



Office of
Recreational Sports

Intramural Sports Program 2015-2016

Policies and Procedures Manual

Contact Information

Intramural Sports Office
103C Hill Center
274-3320
intramurals@ithaca.edu

Program Coordinator
Brian Beam
103B Hill Center
274-1063
bbeam@ithaca.edu

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The Ithaca College Office of Recreational Sports, Intramural Sports Program, its Program Coordinator and the Intramural Sports Staff reserve the right to rule on any case not specifically covered in the rules of any activity or in these policies and procedures and will do so in the spirit of the rule and in the spirit of enjoyment, fairness and safe participation. Regarding this point, the right is also reserved to put into effect and add to these policies and procedures any new rulings pertaining to Intramural Sports, unsportsmanlike behavior, fair play and the safety of the IM participants that will lead to the enhancement of the event or activity and the program's overall mission of enjoyment, fairness and safety.

I. MISSION STATEMENT

The Office of Recreational Sports at Ithaca College provides programming to the college community which is based on the principles of sound body, mind and spirit. The development and well being of members of the Ithaca College community is supported by the office through a variety of recreation programs which promote a healthy lifestyle, teach lifelong activities, provide a fun environment for participants to interact in, and are educational. It is the Office of Recreational Sports' mission to enhance the extracurricular college experience for all through the variety of physical activities the department offers.

This manual was created as a supplement to the mandatory captain's quiz for intramural activities, as well as a source of information for anyone with questions regarding the Intramural Sports program. The Intramural Sports program is designed to offer competitive and recreational opportunities for Ithaca College community members. If anyone has questions or concerns about the intramural program, please contact the Intramural & Club Sports Program Coordinator.

It is the responsibility of each Intramural Sports team captain to read, understand and follow all Ithaca College policies and procedures as well as the Intramural Sports policies set forth in this manual.

II. RESPONSIBILITIES OF A TEAM CAPTAIN

Each team entered in any Intramural Sports activity must have a designated Team Captain who will act as the official liaison between the team and the Intramural Sports Office. The Team Captain should be interested in sports and the welfare of their organization/team.

Some basic Team Captain responsibilities include, but are not limited to:

- Entering the team into the correct division and selecting a league which the team is able to play the same times weekly. You must meet the requirements of the minimum roster for the activity, drop off the forfeit bonds at the Intramural Sports Office in G103 Hill Center as well as complete the Intramural Sports Captains' Quiz by the deadline found on IMLeagues.
- If you **DO NOT** have the captain's quiz completed and have not reached the minimum roster requirements by the entry deadline your team will not be confirmed.
- You are responsible for your team's sportsmanship as each team will be graded after each contest on a scale of A to F.
- Notifying the team and contestants as to the time and place of the scheduled activity.
- Becoming familiar with both the rules of the sport and the Ithaca College Intramural Sports Manual.
- Checking eligibility of each player before and during the season.
- Organizing the team to play according to the rules of the game and to conduct themselves accordingly with regards to sportsmanship. This responsibility also extends to fans who need to understand game rules and proper sportsmanship.
- Organizing the team roster prior to the start of the season. This includes knowing who will play for a scheduled game and to include them on the roster before game begins.

III. ENTERING AN INTRAMURAL SPORTS EVENT

The process for entering an Intramural Sports team is the same for all activities. The procedures below are for entering a team event, or an individual/dual event:

1. Go to <http://www.ithaca.edu/sacl/recsports/intramurals/offering.php>, read the instructions and information.
2. Click on the link that takes you to www.IMLeagues.com.
3. Fill out the required information it takes to create/maintain your account.
4. To enter a team, you must first pass a quick quiz to ensure that you will be committed to creating a team.
5. Bring TWO (2) forfeit bonds to the captain's meeting which the date is indicated in IMLeagues registration process.

IV. MANDATORY REQUIREMENTS FOR TEAM ENTRY

1. **Intramural Sports Captains' Quiz:** Every team must have a completed Captains' Quiz on file prior to the Intramural Sports Calendar deadline. The quiz is part of the registration process with IMLeagues.com. The representative taking the quiz must score 10 out of 10 questions in order to complete the registration process for a team. The representative may retake the quiz as many times as needed in order to meet the requirement prior to the deadline. The quiz is comprised of questions about our general Intramural Sports policies. Failure to submit the quiz by the deadline will result in the team being dropped from the league.
2. **Minimum Roster:** For each Intramural Sports activity there is a minimum roster requirement. IMLeagues gives the minimum requirement. Each team is required to submit a roster with the names and information of the participants that are active on the team. **ALL participants with IC Intramural Sports MUST create an account with IMLeagues.com and be added to the team via this site prior to the entry deadline.**

To guarantee not losing your spot to another team the two mandatory requirements **MUST BE** met by the entry deadline.

