BELLARMINE UNIVERSITY INTRAMURAL SPORTS

INTRAMURAL SPORTS PARTICIPANT HANDBOOK 2011-2012

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CONTACT INFORMATION

Sport, Recreation, and Fitness Center (SuRF)
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ASSUMPTION OF RESPONSIBILTY

BU Intramural Sports program participation is voluntary and individuals use facilities at their own risk. Participation in any physical activity involves inherent risk and even when safety precautions are utilized, injuries and accidents can occur. The Department of Sport, Recreation, and Fitness (SuRF) would like to encourage each individual to consult their physician and obtain adequate personal health/accident insurance prior to participation in our programs.

CHECKING IDENTIFICATION

All participants must present a valid BU Student ID or a current SuRF Membership Card to participate in every game. If the membership card does not have a picture you will be required to show a picture ID with your membership card to play. **NO EXCEPTIONS!**

HOW TO SIGN UP A TEAM

- Check Intramural/Facebook webpage for registration dates.
- Print off and complete the front and back of registration/roster form.
- Bring completed form to the SuRF Center with student ID.
- Attend the Mandatory Pre Season Captain's Meeting(s) for your schedule.
- Bring your \$20 forfeit fee in the form of a check. This will be returned if the team does not forfeit during the specific season you are signing up for.
- The charge for alumni will be \$20 per person per sport and must be paid before participating in any
 contest. Single day and weekend tournaments will carry a \$10 charge for alumni wishing to
 participate. Alumni may not participate in the Mud Volleyball Tournament.

FREE AGENTS

- Don't have a team? No Worries! We will do our best to help you find a team.
- Come to the SuRF Center and place yourself on the Free Agent list or e-mail your information to Chuck Vogt (cvogt@bellarmine.edu).
- Come to the Pre Season Captain's Meeting.

• Visit game sites to talk to Captain's and players to see if they need extra players.

LEAGUE/BRACKET CLASSIFICATIONS

MEN'S: Teams signing up for the men's league will play against other teams in the Men's league. **WOMEN'S:** Teams signing up for the Women's league will be required to stay in the women's league (based on interest). If there is not sufficient interest in a women's league women may play in the men's league.

ALUMNI: These teams will be comprised of Alumni from Bellarmine University. If you have 50% of your team (or more) who are BU alums the team must register for the Alumni league. If there are not a sufficient amount of alumni teams the registered team will participate in a corresponding league. **CO-REC**: Co-Rec brackets will be available based on the sport. Please check our schedule of events to see if Co-Rec play is being offered.

RESIDENCE HALL: All members of the team must reside in the residence hall they are playing for. The Residence Hall name must appear in the team name. These teams can participate in Co-Rec, Men's, and Women's leagues.

PLAYOFF FORMAT/ELIGIBILITY

- Season ending tournaments take place for league competitions.
- In most league activities all teams will be eligible for the playoff bracket if they meet the following criteria:
 - o 3.0 average sportsmanship rating
 - Zero forfeits
- If weather or extraordinary conditions exist, the Intramural Director may suspend league play. In that case, all teams that qualify for post-season play at the time of the suspension will be entered into the tournament.

ROSTERS

All participants must be placed on the official team roster *prior to participation* in any Intramural Sports activity. Intramural Captains will be required to provide a roster at the time of signup. This roster must include the number of players required to be on the court or field (Example: Flag Football, 7; 5on5 Basketball, 5; etc.) All player additions must be completed at the activity site prior to or during any regular season game. In addition each participant is required to present their Bellarmine University Student, Faculty/Staff ID and their Bellarmine University e-mail address to appear on the roster.

- Transfer of a player: Any individual placed on one team roster may not transfer to another team in that sport during that season.
- Alumni: Will be charged \$20 per team member (\$10 for a weekend tournament or single day event).
- Playoff Rosters: No players may be added to the rosters once playoffs begin.

STUDENT/PARTICIPANT CODE OF CONDUCT

Participation in all Sport, Recreation, and Fitness (SuRF) facilities and programs is a privilege. All participants who participate in SuRF programs or who utilize SuRF facilities agree to adhere to the following Code of Conduct:

Participants are expected to:

- Treat the Sport, Recreation, and Fitness (SuRF) staff and facilities with respect
- Act with character and courtesy while respecting the rights, welfare and dignity of all others in SuRF facilities
- Adhere to the rules & policies set by SuRF & Bellarmine University facilities and programs. SuRF violations that occur in intramural play will affect the ability to use all SuRF programs and facilities.
- Act in a safe, responsible manner.
- The Bellarmine University Intramural Sports Program reserves the right to change any team name that is deemed inappropriate or offensive to participants. Please use proper judgment when selecting a uniform or artwork.

