

INTRAMURAL MANUAL 2009-2010

Welcome to the Intramural Sports program and University Recreation at Austin Peay State University. The vision of University Recreation is to provide the APSU community with opportunities to develop and enhance all aspects of wellness through quality recreational programs and services. This manual is designed to serve as an informative and procedural reference for all intramural participants. All participants fall under the guidelines of this manual and are expected to take responsibility for understanding its contents. Anyone with questions regarding the guidelines in this manual should contact the Intramural Sports Office. University Recreation reserves the right to make the official ruling on any matter not specifically addressed in this manual, as well as to make any necessary adjustments to its rulings. If this occurs, all captains and/or participants will be notified.

Contact Information

University Recreation (U Rec) Foy Fitness and Recreation Center 221-7564
Intramural (IM) Sports Office/Graduate Assistant Foy 111 221-1252
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Divisions of Play

Intramural sports provide structured, competitive recreational activities for the APSU community. Intramural Sports will be offered in three divisions. Participation on two teams of the same sport is only permitted if one of the teams is co-recreational (CoRec). The divisions of play are:

Competitive: The competition in this league is more advanced and commonly attracts players with advanced experience in the respective sport.

Recreation: The enjoyment of competition is emphasized in this level and is geared toward novice players and social recreation.

Greek: Undergraduate students who are members or recruits of a fraternity or sorority.

Co-Rec: Women and Men playing on the same team. (Note- some sports have modified rules for co-rec play).

Note: The Coordinator of Sport Clubs and Intramural Sports reserves the right to consolidate leagues into one general, open level of competition, if deemed necessary. Teams in the Competitive league who have an overall regular season record of under .500 can be moved down to compete in the Recreation playoff bracket.

Activities Offered

University Recreation offers a variety of intramural sports including both team and individual/dual sports. Examples of some activities offered are:

| | | | | |
|-----------------------------------|------------|--|-----------|----------------|
| Team Sports: Flag football | Softball | Individual/dual sports: Racquetball | Billiards | |
| Basketball | Volleyball | Bowling | Badminton | Texas Hold 'Em |
| Soccer (Indoor/Outdoor) | | Cornhole | Tennis | Golf |

For a complete list of current semester offerings please visit our website at www.apsu.edu/recreation .

Participation

All students, faculty, and staff who participate in Intramural Sports are expected to be knowledgeable of the eligibility and participation rules. These rules have been established to provide each individual a fair and equal opportunity to participate.

Eligibility Rules

Each participant is responsible for the verification of his/her eligibility. It is strongly encouraged that team captains check the eligibility of each player and inform the team of the penalties for using ineligible players.

I. General

To be eligible to participate in Intramural Sports, an individual must be categorized in one of the following groups:

- A. All Austin Peay State University students enrolled in the current semester who have paid their Main Campus Access Fees
- B. Permanent Faculty and Staff
- C. University Recreation Patrons who have completed the Patron Application Form and Physical Activity Readiness Questionnaire (PAR-Q) and paid appropriate fees for the current semester. Forms may be obtained in the Foy Fitness and Recreation Center or online at

<http://www.apsu.edu/recreation/patron/patronindex.htm> . Patrons are categorized by the following groups:

1. Permanent Faculty/Staff Retirees
2. Ft. Campbell Students
3. Group 1 Patrons: Adjunct Faculty, Temporary APSU Employee, ROTC, Campus Ministries
4. Group 2 Patrons: Contract Employee, Spouse, Dependant (over age 18)
5. URec Alumni Members may participate in Individual/Dual Sports only

Before participating in an Intramural Sport, individuals must be registered by using an entry form for the event in which s/he wishes to participate. (See registration.)

II. Varsity Athletes

Collegiate Athletes will be categorized in three (3) groups: 1- Current Varsity Player, 2- Past Varsity Scholarship Player, and 3- Past Varsity Non-Scholarship Member.

