



# **INTRAMURAL SPORTS**

## **HANDBOOK**

**2017-2018**

## I. INTRODUCTION

Intramural Sports programs are designed to provide students, faculty, staff, and alumni the opportunity to become involved in recreational activities regardless of their age, gender, handicap, skill level, or past experience. Campus Recreation programs are designed to assist in the development of a lifetime interest in recreational activities.

The Northern Arizona University Intramural Sports program provides NAU students, faculty, staff, and alumni opportunities to participate in intramural activities within the eligibility policies outlined in this handbook.

Participants are able to choose from individual, dual, or team activities. Male, Female, and Co-Rec activities are provided with varying skill levels. Competitive and Recreational leagues will be available for those participants with varying levels of skill and knowledge of the activities.

To be eligible to participate in the NAU Intramural Sports program, you must be a current student, faculty/staff member, or alumni at Northern Arizona University.

Waivers must be filled out by all participants. A membership fee must be paid in order to be eligible to participate in the Intramural Sports program.

The following information is available to all Intramural Sports participants. It contains a thorough description of all Intramural Sports policies. Prior to participation, teams need to familiarize themselves with the Intramural Sports Department policies. As an Intramural Sports participant, you and your team will be held responsible for all information contained in this handbook.

### OBJECTIVES OF THE PROGRAM

- To offer diverse and entertaining activities and events for NAU students
- Promote and enforce good sportsmanship and fair play among Intramural Sports Participants
- Provide a safe and engaging environment for all Intramural Participants
- To provide a fun and challenging work environment for Intramural Officials

### LEARNING OUTCOMES FOR PARTICIPANTS

- Learn and practice various recreational activities that are a part of a healthy and active lifestyle
- Develop and utilize critical thinking skills to identify risks associated with recreational activities and learn to evaluate procedures and make decisions to prevent or minimize those risks
- Build relationships and a stronger sense of community among Intramural Sports participants, officials, and staff on the NAU campus.
- Develop and strategically use teamwork and leadership qualities to obtain common goals.

### DEFINITIONS

**Intramural Sports:** Intramural is Latin for “between walls.” – Activities provided for individuals within the NAU community.

**Major Sports:** Sports where players have a regular season schedule with a specified number of games with the opportunity to advance to playoffs

**Minor Activities:** Individual or team events that are run tournament-style where a champion is determined in less than three weeks

**Ejection:** Any situation where a spectator or participant is asked to leave a game or facility due to inappropriate actions

**Protest:** A situation where a player’s ineligibility or a rule interpretation comes under review

**Free Agent:** Any participant who is not currently on a team that wishes to participate in that event

**Participation:** Playing in an intramural event

**Forfeit:** Any situation where a game does not occur or ends prior to completion due to failure to arrive on-time to an

event or if the Intramural Staff deems it necessary

**Sportsmanship Rating System:** The scale used to assess whether or not a team is eligible to continue play based on their behavior on and off the field

**Division:** The smaller categories that leagues are divided into

## II. PERSONAL HEALTH

Individuals who choose to participate in Intramural Sports activities do so on a voluntary basis. Participation should be done within one's limits and personal health status. Intramural Sports recommends that all participants have a medical examination (physical) prior to intramural sports participation. All participants should become familiar with Campus Health Services.

## III. INJURIES AND INSURANCE

There is an inherent risk of becoming injured while participating in an athletic activity, possibly resulting in death. Participants and spectators are advised to take proper precautions to prevent injuries. Northern Arizona University, Campus Recreation Services, the Intramural Sports Program and its employees assume no responsibility for injury or death related to Intramural Sport participation or those occurring while watching Intramural Sports. The Intramural Sports Department advises that all participants acquire adequate health insurance prior to participating. Student health insurance is available through the Campus Health Center. If an injury were to take place, the Intramural Sport Supervisor will fill out an injury report. All of the Intramural Sport Supervisor staff is CPR and first aid certified. A stocked first aid kit and ice will be available at each game site. Any injury that occurs during Intramural Sports participation, should be reported to the game officials and the Intramural Sports supervisor on site. In the event of an injury requiring medical attention, it is suggested that the participant see Campus Health Services, Flagstaff Medical Center Emergency Room, or their personal physician. *Intramural Sports staff will not be permitted to transport an injured participant. An ambulance will be called if any player goes unconscious or needs immediate medical attention or transportation. An injured participant will be liable for any transportation and medical charges.*

It is strongly recommended that each participant have their own medical insurance to help with the costs if any medical attention is needed. Here is a link to the NAU Medical Services insurance page for more details.

<http://nau.edu/medical-services/insurance-and-payment/>

### RECOMMENDED STEPS TO PREVENT INJURIES

- A. Have a physical exam before starting any activity.
- B. Always properly warm-up/stretch, as well as properly cool-down.
- C. Always have proper equipment/gear (proper shoes for playing surfaces, etc.)
- D. Follow all of the rules and guidelines of the activity.

The Northern Arizona University Campus Health Services hours of operation are as follows:

Mon., Tues., Thurs., Fri.: 8:00AM – 5:00PM

Wednesday: 9:00AM – 5:00PM

Saturday: 11:00AM – 2:00PM

Sunday: CLOSED

**NAU Emergency # 523-3000**

## IV. HOW TO JOIN INTRAMURAL SPORTS

1. Registration & payment for all Intramural events is online. For complete instructions, visit [www.imleagues.com/schools/nau](http://www.imleagues.com/schools/nau)
2. Registration due dates are listed on the site above and on the published schedule. Registrations received after this deadline will not be accepted.

