

Intramural Sports Handbook

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Intramural Sports Handbook

Section I

Introduction to Intramural Sports & Special Events

A. Mission Statement

It is the Fort Lewis College Intramural Sports Program's mission to provide a wide range of individual and team sports and special events at a variety of competitive and recreational levels to students, faculty, staff, and members of the Student Life Center. Intramural Sports is a crucial element of the academic experience in that it promotes and reinforces teamwork and personal accomplishment, mutual respect and integrity, competition and recreation, as well as skill and exercise. Intramural Sports provides valuable leadership and both personal and professional growth opportunities to students and campus community members who, with the support of the Program and Fort Lewis College, bring together a diverse campus.

B. Purpose of Handbook

Please familiarize yourself and your team with our Department policies; it may save your team unwanted forfeits or unnecessary questions.

This *Intramural Sports Handbook* is designed to provide Team Managers and Intramural Sports participants with specific guidelines and information that will assist them in participating fairly within the Intramural Sports Program. Intramural Sports is designed to complement the academic pursuit and provide a recreational outlet to its student participants. Participants are encouraged to have fun and enjoy the experience.

Note: References to the male gender in this Handbook with respect to Team Managers, participants, and Intramural Sports Staff are for simplification purposes and apply to both males and females.

C. Health Insurance

- Fort Lewis College does not provide Intramural Sports participants with health insurance.
- We strongly recommend personal health insurance for all Intramural Sports participants.
- Each individual assumes the responsibility for his own health insurance needs.
- In the event of an injury, the Fort Lewis College will not cover payment for treatment.

- Students injured may be treated at the Student Health Center or Training Room.
- Outpatient treatment is provided. However, if surgery or hospitalization is necessary, payment for treatment will be charged to the student's private insurance.

- The Intramural Sports Staff takes precautions to make the activities as safe as possible for participants (such as rule modifications, Officials' training, inspection of playing sites, etc.)
- In order to ensure safety, the Intramural Sports Office reserves the right to restrict individuals from participating with improper footwear or personal property such as jewelry, glasses, hats or any other item deemed dangerous.
- Steps to Prevent Injuries:
 - a. Have a physical exam before starting any activity.
 - b. Always properly warm-up/stretch, as well as properly cool-down
 - c. Always use proper equipment/gear (proper shoes for playing surfaces, etc.)
 - d. Follow all of the rules and guidelines of the activity.

Section II

Free Agents and Team Entries

A. Team Entries

- **Step 1 – Visit the Intramural Office**
Located in the Student Life Center, Room 160. Obtain a Team Registration Form/Roster and see if any league spaces are available that you and/or your team can make.
- **Step 2 - Complete the Registration Form and Pay the Appropriate Fee**
Make sure you complete all sections of the Registration Form/Roster. Payment should be made to the Intramural Office Staff by cash or check (made payable to Fort Lewis College-IM Program). After paying the fee, and turning in the Registration Form/Roster to the Intramural Office, you will be signed directly into a league. If you do not return the completed registration form along with payment you will not be registered in the league.

B. Free Agents

- An individual without a team affiliation interested in participating may contact the Intramural Office to receive a list of team manager names and phone numbers to contact for potential team placement.
- Free Agents should also place their name on the Free Agent List posted at the Intramural Office.
- The Intramural Office may create a Free Agent team when enough Free Agents sign up to form a team. The Free Agent team will be contacted if this occurs.

C. If Your League Does Not Fill...

- In the event the league you select does not fill, you will be notified by our Office.
- We will make every attempt to accommodate each registration.

- If we cannot accommodate your application, you will have your participation fee returned.

D. Team Name Policy

A team name that promotes intolerance, degrades a racial, ethnic, gender or religious group, infers an explicit sexual reference or promotes destructive behavior such as that associated with alcohol or drugs is considered disrespectful to College members and the College community at large. The name will be deemed inappropriate by Intramural Sports Staff and be modified accordingly.

