

# Intramural Sports Participant Handbook



**Radford**  
UNIVERSITY

Student Recreation  
and Wellness

## **Student Recreation & Wellness**

Intramural Sports

[www.radford.edu/recreation](http://www.radford.edu/recreation)

Intramural Professional Faculty:

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Office Hours:

Monday-Friday 11:00 AM-4:00 PM

Located in the Student Recreation & Wellness Center

## **Letter from the Assistant Director**

Dear Intramural Sports Staff,

Welcome to the Intramural Sports Team! That's right. While the participants you will work with have formed their own teams to compete, by joining this entity of The Department of Student Recreation & Wellness, you have become a member of our team. We look forward to providing you with an enjoyable, beneficial experience in the area of sport management that can easily transition over to other areas of your professional career. As an Intramural employee, you are an essential part of the success of our recreation programming. Without the hard work and dedication of the Intramural staff, our program could not exist.

Competitive Sports tend to bring the best and the worse out of individuals. Through your time with us expect to receive some resistance from friends, classmates and maybe even instructors. Ultimately remember, you are the most important people at the game sites, for this simple reason: No matter how well our office plans, and no matter how well we communicate with these teams behind the scenes, you are the people our participants will remember. I say that, not to intimidate or scare you, but rather so you'll know just how crucial your job is. And in order to help you succeed, it's my job, and that of my staff, to provide you with as much training, information, and feedback as possible.

Once you have been trained, it becomes your responsibility to execute your job duties. That means more than just knowing the rules (which is obviously important!). It means reviewing officiating mechanics and positioning. It means asking questions for clarification, both of your partner and your supervisors. It means treating your peers and other players with respect. Show your enthusiasm and the desire to excel, and others around you will appreciate and recognize your commitment.

This handbook has been prepared and designed to assist in not only training you, but to be used as a resource throughout the entire season while you are on the job. It is only effective if you read it and use it as a continuous reference. It contains complete information on guidelines and procedures and has been written to be both practical and informative. Our hope is that this handbook will enhance our staff training and prepare you more thoroughly, which will hopefully allow you to enjoy being an Intramural Sports Employee. Work hard, play hard, and like I tell the participants, always bring your "A" game!

Sincerely,

*Trumaine Beccat Wade*

## Qualities of Competent Intramural Sports Worker

### *Knowledge of the Playing Rules & Mechanics*

- Makes it less likely for problems to arise
- Includes positioning on the court and the use of signals

### *Consistency*

- Inconsistency is the most frequent criticism of bad officiating
- Improved by mastering rule interpretations and officiating techniques
- Requires a "proper frame of mind"

### *Good judgment*

- Total focus is placed on the game, block out distractions
- Remain unconcerned about previous situations and the results of those situations

### *Reaction Time*

- Make quick and firm decisions to increase acceptance

### *Confidence*

- Allows you to remain in control during conflict
- Never second guess a call because you made an earlier mistake

### *Integrity*

- Officiate in an honest and unbiased manner
- Never air your opinions about players or teams outside of the work environment

### *Rapport / Calm Demeanor*

- Reduces tension between officials and contestants
- Effective communication is the key
- Treat players and coaches with respect
- Be approachable and willing to listen to questions, but do not allow the contest to be interrupted
- **Be in control of your emotions**

### *Cooperation*

- All officials should support and respect the decisions of co-workers
- Allows play to progress smoothly

### *Good Appearance*

- Essential for the players' respect

### *Professionalism*

- Entails the mastering of skills required to be successful
- Involves cooperation, achievement, and enjoyment

## **General Rules Everyone Needs to Know**

1. No Radford University One Card., No Participation.
2. Game Time Is Forfeit Time.
3. Evaluate Both Teams After Each Contest.
4. Maintain Professionalism and Respectfulness During Competition

## **The Combination of Officiating and Participating**

Working for the Department of Student Recreation & Wellness demands a priority over any other responsibility except for academics. Actively being involved as a player does not exceed this principle. As officials, a common bond exists that separates our group from others who simply participate in Intramurals. Any individual who is actively involved as both an official and a player is expected to keep their individual level of sportsmanship at a consistently high level. Any official who berates or intimidates a co-worker while participating in an intramural activity is subject to dismissal from their position as an employee, and suspension of their participation privileges in the Student Recreation & Wellness Center.

