



INTRAMURAL PARTICIPANT HANDBOOK 23-24



MISSION

The mission of the Intramural program at Shippensburg University is to provide the campus community with the opportunity for engagement through a diverse offering of competitive sport activities. The program provides opportunities for social interaction outside of the classroom, leadership development, and physical activity in a fun and safe environment.

The program provides structured activities of both a team and individual nature are available to the campus community (currently enrolled students, staff, and faculty).



DEPARTMENT OF RECREATION

PHONE NUMBER: 717 - 477 - 1755

EMAIL: rec@ship.edu

WEBSITE: www.ship.edu/recreation

DEPARTMENT APP: ShipRecreation

INTRAMURALS: www.imleagues.com/ship

CLUB SPORTS: ship.campusgroups.com



@shiprecreation



OUR STAFF

Melissa Hazzard

Director of Recreation
mphazzard@ship.edu

Dylan Curtis

Associate Director of Recreation
IM & Club Sports
dscurtis@ship.edu

Alyssa Nehlen

Rec Sports GA

STANDARD OF CONDUCT

- The purpose of this handbook is to establish policies and procedures that govern participation in the Shippensburg University Intramural Sports Program. It is the responsibility of each team and each participant to know and understand these policies and procedures.
- An element of risk is associated with all physical activity. Intramural participation is voluntary. Participants may minimize that risk by choosing to compete in activities which are within the limitations of their physical conditioning. A physician's examination is suggested prior to involvement in any intramural participation. Participants are encouraged to carry insurance adequate to protect them against financial loss due to injury.
- Participants, support personnel, and fans are subject to the standards established by the Student Code of Conduct Policy and processes as listed in the following resources and available in this handbook:

SU Student Code and Conduct - Office of Student Development
[Shippensburg University - Student Code and Conduct Process](#)

Swatanev Student Handbook - Student Government Association
<https://ship.campusgroups.com/sga/swatanev-student-handbook/>

- Alleged violation of these standards may result in adjudication through the University Conduct Process in addition to immediate disciplinary action imposed by staff members reporting to the Department of Recreation.
- Since the conduct of all individuals associated with a team may impact the intramural participation status of that team, it is imperative that captains make all parties aware of the standards and expectations related to conduct in intramural participation.
- Individuals who violate league, department, and/or university policies, are subject to losing their privileges to participate in the intramural program and use of associated facilities.

GENERAL SCHEDULING GUIDELINES

- Intramural league competition is normally scheduled between 6pm and 12am Sunday through Thursday. The scheduling of contests is dictated by the volume of participation.
- Requests for specific game schedules are not accepted due to the complexity of student schedules and facility availability.
- Regular season format is dependent upon number of entries and availability of facilities. Post-season tournaments, when time and facilities permit, are based upon regular season results. An effort is made to involve all teams which fulfill regular season participation and officiating obligations within the rules established for that sport however, it is not a guarantee.
- Decisions related to scheduling must originate from the department. Contests played at any time or site, other than that designated, may result in the assessment of a forfeit to all competing teams.
- Game postponement and subsequent rescheduling information will be provided to all program participants through IMLeagues, a team captain information distribution group chat and, when a situation dictates, via department email. Participants are reminded that cancellation of academic classes may not impact scheduling of intramural competition.

ELIGIBILITY

Currently enrolled undergraduate students, graduate students and current faculty/staff members are eligible for intramural competition, with the following exceptions:

- Any individual barred by Student Health Services may not compete in the intramural program.
- Individuals on a varsity eligibility form, on the first date of competition in a given varsity sport, are considered varsity participants for that academic year. An individual is not eligible to compete in the intramural activity in which he or she participated on the varsity level. Ineligibility is for the remaining academic year.
- A student judged ineligible for intercollegiate competition because of professionalism in a sport may not compete in that IM sport.
- An individual under suspension from intramural participation because of university conduct proceedings or Department of Recreation action.
- Sport specific limitations apply to participation by members of club sport programs. Any individual completing the '23-'24 Club Sport Waiver (Club Sport Release and Indemnity Agreement) is considered a member of that sports club for the duration of the academic year. Eligibility is outlined in sport-specific rules for each league/event.