E. List Serve Information

Intramural Sports list serve provides individuals with information on leagues and activity dates for individual and team entries via e-mail. To subscribe to the Mailing List, send an **e-mail to LISTSERVE.EDU** that contains:

SUBSCRIBE FLC-INTRAMURAL-INFO-L Firstname Lastname

in the body of the message. Please leave the **subject heading blank.** Your e-mail address is not necessary as the program recognizes your address automatically. To ensure you receive the necessary information and instructions on how to sign-up for Intramural Sports via e-mail, subscribe to the Mailing List well in advance of the upcoming season. For assistance contact the Intramural Office at 247-7575.

Prior to the beginning of every sign up period, all subscribers to the mailing list will receive via e-mail a listing of all league times as well as sign up procedures and guidelines.

Section III

The Team Manager

A. Team Manager Responsibilities

- Team Managers organize teams and individuals for competition and recreation in Intramural Sports leagues prior to the beginning of each season.
- The Team Manager must serve as a liaison between the Intramural Sports Office and his team.
- Team Managers should attempt to address player conduct situations and incidents involving their teams before game Officials must step in to deal with the situation.
- Team Managers relay important dates and information to the rest of their team and inform teammates of all the information included in this Intramural Sports Handbook.

- Verification of player eligibility is also an important Team Manager responsibility. Team Managers should familiarize themselves with all eligibility rules, as ultimately they are responsible for ensuring all members of their team are eligible to participate in Intramural Sports.
- The Team Manager is responsible for making sure all members of his team understand and have signed the *Team Roster / Release Agreement* fully and accurately.

B. Team Manager's Meetings

- The week before each season begins, Team Manager's Meetings will be held to inform Team Managers of current Intramural Sports policies and procedures.
- Meetings are mandatory, failure to attend results in the loss of your ability to protest or reschedule any Intramural Sports activity.
- More information concerning the day, time, and location of these meetings will be distributed to all Team Managers.
- Generally, Team Manager's Meetings are held the Tuesday evening before each season begins.

C. Sport Rules

Sport rules and Co-Ed modifications for all sports may be obtained via the Intramural Sports Website at www.fortlewis.edu/rec/im. Rules are also located outside the Intramural Office, and will be available at the managers meetings.

D. League Schedules

- Team Managers should check the Intramural Sports Website for their team's schedule. The website can be accessed through <http://www.fortlewis.edu/rec/im>
- Regular-season schedules will be posted in the Intramural Office by 5:00 p.m. the Friday before each season starts.
- It is the Team Manager's responsibility to check the schedule regularly.

Section IV

Eligibility

Team Managers are advised to check each team member's eligibility status prior to the start of each season. Any team using an ineligible player will forfeit all games in which the ineligible player participated. Forfeiture of more than one game precludes a team from entering or advancing through the playoffs.

A. Who is Eligible to Participate?

- **Fort Lewis College Student, Faculty, and Staff Holding a valid FLC Picture ID**
Note: Faculty and staff must purchase a Student Life Center Membership or pay for a day pass on the night your team competes to the Student Life Center to gain eligibility for indoor Intramural programs.

B. Identification Checks

- Only valid Fort Lewis College Picture Identification or Student Life Center Identification with a valid picture identification will be accepted before each contest in order to participate.
- Picture identification checks occur before every Intramural Sports contest.
- Failure to provide an acceptable form of identification will result in not being allowed to participate in Intramural Sports on that day.

C. Team Rosters / Release Agreement

- The *Team Roster / Release Agreement* is the official roster for every Intramural Sports team.
- Team Managers may complete the Team Roster / Release Agreement at any point prior to their team's first game or on-site at their first game.
- Team members must present the IM Staff or official the proper form of identification to be added to the roster.
- Failure to satisfactorily complete the *Team Roster / Release Agreement* will preclude an individual from participating.
- New team members must be added prior to their first post-season game.
- After each team's last regular-season game, no new team members may be added.

D. Special Eligibility Requirements

1. Divisions

The Divisions commonly offered by the Intramural Sports Program are:

- *Men's*
- *Women's*
- *Co-Ed*

An individual may participate in one division per sport. Exception, an individual may play in one men or women's team and one co-ed team. If there is a schedule overlap the individual must select which game to participate in.

2. Levels of Participation

Intramural Sports provides competitive, recreational, and open levels of participation. The levels of play vary with each sport. All leagues play regular-season games and can

qualify for playoffs. In our Basketball leagues divisions are split into 'Gold' and 'Silver' Level and, 'Bronze'. The 'Gold' division should be considered the competitive league. The 'Bronze' division should be considered the recreational division. The 'Silver' division falls in-between the 'Gold' and 'Bronze' divisions.

