INTRAMURAL PARTICIPANT HANDBOOK

Shippensburg University Department of Recreation and Wellness 2019 – 2020

www.ship.edu/recreation
www.imleagues.com/ship
# TABLE OF CONTENTS

| Philosophy/Mission Statement | 3 |
| Standard of Conduct          | 3 |
| Department of Recreation and Wellness Information | 3 |
| Marketing                    | 4 |
| General Scheduling Policies  | 4 |
| Eligibility                  | 5 |
| Participation Limitations    | 5 |
| Registration Procedures      | 6 |
| Organizational Meeting       | 6 |
| Free Agents                  | 6 |
| Submission of Rosters        | 6 |
| Conduct of Competition       | 6 |
| Student Intramural Supervisor| 6 |
| ID Checks                    | 6 |
| Spectators                   | 7 |
| Guest Policy                 | 7 |
| Impairment                   | 7 |
| Forfeit Policy               | 7 |
| Athletic Training/Sports Medicine Services | 8 |
| Attire                       | 8 |
| Role of Captain or Captain's Designee | 8 |
| Organizational Responsibilities of the Captain | 8 |
| Game Site Responsibilities   | 9 |
| Participant Safety           | 10 |
| Blood Policy                 | 10 |
| Lightning Policy             | 11 |
| Equipment Requirements       | 11 |
| Designated Sites for Fans    | 11 |
| Noisemakers                  | 11 |
| Student Recreation Complex Info/Rules | 12 |
| ShipRec Policies             | 12 |
| Guest Policy                 | 12 |
| Department of Recreation Brochure | 13 |
| Student Rec Complex (SRC) Map| 15 |
| ShipRec Map                  | 16 |
| IMLeagues 101                | 17 |
PHILOSOPHY/MISSION STATEMENT

The Shippensburg University intramural program is coordinated by the Department of Recreation and Wellness, located in ShipRec. The intramural program provides an opportunity for social interaction outside of the academic setting. Structured activities of both a team and individual nature are available to the student body. The primary goal of the program is maximization of opportunity and emphasis is upon regular season participation.

Intramural participation is voluntary. Participants are advised that an element of risk is associated with physical activity. Participants are encouraged to carry insurance adequate to protect them against financial loss due to injury.

STANDARD OF CONDUCT

Participants, support personnel, and fans are subject to the standards established by the Shippensburg University Code of Conduct and Judicial Process as listed in the Swataney (http://studentservices.orgsync.com/org/sga/swataney) and posted online with the Dean of Students (http://www.ship.edu/dean_of_students/student_conduct/student_code/).

Alleged violation of the policy 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 and Wellness.

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 expectations related to conduct in the intramural venue.

DEPARTMENT OF RECREATION AND WELLNESS INFORMATION

- **Rec Hotline:** (717) 477-1561
  - Press 1 for the hours of operation for ShipRec and Heiges Field House Pool
  - Press 2 for the lighting schedule for Student Recreation Complex and Tennis Courts
  - Press 3 for the schedule of intramural games and officiating assignments
  - Press 4 for club sport list and information
  - Press 5 for group fitness class schedules
- **Website:** http://www.ship.edu/recreation
- **Intramural League Website:** imleagues.com/ship
- **Email:** rec@ship.edu
- **Facebook Page:** Found as “Shippensburg University Recreation” @ShipRec
- **Instagram:** Found as “Ship Recreation”
- **SHIPLink:** https://orgsync.com/login/Shippensburg-University
- **Office Location:** ShipRec.
- **Intramural Graduate Assistant:** Tyler Hewitt, rec@ship.edu
- **Director of Recreation and Wellness:**
  - Marsha Bonn, msbonn@ship.edu, 477-1123 ext. 3733
- **Associate Director of Recreation and Wellness:**
  - Melissa Hazzard, mphazzard@ship.edu, 477-1123, ext. 3732
MARKETING

The Department of Recreation and Wellness disseminates program and facility information through multiple mediums. Information is available in ShipRec, and posted in other facilities around campus, on department social media (Facebook and Instagram), and online at www.ship.edu/recreation. Department information is also posted at imleagues.com/ship.

Students interested in receiving information about intramurals, including reminders about organizational meetings, should e-mail rec@ship.edu and request to be added to the Rec Distribution List.