PARTICIPATION LIMITATIONS

- An individual is considered a member of a team if listed on the roster of that team on the date of the first night of competition. "A" and "B" teams of the same parent organization are considered separate teams in the application of this policy.
- Misrepresentation of an individual's identity for the purpose of deception may, at the discretion of the department, render the violator ineligible for all intramural competition for the remainder of the academic year. If a determination is made that the team captain and/or co-captain was involved in the deception, the penalty may include immediate removal of that team from competition.
- The number of club sport members permitted on the roster of the associated intramural sport will be designated within the sport-specific rules. Decisions concerning designation of associated sports are made by the department.
- The intramural program consists of men's, women's, and co-ed leagues pending participation. If the department determines participation by one gender is insufficient to provide an opportunity for quality competition, individuals may be permitted to form co-ed teams. Should a league be co-ed, all teams are not required to be co-ed.
- Currently enrolled students are eligible for intramural participation. Should a student's enrollment status change during an intramural season, that student becomes ineligible for continued participation in the league. Ineligible player policies apply, including forfeiture of contest(s).

REGISTRATION PROCEDURES

CAPTAINS MEETING:

- Prior to each league, an informational meeting is held over zoom, at which intramural policies and procedures and sport specific rules are presented.
- Teams must be created and meet the sport specific requirements by the end of the established registration period.

FREE AGENTS:

- A free agent is an individual looking for a team and who is eligible for addition to a roster. Free agents should register in IMLeagues. Team captains may contact individuals on the free agent list during the registration period, and the Department of Recreation may assist the free agent in attempting to find a spot on a registered team.

SUBMISSION OF ROSTERS:

- Rosters should be created and submitted using IMLeagues and are due by the end of the established registration period.
- All teams are required to designate both a captain and a co-captain.
- The Department of Recreation will review all rosters to ensure eligibility of all participants and ensure all rosters meet the minimum/maximum of participants required.
- Any team wishing to have a “student-coach” must include that individual as a registered roster member to be on the team bench.

DROP/ADD PROCEDURE:

- A player may be dropped or added to a roster only by the designated captain and co-captains.
- Email rec@ship.edu with subject line “IM DROP/ADD”. The email should include team name and player name, SU ID number, and email address for any roster additions. A return confirmation will be sent to the captain.
- Changes requested by noon will be effective for the next scheduled competition. Roster changes for Sunday competition are due by noon Friday.
- Roster changes are prohibited following the completion of 50% of the regular season. The Department of Recreation will email captains with the specific deadline of each league.

CONDUCT OF COMPETITION

INTRAMURAL EMPLOYEES:

- Employees from the department are assigned to supervise each intramural activity.
- Each assigned department employee has the authority to enforce all department policies including disqualification and expulsion from event venues of participants and their associates who refuse to comply with conduct guidelines.

ID POLICY:

- ID policy is consistent with the SU Student Code of Conduct:

Identification of Individuals:

Students are expected to carry their university identification card when on campus.

Prohibited conduct includes:

Improper Use of ID: Allowing others to use their university identification card temporary residence hall access card or using another's University identification card or temporary residence hall access card.

Refuse ID: Refusing, upon request, to provide their correct name and appropriate identification to a University staff member or authorized police officer performing their legitimate duties.

GAME CHECK-IN:

- Upon arrival each intramural participant must present their own SUID and initial the intramural conduct statement prior to participation. The SUID must be their physical card.
- Any individual failing to present a requested ID, or violating ShipRec access policies, who participates in a contest, will subject the parent team to forfeiture of the contest and associated penalties.
- Participants may not enter ShipRec as a guest and participate in an intramural contest.
- Faculty/Staff and graduate student intramural participants must be placed on a list by team captain to enter ShipRec for intramural contests.