## **Radford University Intramural Sports Mission Statement**

Intramurals are for everyone! A variety of individual and team sports/activities are planned, ranging from regular league competition to more informal tournaments and one-day events. No activity is too farfetched or outrageous! Our philosophy is to provide a little for everyone in order to get the most from everyone.

## **Radford University Intramural Sports Vision**

The vision of the intramural sports program at Radford University is to provide students with a variety of recreational opportunities that allow them to become engaged in healthy competition while developing and maintaining character, integrity, and sportsmanship.

## **Purpose of the Handbook**

This handbook is designed by the Intramural Program to serve as an informative and procedural reference for persons involved or interested in participating in Intramurals. It is the responsibility of those who participate to be knowledgeable of the information contained in this booklet. The regulations and guidelines contained within this document provide the basis upon which reasonable decisions regarding the conduct of participants can be made.

## **Awards**

At the conclusion of every Intramural event, 15 T-shirts will be awarded to the champions of each league. If you have more than the 15-member set limit and would like to receive an Intramural Championship Shirt you may purchase a shirt for \$8.00.

## **Sport Club Participation Rule**

1. A limit of 3 players (regardless of gender) allowed per team roster in any sport or tournament sports on the field or court at any given time

## **Intramural Liability Statement**

Radford University assumes no responsibility for injuries received during an Intramural program or special event. Students, faculty, and staff are reminded that participation is strictly voluntary and at sole risk of the individual. All participants are strongly encouraged to obtain a physical exam and secure adequate health insurance prior to participation. All injuries incurred while participating in an Intramural program should be reported to the supervisor in charge of the program immediately. A complete report of the injury should be recorded on the proper form and filed with the Asst. Director of Intramural Sports & Recreation.

**\*\*Warning: Your participation in a recreational activity could result in physical injury.\*\***

## **Need A Team?**

Anybody having trouble finding a team may come by the Student Recreation & Wellness Office and sign up as a “free agent”. Teams may add free agents, or a new team may form from this list, numbers permitting. We encourage individuals to contact team captains and attend captains’ meetings in order to aid in their placement on a team.

## **POLICIES AND PROCEDURES**

### **Attire**

Proper attire should be worn for each activity. Full t-shirts are required for SRWC activities unless otherwise noted. For your protection, as well as other participants, NO JEWELRY or non-appropriate headwear are allowed in any Intramural Competition. Persons wearing casts or wrapped/padded appendages will not be allowed to participate. Individuals must obtain prior approval from the Asst. Director of Intramural Sports for the use of orthopedic devices essential to protect an injury. Intramural activities require footwear to be worn, unless otherwise noted. Indoor activities forbid street shoes, turf shoes, black-soled shoes, shoes with waffle bottoms or protrusions coming from the sides, and shoes suspected of marking the floor. Outdoor activities require only rubber-molded cleats or tennis shoes. Absolutely NO metal or screw-in spikes, work boots, and flip-flop style shoes (sandals) are allowed.

### **Regular Season**

Schedules for regular season play will be based on the number of teams entered, the number of fields/courts available, and the times they are available. Schedules will be in round robin format unless otherwise noted. The Intramural Office **DOES NOT** reschedule regular season or post-season tournament games once the schedule has been posted.

### **Playoffs**

Teams advancing to playoffs will vary by sport and number of teams participating. The Asst. Director of Intramural Sports makes all decisions about who will advance to the playoffs. In order for teams to be eligible for the playoffs they must maintain at least a 3.0 average in the Sportsmanship Rating System.

### **Injuries**

All participation in Intramurals is completely voluntary. Individuals participate at their own risk and assume responsibility for their own health and safety. It is the responsibility of every participant to ascertain whether they have any health conditions that make it inadvisable to participate in that sport. The Student Recreation & Wellness Dept. strongly recommends that each participant have adequate medical insurance before participating. Any person who is injured is required to notify the intramural supervisor for assistance so that appropriate action may be taken.