GENERAL SCHEDULING POLICIES

Intramural league competition is normally scheduled between 4pm and 12am Sunday through Thursday. The scheduling of contests is dictated by the volume of participation.

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 playing/officiating obligations within the rules established for that sport. A double elimination format is preferred in sports where head-to-head competition was not played during the regular season. The winner of the contest between the loser’s bracket representative and the winner’s bracket representative is considered the tournament champion.

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 captains through the Rec Hotline (717-477-1561) and, when a situation dictates, via 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 as well as the subsequent academic year, unless the selected sport has completed an entire Championship season, first countable contest through NCAA Championship, since the individual appeared on the roster.
- 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 as a result of University judicial proceedings or Department of Recreation and Wellness action.
- Sport specific limitations apply to participation by members of sports clubs. Any individual completing the Club Sport Release and Indemnity Agreement is considered a member of that sports club for the duration of the academic year.

PARTICIPATION LIMITATIONS:

An individual may represent one team per season. An individual is considered a member of a team if listed on the roster of that team on the date of the first contest of the season. “A” and “B” teams of the same parent organization are considered separate teams in the application of this policy.

Participants who represent more than one team in a season are deemed immediately ineligible for all contests in that sport through regular and post-season activity. 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 was involved in the deception, the penalty may include immediate removal of that team from competition.

Fraternities and sororities shall only be represented by individuals who are active members of that organization. Inactive members may play for non-Greek teams. Associates may transfer and participate immediately following acceptance of a bid.

The number of club sport members permitted on the roster of the associated intramural sport will be designated within the rules for each affected sport. Decisions concerning designation of associated sports are made by the department.

The intramural program consists of men’s and women’s leagues. 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.
REGISTRATION PROCEDURES

ORGANIZATIONAL MEETING:

Prior to each sport season, an organizational meeting is held at which rules and procedures specific to a given sport are presented. Each individual in attendance will sign-in and provide an email address.

At the conclusion of the meeting, attendees will receive information on using IMLeagues to establish teams or signup as free agents. Teams must be created AND meet the sport specific requirements by the end of the established registration period. Teams must have at least one organizational meeting attendee on their roster. This requirement assures that all participants have access to the same information.

FREE AGENTS:

A free agent is an individual available for addition to a roster. The free agent may be an individual in attendance at an organizational meeting who is unable to secure the number of persons necessary to submit a roster, and may also be an individual not in attendance at the organizational meeting. Free agents should utilize IMLeagues to register as a free agent. Team captains may contact individuals on the free agent list during the registration period, and the IM Graduate Assistant may assist the free agent in attempting to find a spot on a registered team.

SUBMISSION OF ROSTERS:

Rosters will be created and submitted using IMLeagues. Rosters must be created by the end of the established registration period. The IM Graduate Assistant will review all rosters to ensure they meet minimum requirements for participation.

CONDUCT OF COMPETITION

STUDENT INTRAMURAL SUPERVISOR:

Student supervisors from the department are assigned to supervise each intramural activity. Each 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 CHECKS:

All intramural participants must present valid SU ID when requested by any department staff or student employee. During indoor competitions this procedure takes place at the ShipRec entry desk and scorer table. 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. 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 or 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.

SPECTATORS:

Events in indoor venues require spectators to present photo ID. Those spectators with SU ID card access will enter by scanning through card readers. Guest policy will apply to all individuals without card access.

SHIPREC GUEST POLICY

- Members may sponsor a guest at ShipRec. Punch card users and dependents may not purchase a guest pass.
- Guest pass fee: $3 (valid for one date of use)
- Members may purchase up to two passes per week (Monday - Sunday) and sponsor up to two guests at one time.
- Passes are non-refundable and non-transferable.
- Sponsor and guest must show photo ID at time of purchase.
- Guest passes may be purchased at ShipRec during all hours of operation.
- Sponsor must remain with the guest(s) at all times, and assumes responsibility for the actions of the guest(s).
- Guests may not check-out equipment or reserve facility spaces.

IMPAIRMENT:

Any individual appearing impaired due to suspected use of drugs or alcohol may be immediately removed from an intramural contest by any member of the intramural staff. Disciplinary procedures consistent with the Student Code of Conduct may be implemented.

