# Table of Contents

Philosophy/Mission Statement ........................................... 3
Standard of Conduct ..................................................... 3
Contact #/Office Information ........................................... 3
General Scheduling Policies ............................................. 4
Eligibility ........................................................................ 4
  Participation Limitations ............................................... 4
Registration Procedures .................................................. 5
  Organizational Meeting .................................................. 5
  Free Agents ................................................................ 5
  Submission of Rosters .................................................... 5
Conduct of Competition ................................................... 5
  Student Intramural Supervisor ........................................ 5
  ID Checks .................................................................. 5
  Spectators .................................................................. 6
  Impairment .................................................................. 6
  Forfeit Policy .............................................................. 6
  Athletic Training/Sports Medicine Services ...................... 6
  Attire ....................................................................... 6
Role of Captain or Captain’s Designee ................................. 7
  Organizational Responsibilities of the Captain .................. 7
  Game Site Responsibilities .......................................... 8
Participant Safety ............................................................. 8
  Blood Policy .............................................................. 8
  Lightning Policy ........................................................ 9
  Equipment Requirements .............................................. 10
  Designated Sites for Fans .............................................. 10
  Noisemakers ............................................................ 10
Student Recreation Complex Info/Rules ................................. 10
ShipRec Policies ............................................................. 11
SRC Diagram/ShipRec Diagram .......................................... 11
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.

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 Swataney (ssi.ship.edu/senate/swataney_information/). 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 (page 100), will have the greatest implications within the intramural venue.

3.1 No person shall engage in harassing, intimidating, or threatening conduct.
3.2 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, harassing, intimidating or threatening conduct, physical harm, or conduct that results in property damage.
3.3 No person shall physically harm or exhibit threatening, intimidating, or harassing conduct toward 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 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
- Intramural/Recreation/Club Sports office is located in ShipRec Room 101.
- Recreation website: http://www.ship.edu/recreation
- Intramural Graduate Assistant- Erika Kline, rec@ship.edu
- Director of Recreation/Intramurals, Coordinator of Club Sport/Facilities- Galen Piper 477-1755, gepipe@ship.edu.
- Assistant Director of Recreation – Melissa Hazzard 477-1123, ext 3732, mphazzard@ship.edu
- Emails related to intramural, should be sent to rec@ship.edu with “INTRAMURALS” in the subject line.
GENERAL SCHEDULING POLICIES

Intramural 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 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. Game postponement and subsequent rescheduling information will be provided to captains through the Rec Hotline (x1561) 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 Intramural Department 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 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 IM Graduate Assistant 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. Free agents may also be included on an email list made available to all those who attended the IM meeting.

SUBMISSION OF ROSTERS:

Rosters will be accepted only from individuals who attended the respective sport organizational meeting. Each roster form states a designated site, date, and time for submittal. Each is acceptable only during that period. Rosters must be submitted to the IM Graduate Assistant only.

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 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.

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.

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.
- 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 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.
- 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.
- Pick up league 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 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. The IM GA will email captains when the deadline is approaching. Changes made by 8 am will be effective for the next scheduled competition. Roster changes for Sunday competition are due by 8 am Friday. Roster changes are prohibited following the completion of 50% of the regular season.
- 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 Director 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 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 located on page two 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. 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:**
  - In IM seasons in which teams are responsible for equipment pick-up, the captain or team member must supply a valid SU 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 if they present a risk of exposing another participant to contamination.
- Be aware of the location of disinfectant solution, cloths, latex gloves, bichazard 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 Shippensburg University Recreation Hotline, x1561. 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:

No sound producing devise 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 (.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 Director of Recreation.
- 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.