Alcohol Policy

In accordance with University policy, alcohol consumption prior to participation or during Intramural Sports is not only unsafe, but also a violation of university rules, and if you are underage, illegal. As a reminder, the Intramural Sports staff strictly enforces the zero tolerance alcohol policy during all intramural competitions.

Participants engaging in inappropriate behavior or violating SuRF/University policies during Intramural Sports competition, or in facilities may be subject to having their participation privileges revoked and could face possible university disciplinary action.

SPORTSMANSHIP RATING SYSTEM

During Intramural league play, teams will receive sportsmanship ratings by the officials and Intramural staff. Teams are required to have an average of a 3.0 sportsmanship rating in order to be eligible for the playoffs. The rating scale is as follows:

- **"4" Outstanding Sportsmanship and Conduct**: All players cooperate fully with staff, officials, and the opposing team throughout competition. Players "go out of their way" to be courteous and sportsmanlike. The captain respectfully converses with staff and officials when needed and has full control of his/her team.
- **"3" Good Sportsmanship and Conduct:** Team members are in control throughout the contest. Sportsmanship and actions of team members are at acceptable levels. Team does not show any aggressive dissent towards staff or opposing team. No sportsmanship related disciplinary action is taken against any team member.
- **"2" Average Sportsmanship and Conduct:** Minor dissent towards officials, staff, and/or opponents that may or may not result in a yellow card. Teams that receive a sportsmanship related YELLOW CARD will earn no more than a "2" rating for that contest.
- **"1" Below Average Sportsmanship and Conduct:** Team members continually exhibit dissent towards officials, staff, and/or opponents ("trash talking") either on or off the playing field/court and/or sidelines. The team captain shows little control over the actions of his/her teammates or him/herself. Teams that receive multiple sportsmanship-related YELLOW CARDS or a RED CARD will earn no more than a "1" for that contest.

"0" Poor Sportsmanship and Conduct: The team is completely uncooperative, out of control or shows no respect for staff and/or opponents. The team captain shows no control over the actions of his/her teammates or him/herself. Any team that receives multiple RED CARDS will earn no more than a "0" rating for that contest and may face disqualification from the remainder of the season. Teams that forfeit will also receive a "0" rating in sportsmanship.

Any team that receives 3 yellow cards (or the equivalent) during a single contest will forfeit the match to the opponent. Repeated display of poor sportsmanship (players from the same team who are repeatedly getting red or yellow cards) may result in the team being removed from the league.

FORFEITS/DEFAULTS

The objective of Intramural Sports is to involve the members of the student body in an active program. If a team forfeits a game, the objectives of the program are not met and students are deprived of active participation. It is with this principle in mind that the following rules governing forfeits have been made:

- Teams will be allotted a 5 Minute "Grace Period" before the start of the game. For each minute a
 team is late the other team will receive points based on the activity. The game clock will start at
 game time and the time will be deducted from the game.
- Any team that forfeits a game will be charged a \$20 forfeit fee. At this time the check submitted
 prior to the season will be cashed and an additional check must be provided to play the remainder
 of the season. Cash or credit is not an acceptable form of payment.
- **Default:** If a team notifies the Intramural Office before 3pm the day of the contest or 5pm Friday for Sunday's games the team captain will not be charged the fee.
- To receive a win by forfeit a team must have the minimum number of players required to begin the game according to the rules for the sport present at the scheduled location and at the scheduled time "ready to play" (appropriate footwear, appropriate attire, etc.).
- Teams winning by <u>forfeit</u> will receive a "4" for sportsmanship, teams losing by <u>forfeit</u> will receive a "0" for sportsmanship, teams winning by <u>default</u> will receive a "4" for sportsmanship, and teams losing by <u>default</u> will receive a "4" for sportsmanship.

POSTPONEMENTS

- If contests are rained out or cancelled Intramural Sports will make every attempt to reschedule the contest. If a suitable time is not found both teams will receive a "NC" or "No Contest" for that game.
- Any team wishing to change a scheduled game must contact the Intramural Director at least 24 hours in advance of their scheduled game.
- The Intramural Director will advise the team of possible rescheduling dates.
- If the team wishes to play in one of the slots, they may indicate the date and time.
- The Intramural Director will then contact the opposing team to see if the new date and time are acceptable.
- If they approve, and it is possible, the game may be moved. If the opposing team disapproves, the game will be played at the originally scheduled time.