### **Alcohol and Drug Policy**

Individuals and teams who arrive intoxicated, suspected of consumption, or possessing alcohol or other substances will NOT be permitted to play. The game will immediately be forfeited, and individuals reported to Asst. Director of Intramural Sports. Radford University and the Student Recreation & Wellness Department will not tolerate such behavior and will act in a manner that is prudent with the safety of all participants as the top priority.

### **Blood Policy**

Participants will be removed from competition if they are bleeding or are wearing blood saturated clothing. The blood may or may not be their own. The participant is ineligible to re-enter the contest until the saturated clothing has been removed, all bleeding has stopped, and any open wound has been covered. It is the suggestion of Student Recreation & Wellness that each individual bring an extra pair of shorts and T-shirt. If clothing saturated with blood cannot be replaced, that individual will not be allowed to participate.

### **Lightning Policy**

Due to the significant risks and possibility of fatal injury from lightning strikes, it is imperative that the Radford University Student Recreation & Wellness Department have a clear policy on how to deal with lightning in and around the areas of practice and/or competition. This policy will help clearly state the department's position on this issue and help to define roles of certain individuals during the decision-making process. The Student Recreation & Wellness staff's primary responsibility is for the safety and concern of the student-athletes.

### ***The following plan will be in effect for all Student Recreation & Wellness events, including Club Sport practices:***

Depending on the event being played, a Student Recreation & Wellness staff member will monitor the weather. This will be done through the use of the DTN Weather Sentry Lightning and Storm detector (if equipped) or by the Flash-to Bang Method. If Lightning is seen 20 minutes prior to an Intramural game or event, then that game or event will be cancelled.

If lightning is seen during the first half of an Intramural game, then the Intramural Supervisor on site will immediately stop the game and the game will count as a cancellation. If lightning is seen during the second half of an Intramural game, then the Intramural Supervisor on site will immediately stop the game and whoever is winning at the time the game is stopped will be clarified as the winner. The only exception:

- The game may resume in 20 minutes as long as lightning is not seen again. Every time lightning flashes and is seen by the Intramural Supervisor, the 20-minute time frame restarts.

In the event of threatening or inclement weather a Student Recreation & Wellness staff member will inform the participants and spectators either through the public address system or any other means available of impending severe weather.

GENERAL POLICY: A member of the Student Recreation & Wellness Department student staff, if on site will monitor the weather and make the decision to notify a Student Recreation & Wellness professional staff member (during a game) of dangerous situations and recommend the suspension of activity in the event of lightning. The decision to suspend activity will be based on:

1. Use Weather bug on Microsoft Pro to determine how far away lightning is occurring. (Use weather bug to see if lightning strikes less than 20 miles away).
2. Utilization of the Flash-to-Bang Method (Count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five to obtain how far away, in miles, the lightning is occurring).

What to do if you can't get to a safe location:

1. Find a dry ditch or a large grouping of shrubs and small trees. Find these areas and take shelter.
2. Make your body as small as possible minimizing surface area for lightning strike. Crouch on the balls of your feet, DO NOT lie flat on the ground.
3. Stay away from isolated small trees and large metal objects such as flagpoles and light poles.
4. Stay away from any other metal objects such as bleachers and metal fences.
5. Don't stand in an open field
6. Stay away from standing bodies of water such as a pool, lake, or pond.

Possible Sensations that a lightning strike may be eminent (assume a crouched position):

1. Hair standing on end
2. Skin tingling
3. A crackling sensation

### **Eligibility**

All Radford University students, both full-time and part-time, enrolled in class and in good standing with the university are eligible to participate in the Intramural Sports Program. Below are some criteria for participation:

- Students paying Comprehensive Student Fee
- Participants may play on one team per league. A player declares a team preference by their first participation.
- No Current/Former Professional Athletes are eligible.
- Current varsity athletes, including transfers, redshirts, and anyone practicing or listed on a roster with a varsity team, may not participate in the related sport in which they are currently participating for at least *ONE FULL YEAR* (fall then spring) before becoming eligible to compete.
- Ejected players are suspended from all intramural activities until reinstated by the Asst. Director of Intramural Sports.
- Any team using a player who is ineligible shall forfeit all games in which a violation occurred.

Current Radford University Faculty and Staff must purchase a Student Recreation and Wellness Center Membership in order to be eligible to participate in our Intramural Sports Program. This includes Emeritus faculty, adjunct faculty, classified, and wage employees.