DESIGNATED SITE FOR SPECTATORS:

- To maintain order and manage crowded facilities, a designated area for spectators may be established. Interaction between competitors and fans in a competitively charged environment is therefore discouraged.

NOISEMAKERS:

- Personal speakers/noisemakers are not permitted at any competition venue.

RESPONSIBILITIES OF TEAM CAPTAIN AND CO-CAPTAIN

These individuals will have a significant impact upon the quality of the intramural experience for team members. Communication from the Department of Recreation will be funneled to teams through the captains, with the expectation that the captain(s) share information with team members.

ORGANIZATIONAL RESPONSIBILITIES:

- Know and understand league rules, procedures, and schedules as made available through department correspondence.
- Attend mandatory informational meeting prior to start of league.
- Creation of a team in IMLeagues and oversight of player additions and drops.
- Notify Rec Sports GA of any faculty, staff, or graduate students participating on the team. These individuals will need to be placed on a list to be permitted ShipRec access for any indoor intramural contests.
- Designation of a team name - the department may assign a new name if the submitted name does not meet the following requirements:
 - Ensure that the selected name is in good taste.
 - Ensure that the name is not offensive to individuals or groups.
 - Ensure team uniforms are in good taste.
 - Ensure team uniforms have player numbers easily visible and distinguishable.
 - Greek letters may only be associated with teams that are officially recognized by the Office of Fraternity & Sorority Life.
- Establishment of a method (e.g. email distribution) to notify team members of changes and updates.
- Eligibility maintenance – only those individuals currently enrolled are eligible. If an individual is no longer enrolled at Shippensburg University, the captain must immediately contact the Rec Sports GA or the Associate Director of Recreation to have the individual deleted from the roster.
- Roster challenges – may challenge the eligibility of participants in each sport, who in the estimation of the captain, violate any aspect of eligibility. Written challenges must be submitted to rec@ship.edu for review and subsequent action.
- Promptly respond to correspondence from the Department of Recreation. The messages are frequently time sensitive and will normally be sent through email and team captain group message.
- Maintain a number of roster members within the range established in the sport-specific rules.

GAME SITE RESPONSIBILITIES:

- Ensure only approved roster members are participating in the event – approved rosters members are those listed on the scoresheet.
- Responsible for the conduct of participants, support personnel, and fans. Refer to the Standard of Conduct http://www.ship.edu/dean_of_students/student_conduct/student_code/.
- Score Sheets – Prior to affixing the required post-game signature on the designated line, captain must verify the score sheet is correct and complete.
- Only roster members may be present on team bench. Spectators are prohibited from this area.
- Coaches must be included on team rosters.

INTRAMURAL EQUIPMENT & FACILITIES

EQUIPMENT:

- To provide equitable opportunity and for safety concerns, standards have been implemented for program offerings, this includes the use of specific equipment provided by the department.
- All equipment is provided by the department unless otherwise noted in sport-specific rules.
- All participants are expected to be aware of equipment specifications as listed within the individual sport rules.

STUDENT RECREATION COMPLEX:



- ◇ A fully lighted, 12-acre multi-purpose facility.
- ◇ Lights are programmed until 11pm daily. Schedule may alter with weather, events, and holiday breaks.
- ◇ 1/2 Mile Walking Path
- ◇ 2 Softball Fields
- ◇ 2 Picnic Pavilions
- ◇ 2 Basketball Courts
- ◇ Street Hockey Rink
- ◇ 2 Sand Volleyball Courts
- ◇ Disc Golf Course

SHIPREC:



- 64,000 sq ft Rec Center
- ◇ 4 Multi-Purpose Courts
- ◇ 1/8 Mile Elevated Track
- ◇ 2 Racquetball Courts (racquetball, squash (1), and wallyball)
- ◇ 1,800 sq ft Studio for fitness classes
- ◇ Cardio/Strength Area

