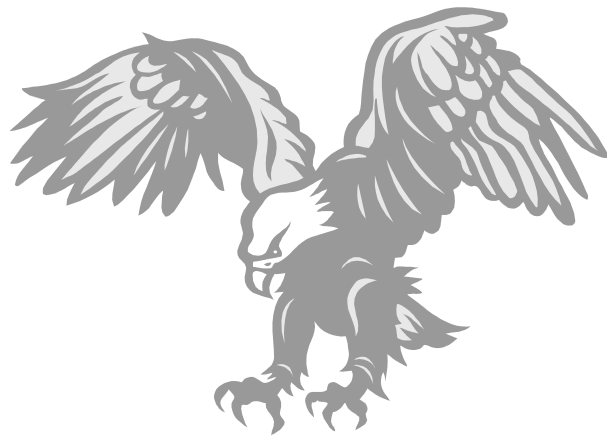




The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Recreational Services



INTRAMURAL
MANUAL

Introduction

Welcome to the Intramural Sports Program and the Office of Recreational Services at The College at Brockport! The mission of the Office of Recreational Services is to promote student success by prioritizing student learning and development through educationally purposeful activities, leadership opportunities and employment. We are committed to offering healthy lifestyle choices through safe quality programming to the college campus and surrounding communities emphasizing student learning beyond the classroom. This manual is to serve as an informative and procedural guide for all intramural sports and activities' participants. Team captains (or a representative) are expected to become familiar with this manual and abide by the parameters set forth in this manual. Additionally, captains are asked to share the information outlined in this manual with team participants. Any questions or comments concerning this manual should be directed to the Intramural Sports Coordinator, Graduate Assistant or Student Supervisor. This manual is meant as a guide and is not all-inclusive. **The Office of Recreational Services reserves the right to change or modify rules, policies or procedures at anytime.**

Contact Information

Recreational Services Office Location	Tuttle North room 281
Recreational Services Office Phone Number	(585) 395-5081
E-Mail Address	imsports@brockport.edu
Web Address	www.brockport.edu/recservices

Registration

Process

Registration forms are available outside of the Recreational Services Office (Tuttle North room 281) and also on the Web at www.brockport.edu/recservices. If an event requires an entry fee, the fee and form must be submitted in-person to Tuttle North Room 28 by the date and time specified on the form. (Registration forms submitted to any other office will not be processed.) Late entries will only be accepted if time and space allow. If an event does not require an entry fee, participants may register over the phone by calling the Recreational Services Office at (585) 395-5081.

Entry and Forfeit Fees

All team events and select individual events require an entry fee. The fee must be paid at the time of registration via cash, check credit card or The College at Brockport Easy Money. Additionally, any team that misses a required captain's meeting or misses a scheduled game may be required to pay a forfeit fee to remain on the schedule. Our refund policy, captain's meetings and forfeits are discussed later in this manual.

Players Seeking Teams [Free-Agents]

Players wishing to participate in a team sport, but are unable to form an entire team, may register as a "free-agent". To do so, visit Tuttle North Room 281 prior to the posted deadline for the event. Please note, we will make every effort to place a free-agent on a team, however, it may not always be possible to do so. Free agents are required to attend the posted Captain's meeting.

Team Names

Each team must indicate on their registration form an acceptable team name when registering. Any team submitting a form without a team name will be assigned a team name. Inappropriate or obscene team names will not be allowed. Recreational Services reserves the right to change or modify team names. Once the event schedule is published, team names may not be changed for any reason, unless Recreational Services decides it needs to be changed.

Divisions and Classifications of Play

All team events will include men's, women's and Co-Rec divisions of play [exception: broomball is a Co-Rec only sport]. Although three divisions are offered, a minimum of four teams is required to form a schedule. Additionally, within each division, "A" and "B" classifications will be offered. The "A" classification is for advanced teams, while the "B" classification is for intermediate and beginner teams. Please note that the Recreational Services Staff reserves the right to move teams from one classification to another for any reason. Any team that has a current or former NCAA player (No Matter what College) on their team must play in the "A" division if there is one.

Scheduling

At the time of registration for team events, each team is required to complete the availability section on the registration form. Each team's regular season games and their first playoff game will be scheduled according to their availability. **Please note that teams providing limited availability may not receive the same number of games as other teams!** Regular season schedules will be distributed at the captain's meeting prior to the start of the season. Playoff schedules will be distributed at the captain's meeting prior to the start of the playoffs. Any team wishing to reschedule a regular season game may contact the Recreational Services Office to request the change, provided it is at least 48 hours prior to the scheduled game. We will make every effort to reschedule the game; however, if we cannot and your team still cannot play then the team will receive a loss.