Current Varsity Players are individuals who are currently on the active roster for a related intramural sport. A Current Varsity Player will not be allowed to participate in the related intramural sport in which they participate, but may participate in an unrelated sport. Please note, if a player appears on the active roster that season, but quits before the season is over, that player will still be considered a Current Varsity Player. Also, if a varsity season ends before the intramural season ends, players from that varsity team in that school year will still be ineligible.

Note: This rule also applies to current redshirt and squad players.

Past Varsity Scholarship Players are individuals who had a collegiate athletic scholarship in a related intramural sport the previous year. Any player who was a Past Varsity Scholarship Player may participate in the related sport; however, any roster is limited to one (1) member. **There are no exceptions to this rule.** This rule does not apply to an individual who has been removed from varsity athletics for more than one (1) year and does not apply to past Junior College athletes. For any questions on this rule, please contact the Intramural Office.

Past Varsity Non-Scholarship Members are individuals who appeared on an active roster the previous year, but did not receive an athletic scholarship (walk-ons). There is no restriction for participation for Past Varsity Non-Scholarship Members. For any questions on this rule, please contact the Intramural Office.

III. Professional Athletes

Any individual who has played as a professional or with a semi-professional team in a sport is ineligible to play that sport or related sport in intramural competition for a period of seven (7) years from when they last appeared as a professional. These individuals may participate in intramural activities in which they are not considered professionals. An individual who was cut from the roster before a team's first regular season game is not considered a professional.

IV. Non-compliance

Any team using a person(s) who is ineligible shall forfeit all contests in which the person(s) played if the violation is detected (through protest or by officials) prior to playoffs. If detected during playoffs, the team shall forfeit the game in which the player is detected. The game will be awarded to the opposing team and that team will automatically advance.

V. Team Participation

Individuals may play on a co-rec team and mens' or womens' team, but a player may not play for more than one of a team in a certain division.

VI. Rosters

Individuals may not change teams in the middle of a season. Once a player appears in a game for a team, he/she may NOT change teams. However, if someone is on a roster and does NOT appear in a game for that team, they may change teams.

VII. Playoff Eligibility

In order to be eligible in the playoffs, a team member must participate in one (1) regular season game. Team members not appearing in any regular season games are ineligible for playoff competition.

Captains

Each team entering an intramural activity must have a captain and a co-captain. The captains are the official liaison between the team and the Intramural Sports Office. The captains are the persons to whom communication/correspondence will be directed. The captains must be listed on the entry form and must provide two

forms of contact (cell phone number and e-mail address preferred). Specific responsibilities of the captains include:

- A. Attend any scheduled information meetings.
 - 1. Information meetings are held at the beginning of all team sport seasons and when necessary, before playoffs.
 - 2. Any team not represented at required information meetings (preseason or playoffs) will be charged a forfeit fee of \$10 and be required to attend an informational meeting before participating.
- B. Notify team members of rules, playing schedules and changes, roster adjustments, eligibility policies and ensuring that the team is in compliance.
- C. Represent the team regarding any disciplinary matters.
- D. Serve as a leader at contests by communicating with officials and supervisors and promoting fair play by helping to create a positive atmosphere.
- E. Promote good sportsmanship and fair play among all participants and spectators.
- F. Inform all team members of the ejection process.

Registration

Registration for intramural events will take place in the Intramural Sports Office, Memorial Health Building room 111. Entry forms and invoices are available at the Service Desk of the Memorial Health Building. Entry forms are also accessible online as well at <http://www.apsu.edu/recreation/signup.htm>.

Process

1. After selecting an event, check to see what registration fees apply.
2. Receive an entry form.
3. Pay necessary fees at Foy Fitness and Recreation Center
4. Carefully complete the entry form and return it along with your receipt (or copy) to the Intramural Sports Office by the indicated deadline.
5. Completed forms are accepted 10:00 a.m. – 5:00 p.m., Monday-Friday in the IM office.

Incomplete entry forms will not be accepted. For events with fees, a receipt of payment must accompany an entry form in order for the registration to be complete. Omitted information including signatures on the waiver may result in the form being considered incomplete as well. All signatures must be signed in ink.