PROTEST POLICY

- Judgment calls by an official are not grounds for protest.
- Improper application or failure to apply established rules of a given sport may present grounds for protest.
- A written protest containing specific information, including date, time, basis for protest and identities of officials and participants involved, must be presented to the Department of Recreation by 2pm the first weekday following the affected contest. The official protest may be emailed to rec@ship.edu.
- The Director of Recreation/Associate Director of Recreation, or his/her designee, is responsible for review and subsequent binding action. It is preferable for the team captain to present concerns at the event site through consultation with the student intramural employees.
- The team captain and co-captain are the only individual(s) permitted to request and participate in this consultation. Many controversies result from the failure of a participant not knowing the rules applying to a specific activity.

EJECTION POLICY

- If any one of the following instances occurs, but not limited to, a player will be automatically ejected: Combative behavior · Threatening the wellbeing of another person · Intentional contacting of an official/IM supervisor · Verbal abuse towards players/officials/IM supervisors · Extreme circumstances deemed unsafe by officials/IM supervisors.
- Any participant who is ejected must exit the playing court/field immediately. Even after an ejection, players will still be held accountable for their actions and behavior which may be noted by the Intramural supervisor.
- An ejected player will be given 2 minutes to leave the playing area and facility. If the player does not leave within 2 minutes their team will be penalized a misconduct penalty. If the player has still not left the playing area and facility, the game will be called a loss to the team the player was a member.
- All ejections will result in at least a one game suspension.
- Suspension is not limited to the specific league of ejection – the suspension includes all intramural play, should the individual be a participant in two intramural leagues operating concurrently.
- Reinstatement will require a meeting with the Director of Recreation and Intramural GA, at which time, the length of the ejection period will be determined.
- Any ejections dealt at the conclusion of a season may carry over to the next season the suspended individual participates in.
- Severe cases of misconduct and violations of the Student Code will be referred to the Office of Student Development for possible University action.

PENALTIES: OFFICIATING, FORFEITS & MISCONDUCT

Penalties will be issued for league violations such as failure to provide officials as scheduled, team forfeits, and player/team misconduct. All penalties will be reviewed by the Department of Recreation for determination of a team's continuation in a league, as well as post-season eligibility. A combination of violations may immediately eliminate a team from all competition.

DESIGNATED OFFICIALS:

- Regular season and post season contests may be officiated by league participants in conjunction with intramural employees.
- The Department of Recreation will provide an officiating schedule prior to the start of the season.
- Officials will not be responsible for officiating games with parent team.
- Captains are expected to provide required officials and to assure each is aware of applicable rules in that sport. Intramural employees may remove officiating credit in situations in which officials fail to meet the officiating standard, resulting in an officiating violation. Officials are expected to be on the playing field, actively following play, and making applicable calls.
- To fulfill the officiating requirement, each official must legibly print his/her name on the score sheet immediately following the game, prior to the captain's printed name.

FORFEITS:

A forfeit is defined as the failure to provide the minimum number of participants (as outlined in sport-specific rules) by the scheduled start time. The official start time is by the IM supervisor's clock. In the event a team fails to meet this expectation, the team will be assessed a forfeit.

MISCONDUCT PENALTY:

- Misconduct by a player, and/or associated team, will be reviewed by the Department of Recreation and will be considered when considering a player and/or team's continuation in the league and eligibility for post-season play.
- In the event a physical altercation occurs, all participants involved may be removed from the league for the remainder of the season.

PARTICIPANT SAFETY

An element of risk is associated with all physical activity. Intramural participation is voluntary. Participants may minimize that risk by choosing to compete in activities which are within the limitations of their physical conditioning. A physician's examination is suggested prior to involvement in any intramural participation. Participants are encouraged to carry insurance adequate to protect them against financial loss due to injury.

