural, possibly Campus Recreation activities, for a specified time.

Team: an organized group which is registered as a participating unit in an Intramural event. If at least two of the players present are involved in an incident, then it is determined that the incident involves the team and would warrant a team penalty.

Threatening Behavior: includes intentionally invading an official's, supervisors or opponents personal space while verbally attacking them. Includes such actions as pointing their finger at them, stare downs, using profane language and stalking them during or after the contest.

Undesirable Behavior: abusive language, stare downs, unnecessary roughness, inciting a fight, fighting, verbal or physical threats, physically handing or grabbing, behavior not conducive to a recreational atmosphere.

Unnecessary Roughness: actions which are considered threatening to the safety of the participants and which are not considered part of the normal action of the contest.

Verbally or physically threatening: to threaten verbally or by grabbing, pushing or poking. Threatening harm to an individual, his/her belongings, or acquaintances.

Appeal Board

- The Appeal Board may listen to reviews and make decisions about the status of sanctioned participants.
- The Appeal Board members shall consist of two Intramural Staff members and the Director of Campus Recreation.
- The Appeal Board meets on an as needed basis.

Responsibilities of the Appeal Board:

- Review the process and the participant's rights.
- Review the incident, provide the participant(s) an opportunity to discuss the violation(s) and provide an opportunity to accept or deny responsibility.
- Hear any pertinent testimony or views written statements.
- Determine if the ejection was warranted and then determine the appropriate sanction for individuals/teams that stray outside the bounds of established departmental policies and procedures.

The Appeal Board reserves the right to levy penalties that may not be specifically covered by the sport rules, this material or any other Intramural Sports/Department literature.

An ejected participant must submit an appeal within 2 calendar days of the written or verbal sanction.

F. Playoffs

In most team competitions, playoffs will be held to determine an overall champion. For sport leagues, a single-elimination tournament will be held after the regular season to determine a champion. The Intramural Sports staff will determine playoff structure based on the number of entries, availability of facilities and the time allotted for the activity. Playoff information will be posted in the Intramural Display Board.

In the case of a tie in the regular season (example: if two teams have a 5-1 record for first place), the first tiebreaker will be based on a head to head record, and the second tiebreaker will be point differential, the third tie-breaker will be a coin toss.

If there are three teams in a division with the same record and are tied for first place, point differential will be the determining factor on which team makes the play-off. Team's that forfeit a regular season game will not be in consideration to make the playoffs, if put in a regular season tie-breaker situation.

No team will make the playoffs with a sportsmanship grade of below a 3.0.

G. Activity Rules

Nationally adopted rules are inherited in to each activity (ASA, NFHS, & NIRSA). Local ground rules and modifications will be established when and where they are necessary. Each sport will have their own set of rules and will be distributed to the captains of each team.

H. Rescheduling

Schedules should be reviewed immediately upon received to identify possible conflicts. The Intramural Sports Staff is willing to cooperate when appropriate conflicts are presented. However, due to the increasing number of entries and limited playing spaces, rescheduling is kept to a minimum. Rescheduling may be made only by agreement of both teams and the Intramural Sports Staff, and only if there's a time convenient to all three parties for rescheduling. If all three parties' cannot agree on a new time or the team that is being asked cannot reschedule then the originally scheduled time for the contest will stand. ***Arrangements must be made at least two school days in advance of the originally scheduled game/match time.***

I. Forfeit and auto-loss policy:

- A **forfeit** is awarded if the opposing team is not ready to play at game time or fails to produce the minimum number of players 5 minutes after the scheduled start time.
- The Program Supervisor's watch is the Official Forfeit Time
- Teams must communicate with the Intramural Sports Office at least 24 hours in advance of the scheduled game time, informing the Office of an inability to field a team for their game. In this circumstance, an **auto-loss** will be awarded.
- In some instances, the Intramural Staff may award an auto-loss, in lieu of a forfeit, if there has been a scheduling/communication error committed by a staff member.

- **Any team that forfeits twice during the regular season will be ineligible for playoffs, no exceptions!**
- **An automatic zero (0) will be given to the team for sportsmanship.**
- **Any team with two (2) forfeits by a team/individual will automatically be dropped from any further participation in their respective sport.**

J. Forfeit Fees:

- The captain of the team that forfeits will be charged the forfeit fee each time they forfeit.
- All forfeit fees are listed on the intramural program calendar.
- Forfeit fees range from \$20-\$40 depending on the sport.
- To avoid a Forfeit Fee speak with someone in the Intramural Office 24 hours in advance. **To avoid a forfeit on Sunday games, you must communicate with the Intramural Office by 11am that Friday.**

K. Inclement weather procedures

Information regarding the status of a game due to weather on weekdays will be available after 4:00 PM on the day of the game. For information regarding the weekend, call Wellness & Recreation Complex Welcome Desk 748.3396 after 12:00 pm. It is the responsibility of the team captain/participant to find out when the games/matches will be rescheduled. A majority of the time the decision to cancel a game will be made on the field, therefore, if no word has been given on the status of the game a team should show up at the field. **Do not assume that they have been cancelled.**

L. Alcohol & Tobacco Policy

The Springfield College Alcohol Policy prohibits possession or consumption of alcohol & tobacco products at college sponsored events held on university property except within limited areas approved by the Vice President of the Division of Student Life. Possession or consumption of alcohol, tobacco or illegal drugs is prohibited at any Campus Recreation Department program or facility. **Any participant who is suspected to be under the influence will be asked to leave.**

XI. EMPLOYMENT OPPORTUNITIES

The Intramural Sports program employs individuals as program supervisors, officials, scorekeepers, office and marketing personnel. Individuals with experience are especially encouraged to apply, although training will be provided for those less experienced individuals. The pay scale varies according to the position and length of service. Persons interested in any of these positions should contact the Intramural Sports Staff for additional information.

XIV. FREQUENTLY ASKED QUESTIONS

WHERE DO I REGISTER?

- Pick up an Entry Form at the Wellness & Recreation Complex Welcome Desk.

HOW DO I REGISTER?

- Team Sport: completely fill out a team registration form and the return it to the Wellness & Recreation Complex Welcome Desk.
- Individual Sport: completely fill out an individual sport registration form and the return it to the Wellness & Recreation Complex Welcome Desk.

HOW MUCH DO I HAVE TO PAY?

- Team Sport: (four or more people) program fees are free however, forfeit fees will vary by sport.
- Individual Sport: program fees are free however, forfeit fees will vary.

WHAT IS A FORFEIT FEE?

- A **forfeit** is awarded if the opposing team is not ready to play at game time or fails to produce the minimum number of players 5 minutes after the scheduled start time. The captain of the team that forfeits will be charged the forfeit fee each time they forfeit. All forfeit fees are listed on the intramural program calendar.

CAN I TURN IN MY ENTRY FORMS IN AT THE CAPTAIN'S MEETING?

- No, all entry forms must be turned in by the designated entry closing date!!!!

WHERE DO WE PLAY?

- Games will be played at Stagg Field, Schmid Field, Pratt Field and the Field House, PE Complex unless informed by Intramural Coordinator about an offsite location such as bowling.

WHERE ARE THE SCHEDULES POSTED?

- Schedules are posted in the Intramural display case in the Wellness & Recreation Complex and will be sent out via email and PrideNet.

CAN I USE A PLAYER FROM ANOTHER TEAM?

- No, you cannot use another player from another team in the same league.
Penalty: Forfeiture of game.

CAN I PLAY WITHOUT MY SPRINGFIELD COLLEGE ID?

- NO