Team Rosters

Once the entry form has been properly completed and submitted, it becomes the official team roster. Teams may make additions to their roster up to the start of the second game. The team captain is only permitted to make these changes. Roster additions and deletions may be made in the Intramural Sports Office or at the game site. Changes will only be accepted in person or in writing. (These changes cannot be accepted over the phone.) **ALL ROSTER DELETIONS ARE PERMANENT!**

Event Check-in

All participants must check-in with the IM Supervisor/designated score keeper on duty no later than 10 minutes before the scheduled start time of each event or game. Each participant must provide his/her valid Gov's ID card at all events. The participant's name on the roster must correspond with the participant's ID. Without a valid ID card participants may not be allowed to participate, no exceptions.

Sportsmanship

University Recreation personnel believe that good sportsmanship is expected from every participant at all times. A "good sport" is fair, courteous, has a positive attitude, and accepts results gracefully. All individuals and teams participating should comply with the spirit of the game as well as the written rules that govern all competitive situations. To encourage proper conduct during contests, members of the University Recreation staff will make decisions whether to warn, penalize or eject persons, teams or spectators displaying poor sportsmanship. All employees should be treated with respect. Under no circumstances should anyone be threatened or physically abused. Any person not in compliance with this policy can be subject to arrest and/or further referral to appropriate University administration.

Ejection Policy

Any participant ejected from an intramural event must leave the premises immediately (*SIGHT* and *SOUND*) and can be immediately and indefinitely suspended from all intramural contests (*as a player or spectator*) until reinstated by the Intramural Sports Council and/or Intramural Coordinator. This process includes both a written petition for reinstatement as well as a scheduled meeting with the Intramural Sports Council. **PLEASE NOTE- A ejection hearing must be set up**

within 48 hours of the incident to avoid indefinite suspension. It is the responsibility of the participant to initiate this process by notifying an Intramural Sports Supervisor on duty of his/her intent. Anyone found in violation of a suspension will be subject to further disciplinary action.

The minimum suspension for any participant that was ejected will be one game. While suspended, a player may not **PLAY OR SPECTATE**. After meeting with the Intramural Sports Council further sanctions may be enforced. However, if the ejected player fails to meet with the Intramural Sports Council, s/he will be indefinitely suspended from all Intramural Sports Programs until the meeting occurs. The Intramural Sports Office and/or U Rec Director will determine the length of suspension for each incident that occurs based on information obtained from the officials, supervisors and the ejected participant. Infractions that may result in ejection from intramural competition include but are not limited to the following:

- A. Unsportsmanlike behavior
- B. Verbal abuse
- C. Unnecessary physical contact (flagrant)
- D. Fighting (striking or attempting to strike)
- E. Threatening behavior (verbal) towards U Rec staff
- F. Threatening behavior (physical) towards U Rec staff
- G. Individual playing under an assumed name
- H. Individual playing illegally on two teams in the same sex division
- I. Individuals playing after the consumption or suspicion of consumption of alcohol/drugs
- J. Intentional or flagrant damage/destruction of facilities or equipment
- K. Violation of APSU Student Code of Conduct

Also, an automatic one-game suspension can be given for a player receiving the following:

- A. Two (2) Yellow Cards for unsportsmanlike behavior in a soccer season.
- B. Two (2) Technical Fouls for unsportsmanlike behavior in a basketball season.
- C. Two (2) Unsportsmanlike Conduct penalties in a flag football season

Team Sportsmanship Rating

To qualify for playoffs or post season tournaments for each sport, each team must have:

- A. A 2.5 sportsmanship average at the conclusion of regular season contests.
- B. Not forfeited out of the regular season (2 forfeits)

Each team will be given an overall sportsmanship rating for each game by that game's officials and Intramural Staff. The rating will be on a scale from 4 to 0. In playoff seeding, sportsmanship rating will be used as the first tiebreaker after win/loss record. Some factors that may affect a team's rating include participant and fan behavior toward teammates, opponents and IM staff. A general description of each rating and the behavior that constitutes each rating is listed below:

“4.0” Rating – Excellent Conduct and Sportsmanship:

Players fully cooperate with all officials and other team members. The captain calmly converses with the officials about rule interpretations and calls. The captain has full control of their teammates, fans and bench throughout the contest. There is no dissension shown whatsoever.