The Levels commonly offered by the Intramural Sports Program are:

- ***Competitive***

This is the most competitive level of play. Teams are comprised of highly skilled, competitive individuals often with significant playing experience.

- ***Recreational***

Teams participate at this level strictly for recreation. Player ability is not as important as the emphasis on having fun and socializing. Recreational leagues are excellent for social clubs or individuals learning a new sport.

- ***Open***

- This league combines both the competitive and recreational teams. This division is offered typically when there are not enough teams to divide the teams into a competitive and recreational division.

Team Manager's are responsible for ensuring their team members follow all eligibility requirements. Team Manager's are also advised to seek clarification on Special Eligibility Requirements, if necessary.

E. Multiple Team Participation

Intramural Sports participants are eligible to play in any number of sports, but may play on only one team per sport. Participants that have played for multiple teams within the same sport shall be suspended for a minimum of two games from the team which they appeared first. In addition, both teams that the participant played on can have all games in which the ineligible participant played forfeited. Frequent offenders of this policy may face longer suspensions.

F. Highly Competitive Athletes

1. Active Intercollegiate Athletes

Active intercollegiate athletes are not eligible to participate in a sport or related sport* in which they intend to compete in at the varsity level for at least one academic semester (not including summer semester) after having last been active.

**Note: The Intramural Sports Program shall reserve the right to establish definitions for relations between intercollegiate sports and sports offered for intramural participation. The following intercollegiate sports have been deemed related to intramural sports:*

Intercollegiate Sport	Related Intramural Sport
Men's/Women's Soccer	Outdoor Soccer, Indoor Soccer, and 3-on-3 Soccer
Men's/Women's Basketball	Basketball and 3-on-3 Basketball
Women's Softball	Softball
Men's Football	Flag Football
Women's Volleyball	Volleyball (Sixes and Doubles)

Any one of the following criteria determines active intercollegiate status:

- *Member of a varsity intercollegiate team*
- *Suited up for an intercollegiate contest*
- *Participated in an intercollegiate contest*
- *Practiced with an intercollegiate team after the last cut*

If an active intercollegiate athlete's season of competition is in the Fall semester, they are not eligible for Intramural Sports participation in their same sport or a related sport (see previous diagram) until the following Fall semester. If the season of competition is the Spring semester, they are ineligible for Intramural Sports participation in their same sport until the following Spring semester. *Team Manager's are advised to seek clarification of this policy when they wish to have an intercollegiate athlete or red-shirt participate on their team.*

2. Former Intercollegiate Athletes

- Former intercollegiate athletes who have exhausted all NCAA eligibility are eligible to participate in their same sport in the semester following their final season of NCAA eligibility.
- Former intercollegiate athletes from Fort Lewis College and/or other four-year institutions must participate (in their sport) at the highest level offered.
- For eligibility purposes, a participant is considered a former intercollegiate athlete for a period of five years if he has met one of the requirements of active intercollegiate status above.
- A maximum of two individuals holding former intercollegiate status may participate on any given team in the sport in which they competed in at the intercollegiate level.

3. Club Sport Members and Red Shirts

- Members of Fort Lewis College Club Sport teams and Red Shirts may participate in the sport in which they compete but must participate (in their sport) at the highest level offered.
- A maximum of two individuals holding current Fort Lewis College Club Sport and/or Red Shirt status may participate on any given team in the sport in which they competed in at the sport club level.

4. Important Note on Highly Competitive Athletes

- In divisions where multiple levels of competition are offered, former intercollegiate athletes, red-shirts, and Fort Lewis College Club Sport members must play at the highest level offered.
- A maximum of two individuals holding former intercollegiate, red-shirt, and Fort Lewis College Club Sport status may participate for any given team on the field or court in the sport in which they competed in on the intercollegiate or club sport level. Any number of highly competitive athletes may be on the roster.
- Special eligibility considerations regarding the number of former intercollegiate and current Fort Lewis College Club Sport athletes per team applies to sports with teams consisting of five players or more.
- Otherwise, the number of eligible players per team with special eligibility status is one (e.g., 3-on-3 Basketball or Doubles Volleyball).

