

Intramural Participant Handbook

Shippensburg University
2009-2010

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PHILOSOPHY/MISSION STATEMENT

The Shippensburg University intramural program is coordinated by the Department of Recreation, located in ShipRec 101.

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. These activities reflect demand, therefore student input is encouraged.

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.

The primary goal of the program is maximization of opportunity and emphasis is upon regular season participation.

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 *Swatoney*. 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 Director of Intramurals. Although each Shippensburg University student is accountable to all standards as listed in the *Code of Conduct*, the following tenets, as cited from section 3.0, will have the greatest implications within the intramural venue.

- No person shall harass or help create conditions that support the harassment of another person. This includes, but is not limited to, sexual harassment and stalking.
- No person shall exhibit behavior that harms or threatens to harm another person or another person's property. This includes, but is not limited to, harassment, intimidation, threats, physical harm, and property damage.
- No person shall threaten, intimidate, harass, or physically harm a University employee related to the performance of his or her job.

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.

CONTACT #/OFFICE LOCATION

- Recreation Hotline: X1561
Press 1 for indoor facilities schedule
Press 2 for outdoor facilities schedule
Press 3 for intramural information
Press 4 for club sports information
- Intramural/recreation/club sports office is located in ShipRec Room 101.
- Recreation website: <http://www.ship.edu/recreation>
- Director of Recreation/Intramurals, Coordinator of Club Sport/Facilities- Galen Piper x1755, gepipe@ship.edu, emails related to intramural issues should be sent to this address with "INTRAMURALS" in the subject line
- Assistant Director of Recreation – Melissa Hazzard x 3732, mphazzard@ship.edu

GENERAL SCHEDULING POLICIES

Intramural competition is normally scheduled between 4pm and 12am Monday through Thursday. The scheduling of Sunday contests is dictated by the volume of participation. If Sunday is not regularly scheduled, the time period of 1pm through 12am may be used for makeup contests.

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 Intramural Office. Contests played at any time or site, other than that designated, may result in the assessment of a forfeit to all competing teams. Written requests for change of schedule must be presented to the Director of Intramurals at least 48 hours prior to the event. Concerns related to facility availability, staffing, availability of opponent and officials, may limit the opportunity to reschedule. Postponement and subsequent rescheduling information will be provided to captains through phone mail x1561 and, when a situation dictates, via email.

ELIGIBILITY

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

- Any individual who is 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 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 Intramural Department action.

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 Directors of Intramurals, 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 Director of Intramurals.

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, each individual in attendance may secure a blank roster form. The completed form must be submitted during a designated period, normally 3 to 7 days after the meeting. Rosters will be accepted only from those individuals who attended the meeting. This requirement assures that all participants have access to the same information. Each attendee will also receive an emailed roster form with specific information for electronic submission.

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. Individuals not attending the organizational meeting are, in effect, free agents. Each is eligible to be added to a roster. The intramural office staff will assist the free agent by providing a copy of the organizational meeting sign-in sheet upon request and after roster submittal, a list of those rosters with available positions.

SUBMISSION OF ROSTERS:

Rosters will be accepted only from individuals who attended the respective sport organizational meeting. Each roster form has a designated site date and time for submittal. Each is acceptable only during that period.

CONDUCT OF COMPETITION

STUDENT INTRAMURAL SUPERVISOR:

Student supervisors from the intramural 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. Any individual failing to present a requested ID, who participates in a contest, will subject the parent team to forfeiture of the contest and associated penalties.

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 Director of Intramurals 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. This allows all affected teams to be notified.
- 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 a call to 911, it will be necessary to provide details of the location as the dispatcher will see only "Shippensburg University" show on their caller ID.

ATTIRE:

Sport specific safety attire may be designated. 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
- Submission of roster, including names, email, and phone number of team members, at designated times and roster maintenance throughout the season.
- Pick up of season schedules at designated times.
- Designation of a team name – a roster submitted without a team name will be assigned a name by the Directors of Intramurals.
 - 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 Greek Affairs.
- Establishment of a method, e.g. email distribution, to notify all team members of changes and updates.
- Drop/add procedure – A player may be dropped or added to a roster only by emailing gepipe@ship.edu with subject line “IM DROP/ADD”. A return confirmation will be sent to the captain. Roster changes are prohibited following the completion of 50% of the regular season. Changes made by 8 am will be effective for the next scheduled competition.
- Eligibility maintenance – only those individuals currently enrolled are eligible. Any individual who withdraws from Shippensburg University must immediately be 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 Directors of Intramurals for review and subsequent action.
- Promptly respond to correspondence from the Intramural Office. 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 squad limit) who are to receive IM championship shirts.
- 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

Directors of Intramurals Office by 2pm the first weekday following the affected contest. The Directors 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 located on page three of this handbook.
- 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. Captains are expected to provide required officials and to assure each is aware of applicable rules in that sport.
 - 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 signature.
- Equipment:
 - Captain or team member must supply a valid ID to be held until equipment is returned. Individual sport information will contain equipment pick-up assignments. The individual surrendering the ID assumes financial responsibility for lost or damaged equipment. ID may be returned only to the owner.

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 Intramural Department 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 in 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, entry 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 that 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 intramural events located on outdoor venues.

If there has been inclement weather prior to an outdoor event the determination to cancel, postpone, or continue the event will be made one hour prior to the first scheduled contest on that day. If the event(s) are postponed or canceled, the announcement will be recorded on Shippensburg University Rec Hotline x 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 a Shippensburg University IM employee, who will be present at the event, will sound a siren from a bullhorn to notify the athletes that the contest(s) underway will be postponed for ten minutes. At the sound of the bullhorn all participants shall clear the field(s). The contest will not be resumed until there has been no visible lightning for ten minutes. If visible lightning persists it is the discretion of the IM employee to continue or cancel the event. The determination to reschedule will be made by the Directors of Intramurals.

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 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:

No sound producing device may be used at an intramural 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 (.51mile) asphalt path is the only area outside the hockey rink 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 Director of Recreation.
- Golfing is not permitted at the SRC.
- Recreational use is available to members of the University community presenting appropriate identification.

ROBB SPORTS COMPLEX RULES AS POSTED AT SITE

- Gum, food and beverages are not permitted on playing surfaces.
- Softball facilities are reserved for varsity team use.
- Tennis courts may be used only for tennis activities.
- The complex is a tobacco-free environment.
- Event spectators should not enter any playing surface.
- No person shall consume or possess alcohol on campus.
- Pets, glass containers and confetti are not permitted within the complex.
- Bicycles must be placed in the storage racks.
- Use of skateboards and rollerblades is prohibited.
- Equipment, apparatus, field marking and maintenance devices may be assembled, disassembled or relocated only by department staff.
- After dusk, the facility may be used only when illuminated.
- Call the recreation hotline, 477-1561, for scheduling information.

TENNIS COURTS

- Recreational use is available to members of the University community presenting appropriate identification.
- Courts may be used only for tennis.
- White soled tennis footwear is required.
- Bicycles must be placed in the storage rack.
- No person shall consume or possess alcohol on campus.
- Pets, glass containers and confetti are not permitted within the complex.
- Gum, food and beverages are not permitted on playing surfaces.
- The complex is a tobacco-free environment.
- Event spectators should not enter any playing surface.