3. **Forfeit Bonds:** All sports, unless otherwise noted, require the submission of two forfeit bonds. Most team forfeit bonds are \$25 each, while racquet sports are \$15 each. Bonds can be submitted as:

- Money Orders (two orders for \$25/\$15 each)
- Checks (two checks for \$25/\$15 each, made out to "Ithaca College")
- Cash

Forfeit bonds **MUST BE** submitted by the captain's meeting, failure to do so will result in the team being dropped from the league. **NOTE: Checks must be properly filled out and signed prior to the deadline to be counted as submitted. Improper checks will NOT reserve you a space nor buy time to properly write a check. Please put your team name and sport in the MEMO line. NOTE: You may pick up cash bonds after the season is over. You have one week from the conclusion of the last championship game of the season to pick up cash bonds. Failure to do so will result in the office depositing the forfeit bond.**

The Office of Recreational Sports reserves the right to make rulings on situations not discussed in this section.

V. ELIGIBILITY

STUDENTS

All officially enrolled Ithaca College students are eligible to participate.

FACULTY/STAFF

All currently employed faculty and staff members of Ithaca College are eligible to participate. This is defined as being officially recognized by human resources as a member of Ithaca College. **Volunteer staff members are not Ithaca College employees.**

PROFESSIONAL ATHLETES

Current and former professional athletes are ineligible to participate in the same or a related Intramural sport in which he/she was a professional.

- These athletes are eligible, however, for participation in any sport unrelated to their professional sport.
- For Intramural Sports purposes, a professional athlete is defined as an individual who has received compensation for playing the particular sport, including appearances, for money and is recognized by the sport's governing body as a professional.
- Please refer to the upcoming Related Sports List to address eligibility concerns.
- Professional athletes must also be considered a current student, staff, or faculty member of Ithaca College.

VARSITY ATHLETES

A varsity athlete is defined either as a currently listed member of a college varsity team or as a former member of a college varsity team who actually played in a varsity contest.

- Members of Ithaca College varsity and junior varsity teams are ineligible to participate in a related Intramural sport for the academic year the varsity athlete had participated.
- As with former Ithaca College athletes, students who have competed at the collegiate (2- or 4-year institution) varsity level with other institutions are ineligible to participate in a related Intramural sport for the academic year the varsity athlete had participated.

- To be eligible for an Ithaca College Intramural Sports event that is related to the participant's varsity sport for the Fall of 2015, a former varsity athlete may last have participated in the Fall of 2014.
- To be eligible for the Spring of 2016, that athlete may have last participated in the Spring of 2015.
- All members of in-season varsity teams are ineligible for the same or similar Intramural sports. Also, students who are "Trying Out" or who are "Working Out" with a team are ineligible for participation in that sport until they voluntarily withdraw or are cut from the team prior to the first scheduled varsity match.
- Varsity athletes are eligible for all other Intramural sports outside of that which they play at the collegiate level. All athletes are encouraged to check with coaches and administrators of their sports for athletic department guidelines.

CLUB SPORT ATHLETES

Each Intramural Sports team **IS ALLOWED** to have a maximum of three (3) current sport club members on its roster for the same or related sport in a Pro league, and current sport club members are **NOT ALLOWED** to participate in a Semi-Pro league unless otherwise noted in the specific activity.

- These club players must be noted on the roster.
- If the men's, women's or co-rec division does not have a Pro/Semi-Pro designation, then the three (3) club member rule is in effect unless otherwise noted on the specific activity.
- Please refer to the Related Sports List on the next page to address eligibility concerns.
- Teams that play with more than the allotted amount of club players allowed are subject to forfeiture of games, loss of forfeit bonds, and being dropped from the league.

For the purpose of Intramural Sports eligibility, the Intramural Sports Office will use the Office of Student Affairs & Campus Life as well as the Office of Recreational Sports to determine eligible members of these organizations.

RELATED SPORTS LIST

The following is a list of Ithaca College Intramural related sports:

Football -----	All IM Flag Football events
Basketball -----	All IM Basketball related events
Volleyball -----	All IM Volleyball events
Tennis -----	All IM Tennis events
Baseball -----	All IM Softball events
Soccer -----	All IM Soccer events
Softball -----	All IM Softball events
Field Hockey ---	All IM Floor Hockey events
Roller Hockey --	All IM Floor Hockey events
Ice Hockey -----	All IM Floor Hockey events
Ultimate Frisbee ---	All IM Ultimate Frisbee events

NOTE: The Intramural Sports Office reserves the right to rule on player eligibility for Intramural events not specifically listed in the Related Sports List.