Failure to abide by this policy will result in forfeiture of all games in which the illegal intercollegiate or Fort Lewis College Club Sport athletes participated.

Section V

Forfeits

Forfeits

- If the minimum number of eligible players do not show by the scheduled game time, the contest is recorded as a forfeit.
- A team must start with the minimum number of eligible players as stated in the rules for the sport or a forfeit is declared.
- Two forfeits make a team ineligible for playoff competition. If both teams do not have the minimum number of eligible players to start or finish a game, both teams receive a forfeit.
- Intramural Sports Staff may also assess a forfeit for player and/or spectator misconduct.

Officiating of Forfeits

Officials are not required to officiate a forfeited game.

Section VI

Rescheduling

A. Inclement Weather

- All Intramural Sports contests will be played as scheduled.
- Most games will be played rain or shine.
- In the event of inclement weather, Team Managers are advised to contact the Intramural Sports Office at (970) 247-7575 for an official decision between 4:00 p.m. and 5:00 p.m. weekdays.
- If a final decision regarding rain has not been made, prepare your team to play; Supervisors and/or Officials will make a final decision on site.

B. Involuntary Rescheduling

Under extenuating circumstances, the need may arise to reschedule a contest. If games are rescheduled for any reason, Team Managers will be notified by the Intramural Sports Office with as much advanced notice as possible.

Section VII

Playoffs

Playoff competition is a right earned over the course of a season. The Intramural Sports Office reserves the right to determine playoff criteria for all other league formations.

Each playoff division has criteria that must be met in order to earn eligibility. To be eligible for either Division, a team must have a positive balance of sportsmanship points over the course of the regular season and not have more than one forfeited game.

The Intramural Sports Office shall make the ultimate decision regarding a team's eligibility.

All playoffs will be single elimination.

B. Tiebreakers

2 Teams:

1. Head-to Head Competition
2. Total Sportsmanship Points
3. Points allowed in all games
4. Points scored in all games

3 Or More Teams

1. Record vs. other teams in tie-breaker.
2. Total sportsmanship points
3. Points allowed vs. other teams in tiebreaker
4. Points scored vs. other teams in tiebreaker

If two teams tie with the highest points, the 3rd team will be dropped and the tie will be broken by the 2-Team-Method. If three teams tie with the highest points, the next tie-breaking step will occur, etc.

C. Playoff Schedules

The playoff schedules shall be predetermined based on the number of leagues and teams participating within a particular division. The playoffs will use the best-worst method of seeding wherever possible. The playoff schedule shall be released within the first few weeks of the regular season. All attempts shall be made to ensure teams play at their regularly scheduled times.

Section VIII

Protests

There are two types of protests that the Intramural Sports Office accepts:

A. Technical Protests

Technical protests are protests involving misapplication of technical issues such as the automatic loss or forfeit policy, a player eligibility issue or any other policy or procedure included within this *Intramural Sports Handbook*.

For player-eligibility protests, the Team Manager of the protesting team must make the Head Official or other Intramural Sports Staff on duty *and* the opposing Team Manager and suspected ineligible player *aware* of an eligibility protest before the end of the contest. Teams give up their right to protest player eligibility after the contest is over. An official *Protest Form* must be submitted to the Intramural Sports Office by 5:00 p.m. the next business day for the protest to receive further consideration. Informing Intramural Sports Staff is only the first step in the protest procedure.

B. Interpretive Protests

A valid Interpretive Protest must be made to the game Official before the next "live ball" situation. For a protest to remain valid, this Protest Form must be filed with the

Intramural Sports Office by 5:00 p.m. of the business day following the game under protest. Only misinterpretations and/or misapplications of a rule are grounds for a valid protest. A decision on the protest will be made and you will be notified within two business days.

A valid protest must include the following points:

- *All protests must be made to a game Official before the next "live" ball situation.*
- *At that time, the reason for the protest must be given to the game Official.*
- *Protests must involve a misapplication or misinterpretation of a playing rule.*
- *A Protest Form must be submitted by 5:00 p.m. of the next business day.*

Once play has resumed, no protest on past plays is acceptable. Games protested will be completed under protest. An official *Protest Form* must be submitted to the Intramural Sports Office by 5:00 p.m. the next business day for the protest to receive further consideration. Informing Intramural Sports Staff is only the first step in the protest procedure.