- Employee rates are based on the proportion of student fees associated with the SRWC. Memberships are offered by semester and follow Radford University's academic calendar. Faculty and staff membership include Group X classes. Personal Training, Intramural Programming, and Outdoor Programming are available with additional fees. Memberships will be prorated based upon date of purchase.

| <b><u>Membership</u></b> | <b><u>Fee</u></b> |
|--------------------------|-------------------|
| Fall or Spring Semesters | \$238.00          |
| Summer 1-11              | \$158.00          |

\*\* The fees are subject to change annually based on current student fee structure\*\*

- Memberships are available for purchase at the Student Recreation and Wellness Center Service Desk. Accepted forms of payment at the service desk are cash, check, credit card, OneCard, and salary deduction.

### **Refunds**

- Memberships paid by cash, check, credit card, and OneCard are non-refundable and non-transferable. Refunds may be granted due to documented medical issues or separation from the university on a case-by-case basis.



## Protests

It is our belief that contests should be won or lost on the field of play. The intramural staff will resolve all disputes immediately. Matters involving an official's judgment are not a basis for protest. Protests referring to or questioning an official's judgment call will not be granted. Intramural managers that abuse the protest system shall be penalized at the discretion of the Asst. Director of Intramural Sports. IM Sports reserves the right to rule in any matters not covered in this handbook. We will apply the spirit of the rules and fairness in all situations.

The decision of an official or intramural staff member to eject a player or spectator for any unsportsmanlike conduct (be it verbal or physical) will be firmly upheld by the Student Recreation & Wellness Department.

Steps to protesting a game:

1. All protests must be registered immediately with the Sport Supervisor on site by the team captain only. A valid protest must either concern player eligibility or a misapplication or misinterpretation of a sport rule. A protest based on the judgment of an Intramural Sports Official is invalid. An official Protest Form must be completed with the Intramural Sports Supervisor on duty for the protest to receive further consideration.
  - i) Player Eligibility Protests
    - Opponents must verbally make the Intramural Sports Staff (Official or Supervisor) and suspected ineligible player aware of an eligibility protest BEFORE the respective player enters and participates in the contest.
  - ii) Game Protests, A valid game protest must include the following:
    - Protests must be made during the contest at the time of the incident by the team captain/manager to the game official and/or the sport supervisor before the next "live" ball.
    - At that time, the reason for the protest must be given to the game official.
    - Protests must involve a misinterpretation or misapplication of a playing rule.
    - The captain, the official(s) and any other staff present must sign the game score sheet upholding or denying the protest. Unless this procedure is followed, the protest will not be considered. Every attempt will be made to rule on the protest immediately. In many cases, the protest can be settled on the field of play.
2. If you disagree with the on-site decision, you may appeal the decision with the Assistant Director of the sport. A protest is not complete until a written version of the protest is completed immediately following the play in question, documenting the teams participating, the rule misinterpretation or misapplication, time in play and the offense called (or not called). Otherwise the protest will be disallowed. For weekend games, the same procedure must be followed.
3. If the protest is received by the Sport Supervisor following the play, then IM Sports will review the protest. Additional team members, as well as the other team, may be asked to appear by the IM Sports Staff.

4. Games altered by valid protests will be replayed, if possible, from the point of the game where the protest occurred. Due to facility space and time limitations, IM Sports and both team captains may agree to a non-playing solution.

### **Forfeit**

Game time is forfeit time! Teams are strongly encouraged to arrive 15 minutes early for their games. Any game whose outcome is declared a forfeit will result in a loss being credited to the forfeiting team. A forfeit will be declared under the following conditions:

1. A team cannot field the required number of eligible players by the designated game time.
2. A violation of any rule as stated in the Intramural Sports Code of Conduct.

After a team's first forfeit, there will be a \$10 reinstatement fee that must be paid prior to the next scheduled game or the team will be removed from the league and not eligible for playoff competition. A second forfeit will result in the team being immediately dropped from the league and ineligible for play-offs.

### **Defaults:**

1. Any team knowing in advance that they will be unable to play a regularly scheduled contest is given the opportunity to default. A default counts as a loss in the standings but is not considered a forfeit.
2. To default a contest, the Team Captain must contact the Intramural Office by 3:00 pm on the day of the contest (or by 3:00 pm the preceding Friday for weekend events).
3. There is no limit to the number of times a team may default.