FORFEIT POLICY:

In the event a team fails to compete in a scheduled contest that team is assessed a forfeit. The policy regarding forfeits, and failure to provide officials, unless specifically stated in the individual sport rules, shall be as follows:
- Each team is permitted a single forfeit without penalty. A second forfeit may immediately eliminate the team from competition. The department may exercise discretion in assessment of forfeits in the event a team provides written notification of their intent to forfeit a minimum of 48 hours prior to the event.
- A team failing to provide qualified officials, in the number required for the assigned contest, may be deemed ineligible for post-season competition. A second failure to officiate may disqualify the team from all competition.
- A combination of two offenses relating to failure to officiate or failure to play may immediately eliminate a team from all competition.
ATHLETIC TRAINING/SPORTS MEDICINE SERVICES:

Sports Medicine services and supplies are not available to intramural participants. In the event of an emergency, a call from any University emergency call box will connect to University Police. Other calls made to 911 will connect to County dispatch. In cases of 911 calls made from any phone other than University Emergency phones, it will be necessary to provide all location details.

ATTIRE:

Sport specific safety attire may be designated in rules distributed for each league. In the conduct of team competition, quality of play is enhanced when an effort is made by each team to wear garments of similar style and color. The ability to differentiate opposing players is a critical component of effective officiating.

ROLE OF CAPTAIN OR CAPTAIN’S DESIGNEE

The team captain will have a significant impact upon the quality of the intramural experience of the team members. Communication from the intramural staff to teams will be funneled through the captains.

ORGANIZATIONAL RESPONSIBILITIES OF THE CAPTAIN INCLUDE:

- Attending organizational meetings.
- Creation of a team in IMLeagues and oversight of player additions.
- Notify IM 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.
- Know and understand league schedules as made available on IMLeagues.
- 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.
  - 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.
- Drop/add procedure – A player may be dropped or added to a roster only by emailing 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. Individuals without Player Cards cannot be added to a team. Changes made by 8 am will be effective for the next scheduled competition. Roster changes for Sunday competition are due by 8am Friday. Roster changes are prohibited following the completion of 50% of the regular season. The IM GA will email captains when the deadline is approaching.
- Eligibility maintenance – only those individuals currently enrolled are eligible. If an individual withdraws from Shippensburg University, the captain must immediately contact the IM Graduate Assistant to have the individual deleted from the roster.
- Roster challenges – may challenge the eligibility of participants in a given sport, who in the estimation of the captain, violate any aspect of eligibility. Written challenges must be presented to the department staff for review and subsequent action.
Promptly respond to correspondence from the IM GA and the department. The messages are frequently time sensitive and will normally be sent through email. All correspondence should state “INTRAMURAL” in the subject line.

Sustaining a roster – maintain a number of participants within the range established by the Intramural Office. It is suggested that a roster be sustained at the maximum allowance since contests are scheduled which present conflicts with academic schedules.

In the event a championship game program is provided, the captain must assist IM office staff with acquisition and verification of information on their respective team.

Identify roster members (up to the sport specific roster limit) who are to receive IM championship shirts. Identify roster members for printing of the championship team photo.

Protests – 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 at the Director of Intramurals Office by 2pm the first weekday following the affected contest. The Director of Intramurals, or his/her designee, is responsible for review and subsequent binding action. It is preferable to present concerns at the event site through consultation with the student intramural supervisor. The team captain(s) is/are the only individual(s) permitted to request and participate in this consultation. Many controversies result from the failure of a participant to be aware of the rules applying to a specific activity.

GAME SITE RESPONSIBILITIES:

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:
  - Must verify that score sheets are correct and complete.
  - Must designate players who competed in the given contest by placing an X to the left of their name.

Designated Officials:
  - All regular season and early round post-season competition is officiated by participants from league teams not involved in the contest. IM GA will provide an officiating schedule prior to the start of the season. Captains are expected to provide required officials and to assure each is aware of applicable rules in that sport. Intramural staff 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.
  - In order to fulfill the officiating requirement, each official must legibly print their name on the score sheet immediately following the game, prior to the captain’s printed name.

Equipment:
  - All equipment will be provided by the department except where otherwise noted in sport-specific rules.
PARTICIPANT SAFETY

An element of risk is associated with all physical activity. 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 competition.

Intramural participants assume financial responsibility related to injuries associated with participation in the SU intramural program. The Department of Recreation and Wellness has established the following 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 -

- Preexisting 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 your blood has been deposited.
- Cover or remove contaminated clothing. In the event your clothing is contaminated by another individual, it should be removed if it presents a risk of exposure to your skin.