ELIGIBILITY CONSEQUENCES

Team captains are responsible for each team member's eligibility. A team discovered using ineligible player(s) will result in a team having to forfeit a game(s) during the regular season and will result in team being disqualified from the tournament during playoffs and may also be subject to point accumulation under the IC IM Conduct Code.

VI. TEAM NAMES

When choosing a team name, please:

- A. ensure that the selected name is in good taste, and

- B. ensure that the name is not offensive to individuals or groups.

Non-recognized student organizations may not use their organization name as their Intramural Sports team name.

The Office of Recreational Sports reserves the right to refuse and/or change team names deemed offensive, vulgar, or inappropriate. Individuals submitting team names deemed as above may also be at risk of referral to Judicial Affairs under the Ithaca College Student Conduct Code (Statement of Responsibilities).

VII. ID POLICY

All participants must present their Ithaca College ID card to the supervisor before each intramural contest.

- If a participant forgets their ID, they may play in one (1) contest without it during the regular season. They must sign the One-Time Pass List prior to playing.
- If a participant forgets his/her ID and they have already signed the Pass List, then they may NOT play until proper ID is shown.
- There is NO PASS LIST during play-offs. All IDs are required for playoffs.

Any student that presents false identification to or falsifies any information requested by the Intramural Sports Staff or the Office of Recreational Sports will immediately be suspended from all Intramural Sports activities, be subject to point accumulation under the IC Intramural Sports Conduct Code, and his/her information will be forwarded to Judicial Affairs under the Ithaca College Student Conduct Code (Statement of Responsibilities).

VIII. LEAGUE PARAMETERS

LEAGUES

Ithaca College offers three (3) leagues in which teams may register for during an activity, unless otherwise noted:

- Men
- Women
- Co-Rec

DIVISIONS

Two divisions are offered for each activity (if enough teams register):

- **Pro:** This division is for those interested in a more competitive experience.
- **Semi-Pro:** This division is less competitive for those who seek a more recreational experience.

The Office of Recreational Sports reserves the right to place a team in a higher division for the playoffs based on their regular season record and scores of their contests.

SELECTION

Each team/participant must select the league and division they will enter in for an activity. Once a team has selected a league and division, it may not change the division once the team registration deadline has passed unless prompted by the Intramural Sports Office in special scenarios (ex: not enough women's teams to form a women's division).

IX. TEAM ROSTER MANAGEMENT

ROSTERS

All entries MUST be completed on Ithaca College's IMLeagues account for the designated activity, and must include names, student ID numbers, gender and classification (year in school or

faculty/staff designation) for ALL participants. Rosters submitted without all of the information will not be approved on IMLeagues and the team will not be considered eligible to play.

PARTICIPANTS MAY PLAY ON ONLY ONE TEAM

No eligible participant may play on more than one single-sex team or more than one Co-Rec team in the same sport.

- Ex: A student may not play on a men's Semi-Pro team and men's Pro team during the same sport or activity.
- Eligible participants may, however, play on one single sex team **AND** one Co-Rec team during the same event or activity.

ADDING PLAYERS TO A TEAM

For Intramural Sports events featuring league play (flag football, basketball), teams may add players up to the point that:

- The roster maximum limit for the particular activity has been reached by players who have check-in to a contest, or
- The regular season has ended and the playoffs will begin.

New participants may get credit for attending a game if the game is a forfeit, but they must sign in with the supervisor on duty to receive this credit. This will only happen if the team they are on is not the team forfeiting and they have enough eligible players present to play. It is the new participant's and captain's responsibility to make sure they have been signed in and added to the team so they may receive credit for game attendance.

"TEAM OWNERSHIP" RULE

A person may not change teams after checking in and/or playing in one game with a team. **NOTE: The first team a participant plays for is considered his/her legal team.**

- New participants may be added to the roster per the rules of that particular sport long as they have not previously played on another team.
- Participants who check-in to forfeited league contests are officially on the team's roster for which they checked-in.
- Participants that are found to have played illegally on more than one team will be subject to immediate suspension and their team(s) may forfeit all games the participant has played in during the activity season.

PLAYOFF ROSTER

Rosters are frozen once the regular league season is over and the playoffs begin. New players **MAY NOT BE** added to a playoff roster under any circumstances and regardless of roster spots available.

A participant **MUST PLAY** in at least **ONE** regular season game in order to be eligible for playoffs and must participate in at least a total of 2 games and be present for the championship game in order to be awarded an intramural champion t-shirt (if his/her team wins their playoff bracket).

Participants that are found to have played illegally during playoffs are subject to suspension and their team(s) may forfeit the playoff game they are found playing in during the season.