### **Guidelines/Responsibilities for Captains**

- Register all members of your team by 5:00 PM on the first Friday of competition at the IM sports website: [www.imleagues.com/radford](http://www.imleagues.com/radford). Roster additions during the first week of competition must be made on the day of play before 3:00pm for that participant to be eligible for play. For assistance, come by the Student Recreation & Wellness (SRW) office.
- Attend the MANDATORY captain's meeting for your sport or send a representative from your team to take your place at the meeting. Teams failing to attend the required meeting on the scheduled date must come by the SRW office on the following day with an additional \$5 late fee. Failure to do so will result in your team being removed from the league. A team on the waiting list will take your spot in the league.
- Check schedules/emails regularly for updates/changes to game times. Schedules may change due to various reasons, including but not limited to the following: facility availability changes, weather, teams forfeiting out of the league, etc.
- Inform team members of playing dates, locations, times, and playoff information.

- Serve as a liaison between recreation staff and their team participants. This includes taking responsibility for the field behavior of each team member and their spectators.
- Obtain the playoff schedule after your last regular season game via email and at [www.imleagues.com/radford](http://www.imleagues.com/radford).
- Be responsible for thoroughly understanding the rules of the sports you are participating in and informing your team members of the rules and regulations.
- Insure that enough eligible participants are at the games 10 minutes prior to scheduled game time. GAME TIME IS FORFEIT TIME.
- Ensure that each participant provides their valid Radford University One Card to the scorekeeper/supervisor prior to the beginning of the game, or at the point of their arrival if late.
- Being thoroughly familiar with the eligibility rules as contained in the handbook and ensuring that the team abides by them.
- Making every effort to have team members play according to the rules of the game.
- Checking posted results after each contest to make sure they are recorded properly.
- Submitting a protest if necessary.
- Promoting and developing good sportsmanship to teammates and fans before, during, and after all contests.
- Communicating to the SRWC Office any questions, problems, or ideas.
- Signing the score sheet following each game to verify the score and give a sportsmanship rating to the other team. The sportsmanship ratings are as follows:

### **Sportsmanship Rating System**

- At the conclusion of each intramural contest, the Intramural Staff will assign each team a sportsmanship rating:
  - Acceptable:
    - In general, participants display proper sportsmanship towards opponents and IM staff. The captain displays reasonable control over team and spectators.
  - Unacceptable:
    - A team forfeits. Participants constantly complain about officials' decisions. Participants displaying unsportsmanlike conduct towards opponents and/or IM staff. The captain has little or no control over team and spectators. A game ended due to unsportsmanlike acts. Damage or destruction to Campus Recreation facilities or equipment.
    - **Penalty: The team is ineligible to participate in that sport until reinstated by the Intramural Sports Office. The Team Captain is required to meet with the Director or his/her designee prior to the team's next scheduled game. If this does not occur, the team will be removed from the league. Teams that receive two unacceptable ratings during the same sport season will be removed from the league. During the playoffs/tournaments, a**

**winning team who receives an unacceptable rating may be dropped from the remainder of the event upon the discretion of the Assistant Director of Intramural Sports.**

- It is up to you to make this system work, by giving appropriate ratings. If any team awards an opponent a sportsmanship rating of unacceptable, they must fill out a sportsmanship form on site.
- For the winning team, the captain collects the Championship shirts for every member of the Championship team.

### **Intramural Staff**

The Intramural Supervisor is the final authority during an intramural activity. The supervisor will be in charge of organizing the event, directing teams to proper fields and courts, and managing the contests so that good sportsmanship is practiced at all times. Participants must realize that the game officials are the first source of ruling and information. The supervisors may only be consulted when interpretations or applications of the rules are in question. They will not overrule any judgment calls!

The supervisor may intervene to stop play at any time. Situations such as disorderly conduct, abusive language and fighting are potentially dangerous and can lead to a supervisor terminating the contest and assessing a forfeit to the team or removing a player from the event and asking him/her to leave the facility.