C. Action on Protests

In most cases, games protested on technical grounds will not be replayed. In games where an interpretive protest is later upheld, we will make every possible effort to reschedule the contest from the point at which the protest was lodged or rectify the situation in some other manner. All games missed as a result of an invalid protest or appeal that is not upheld are declared forfeits.

Generally, a decision on your protest will be rendered with 48 hours. In some instances, decisions are delayed when extensive research and investigation are required.

D. Playoff Protests

Due to time constraints, Intramural Sports Staff will decide interpretive protests during playoff contests on site. The decision of Intramural Sports Staff is final and may not be appealed.

Section IX

Sportsmanship

The Intramural Sports Program's goal is participant recreation and enjoyment. It is expected that all participants will conduct themselves in a manner that will not impair the enjoyment of other participants. All actions and comments, whether directed at game Officials, opponents, teammates or spectators should be constructive and conducive to fulfilling this goal.

- The Intramural Sports Program insists on good sportsmanship. To foster a positive atmosphere and attitude for recreation and competition and encourage

teams and individuals to take responsibility for their actions and comments, Intramural Sports Staff will review each contest to determine whether actions that are detrimental to the goal of the Program were exhibited.

Actions that are dangerous and/or conduct that is detrimental to the goal of the Program are not tolerated and are grounds for suspension from further participation in Intramural Sports.

Examples of un-sportsmanlike behavior and conduct detrimental to the goal of the Program include, but are not limited to:

- *Striking or any attempt to strike an opponent or Intramural Staff member.*
- *Un-sportsmanlike conduct penalties.*
- *Aggressive action toward a participant or Intramural Sports Staff member.*
- *Profanity, insulting or vulgar language or gestures - incidental or otherwise.*
- *Verbal or physical taunting.*
- *Actions that may lead to a fight.*
- *Attempts to influence the decision of a game Official.*
- *Dissent towards an Intramural Sports Staff members' decision.*
- *Failure to cooperate with Intramural Sports Staff.*

A. Ejections

Any coach, participant or spectator ejected from an Intramural Sports contest for any form of un-sportsmanlike conduct is suspended indefinitely. In most instances, the suspension is for a minimum of one game*.

Based on information from the individuals' behavior, reinstatement meeting, game Officials, Program policies, and precedent cases, a decision is generally rendered within 48 hours. Written notice and/or a phone call regarding the decision rendered is made to the individual at the address or phone number provided.

To be reinstated for participation in Intramural Sports, the ejected individual must meet with the Coordinator of Intramural Sports. Meetings take place at the availability of Intramural Sport Staff and must be scheduled appointments. Call (970) 247-7096 to schedule an appointment. Failure to meet with the Coordinator of Intramural Sports maintains the suspension in full effect.

**Note: If an ejected individual plays more than one Intramural Sport, the suspension is in effect until after the individuals' next game for the team he was playing when he was ejected. For example, Joe Participant plays Soccer in a Comp league. Joe also plays Basketball on Wednesday and Volleyball on Thursday. If Joe is ejected during Soccer, he must sit out his next Basketball, Volleyball, and Soccer games. If he meets with an Intramural Sports Staff member to be reinstated, he may participate in Basketball the second week pending reinstatement.*

***Penalty:** A team using a suspended player forfeits all games that the suspended player participates in. Teams knowingly using such a player may face additional sanctions.*

B. Probation

Participants ejected from a contest are placed on probation for 365 days from the date of reinstatement. Any further un-sportsmanlike behavior during this probationary period results in a minimum 365-day suspension from all Intramural Sports and Special Events activities.

C. Fighting

Any coach, participant or spectator who, in the judgment of Intramural Sports Staff, engages in an attempt to fight immediately before, during or after an Intramural Sports contest is suspended indefinitely from further participation in Intramural Sports activities.

The minimum suspension for starting or participating in a fight is the remainder of the sport season.

Based on information from the individual's behavior, reinstatement meeting, game Officials, Program policies, and precedent cases, a decision is generally rendered within 48 hours. Written notice and/or a phone call regarding the decision rendered is made to the individual at the address or phone number provided.