TOURNAMENT ROSTERS

- For Intramural Sports events featuring tournament play rosters are frozen after the first game is completed.
- Forfeited contests in double elimination tournaments are not played contests.
- Rosters may and should be filled to the roster limit with the names of players who will potentially play for the team but are not available for the first contest. Team captains should know who will play for their teams.

- A player may be on only one team in a single-sex event tournament.
- A player may be on only one team in a Co-Rec event tournament.
- A player may be on both a single-sex league team and a Co-Rec league team during the same Intramural Sports event tournament.
- The first team a player has signed in for is that player's official team for the duration of tournament play.
- The players in question on a team roster may check-in for the team for a game in a subsequent round of the tournament provided they have not played for another team in the event.
- If the player has checked-in for another team, the player is ineligible to play for another team for the remainder of the Intramural Sports event.
- Participants who check-in to forfeited tournament contests are officially on the team's roster for which they checked-in.

X. PARTICIPANT ATTIRE

JEWELRY & HEADWEAR

For any Intramural Sports activity, jewelry is **NOT ALLOWED**. The safety of all Intramural Sports participants is the responsibility of the Office of Recreational Sports. The following guidelines have been established to protect all intramural participants:

- No one is permitted to play with jewelry.
- Jewelry cannot be covered with tape. Friendship bracelets and ankle bracelets are considered jewelry and must be removed, if visible.
- Medical ID tags do not have to be removed, but **MUST** be taped up. Tape will not be provided by the staff.
- Any hat with a "bill" is not allowed.

- Hats without a bill and skullcaps are permitted; Bandanas are not permitted.

OTHER ATTIRE

All other attire must be safe for all players. Therefore the following guidelines have also been established:

- Any metal parts of a brace must be padded and covered.
- For their safety, participants are encouraged to wear mouth-guards during an intramural activity.
- Participants are encouraged to wear shinguards and/or protective cups during soccer and floor hockey.
- Everyone must wear a shirt while participating in Intramural Sports activities. A limited number of jerseys will be provided to each team before their contest. If jerseys are worn, players must wear a t-shirt underneath the jersey. Teams are encouraged to come to contests in the same color shirt.
- Participants must wear closed-toed athletic shoes during all events (exceptions can be made for sports such as sand volleyball, etc.)
- For any indoor event, participants may only wear athletic shorts with no pockets (sports such as volleyball, badminton, etc., are exempt from pocket rule)
- Pants are allowed for outdoor events, as long as those pants do not have pockets
- All items and clothing brought to an Intramural Sports event or activity is at risk of damage or theft. The Office of Recreational Sports assumes no responsibility for damaged or stolen items or clothing. **The Office of Recreational Sports will not assist in the payment of items or clothing if they are damaged onsite prior to, during, or after an Intramural Sports event or activity.** PLEASE secure your items prior to any Intramural Sports event or activity.

NOTE: Attire that contains obscene, vulgar, derogatory, or inappropriate language or depictions is PROHIBITED. Attire

deemed as such by the Intramural Sports Staff or Office of Recreational Sports must be removed. It is the participant's responsibility to be properly attired. Failure to do so may be subject to consequences under the Intramural Sports Code of Conduct.

XI. CODE OF CONDUCT & TEAM SPORTSMANSHIP

All students, faculty or staff playing an Intramural Sports activity are expected to adhere to the schedule, rules, policies and procedures for the activity. All participants are expected to exhibit good sportsmanship and fair play. Remember that it's a PRIVILEGE to participate in Intramural Sports activities and this privilege can be revoked.

EJECTION PARAMETERS

Participants ejected from an Intramural Sports contest must adhere to the following:

- The ejected participant has two (2) minutes to gather all equipment and belongings and leave the playing area/field and building/field proximity (i.e. go home, leave campus).
- If the participant has multiple Intramural Sports activities that night, he/she may not appear in those activities.
- The ejected participant may NOT stay after games or activities to wait for teammates, get a ride, etc. It is their responsibility to leave the area completely regardless of status.
- Failure to comply with ejection terms will result in the immediate call to Public Safety, immediate suspension from all Intramural Sports activities and point accumulation under the IC Intramural Sports Conduct Code, and a referral to Judicial Affairs for investigation.

SUSPENSION PARAMETERS

Participants suspended from Intramural Sports activities must adhere to the following:

- The individual may not participate in any formal activity, whether it be a team sport, individual event, or special event until their suspensions are lifted.
- Participation includes playing a sport or coaching a sport.
- Suspended participants shall be on probation as spectators or fans.
 - Incidents with suspended participants while in the role of spectator or observer shall result in a total suspension from all IC Intramural Sports-related events.