Any team that cannot play a scheduled game may also concede the game. A team conceding a game will receive a loss; however, they will not receive a forfeit. To concede a game, contact the Recreational Services Office no later than Noon on the day of the game or by Noon on Friday for Sunday games.

The scheduling process for individual events will be explained at the time of registration.

Participation

Each participant should be knowledgeable of the inherent risks, rules, policies and procedures of the event or activity in which participating. Each participant has the right to expect a fair opportunity to participate, while at the same time maintaining a high level of sportsmanship and respect for opponents, teammates and the Recreational Services staff. Participation in any event or activity is strictly voluntary. Failure to abide by the guidelines set forth by Recreational Services may result in removal from the event or activity. All participants are responsible for their own actions.

Eligibility

All current enrolled College at Brockport students, faculty and staff are eligible to participate. However, restrictions apply to varsity/junior varsity athletes who choose to participate in their sport or related sport. Each team is allowed to include on their roster a maximum of two current or former collegiate-level athletes (It does not matter when or where they played). Additionally, if a team has a collegiate-level athlete listed on their roster, the team is required to participate in the "A" classification of the sport. For adherence to this rule, a collegiate-level athlete is defined as any individual who has participated in an organized competition at the junior varsity or varsity level. This would include an organized scrimmage, preseason contest, or regular season contest. For reference, related sports are outlined below.

Varsity Athlete	Related Activities
Baseball / Softball	Softball
Basketball	3 on 3, 5 on 5 and outdoor basketball and BAsEketball
Football	Arena flag football and flag football
Ice hockey	Floor hockey
Soccer	Indoor and outdoor soccer
Volleyball	Indoor and sand volleyball

* Club Sport athletes do not fall under this rule.

Team Rosters

Each game's score sheet will serve as a team's roster. Participants' full names and student ID numbers must appear on the score sheet. Participants may play for their team in any regular season game, provided they are not listed on another team's roster [*Co-Rec Exception: participants may play on two teams provided one is a Co-Rec team*]. For example, new participants may play in a team's third game of the season provided they are not listed on another team's roster. Participants must be present at a game to be added to the score sheet. *Once a participant is listed on the score sheet and the game has begun, they may not be removed from that score sheet.* In order to participate with a team in the playoffs, a participant must be listed on a regular season score sheet/roster.

Women Playing on Men's Teams

Women are allowed to play on a men's team at all levels of play. All participation guidelines apply.

Violation of Participation Guidelines

Any team using a participant who is ineligible shall forfeit all games in which the person played if the violation is detected prior to the start of the playoffs. If a violation is detected, which occurs during a playoff game, the team shall forfeit the game in which the ineligible participant played. If this occurs and the violation is detected prior to the start of the next round of the playoffs, the team that originally lost the game shall be awarded the win and shall advance in the tournament. If the violation is detected after the start of the next round of the playoffs, the team shall be immediately removed from the tournament. For example, if a team uses an ineligible player in a first-round game, but the violation isn't detected until after the team's second-round game, the team would automatically lose the second-round game. Please refer to the forfeit policy section of this manual for additional information.

Captain's Meetings

For all team events and select individual events, a captain's meeting prior to the start of the season may be held. Please refer to the registration form or our Web site for captain's meeting information. Additionally, all team events may also have a captain's meeting prior to the start of the playoffs. Captain's meetings are held to provide each captain with important information including rules and game schedules, as well as to answer any questions captains may have. It is the responsibilities of each team captain to attend the meeting or have a designee attend the meeting. Failure to attend the meeting may result in a missed meeting fee to remain on the schedule. Any captain that misses the meeting must pay the missed meeting fee by Noon the following business day. Failure to do so may result in the teams' removal from the schedule and loss of any associated entry fee.

Playoffs

Each league event will consist of a regular season and playoffs. The number of playoff teams will depend on the number of teams in the division as well as the amount of time allotted for playoffs. Playoff schedules will be distributed at the playoff captain's meeting, which will be announced towards the end of the regular season. Recreational services will do their best to scheduled for the first playoff game based on the availability they are provided. Subsequent game dates and times are pre-determined so they may or may not coincide with a team's availability. Please note that we are unable to reschedule playoff games! We suggest that each team have plenty of subs on their roster in case of schedule conflicts.

Players (of the winning team) who are present at the championship game will receive an intramural sports t-shirt (or substitute item). However, t-shirts will only be given out to the number of people required to play plus three subs (Ice Hockey is the only exception to this rule). T-shirts will not be awarded to participants who are not present at the championship game. T-shirts are available in a limited number and sizes.