“3.0” Rating – Average Conduct and Sportsmanship:

Team members verbally complain about some decisions made by the officials and/or show minor dissension, which does NOT merit an unsportsmanlike conduct penalty.

“2.0” Rating – Below Average Conduct and Sportsmanship:

Team members display verbal dissent (yelling, questioning calls constantly, etc.) towards officials and/or opposing team members from the playing field or bench that merits an unsportsmanlike conduct penalty. The team captain exhibits minor control over the teammates, but is still in control of himself/herself. A team that receives an unsportsmanlike conduct penalty or unsporting technical foul shall receive no higher than a “2.0” rating.

“1.0” Rating – Poor Conduct and Sportsmanship:

Teams constantly comment to the officials and/or opposing team from the field or sidelines. The team captain exhibits little control over teammates or themselves. A team that has 1 player ejected from competition because of an unsportsmanlike penalty shall receive no higher than a “1.0” rating. Any team that receives a “1.0” rating must have their captain meet with the Intramural Sports Council and/or University Recreation Director to determine the eligibility status of their team. The team will not be allowed to play and will forfeit each contest until they meet with the Intramural Coordinator.

“0.0” Rating – Totally Unacceptable Conduct and Sportsmanship:

Team is completely uncooperative. Captain(s) demonstrate no control over teammates or themselves. If a team has 2 or more players ejected in a contest because of unsportsmanlike conduct penalties or technical fouls, the game will be forfeited by that team and they shall receive no higher than a “0.0” rating. Any team that receives a “0.0” rating must have their captain meet with the Intramural Sports Council and/or University Recreation Director to determine the eligibility status of their team. The team will not be allowed to play and will forfeit each contest until they meet with the Intramural Coordinator.

Additional Rules Regarding Sportsmanship

A. Forfeit Guidelines:

1. For team whose opponent failed to show:

- A sportsmanship rating of “4” will be given.
- For seeding purposes, this game will count as a win.

2. For teams who did not have enough participants to play at game time:

- An automatic sportsmanship rating of “0” will be assessed and calculated in the season average.
- For seeding purposes, this game will count as a loss.

B. Sportsmanship ratings will be assessed for most all officiated events. Teams and or individuals will be informed prior to the event.

Playoffs

Playoffs will be held for each league in all team sports. All teams which maintain a 2.5 sportsmanship rating throughout the regular season and do not forfeit out of the regular season are eligible to participate in the playoffs. ***During playoffs, teams may be required to play several times per week at various times.*** If at any time during the playoffs a team has a player ejected from a contest, the game will be terminated and the team will be removed from further participation in the playoffs.

Playoff Qualification

For major team sports, in the interest of time and competition, teams may be required to qualify for the playoffs. This could be done by top teams in the division or by teams with a certain winning percentage.

All other teams will be placed in the “B” Division bracket.

Please note: Teams may be moved up or down for the postseason depending on regular season performance.

Forfeits and Concedes

University Recreation strives to involve all eligible participants in the APSU community. If a team forfeits a contest, the objectives of Intramural Sports are not met and participants are deprived of active involvement. This procedure is designed to eliminate forfeits.

GAME TIME IS FORFEIT TIME. It is recommended that teams arrive at least fifteen (15) minutes prior to the scheduled start time to ensure they are ready to play on time.

FORFEIT = A team has less than the required amount of players at game time.

For team sports, a re-entry fee of \$10.00 will be charged to the team to re-enter regular season play.

- Re-entry fees may be paid at the cashier’s window after receiving an invoice from University Recreation
- To be eligible to re-enter, receipt of payment **must** be received prior to the next scheduled contest.

In order to claim a forfeit, an opposing team must have less than the required amount of participants present and ready to play.

CONCEDE = A team calls ahead and gives notice that they will be unable to play in a game.