The Intramural Director will be responsible for rescheduling in case of inclement weather. During the regular season it is possible cancelled games may not be rescheduled. "Rainouts" will not be determined until at least 2:00PM the day of your game. For Sunday games the rainout time will be 2 hours before the 1st scheduled contest.

The team captain will receive an e-mail notifying him/her that the schedule has changed. These changes will be available on the schedule that is e-mailed to the team captain.

The Intramural Director has the sole responsibility for postponements in case of inclement weather. The three factors to be considered will be the field conditions, current weather conditions, and the safety of our participants.

PROTESTS

Questions pertaining to <u>interpretation</u> of rules on the part of game officials must be resolved by the Intramural Sports staff at the time the protest occurs and prior <u>to the next live ball</u>. <u>Judgment cannot be protested!</u> The procedure shall be:

- If a team/participant feels that the official has misinterpreted a rule the Team Captain shall calmly and immediately request a "time out" and inform the official that he/she wishes to have a ruling on the interpretation by the Intramural Sports staff member present.
- No protest will be accepted which involves the judgment of the game official(s). The judgment of the official(s) is **final**.
 - Example: One foot in bounds while in possession of the ball constitutes a legal catch in flag football.
 - **Case 1:** An official rules the pass incomplete because the "player did not have two feet in bounds". This is a misinterpretation of the rule, which **IS** grounds for a protest.
 - **Case 2:** An official rules the pass incomplete because the "players first foot landed on the sideline". This is a judgment call, which **IS NOT** grounds for a protest.
- If corrections are necessary the Intramural Sports staff in charge shall rule immediately and the team/participant shall <u>not</u> be charged with a time out. However, if the official's interpretation was correct the team/participant <u>will be</u> charged with a time out.
- If a protest is upheld or denied, play will resume from the most appropriate point that it was stopped.
- Eligibility protests must be submitted in writing to the Intramural Sports Director by 5:00PM the day following the game.
- In playoffs, a team must protest eligibility prior to the next scheduled round involving the team.
- In cases of disagreement between individuals in matches without officials, the Intramural Staff Member on site will make a final decision on the disagreement.

ELIGIBILITY RULES

The following rules and regulations shall govern eligibility of students who may participate in Intramural Sports at the Bellarmine University.

Section I. General

- The Intramural Staff will be checking the eligibility of all persons who participate in the Intramural Program. Any questionable cases should be resolved prior to participation by obtaining a ruling from the Intramural Director.
- All participants are required to present a valid BU ID card to Intramural staff when signing in to each contest. Alumni must show a valid picture ID card.
- No spouses of current BU students, faculty/staff are eligible to participate in Intramurals.

- In order to participate in Intramurals a participant must be currently enrolled at BU, be current faculty/staff, or BU alumni.
- A player will be considered to have participated in a game if the person's name appears on the score sheet or roster.
- A player may represent only one single sex team (<u>Single Sex Teams</u> are defined as: Men's and Women's) and one co-rec team (A Co-Rec Team is defined as: Men and Women participating on the same team in a designated Co-Rec division) (if offered) in a sport during a given season.
- If a player participates for two single sex teams or two co-rec teams, that player will be ineligible from participating in that sport on a single sex team or co-rec team for the remainder of the season.
 - Example: John Doe plays for Men's Team A on Monday night. On Tuesday night John Doe plays for Men's Team B. John Doe has violated Intramural policy by participating on two single sex teams. John Doe is now ineligible from participating on a single sex or corec team for the remainder of that sport season.
- What happens to the team if a player participates illegally?
 - o If the player in question participated in a game for your team illegally your team will default that game and any other games he/she participated in illegally.
 - It is the responsibility of the team captain to make sure all players are only playing on one single sex team and one co-rec team.

Section II. Varsity Athletes

Any individual participating as a roster member of a varsity athletic team is ineligible to participate in that intramural sport or associated sport until one year after the last varsity competition is held. Varsity teams are defined as being those teams sponsored by the Athletic Departments (to include freshman, junior varsity, or varsity divisions).

Section III. Professional Athletes

A student who has played as a professional team in a sport is ineligible to play that sport or associated sport in Intramural competition. **Definition of Professional**: a person who receives compensation for participating in a sport. Professional athletes may participate in intramural activities in which they are not considered professionals.