### **Sanctioning of Teams and Organizations**

The Intramural Sports Assistant Director, based upon the actions of an individual team member, can sanction teams and organizations. Any team that is suspended or placed on probation, results in each team member being suspended or placed on probation. Also, repeated violations by an organization may lead to organizational sanctions. Violations older than 2 years from the date of the most recent incident will not be used as part of the historical record in determining organizational sanctions.

### **Sanction Guidelines**

The following guidelines are to be used only when an individual or team is found to be guilty of one or more of the infractions listed in the definitions section of this document. The sanctions levied by the Asst. Director of Intramural Sports are to be based on the severity of the act that the individual or team was found guilty of committing.

#### *Minimum Sanctions Maximum Sanctions*

- Abusive language: 1 game suspension/probation TBD league suspension/semester probation
- Incite fight/conflict: 1 game suspension/probation TBD league suspension/semester probation
- Physical Abuse: league suspension year suspension & judicial charges
- Spirit of the rules: 1 game suspension/probation TBD league suspension/semester probation

- Unnecessary Roughness: 1 game suspension/probation TBD league suspension/semester probation
- Unsportsmanlike Conduct: 1 game suspension/probation TBD league suspension/semester probation
- False ID: league suspension semester suspension & judicial charges
- Illegal player: league suspension (team) semester suspension (team)
- Violate probation: semester suspension year suspension
- TBD = to be determined based on severity of behavior
- 1 Game suspension = removed from current game + 1 game suspension

The Assistant Director of Intramural Sports reserves the right to levy sanctions for actions not specifically covered in the document. In severe cases, a team captain may receive sanctions for team violations. Also, individual actions may affect the status of the team or organization.

### **Definitions**

Abusive language- any language from a participant or spectator deemed offensive or derogatory by an official, or supervisor, not necessarily “swear words.”

Attempting to incite a fight/ conflict- baiting, teasing, threatening, or intentionally provoking the anger of an opponent, spectator, official, score keeper, or supervisor. These actions may or may not instigate a fight/conflict.

Physical abuse- any physical contact by a participant or spectator towards another participant, spectator, official, score keeper, or supervisor that is deemed inappropriate. This can range from a “bump” to an actual “punch”. Any thrown object constitutes physical abuse. (Note all thrown punches and objects are assumed to have intent to injure.)

Not playing within the spirit of the rules- any behavior deemed inappropriate for the sport that is being played. These actions may or may not be Unsportsmanlike (making a travesty of the game)

Unnecessary roughness- actions that are considered threatening to the safety to the participants. These actions are not accepted as part of the “normal” activity of the game.

Unsportsmanlike conduct- behavior by a participant or spectator deemed inappropriate by an official or supervisor, actions are not always physical and do not necessarily involve abusive language.

Using false identification- participants claiming an identity other than their own. This may include using a false ID, recording a false name on a score sheet, or verbally informing an official/supervisor that they are someone else.

Using illegal players- a team that has a player that is currently suspended from intramural sports or has a player that has already been established on another roster within the same sport league, a person not listed on the team’s current roster, or a player that has no affiliation with the university.

Violation of probation- any action taken by a person, team, or organization currently on probation that requires the appearance before the Disciplinary Board before their probation has ended.

### Appeals

All decisions made by the Assistant Director of Intramurals may be appealed to the Director of Student Recreation & Wellness and then will be passed if needed on to the Associate VP of Student Affairs/Activities. Information on appealing the case will be given to the defendant at the time of the initial hearing. Notice of appeal must be submitted within three (3) working days of the initial decision. The appellant must submit a written statement (not to exceed 2 typed pages) of his/her position and the reasons in support of the relief requested. This should be submitted with the appropriate person hearing the appeal.

A notice of appeal must contain the following:

1. Specific ground for the appeal.
2. Specific relief requested: reversal of sanction, etc.
3. Statement of the appellant's position and reason in support of relief requested.

The appeal should be limited to the following:

1. Whether the incident constituted a violation of policies or regulations.
2. Whether the action taken was authorized and/or warranted under the circumstances.
3. Whether the sanction was fair and appropriate.

Disciplinary rulings may include, but are not limited to, probation, game/league suspension, community/departmental service, and in severe cases a lifetime expulsion and/or referral to the University's Judicial Affairs.