A team may only concede one (1) game by notifying the Intramural Sports Office. The team captain or co-captain may concede a contest by contacting the office prior to 2 p.m. on the day they are to compete or by 5 p.m. on Friday for all weekend contests. There is no re-entry fee required for concedes. If a team concedes a second contest during a sport season, the team will be removed from the playoffs.

Upon a second missed game, concede or forfeit, a team will be immediately dropped from the schedule for the remainder

of the season and the playoffs. **Fees are non-refundable.** Any unpaid re-entry fees will eliminate a team from playoff eligibility and will be placed on the captain's account.

Protests

Rule Interpretations

An objective of Intramural Sports is to provide a fair environment in which to play. Game officials are human, but they will strive to officiate and interpret rules correctly during each play of each game. Therefore, if you, as a captain, feel that there has been an error in interpretation of the game rules or the policies please follow the steps listed below.

1. **No protest will be considered which concerns/questions the judgment of an official.**
2. To be valid, a protest of a rule interpretation must be verbally registered with an official at the time the incident occurs. The game and clock will then be stopped. The officials and team captains shall separate themselves from the other participants and determine the correct ruling.
3. If either captain believes the ruling to be in error, s/he may request that the officials consult with the IM supervisor on duty. The supervisor will make a decision and the game may resume.
4. If either captain believes the supervisor's ruling to be in error, s/he should inform the supervisor that s/he wishes to file a formal protest. Before the game resumes, the protesting captain will complete a protest form with the supervisor. The game will continue under protest.
5. The protesting team captain then has until 2:00 p.m. the following business day to deliver the protest form to the Intramural Sports Office in the Foy Fitness and Recreation Center Room 113.
6. The Intramural Sports Coordinator and staff will rule on all written protests. If a rule interpretation protest is supported, every attempt will be made to replay the game from the point at which the protest was lodged.

No protest can be made on a previous play after the game resumes.

Participant Eligibility

To exemplify the values of honest sport competition, protests of alleged ineligibility should be made immediately to game officials and supervisors rather than waiting for the outcome of a game.

1. If an eligibility protest is made prior to a game and it can be determined that a player is ineligible to participate, s/he will not be allowed to participate. If the eligibility of the player in question can not be determined, the team in question has the option of using the player. However, if it is determined later that the player was ineligible, the team will be assessed a forfeit.
2. If an eligibility protest is made during or immediately after the game, the protesting captain must complete a protest form with the IM supervisor and submit to the Intramural Sports Office by 2:00 p.m. the next business day. The Intramural Sports Coordinator will examine the protest and rule on the eligibility of the player in question.

Schedule Information

Regular Season

Intramural Sports schedules will be posted on the intramural bulletin board outside the Intramural Sports Office, MH 111 as well as online at <http://www.apsu.edu/recreation/im/imsched.htm> . Schedules and/or game times will not be given out over the phone.

Playoffs

Playoff schedules will be e-mailed to captains, posted online, and posted on the Intramural bulletin board immediately following the regular season.

Inclement Weather

On days when weather is questionable, players should not assume that games will be cancelled. Team captains will be notified if weather and/or field conditions will not permit play. Unless obvious, rainouts will not be called before 3 p.m. It is the captain's responsibility to notify team members of such cancellations. If feasible, games may be rescheduled. For further information contact the Intramural Sports Office. ***Never assume the games have been cancelled due to rain. If the Intramural Office has not called you, call the office to find out the status of the games.***

Game Rescheduling

In the case of rainout or other unforeseen circumstance, the Intramural Office will make every attempt to make up games. However, the Intramural Sports Office ***DOES NOT GUARANTEE GAMES WILL BE MADE UP.***

Postponements

The Intramural Office will be willing to cooperate in extraordinary circumstances by allowing an occasional postponement. However, due to the number of entries, the comparatively short playing season and limited playing facilities, these must be kept to an absolute minimum. Any team wishing to change a scheduled game must contact the Intramural Office at least 48 hours in advance of their scheduled game. If feasible, games may be rescheduled.

Equipment

The U Rec Department provides most equipment for intramural events. Equipment for practices and warm-ups is available for participants to check out, either at the Foy Center Equipment Desk (*APSU ID required*).