Individuals participating in any recreational, club sport or intramural activity, do not have access to the services of Sports Medicine staff within the Department of Athletics. Club participants should seek medical care and advice from Etter Health Center. Sports Medicine is responsible exclusively for the healthcare of student-athletes participating on recognized NCAA athletic programs within the Department of Athletics.

The Department of Recreation has established policies related to safety of participants:

BLOOD POLICY: The nature of activities within the department may produce instances where exposure to blood/body fluids is possible. Medical personnel are not normally present at these activities. Therefore, it is essential that prudent decisions are made by participants and employees to protect the University community. The following procedures are designed to minimize the risk of blood-borne pathogen transmission.

Participant Responsibility:

- Pre-existing wounds, cuts, and abrasions which could serve as a source of blood, or as a port of entry for blood-borne pathogens, should be covered with an occlusive dressing.
- Wear protective equipment on high-risk areas of the body in order to reduce wound occurrences.
- In the event of bleeding, clean and sanitize the area where blood has been deposited.
- Cover or remove contaminated clothing. If clothing is contaminated by another individual, it should be removed if it presents a risk of exposure to skin.
- Leave club activity if individual is presenting a risk of exposing another participant to contamination.

On Playing Surfaces/Equipment:

- The exposed area/equipment should be taken out of play immediately to limit exposure.
- The handling of facility clean-up of biohazard materials on campus is handled by Shippensburg University custodial staff. In the event of blood exposure on a playing surface, contact University Police (717-477-1444) to request a custodian. In the event the exposure is in ShipRec, please refer situation to Rec Sports staff and/or ShipRec staff.
- Facility exposure should be reported to the Director of Recreation.

LIGHTNING POLICY: Lightning is the most consistent and significant weather hazard affecting athletic activity. The following policy has been developed to increase the safety of individuals participating in SU recreational activities in outdoor venues.

- If the event(s) are postponed or canceled due to inclement weather, an announcement will be distributed through IMLeagues. If the events are to continue as scheduled there will be no announcement.
- If inclement weather containing lightning occurs during an outdoor event, the IM employees will stop play and instruct participants to clear the facility and seek cover. The instruction to clear the playing surface will apply to all users of the SRC regardless of affiliation with IM activities. It may be necessary to involve University Police if participants are unresponsive. Staff will make appropriate decisions regarding the resumption of play following severe weather in consultation with site supervisors and notify Department management when contests are postponed due to severe weather or field conditions.
- Please prepare for site evacuation upon the first sight of lightning, as to be prepared to mobilize no later than at the point of the 30 second flash to bang. The determination to postpone an event due to lightning follows the recommendation by the National Severe Storms Laboratory (NSSL) to terminate play when lightning is six miles away (flash-to-bang time of thirty (30) seconds or less. The IM employee will monitor the weather and if there is lightning that meets the aforementioned criteria, participants will be notified.

STUDENT CODE OF CONDUCT

Intramural participants are required to comply with all university policies, including the Student Code of Conduct and all additional policies pertaining to the league. A team may be held responsible for the actions and behaviors of its members and guests. Intramural teams, as well as their members or leaders, may be held collectively and/or individually responsible for violations of the Student Code of Conduct or other University policies.



1. Hazing: Violating the University Anti-hazing Policy, found here: https://www.ship.edu/life/dean-students/student-conduct/harassment_hazing_sexual_misconduct_violence/
 2. Organization Funds: Misappropriating or misusing student organization funds or property.
 3. University Logo:
Using, without authorization, the name or insignia of the University or its affiliated student groups.
Organization Functions: Interfering with the activities or functions of student organizations.
- Additional policies for student groups (https://www.ship.edu/life/dean-students/student-conduct/student_code/#Rules)
 - Participants, support personnel, and fans are subject to the standards established by the Student Code of Conduct Policy and processes as listed in the following resources:

Student Code and Conduct Process - Office of Student Development

https://www.ship.edu/life/dean-students/student-conduct/student_code/

Swatane Student Handbook - Student Government Association

<https://ship.campusgroups.com/sga/swatane-student-handbook/>

STUDENT CODE OF CONDUCT OVERVIEW

The student conduct program within the Office of Student Conduct supports this endeavor through policies that balance the freedom of the individual student with the interests of the academic community, and procedures that apply these policies in a prompt, equitable, and consistent manner.