Injuries / Liability

All participants must sign a waiver prior to participating in any event. Participation in the Intramural Sports and Activities Program is completely voluntary and individuals participate at their own risk. Participants should be aware of the possibility for bodily, mental or emotional injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation. All participants are responsible for their own actions.

Forfeit Policy

There are a variety of instances that may result in a forfeit including:

1. Any team that is not *present and ready* play by five minutes past game shall receive a forfeit.
2. Any team that does not have enough players to start or continue a game shall receive a forfeit (male and/or female).
3. Any team that participates in a contest with an ineligible participant.
4. Any team that receives a sportsmanship rating of "one" shall receive a forfeit.
5. Any team that did not pay a previous forfeit fee by the stated deadline.
6. Any team wearing jewelry after the captains meeting(s) and other warnings.

It is the responsibility of the team captain to inform team participants of their game schedule, including any rescheduled games. Any team that receives a forfeit will be required to pay a forfeit fee to remain on the schedule. The fee must be paid by Noon the following business day in Tuttle North Room 281. Failure to do so may result in the team's removal from the schedule. **If any team has two forfeits throughout the season then they will be removed from the schedule and NO refunds will be awarded.**

Refund Policy

All, registration, forfeit and missed meeting fees are nonrefundable. The only exception to this policy is if an event is cancelled, in which case a full refund shall be issued, or if Recreational Services decides to. Any team removed from the schedule for any reason shall not receive a refund.

Conduct

It is important that each intramural sports activity is conducted in a fair and enjoyable atmosphere. We realize that intramural contests and events are very important to the participants; however, good sportsmanship should not be overlooked. **To ensure that fair play and good sportsmanship prevail, intramural sports employees (game officials, general managers, supervisors and professional staff) reserve the right to warn, penalize and eject players, teams or spectators for conduct deemed inappropriate or unsportsmanlike.**

Participants and spectators who choose to engage in acts of unsportsmanlike or inappropriate behavior before, during or after a contest or event are subject to disciplinary actions. **The recreational services staff may issue an ejection with or without warning if actions are considered to be unsportsmanlike, deliberate or creates an unsafe playing environment.** Examples of unsportsmanlike actions include, but are not limited to, profanity, vulgar or abusive language or actions, unnecessary roughness, two technical fouls or yellow cards, one red card, taunting, and fighting or inciting a fight.

All participants that are ejected from an intramural sporting event will be immediately suspended from all intramural sports until reinstated by the Intramural Sports Coordinator (or designee). To be reinstated, the ejected participant must schedule a meeting with the Intramural Sports Coordinator (or designee) prior to their next scheduled contest (even if it is with another team in another sport). This meeting must be conducted during normal business hours. During said meeting, the cause for ejection will be discussed, as well as all subsequent sanctions. When all sanctions have been fulfilled, the participant shall be officially reinstated. All games in which suspended players participate will be considered forfeits by that team. Any player who is ejected who does not schedule a meeting will remain suspended indefinitely until said meeting occurs. Please refer to the forfeit policy section of this manual for additional information.

* All captains will be notified of an ineligible player on their team.

Any team that has two players/ or spectators (the same player twice or two different players) ejected throughout the regular season will immediately lose the game in which the second ejection occurred, be removed from the schedule and the team will be ineligible for the playoffs. Any team that has one player/ or spectator ejected during any playoff contest will immediately lose that contest and will be ineligible for the remainder of the playoffs. Please refer to the sportsmanship rating system section of this manual for additional information.

- Recreational services may modify this rule depending on the situation.

- Any acts of inappropriate or unsportsmanlike conduct may be referred to University Police or the Campus Judicial System for additional sanctions.
- Any player/ or spectator that threatens an Intramural employee will be removed from ALL Intramurals (whether they are participating or watching until they schedule a meeting with the Intramural Coordinator)

Sportsmanship Rating System

A sportsmanship rating system will be used for all officiated intramural sports contests. The philosophy of Recreational Services is that good sportsmanship is expected of every participant in every contest. 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 the activity. In order to encourage proper conduct during contests, members of the intramural sports staff will issue a rating to each team after a contest. Captains must sign the sportsmanship rating form after every contest.

Team Ratings

In order to qualify for the playoffs each team may not receive more than one rating of "2" or "1" throughout the season. Any team receiving a second rating of "2" or "1" during the regular season, or their first rating of "2" or "1" during the playoffs shall be immediately removed from the schedule.

Each team will be given an overall rating between 1-4 after each contest. A general description of each rating and the behavior that constitutes each rating is listed below:

"4" Rating – Excellent Conduct and Sportsmanship

Players fully cooperate with all officials and other team members. The captain calmly converses with officials about rule interpretations and calls. The captain has full control of their teammates and spectators throughout the contest. Teams may not receive any technical fouls or unsportsmanlike penalties.