- If equipment is broken beyond normal use, lost or not returned, the individual who checked it out will be held responsible for paying the replacement cost.
- Charges will be made to the individual's account if not paid to University Recreation within seventy-two (72) hours.

For most intramural activities, participants are required to wear athletic attire. Sport specific rules may also apply (i.e. flag football: no pockets). The following proper equipment for all intramural sporting events is required to participate:

- **Uniform Policy:** All participants must have a number on their jersey, with all players having different numbers- **ONE PLAYER ONLY** may play without a number and be "number 0"- there will be no exceptions to this rule. Teams may choose to wear their own jerseys or U Rec issued jerseys.
 - a) To check out U Rec jerseys each player must present U Rec employee their APSU Gov's ID. ID will be exchanged for jersey and returned upon the return of the jersey. Teams are responsible for lost equipment, and must pay the replacement cost prior to the next scheduled game. U Rec jerseys must be worn over shirt with sleeves at least as long as mid-bicep.
 - b) Teams are not required to wear the jerseys if they have their own team jerseys. Jerseys must be of the same color, and have a legible number on them.
- **Footwear Policy:** Non-marking athletic shoes are required. Pliable rubber cleats may be worn on the Outdoor Intramural Fields. No metal spikes or metal tips or protrusions from screw-ons will be permitted. The Intramural Sports Staff will declare the player ineligible to participate until s/he changes shoes so that the proper requirements are met.
- **Headwear Policy:** Headwear is not allowed to be worn by any participant during an intramural event, except for one-piece head/sweat bands that do not have to be tied or do not have any form of knot(s). Illegal headwear consists of any hats, bandannas, baseball caps and any other such similar headgear. Baseball-like hats are allowed only during Intramural softball.
- **Jewelry Policy:** Jewelry is not allowed to be worn by any participant during any intramural event. Jewelry consists of any rings, watches, necklaces, earrings, bracelets and any other such similar jewelry that can be seen. Exceptions will be for medical IDs, but must be secured.

In all of the above equipment policies the Intramural Sports Staff on duty has the authority to disallow any individual from participating if they feel their equipment would endanger themselves or his/her opponents.

Injuries and Assumption of Risk

All participants must sign a waiver prior to participating in intramural events. Participation in the Intramural Sports program at APSU is completely voluntary. Participants should be aware of the possibilities of physical, mental and emotional injury, and should understand that they are responsible for any and all costs due to injury or property damage sustained through participation. Participants are encouraged to have personal health insurance.

All injuries sustained while participating in University Recreation facilities should be reported immediately to the on site supervisor. All accidents are recorded and kept on file for participant insurance purposes and for the program's statistical records.

Alcohol or Drug Use

Tobacco, alcohol and other drug usage in the Intramural Program will not be tolerated. Any person found using tobacco products during Intramural events and programs may be asked to terminate the use of it by the Intramural supervisors or game officials. If asked to terminate tobacco or alcohol use, the player/spectator will do so or be subject to ejection from the game, event or facility. Any person attending an intramural event or program, either as a player or spectator, will not be allowed to participate if discovered using, in the possession of or under the influence of alcohol. Any person discovered in this state will be asked to leave the premises. If they do not leave, APSU Police will be contacted and the offending team will forfeit the game or program. Sanctions for usage of alcohol include, but are not limited to, indefinite suspension of a player/ spectator privileges and being referred to the appropriate University administrator. Please refer to the APSU Alcohol Policy.

Job Opportunities

University Recreation is always looking for enthusiastic students to work for the program. Intramural Sports encourages students to work as game officials, scorekeepers, and supervisors for intramural events. We provide the training and instruction and you provide the enthusiasm.

Have you ever felt as though you could do a better job than the officials on the field? Here is your chance to do so. If you are looking for a fun atmosphere that will work around your schedule, this is the job for you. If you are interested in obtaining a job with the Intramural Program, please contact University Recreation or visit our website to review the job descriptions at <http://apsu.edu/recreation/staff/staffindex.htm> .