Behavior classified as fighting includes, but is not limited to:

- *striking or attempting to strike an individual.*
- *engaging an individual in a combative manner.*
- *throwing a punch at an individual.*
- *spitting at an individual.*
- *kicking or attempting to kick an individual.*
- *brandishing a foreign object or weapon with intent to harm, injure, or intimidate an individual.*
- *retaliating against an aggressive act.*

***Penalty:** A team using a suspended player forfeits all games that the suspended player participates in. Teams knowingly using such a player may face additional sanctions.*

D. Office of Student Conduct

In most instances, the Intramural Sports Office will forward copies of Incident Reports to the campus' Judicial Affairs Office. Intramural Sports participants involved in threats or acts of verbal assault or physical violence are subject to possible ***Office of Student Conduct*** proceedings and investigation from Fort Lewis College law enforcement.

Incidents where violence or the threat of violence is demonstrated are referred to the *Office of Student Conduct* and the Fort Lewis College Police Department.

E. Sportsmanship Points

A deduction of sportsmanship points will be based on the following...

- *Up to 5 points can be deducted from a team if they did not attend the Managers Meetings.*
- *Up to 5 points can be deducted from a team for unsportsmanlike conduct, a yellow card, or a technical foul.*
- *Up to 10 points can be deducted from a team for persistent arguing with an official's judgment, use of an illegal player, participant or player misconduct, or forfeiture.*
- *There is a 15 point deduction for player ejection, physical altercation, or abusive language.*

Up to 20 points can be deducted if physical contact with any staff, threats of harm or violence, any form of racial, sexual, or ethnic slurs, or persistent rough play is made.

F. Game Card Signatures

After the conclusion of every officiated game, it is the responsibility of both Team Managers to confirm the final score as well as Sportsmanship points deducted. Team Managers will be asked by the Officials to initial game cards indicating that they agree with the total score and acknowledge the Sportsmanship points deducted.

Section X

General Information

A. Rules Governing General Behavior

- No alcohol, drugs or tobacco products are allowed at Intramural Sports sites before, during or after Intramural Sports activities.
- Intramural Sports Staff reserve the right to restrict play or eject anyone suspected of being under the influence of drugs or alcohol.
- No food or drink is allowed at any indoor Intramural Sports site.
- No muddy or black-soled, marking shoes may be worn during indoor Intramural Sports. Participants wearing muddy or black-soled, marking shoes are not allowed to participate.
- The designated Team Manager or Captain should be the only participant who communicates with game Officials on points of rule.
- Vulgar, obscene, abusive, derogatory, racist, sexist, and/or discriminating or demeaning comments or gestures will not be tolerated. Incidents of such behavior may result in indefinite suspension from Intramural Sports participation.

- Any comments or gestures intended to threaten or intimidate any other person are forms of verbal aggression and will be disciplined accordingly.

C. Becoming an Intramural Sports Official

The cornerstone of our Program is recruiting and developing Fort Lewis College Students into quality Intramural Sports Officials through innovative student development opportunities. Our Program could not survive without the Fort Lewis College Student.

Intramural Sports is looking for sports-minded individuals with a willingness to learn the art of officiating. Each semester we hold official clinics that provide information to acquaint interested individuals with the Intramural Sports Program. Additionally, we hire new Officials at various times throughout each semester. Attendance at these clinics is mandatory. For job descriptions and more information go to the Intramural web site at www.fortlewis.edu/rec/im in the employment section.

Becoming an Intramural Sports Official is easy and fun. No experience is necessary. We will train you!

D. Omissions

In cases where policies are not outlined in the Intramural Sports Handbook, the Intramural Sports Staff reserves the right to use common sense, fairness, and the "spirit of the Program" in providing interpretations on the policies and procedures contained in this Intramural Sports Handbook.

E. Dissemination of Information

All information regarding scheduling of games, league standings, sport rules, as well as a copy of the Intramural Sports Handbook, is available at the Fort Lewis College Intramural Sports website, at <http://www.fortlewis.edu/rec/im>. Any information obtained from any source other than the aforementioned website, including, but not limited to, game Officials, Intramural Sport Office Staff, or Program employees is unofficial. Furthermore, no scheduling information will be disseminated from the Intramural Sports Office.