Employee Responsibility-

- Participants must be removed from activity if they present a risk of exposing another participant to contamination.
- Be aware of the location of disinfectant solution, cloths, latex gloves, biohazard bags, and tape.
  - ShipRec – Room 113, entrance desk, and cardio/strength area
  - SRC- Equipment Distribution Shed
- Elimination of contamination
- Must wear latex gloves

On Playing Surface-

- Spray surface with disinfectant solution and wipe clean with cloth.
- Place cloth in biohazard bag, tape it shut and place it in the biohazard receptacle in HFH Training Room or deliver to Etter Health Center
- If you are unable to dispose of promptly, please record a phone mail message to the Director of Recreation who will see that proper disposal is completed. The sealed bag must be stored in a location inaccessible to the public.
On Clothing-
- In the event an individual’s own clothing has been contaminated, the contaminated area must be covered to prevent exposure to others.
- When the individual’s clothing is contaminated by another, it should be removed if the potential for skin contact exists.

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 Shippensburg University recreational activities located on outdoor venues.

If there is inclement weather prior to an intramural event, the determination to cancel or postpone the event will be made one hour prior to the first scheduled contest of that day. If the event(s) are postponed or canceled, the announcement will be recorded on the Shippensburg University Recreation Hotline, 717-477-1561. If the events are to continue as scheduled there will be no announcement on the hotline.

If inclement weather containing lightning occurs during an outdoor event, an IM staff member makes severe weather warnings, via megaphone, which are consistent with the Department severe weather policy. 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 IM GA supervisor 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, the siren will be sounded notifying the participants of the postponement.

EQUIPMENT REQUIREMENTS:

In order to provide equitable opportunity and for safety concerns, standards have been implemented in some sports. For example, the intramural softball rules designate a specific softball to be used in all contests. All participants are expected to be aware of equipment specifications as listed within the individual sport rules.

DESIGNATED SITES FOR FANS:

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

NOISEMAKERS:

Personal speakers are not permitted at any competition venue.
STUDENT RECREATION COMPLEX INFO/RULES

- Equipment, apparatus, field marking and maintenance devices may be assembled, disassembled or relocated only by recreation department staff.
- Pets must be leashed and are restricted from all structures and the area inside the asphalt path. Pet owners assume responsibility for cleanup.
- Bicycles are not permitted inside the asphalt path or within any structure. Bikes may be secured only to bike racks.
- After dusk, playing surfaces are not to be used unless illuminated.
- The 827-meter (.51 mile) asphalt path is the only area where rollerblading and skateboarding are permitted. Pedestrians are requested to proceed in a clockwise direction while wheel traffic should travel counter-clockwise.
- The hockey rink may be used only for hockey or free skating unless approved by the Department of Recreation and Wellness.
- Golfing is not permitted at the SRC.
- Recreational use is available to members of the University community presenting SU-issued identification.

SHIPREC POLICIES

- Adhere to posted area-specific rules.
- Recreation building users must wear non-marking shoes.
- Equipment/physical setups may be assembled, disassembled, or relocated only by ShipRec staff.
  ID requirement is in effect for all users.
- All group use requires advanced approval.
- No activities involving projectiles thrown, or otherwise, unless specifically authorized by ShipRec administrative staff will be permitted.

GUEST POLICY

- Members may sponsor a guest at ShipRec. Punch card users and dependents may not purchase a guest pass.
- Guest pass fee: $3 (valid for one date of use)
- Members may purchase up to two passes per week (Monday - Sunday) and sponsor up to two guests at one time.
- Passes are non-refundable and non-transferable.
- Sponsor and guest must show photo ID at time of purchase.
- Guest passes may be purchased at ShipRec during all hours of operation.
- Sponsor must remain with the guest(s) at all times, and assumes responsibility for the actions of the guest(s).
- Guests may not check-out equipment or reserve facility spaces.
RECREATION

The Department of Recreation and Wellness is committed to providing a variety of structured opportunities to the Shippensburg University community which encourage healthy and active lifestyles, social interaction outside of the classroom, and student development through open recreation activities, and involvement with intramural and club sport programming.