As members of the academic community, all students are expected to uphold and abide by the standards set forth in the Student Code of Conduct. These standards are reflective of the University's core values: respect, responsibility, and integrity.

The University student conduct process attempts to teach civic principles within the context of the academic mission. The process views students as adults, and as such, expects them to be aware of applicable local, state, and federal laws, as well as all published University policies, procedures, and rules.

Violations will subject student to action through the University student conduct process. Where warranted, violations may also be referred for action through the appropriate civil or criminal court. The University may initiate an investigation and proceed with resolution within the scope of its authority, responsibility, and jurisdiction, without regard to the commencement or disposition of any civil or criminal court proceeding. Alleged violation of the policy will subject student to action through the University student conduct process. Where warranted, violations may also be referred for action through the appropriate civil or criminal court. The University may initiate an investigation and proceed with resolution within the scope of its authority, responsibility, and jurisdiction, may result in adjudication by the University Judicial System in addition to immediate disciplinary action imposed by staff members reporting to the Department of Recreation.

ANTI-HAZING POLICY

POLICY STATEMENT

Shippensburg University Antihazing Policy

SU Policy Number: 301-012.0

ORIGINATING OFFICE: Chief Student Affairs Officer

PURPOSE: Shippensburg University ("SU") is committed to maintaining an educational environment that fosters the health, safety, and dignity of all those within the university community. The University has no tolerance for hazing.

SCOPE: This policy applies to individuals and organizations associated with the university. In addition, this policy applies to acts that are conducted on or off-campus if such acts constitute hazing under this policy. This policy does not apply, however, to reasonable athletic, law enforcement or military training, contests, competitions, or events.

OBJECTIVE: To provide clear guidance on what constitutes hazing and the consequences for engaging in hazing.

DEFINITIONS:

Hazing – Hazing is any action taken or situation created intentionally, knowingly, or recklessly that places an expectation on a person joining or maintaining status in an organization that is not consistent with requirements for membership, team rules, university regulations and policies, etc. Conduct that may be considered hazing is as follows:

- a) Actions that produce an emotional, psychological or physical discomfort, embarrassment, harassment or ridicule;
- b) Can occur regardless of a person's willingness to participate;
- c) Is prohibited by the laws of the Commonwealth of Pennsylvania and/or United States of America.

Hazing behaviors can include, but are not limited to:

Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual; activities that cause extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual; or any willful destruction or removal of public or private property.

Any activities as described in this definition upon which the initiation or admission into, affiliation with, or continued membership in a student organization is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding. Any student organization or Shippensburg University student that commits hazing is subject to disciplinary action through the Office of Student Conduct & Community Standards.

Organization - Includes any of the following:

1. A fraternity, sorority, association corporation, athletic team, club or intramural sports team, order, society, corps, club or service, social, or similar group, whose members are primarily minors, students, or alumni of the organization or University.

2. A national or international organization with which a fraternity or sorority or other organization, as enumerated under paragraph (1), is affiliated.

ENFORCEMENT: Any individual or organization associated with the university, who is found responsible for committing hazing, will be held accountable under this policy, as well as the university's Code of Conduct. For information on the university's Code of Conduct, please refer to the [website](#) or contact the Office of Student Conduct & Community Standards at 717-477-1164.

In addition, the University, organizations, and individuals may also be criminally charged under Pennsylvania law.

SANCTIONS:

Possible sanctions for an individual student may include:

1. Probation, suspension, or expulsion from Shippensburg University;
2. Imposition of fines;
3. The withholding of diplomas or transcripts pending compliance and/or payment of fines.