REINSTATEMENT PROCEDURE

- Any player, coach, or spectator who is ejected from an Intramural Sports contest is automatically suspended from all Intramural Sports activity until official reinstatement.
- To be reinstated, one needs to meet with the Program Coordinator as soon as possible following the ejection. Suspensions will not begin and reinstatement will not occur until this meeting has taken place.
- Participants must meet or make an appointment to meet with the Program Coordinator within 3 days of the incident to be eligible for the minimum penalties of a suspension.
- The Program Coordinator shall determine the period of suspension for each person who is suspended from all Intramural Sports activities.
- The minimum suspension for any ejection is one game in the activity from which the person was ejected plus a three-month probationary period.

ITHACA COLLEGE CONDUCT CODES

Violations of a stated rule or procedure within the Intramural Sports program may also be a violation of the Ithaca College Student Conduct Code (Statement of Responsibilities) or

Employee Handbook (Section VI). In the Student Code, under “Statement of Responsibilities” policies have been set forth so Ithaca College students are aware of rules and regulations regarding participation in sanctioned college activities. Employees are held to the same standard in the Employee Handbook, Section VI. The Office of Recreational Sports will conduct an investigation regarding any violations.

The Office of Recreational Sports reserves the right to take all incidents on a case by case basis and rule as needed according to the behavior presented during the incident.

PARKING

All participants are expected to abide by all of the regulations set forth by the Ithaca College Traffic Bureau. This includes, but is not limited to:

- No parking in the fire lane outside of Hill Center.
- No parking in handicapped spots without a proper permit.
- No parking on the grass.
- Parking only in student designated lots.

The Office of Recreational Sports will not assist any participants or spectators who receive any ticket during their participation in an Intramural Sports activity. Participants, spectators, and other individuals park at their own risk during Intramural Sports events. **The Office of Recreational Sports will not assist anyone who receives any vehicular damage during an Intramural Sports activity.**

SMOKING, DRUG, AND ALCOHOL POLICY

Ithaca College Intramural Sports events are sanctioned college events. No smoking, tobacco, drug, or alcohol is to be consumed at any of the facilities used during recreational activities.

No person may participate in Intramural Sports activities under the influence of drugs or alcohol. The Intramural Sports staff and officials will **ALWAYS** rule on the side of safety if a participant's status is being questioned. **The Office of Recreational Sports reserves the right to dismiss participants from the game site if alcohol or drug influence is suspected.**

Violation of this policy may result in:

- Immediate removal from the facility,
- Immediate contact with IC Public Safety,
- Immediate referral of actions to Judicial Affairs for investigation

TEAM SPORTSMANSHIP

Every Intramural Sports team participating in sports requiring 3 or more members will be graded on their sportsmanship following each contest by the Intramural Sports staff. Teams must maintain an average sportsmanship rating of 2.5 or better in the regular season to be eligible for the playoffs and maintain that 2.5 sportsmanship rating throughout the playoffs to be eligible for the next round. During the playoffs, if in a single contest a team receives a sportsmanship rating of 1.0 (D) or less, that team will be removed from the playoffs regardless of whether or not they won. If the team being removed from the playoffs had won that game, the losing team will not replace them in the next round and it will count as a bye for their would-be opponent in that next round.

SPORTSMANSHIP GRADING SYSTEM

A (4.0): Outstanding Sportsmanship & Conduct: All players cooperate fully with staff, officials and the opposing team throughout the course of 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.

B (3.0): 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.

C (2.0): Average Sportsmanship & Conduct: Minor dissent towards officials, staff and/or opponents that may or may not result in a sportsmanship-related penalty. Teams that receive a sportsmanship-related penalty will earn no higher than a "C" rating for that contest.

D (1.0): Below Average Sportsmanship & 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, his/her team's bench or him/herself. Teams that receive multiple sportsmanship-related penalties would earn no higher than a "D" rating for that contest.

F (-1.0): Poor Sportsmanship & 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 ejections will earn no higher than an "F" rating for that contest, and may face disqualification from the remainder of the season.

XII. PROTEST PROCEDURES

Procedures to protest have been implemented for the following two situations:

1. An eligibility of a participant.
2. A misinterpretation of a rule.

ELIGIBILITY PROTESTS

If a team thinks an opposing player is potentially ineligible:

- The team must immediately inform the officials and Intramural Field Supervisor,
- An “INELIGIBLE PLAYER PROTEST FORM” (available from the Field Supervisor) must be turned into Hill Center G103 by noon the following day. For any game played on a Friday, Saturday or Sunday, the protest form must be turned in by noon on Monday.
- If a protest is upheld, the team with the ineligible player will forfeit their game (during the regular season) or be disqualified from the tournament (during the playoffs).