Section IV. New Rules and Clarifications

The Intramural Director reserves the right to put into immediate effect any new rules deemed necessary for safe and effective sport management, but before doing so will update the rules on the web site and e-mail each captain. It is each team's responsibility to know the existing rules for Intramural Sports. Lack of knowledge of any intramural rule is not an excuse!

The Intramural Director and staff are vested with the responsibility of interpretation of rules for the Intramural Sports Program.

The Intramural Director and staff are vested with the responsibility of postponing, canceling or forfeiting games, ejecting players, and/or taking any other necessary action to assure that all intramural contests are played within the rules and realm of good sportsmanship.

RESPONSIBILITIES OF THE INTRAMURAL CAPTAIN

The Intramural Captain is the contact person between the team and the Intramural Director. If a team is to compete successfully in Intramural Sports, a good captain is absolutely necessary. Matters concerning the team are communicated to the captain and he/she is responsible for disseminating the information to the team members.

- Team captains are responsible for the actions of his/her team and fans. It is also the duty of the
 captain to familiarize his/her team with the rules of play and Intramural Sports policies and
 procedures in this document.
- Copies of the rules and policies and procedures are available on the Intramural Sports web
 page or by request.
- Attending all mandatory meetings. Failure to show up to the initial captain's meeting will make that team ineligible for post-season play (If the team captain is not able to attend the meeting they may send a team representative).
- Familiarizing his/her team with all the eligibility rules, game rules, and other information.
- Checking the eligibility of all team members according to Intramural Sports Policies and Procedures. This includes registering the team fully in the SuRF Center (including full names and Bellarmine University e-mail addresses for each person on the roster).
- Notifying his/her team members of the date, place and time of each contest and to show up 15 minutes early to sign in and warm up.
- Checking the results recorded on the Intramural web site after each contest, thereby making sure that all results are recorded correctly.
- Notifying the Intramural Director of any change of captain or contact information.
- If protesting, submit written protest to the Intramural Director by 5:00 p.m. on the day after the contest was played.
- Ensuring that the team's roster form is completed accurately and legibly.
- Informing the Intramural Director about special information regarding your team.
- Promoting fair play in all sports.
- Meeting to discuss incidents, policy/rule changes, etc. as requested on special occasions.

Information sent out by the Intramural Director should be read with care and followed with appropriate action. Each captain should also see that the members of his/her team are given the opportunity to read and interpret all pertinent communications.

POINT SYSTEM

The point system is designed to award participants in all intramural activities.

For all team sports teams will receive:

- First place teams will receive Ten (10) points
- Runners-up six (6) points
- Semi-finalists four (4) points,
- Quarterfinalists two (2) points.

For one-night and weekend team tournaments:

- First place teams will receive five (5) points
- Runners-up three (3) points
- Semi-finalists one (1) point.

For individual and dual tournaments teams may receive:

- First place finishers will receive three (3) points
- Runners- up one (1) point

The participant must provide the name of the team/residence hall they are playing for prior to the event or no points will be awarded. In co-rec sports, both teams/residence halls will be awarded points for all major and minor sports as described above. For Individual and Dual events co-rec teams may earn points for Doubles Golf, and Doubles Table Tennis.

Overall University Champion - Team obtaining the most points. The team name will be inscribed on the Intramural Championship trophy in the SuRF.

INTRAMURAL SPORTS STUDENT APPEALS BOARD

The purpose of the Intramural Sports Student Appeals Board is to serve as an appeal process for students, faculty and staff. The Intramural Board will be selected on a voluntary basis at captain's meetings throughout the year. The Intramural Board will consist of eight individuals and the Intramural Director will serve as the ninth member. If you would like to be part of the Intramural Board please call 272-8343.

SPECIAL RULES

Faculty/Staff Intramural Program

- A player must be a full or part-time employee and receiving benefits from Bellarmine University.
- Participants may not play in undergraduate student leagues and Faculty/Staff leagues. The
 individual must choose to play in one or the other. If a Fac/Staff leagues does not exist,
 Fac/Staff teams will be placed in Men's or Women's leagues.

Alumni

- Must be Bellarmine University alumni.
- Each alumni participant must pay \$20 for league activities or \$10 for weekend or single day tournaments prior to participating. Alumni are not permitted to participate in the Mud Volleyball Tournament.

Last Updated on June 14, 2011