Possible sanctions for an organization may include:

1. Educational requirements;
2. Loss of permission to operate on campus or other university property;
3. Loss of privileges and/or activities within the campus community;
4. Loss of recognition at Shippensburg University;
5. Imposition of fines.

PROHIBITED DEFENSES: It is not a defense that the consent of the minor or individual was sought or obtained. It is also not a defense to hazing that the conduct was sanctioned or approved by the University or organization.

REPORTING HAZING ACTIVITY: All reports of hazing are taken very seriously. If you have been hazed, have witnessed hazing, or suspect that someone you know has been hazed, you can report such information confidentially via [our website](#) or by phone to University officials. If you wish to speak to someone directly, please contact the Office of Student Conduct & Community Standards at 717-477-1164.

If the situation requires immediate attention and/or an individual's safety is at risk, please contact the University Police Department 717-477-1444, or 911 if off-campus. Always call 911 in an emergency. Please provide as much detail as possible when reporting.

AMNESTY PROVISION: In any situation where an individual is seeking help for someone experiencing a medical emergency, amnesty for hazing related charges will be granted within the student conduct process under this policy. In order to be eligible for amnesty, the following requirements must be established:

1. The individual is reasonably believed to be the first person notifying 911, police, or emergency services;
2. The individual provided their own name to the 911 operator, police, or emergency services;
3. The individual remained with the person(s) needing assistance until first-responders arrived.

HAZING REPORT: Shippensburg University will maintain a publicly available report of all alleged hazing incidents for a period of five years, in accordance with Pennsylvania law. The SU Hazing Report can be found online [here](#).

HAZING REPORT FORM:

Shippensburg University strongly encourages prompt reporting of hazing. To report an incident of hazing, please use the online reporting form:



IMLEAGUES 101 *Imleagues.com/ship*

PLAYER CARD

The Player Card (PC) is an individual's intramural profile and is created upon first accessing IMLeagues. Creation of a Player Card is a requirement for intramural participation.

To create an account:

1. Visit www.imleagues.com and click **SIGN UP**
2. Select Shippensburg University in the drop down screen
3. You will be redirected to the My Ship single sign on/portal
4. Login using your Shippensburg e-mail and password
5. You will be redirected back to IMLeagues.com
6. Confirm your information and complete the registration

CREATING A TEAM

Roster creation and submission will now take place via IMLeagues. Teams may only be created during a defined registration period. Only individuals in attendance at the informational meeting may create a team. All teams must meet the sport specific criteria in order to be approved for competition. To create a team:

- ◇ Visit imleagues.com/ship and sign in
- ◇ Current sports will be displayed. Sports with green "Open" marker are accepting registrations. Select the sport you wish to create a team for.
- ◇ Click on the "+ Create Team" button
- ◇ Choose an appropriate team name and enter your student ID number. **ALL ID NUMBERS REMAIN CONFIDENTIAL.**
- ◇ Captains may choose whether to let anyone join the team (set Auto-Accept Members to on) and whether or not they will accept Free Agents (set Looking For Free Agents to on). Captains should leave Send Game Reminders on.
- ◇ Enter your phone number and select your carrier. Phone numbers are required for all players on a team. If your carrier is not listed, select "None".
- ◇ To finish team creation, click "Create Team".

CAPTAINS

The player that initially creates the team will automatically be assigned the role of "Captain." **Teams are required to have two captains.** Teams without two captains will have a second captain named from their roster by the Department of Recreation.

ROSTER MANAGEMENT

1. DURING REGISTRATION PERIOD

During the registration period, captains are responsible for roster management. Players can be added to a roster via captain invitation or by player request. Only current undergraduate students, graduate students, faculty, and staff of Shippensburg University are eligible to participate in intramural sports. Refer to IM Participant Handbook and sport-specific rules for additional eligibility requirements. Both documents are posted online at ship.edu/recreation and under "Handbooks/Manuals" on IMLeagues. Only individuals who have created an IMLeagues Player Card are eligible for roster addition.