RULE INTERPRETATION PROTESTS

If a team feels that a rule was misinterpreted:

- They must announce to the officials and the Field Supervisor that they want to protest. The game clock will stop during this time.
- A protest will only be considered if it is made immediately before play continues. This must occur prior to the activity becoming live again (if playing with a clock that stops for dead play situations). If play has continued after the incorrect ruling, no protest can be made.
- The Field Supervisor will make a ruling on the play. The ruling is final once rendered.
- If a team still believes there is a misinterpretation of the rule, an “RULES MISINTERPRETATION FORM” (available from the Field Supervisor) must be turned into Hill Center G103 by noon the following day. For any game played on a Friday, Saturday or Sunday, the protest form must be turned in by noon on Monday.
- If a protest is upheld, the game will be rescheduled and play will begin from the POINT OF STOPPAGE FOR THE PROTEST. **NOTE: If this is a regular season game, onsite roster additions will NOT be accepted.**

Protests made during playoff games will still be played in its entirety. The protest will be viewed the next day by the Program Coordinator and ruled as soon as possible.

NOTE: Participants may NEVER protest a judgment call of an official.

EXAMPLE OF RULE INTERPRETATION: An example of a rule interpretation concerns flag football. A legal catch in flag football requires the receiver to land with possession of the ball with only one foot in bounds. If the official called a pass play incomplete because the receiver did not have both feet in bounds, the team could protest the rule interpretation. The official has misinterpreted the rule and, therefore, the team has a legitimate protest.

EXAMPLE OF AN OFFICIAL’S JUDGEMENT: Citing the above flag football example, if the official ruled that the receiver landed with possession of the football but with the first foot on the sideline, this would be the judgment of the official and, therefore, not eligible for protest.

XIII. DEFAULTS AND FORFEITS

DEFAULTS

If a team/individual knows that he/she/it will not be able to attend a specific game, a team/individual can avoid forfeiting the game by calling the Intramural Sports Office twenty-four (24) hours prior to the scheduled game. For Saturday, Sunday, and Monday games you must notify Hill Center G103 by 3:00pm Friday. It is the team’s responsibility to inform the Intramural Sports Office if they plan on defaulting. If the team does not call by the time allotted, and/or the team does not have enough people present to field a team, this will then be a forfeit. This rule applies to both regular season and tournament contests.

The use of the default means that a team will take a loss but **WILL NOT** lose a forfeit bond for that activity.

Each team has one default allotted per activity “season”. **Any additional default after the first default used will be considered a forfeit and the forfeiture rules will apply.**

A default gives each team involved a sportsmanship rating of 3.0.

FORFEITS

In an effort to avoid forfeits involving team sports (Flag Football, Soccer, Basketball, etc.), there is the 10-minute rule. If a team is not prepared to play with the required number of players signed-in on the score sheet when the appointed time arrives, that team will have 5 minutes or another variation of time to become ready to play without timing/possession/scoring penalties.

If a team cannot field the appropriate number of participants after the first 5 minutes, a second five minutes will be given to the team. During this time, the game clock will run, the opposing team will automatically have first possession or choice of possession as the sport requires and the offending team may receive additional penalties depending upon the sport (i.e. playing a man down for X minutes, other team awarded 2 points a minute, etc.).

Once that 10-minute period has elapsed, the game will be forfeit. The specified point value during the 10-minute rule will vary. Check the individual event rules for the point value of that particular event.

NOTE: The 10-minute rule is a general term. The time of the rule will vary from event to event but will always be between 5 and 10 minutes in length depending on the time used governing the event in question.

After a team forfeits two games in a league sport, they will be dropped from further participation.

Individual and dual events (Tennis singles, doubles and co-rec, etc), meets and other special events have a designated check-in period for either the entire event or for specific divisions. It is the responsibility of each participant to be aware of these sign-in periods. These sign-in periods will be e-mailed to all participants and posted in Hill Center G103 at least 24 hours prior to the event. Anyone not in attendance at the start of the event following the sign-in period will forfeit the contest as their name or doubles team is called for play.

NOTE: If neither teams nor individuals are ready, both will be charged with a forfeit. To obtain a contest victory by forfeit, the required number of participants must be present, signed-in on the score sheet and ready to play.

- In tournament play in an effort to eliminate future forfeits and promote play, the team with the most players available in a double forfeit will be advanced to the next round.
- If both teams, however, have the same number of player in a double forfeit, both teams will be eliminated.

Any team/individual that forfeits a game, regardless of the reason or outcome, will have a forfeit bond deposited by the Office of Recreational Sports.

Forfeited contests will not be rescheduled, and count as a loss in the team/individual’s overall record.

A forfeit will earn the forfeiting team a sportsmanship rating of 2.0 while the team they forfeited to will receive a 3.0.

XIV. REGULAR SEASON BLOCK SCHEDULING

This year the Office of Recreational Sports will be using block scheduling for almost all intramural team activities for the **REGULAR SEASON**. Block scheduling allows you to pick a day of the week you want to play and up to three time slots you (3 hours) you **MUST BE AVAILABLE** to play each week. All your regular season games will be held during these times.