"3" Rating – Average Conduct and Sportsmanship

Players cooperate with all officials and other team members for the most part; however, they may show minor dissension. The captain has control of their teammates and spectators except for one minor outburst during the contest. This is the highest rating that may be given to a team receiving one technical foul or unsportsmanlike penalty.

"2" Rating – Below Average Conduct and Sportsmanship

Team members show verbal dissent towards officials and/or opposing team members. The captain exhibits minor control over teammates, but is still in control of him/herself. This is the highest rating that may be given to a team receiving two technical fouls or unsportsmanlike penalties or that had a player ejected.

"1" Rating – Poor Conduct and Sportsmanship

Team is completely uncooperative. Captain has no control over teammates or themselves. This is the highest rating that may be given to a team receiving three technical fouls or unsportsmanlike penalties. Any team receiving a rating of "1" will receive a forfeit.

Additional Rules Regarding the Rating System

1. If a team forfeits a game or a game is cancelled due to inclement weather, both teams shall not receive a rating for that game.
2. The ratings given by the intramural sports officials are final and may not be changed subsequent to the game.

Tobacco, Alcohol and Other Drugs Policy

Tobacco, alcohol and other drug use is not permitted during any intramural sporting activity or event. Any participant or spectator found using tobacco, alcohol or other drug will be asked to leave the contest, facility or field immediately. Additionally, any player or spectator suspected of being under the influence of alcohol or other drug will be asked to leave the contest, facility or field immediately. Any player that has been asked to leave the contest for any reason will officially be ejected from the contest and must meet with the Intramural Sports coordinator or designee. Any incident may be referred to University Police or the Campus Judicial System.

Inclement Weather

Outdoor activities may be cancelled or postponed due to inclement weather. Activities may be postponed during an event by the intramural sports staff working the event or may be cancelled prior to the start of the event. It is the responsibility of the team captain to inquire about cancellations due to inclement weather. Cancellations will be posted on our Web site at www.brockport.edu/receservices. We will make every effort to reschedule events/games due to inclement weather.

Protests

It is one of the goals of Recreational Services to provide a fair environment in which to play. Referees and other staff members strive to interpret and enforce the rules correctly; however, on occasion mistakes occur. To remedy a potential mistake made by an employee, we do allow protests. The first type of allowable protest is a rule misinterpretation. In order to protest a rule misinterpretation, the team captain must immediately notify the general manager working the game that they wish to protest. Failure to inform the general manager immediately following the **play** will result in the inability to protest the situation. Please note, judgment calls may not be protested!

The second type of protest allowed is due player eligibility rules. Eligibility protests must be filed with the supervisor before, during or after (up to 15 minutes) the contest or event in which an alleged ineligible player participated. Failure to complete and return the protest form in a timely manner will result in the inability to protest the contest or event.

All decisions made by the supervisor, graduate assistant or coordinator are final! The captain will be notified of the decision in writing via e-mail.

Equipment, Clothing and Jewelry Policy

For most activities, basic equipment is provided to all participants. Participants wishing to use personal equipment (e.g. hockey stick, softball bat, etc.) may do so, provided the equipment is in good shape. All equipment is subject to inspection by a member of the intramural sports staff and may be refused for any reason. Recreational Services is not responsible for any personal equipment lost or damaged during an event.

For all activities, wearing jewelry is prohibited due to safety concerns. The only jewelry that will be permitted is medic alert bracelets and necklaces, provided they are taped down. All other visible jewelry must be removed prior to the start of an event. In the case of a new piercing you can purchase and play with “retainers” in your piercings, these are small flexible plastic pieces to plug your hole from closing. Additionally, participants are forbidden to wear any kind of accessories such as rubber bands, bandanas, “do-rags”, hats, any kind of bracelet or necklace that is not medical. Sweatbands are allowed to be worn on the wrist or forehead due to their elastic qualities. Pants and/or shorts with pockets, belts or belt loops as well as hooded are not allowed. Shorts and/or pants must be fully turned inside out if they have pockets, belts or belt loops prior to the start of the event. Any participant refusing to removed any kind of accessory or turning clothing inside out will not be allowed to play until they comply with the rules. If you or team members are found to be playing/participating while wearing jewelry (other than taped down medical alerts) after the captain(s) meetings the game and possibly your season will be forfeited. Recreational Services is not responsible for any jewelry lost during an event.

Employment Opportunities

Recreational Services employees nearly 100 employees throughout the year. Current employment opportunities, as well as employment applications are posted on our Web site at www.brockport.edu/recservices. For additional information, please visit Tuttle North room 281.