Adding a player via captain invitation:

1. Click "Home" in the upper left-hand corner of the webpage.
2. Select the sport specific team.
3. In the box labelled "Roster," select the "Invite" button.
4. Captains may select players to invite four different ways...
 - a. ...from previous teams by selecting "My Teams"
 - b. ...by selecting "Free Agents", which will load a list of available free agents
 - c. ...sending an invite to their Shippensburg University e-mail
 - d. ...typing in the name of a player who has already created their player card
5. Once all names/e-mails are entered, captains may choose to write a message.
6. Click "Send Invitations."

Accepting a captain's invitation to join a team:

1. Sign in to IMLeagues. If you received an e-mail invitation through your Shippensburg University e-mail, you will need to create a Player Card on IMLeagues (see instructions on page 1).
2. In the upper right-hand corner of the website, click on your name.
3. In the menu that opens, a notification should exist informing you that you have been invited to join a team. You may indicate accept or deny.

Dropping a player from a team:

1. Click "Home" in the upper left-hand corner of the webpage.
2. Select the sport specific team.
3. Click on the box labeled "Roster."
4. Click on the "Options" box next to the name of the player
5. Click "Remove" in the drop-down menu and click "Ok."

2. AFTER REGISTRATION PERIOD:

After the registration period has closed, captains and players may no longer self-manage their roster through IMLeagues. Player add/drop requests received by 8am will be effective for the next scheduled competition. Only captains are permitted to make requests. Roster changes are prohibited following completion of 50% of regular season.

Requesting a player addition:

1. The captain must ensure that the player he/she wants to add has a Player Card in IMLeagues.
2. An e-mail should be sent to rec@ship.edu with the subject "IM ADD".
 - a. The email should include team name and player name, SU ID number, and email address for any roster additions.
3. Captains will receive a response on the status of the request. Indicating player eligibility.

Requesting a player drop:

- ◇ An e-mail should be sent to rec@ship.edu with the subject "IM DROP". a. The email should include team name and player name, SU ID number, and email address for any roster drops.
- ◇ Captains will receive a response on the status of the request.

FREE AGENTS

- ◇ Free Agents are individuals who have created a player card who have no team affiliation. Free Agents may request to join a team, or be invited by captains of registered teams.

Joining a league as a Free Agent

1. Visit imleagues.com/ship and sign in
2. Current sports will be displayed. Only sports with the green "Open" marker are accepting registrations. Select the sport you wish to sign up for as a Free Agent.
3. Click on the "Free Agent" button
4. Select the sport you are willing to play in and enter your student ID number. **ALL ID NUMBERS ARE KEPT CONFIDENTIAL.**
5. Free Agents may provide additional information (ie. Played softball for three years in high school), but it is not required. Any information deemed inappropriate may result in that person being removed from the Free Agent list.
6. Click "Post Listing"

Requesting to join a team as a Free Agent

1. Visit imleagues.com/ship and sign in
2. Current sports will be displayed. Only sports with the green "Open" marker are accepting registrations. Select the sport you wish to play in.
3. Select a team and click "Join."
4. Enter your student ID number and make your selection regarding game day reminders. **ALL ID NUMBERS ARE KEPT CONFIDENTIAL.**
5. Free Agents may provide a message to the captain(s) of the team but it is not required.
6. Click "Send Request." Captains will accept or deny requests as they are received, and the Free Agent requesting to join the team will be notified of the captain's decision.

Accepting a captain's invitation to join a team:

1. You will be notified via e-mail and IMLeagues that you have been invited to a team. Sign in to IMLeagues.
2. In the upper right-hand corner of the website, click on your name.
3. In the menu that opens, a notification should exist informing you that you have been invited to join a team. You may indicate accept or deny.

GAME SCHEDULES, OFFICIATING, & STANDINGS

IM participants may view game schedules and standings on IMLeagues. The officiating schedule will be posted online at ship.edu/recreation, distributed to captains, and will also be available on IMLeagues.