SHIPREC:
- 64,000 sq ft Rec Center
- 4 Multi-Purpose Courts
- 200m Elevated Track
- 2 Racquetball Courts
- 1,800 sq ft Studio
- Cardio/Strength Area
- Locker Rooms

Undergraduate students enrolled in on-campus classes are members of ShipRec. Additional membership information is available at www.ship.edu/recreation.

HEIGES FIELD HOUSE POOL:
- 25 Yard/6 Lane Facility
- Recreation hours available for the SU community upon presentation of SU Issued ID.

STUDENT REC COMPLEX:
- A fully lighted, 12-acre multi-purpose facility:
  - 1/2 Mile Walking Path
  - 2 Basketball Courts
  - 2 Sand Volleyball Courts
  - 2 Softball Fields
  - 2 Pavilions
  - Street Hockey Rink
  - Disc Golf Course

GROUP FITNESS

Join us for group fitness classes offered throughout the fall and spring semesters! Stay motivated and have fun in classes designed to provide a variety of instructional activities for all fitness levels. All equipment is provided. ShipRec access policies apply.

Class schedules and descriptions are posted at www.ship.edu/recreation.

CLUB SPORTS

BASS FISHING
BOXING
CYCLING
EQUESTRIAN
FENCING
ICE HOCKEY
IN-MOTION DANCE TROUPE
KRONUM
LACROSSE - MEN’S
QUIDDITCH
RUGBY - MEN’S
RUGBY - WOMEN’S
STRENGTH CLUB
SOCCER - MEN’S
ULTIMATE FRISBEE - MEN’S
ULTIMATE FRISBEE - WOMEN’S
VOLLEYBALL - MEN’S

The Shippensburg University Club Sports Program provides opportunities for students to participate in competitive sports activities. Club sports programs compete against outside institutions and each club is formed and governed by students within guidelines established by the Shippensburg University Student Government Association and the Department of Recreation. Within this framework, the focus and programming of each club will vary with the dynamics of student leadership.

A summary of club sport policies and procedures is found in the Club Sports Handbook located at www.ship.edu/recreation. Individuals with questions are encouraged to contact club leadership.

Club contact information is located on the department website and club leadership may be identified on the ShipLink portal (requires SU Login).

INTRAMURALS

SOFTBALL
DODGEBALL
VOLLEYBALL
STREET HOCKEY

SOCCER
BASKETBALL
KICKBALL
WIFFLE BALL

Intramural leagues and tournaments are held on the Shippensburg University campus and are open to the University community (students, faculty, and staff).

An informational meeting is held prior to the start of each league and meeting information is shared through all available campus media outlets. Intramural meeting representation is a prerequisite for roster submission. If an individual does not have a team, he/she may contact the Department of Recreation and request to be listed as a free agent. An attempt will be made by the department to find a team for the individual.

All intramural programs are managed at www.imleagues.com/ship (requires SU Login).

A summary of Intramural policies and procedures, and information on creating an IMleagues Player Card, is found in the Intramural Participant Handbook located at www.ship.edu/recreation.
STUDENT REC COMPLEX (SRC)

BURD RUN PAVILION

Volleyball Courts

REазвание SHED

FIELD A

FIELD B

Multi-Purpose Field (MPF)

North End Band Field

SRC PAVILION

HOCKEY RING
IMLeagues 101

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:
This is a sample picture.
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 create a team for.
3. Click on the “+ Create Team” button
4. Choose an appropriate team name and enter your student ID number. ALL ID NUMBERS ARE KEPT CONFIDENTIAL.
5. 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.
6. 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”.
7. To finish team creation, click “Create Team”.

17
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.
   a. Captains may select players to invite four different ways...
   b. from previous teams by selecting “My Teams”
   c. by selecting “Free Agents”, which will load a list of available free agents
   d. sending an invite to their Shippensburg University e-mail
   e. 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 the completion of 50% of the 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.
Requesting a player drop:

1. 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.

2. 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.
**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.

To name a co-captain
1. Click “Home” in the upper left-hand corner of the webpage.
2. Select the team that you wish to name a co-captain for.
3. Click on the box labeled “Roster.”
4. Click on the “Options” box next to the name of the player.
5. Click “Make co-captain” in the drop-down menu.

**Captain Quizzes**
The Department of Recreation reserves the right to require that team captains take and pass a Captain Quiz in order to create a team. This quiz, when assigned, will be part of the team creation process.

**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.

Updated 8/8/2018