NOTE: Using this type of scheduling there will be NO RESCHEDULED GAMES. All regular season contests will be completed in four or five weeks depending on the amount of time there is to complete the regular season and playoffs OR the number of teams in a league.

XV. PLAYOFF INFORMATION

In scheduling playoffs and tournament play, if there are multiple leagues in a division, no team will play a team from the same league in the first round, unless it is unavoidable. Please note the following:

- Consideration for seedings for playoffs is based on a win/loss/forfeit/default record of those teams involved.
- Defaults and forfeits weigh heavy on your record. Teams that have a forfeit or default will be placed at the bottom of a tie even if they have the head-to-head victory.
- Forfeits weigh more heavily than defaults
- Tiebreaker procedures are (in order):
 - sportsmanship rating
 - head to head competition
 - points/goal differential

A forfeit results in a lower team seeding than a team with an identical Win/Loss record.

Example:

	Win	Loss	Forfeit	Default	Ranking
Team A	4	0	0	0	1
Team B	2	2	0	0	2
Team C	2	2	0	1	3
Team D	2	2	1	0	4
Team E	0	4	0	0	5

This ranking would be the same even if Team C beat Team B in head to head competition.

TEAM SPORTSMANSHIP

Every Intramural Sports team participating in sports requiring 3 or more members will be graded on their sportsmanship following each contest by the Intramural Sports staff. Teams must maintain an average sportsmanship rating of 2.5 or better in the regular season to be eligible for the playoffs and maintain that 2.5 sportsmanship rating throughout the playoffs to be eligible for the next round. During the playoffs, if in a single contest a team receives a sportsmanship rating of 1.0 (D) or less, that team will be removed from the playoffs regardless of whether or not they won. If the team being removed from the playoffs had won that game, the losing team will not replace them in the next round and it will count as a bye for their would-be opponent in that next round.

XVI. AWARDS

Intramural Sports champion t-shirts are presented to all winners of an individual or team sport league. All championship team members will have their participation verified. Only participants that have played in at least two (2) of regular season games and the championship game will receive a t-shirt.

Each sport has a limit on the amount of shirts awarded. No team may receive more shirts than that sport's limit.

As with participation in Intramural Sports, receiving a champion t-shirt is a privilege, not a right. **The Office of Recreational Sports reserves the right to deny shirts to individuals/teams who display behavior or actions that are against the Office's Mission and Values.**

All Intramural Sports champions will have their picture taken and posted on the Recreational Sports bulletin board and/or website.

T-SHIRT LIMITS

The following are limits for t-shirt awards for our intramural events, which corresponds with **maximum roster** size:

Softball – 15 shirts

4v4 Sand Volleyball – 7 shirts

Outdoor Soccer (9 person) – 15 shirts

Flag Football (7 person) – 13 shirts

3v3 Basketball – 5 shirts

4v4 Volleyball – 8 shirts

Kickball – 12 shirts (co-rec) 10 shirts (men)

Wiffleball – 12 shirts

4v4 Flag Football – 8 shirts

6v6 Volleyball – 12 shirts

Indoor Ultimate Frisbee – 12 shirts

5v5 Basketball – 10 shirts

Indoor Soccer – 10 shirts

Floor Hockey – 10 shirts

Innertube Water Polo – 13 shirts

The Office of Recreational Sports reserves the right to limit awards due to sportsmanship and/or quantity issues.

XVII. INJURIES

Before entering into any Intramural Sports event, participants should be aware of the following

- The possibility of injury exists in all sports. The Office of Recreational Sports assumes no responsibility for injuries sustained during an Intramural Sports competition. Basic first aid, however, will be made available.
- All injuries that occur during Intramural play should be reported to the Intramural Sports staff to be properly documented
- All participants acknowledge an assumption of risk by voluntarily entering into any Intramural sports event or activity.
- It is recommended by the Office of Recreational Sports that all participants have a physical examination prior to entering into any Ithaca College Intramural Sports event or activity.
- All participants are responsible for their own health insurance.

ASSUMPTION OF RISK

INDIVIDUALS PARTICIPATING IN RECREATIONAL ACTIVITIES, i.e. INTRAMURAL SPORTS, CLUB SPORTS, AND INFORMAL RECREATION MUST RECOGNIZE THAT THESE ACTIVITIES INVOLVE A CERTAIN DEGREE OF RISK. PARTICIPANTS VOLUNTARILY AGREE TO ASSUME THE RISK OF INJURY AS WELL AS ANY AND ALL MEDICAL EXPENSES RESULTING FROM SAID INJURY. ITHACA COLLEGE STRONGLY RECOMMENDS THAT ALL PARTICIPANTS OBTAIN ADEQUATE HEALTH AND ACCIDENT INSURANCE TO COVER EXPENSES INCURRED AS A RESULT OF A PERSONAL INJURY.

BLOOD/ FLUID SPILLS

A participant who is visibly bleeding will be immediately removed from a contest and will not be permitted back until the bleeding

has stopped and the wound is covered. If any clothing is marked with or saturated in blood, the participant must change into clean clothing before returning to the game. If a player does not have a change of clothing, they will not be able to re-enter the game. Therefore, players and teams are asked to bring extra clothing to their games for such an occurrence.

- The Intramural Sports Supervisor will handle all blood/fluid spills.
- Blood on the playing surface must be properly cleaned before the game will resume.

LOSS OF CONSCIOUSNESS

No participant is permitted to return to the activity or participate in Ithaca College Intramural Sports for a twenty-four (24) hour period if he/she loses consciousness for any reason during an Intramural Sports activity.

- Public Safety will automatically be called to assist in any loss of consciousness situation.

XVIII. EMPLOYMENT POSSIBILITIES

With many different Intramural Sports activities every academic year, the Office of Recreational Sports has a variety of Intramural Sports officiating opportunities. Please look for flyers in the residence halls, in the Fitness Center and in Hill Center announcing officials meetings. No experience is necessary, and you can even make some extra money during the year!

Please visit us at

<http://www.ithaca.edu/sacl/recsports/intramurals/officials.php>

and fill out a form. The Office of Recreational Sports will contact you if we have spaces available for officials. Please note that filling out a form does not guarantee employment with the office.

XIX. EMPLOYEES

INTRAMURAL SPORTS SUPERVISORS

Intramural Sports supervisors will be on-site for all activities and have the authority to make any decision regarding the activity aligning with the Mission and Values set forth by The Office of Recreational Sports.

- Failure to comply with instructions from an Intramural Sports supervisor will immediately be investigated and dealt with accordingly.

OFFICE ASSISTANTS

Intramural Sports office assistants will assist with scheduling, communication, and other administrative work in Hill Center 103C.

INTRAMURAL SPORTS OFFICIALS

Officials will do their jobs to the best of their ability in officiating any team or individual sport. An intramural official will not be biased toward any person or team, and will always keep the spirit of fair play and sportsmanship in mind during contests.

All employees are non-biased and as fair and impartial as possible. Any questionable decisions or actions made by an employee will be investigated and researched.

If there are any questions about employee integrity, please contact the Program Coordinator in charge of Intramural Sports.

XX. INCLEMENT WEATHER

In the event of inclement weather the day of or the night before a schedule Intramural Sports activity, please call 274-3320 and listen to the voicemail for possible cancellations of games. It is the responsibility of the Office of Recreational Sports to maintain

the integrity of all fields, so games may be cancelled due to wet fields, even if the weather is nice the day of a contest. **Decisions to cancel games will be made by 3pm on weekdays and 10am on weekends.**

If the field conditions are good, all outdoor games will be played in the rain and/or cold. Please be prepared and dress accordingly. In the event of lightning and/or thunder, the game will be suspended immediately. For the safety of the participants, regulations mandate that play cannot be resumed for thirty (30) minutes when lightning is seen and thirty (30) minutes when thunder is heard. If a game is called before half time, the game will result in a tie. If it is called after half time, the score will stand as is.

XXI. FREQUENTLY ASKED QUESTIONS

Q: When are the office hours for the Intramural Sports Office at 103C Hill Center?

A: This is not finalized but usually the office hours begin at either 11am, 12pm or 1pm each weekday and last 3 to 4 hours

Q: Whom do I call about...?

A: Please call the Intramural Sports Office at 274-3320) or stop by 103C Hill Center for:

- Calling to default a game (to avoid forfeit)
- If you can't remember your game time
- Calling to forfeit a game
- Changes in availability for the playoffs
- Any other intramural questions

Q: Where are schedules posted?

A: IMLeagues.com will have all the information you need about game times and locations! Once you create your account and are added to a team, you will gain access to this information!

Q: Where is _____ field?

A: Higgins field is behind the A&E Center. The Allen fields are the practice football fields to the northeast of the main campus entrance. Yavits Extension is the field perpendicular to Yavits Field (which is below the Allen Fields, north of Upper Allen).

Q: Why do we submit forfeit bonds?

A: Forfeit bonds are a deterrent for teams to skip Intramural Sports activities without notifying the Intramural Sports office. These bonds cover the cost of scheduling an Intramural Sports supervisor and officials for a game which doesn't happen. As long as a team or individual does not forfeit a game, the bond is returned to the owner.