3. Payments for all sports or events are due in their entirety upon registration.
4. It is the team captain's responsibility to register for the correct league and division (see Eligibility requirements). Incomplete or improper entries may result in your team's ineligibility or forfeiture.
5. There is a limit to the number of players that can be added to a team's roster and there is a limit to the amount of prizes awarded to winning teams.
6. Once a player's name has been added to a roster, the player may not change teams. If a player has not played a game for that team, he/she may switch teams once.

### **\*\*ENTRY FEES\*\***

Participants must pay a once-per-academic-year fee of \$25 in order to participate in any Intramural Sport. Payment of this fee will grant access to any sport within the current academic year from date of payment forward.

Intramural Sports is also offering semester memberships for students, faculty/staff. The semester fee is \$15 and allows the individual to participate in the sports for that semester only.

NAU Alumni can participate in NAU Intramural Sports as well. The membership fee is \$50 for the academic year.

#### **V. FREE AGENCY**

Students interested in playing a sport, but do not have a team may complete the Free Agency process online at [www.imleagues.com/schools/nau](http://www.imleagues.com/schools/nau). This allows Captains from existing teams to search the Free Agency database and invite additional people to join their team. **Free agents will be asked to attend the captains' meetings.**

#### **VI. TEAM CAPTAIN RESPONSIBILITIES AND EXPECTATIONS**

- Team captains are responsible for organizing teams, registering teams, and checking the eligibility of individuals on their team prior to the registration deadline.
- Team captains are responsible for making sure that their team is represented at the captains meeting. If the team captain is not able to attend the captain meeting, then another player from that team must represent the team at the meeting. **Failure to attend the captains' meeting will forfeit the team's eligibility from playoffs regardless of record and sportsmanship rating.**
- **Teams who do not have a representative present at the captains' meeting can make it up by meeting with the Intramural Sports Coordinator no later than ONE WEEK, 7 days, after the meeting date. A "missed captains' meeting quiz" will be given that covers this handbook. Their team will be eligible for playoffs if all answers are answered correctly. Only ONE quiz can be taken per captain, per team, and per living group in an academic year.**
  - *A proposal to the Intramural Executive Board is needed to be considered for another "missed captains' meeting quiz."*
- Team captains are responsible for keeping team members informed of all intramural sports activities including upcoming sports, leagues, tournaments, and events.
- Team captains are responsible for notifying their team of any rescheduled games or events.
- Team captains are to be the spokesperson for their team when addressing Intramural Sports officials and supervisors.
- Team captains are responsible for keeping their team informed on Intramural Sports policies and procedures including the sportsmanship rating system and the eligibility regulations laid out in this handbook.
- Team captains are responsible for making sure their team has the same colored uniforms for each event. They are also responsible for making sure those uniforms have numbers on them to help identify each participant.
- Team captains are responsible for the overall behavior of their team and fans.

## VII. ELIGIBILITY

### GENERAL INDIVIDUAL ELIGIBILITY

1. All participants must have a signed waiver on file to play intramural sports. Without a signed waiver, individuals are ineligible to participate in intramural sports. A signed waiver is good for 1 academic year but will be required to be signed when you join each team you participate on.
2. All participants must pay the membership fees. Various plans are available and outlined in this handbook.
3. Any participant playing under an “assumed name,” or in place of another player shall be banned from participation in the NAU Intramural Sports program for ONE year from the date of the incident. The participant who lent the ineligible player their name or card will be suspended for the remainder of the semester. The team may also be dropped from the tournament or league.
4. Any team participating with ineligible players will forfeit any games that the ineligible player participated in.
5. Any undergraduate student enrolled in the current semester in at least three (3) credit hours
6. Any graduate student enrolled in the current semester in at least three (3) credit hours
7. All faculty members and staff employed during the current semester
8. Coconino Community College students that are co-enrolled at both CCC and NAU (are CCC to NAU students) and have paid the Student Wellness Fee and the Student Activity Fee at the Rec Center or the Campus Health Center
9. NAU Alumni who pay the respective Alumni membership fee
10. A student who is redshirting with a collegiate team, practicing with a collegiate team or has participated in intercollegiate competitions is not eligible to compete in that particular sport during that same academic year.
11. There is no limit of Sport Club participants on any one Intramural Team for a relating sport. However, only 2 Sport Club players may be on the field at any one time. For example, only 2 Baseball Club players may be on the field at the same time for an Intramural Softball team. **Teams with at least two (2) Sport Club members on their roster must register for the Competitive league when applicable.**
12. All teams must submit a list of eligible team players upon registration. Eligible players can be added to the official roster during the regular season. Roster additions can be made onsite before a game has started with a valid, non-faded NAU ID card. Roster additions may not be made during playoffs as rosters are locked after the final regular season game. Players from eliminated teams may not join a different team in the playoffs.
13. Any Fraternity or Sorority may only use members of their organization who are registered in the Intra-Fraternity or Pan-Hellenic Council. This includes actives and pledges, but not social affiliates. Active members and pledges are defined as those paying full dues to the fraternities or sororities. Pledges may participate for their respective organization only after they have officially pledged. Any team member must finish the sport in progress with the team he or she originally represented.
14. Players may not play for more than one (1) team within a league. For example: A female/male participating on a gender specific competitive team may not play on a recreational team as well. However, a female/male participating on a gender specific team may also participate on a Co-Rec team.
15. Any student that has withdrawn from the University is no longer eligible to play Intramural Sports.
16. Athletes who have participated at the amateur or semi-professional level are not eligible to play intramural sports for two years after their last amateur or semi-professional experience.
17. Athletes who have participated at the professional level are not eligible for three years after their last professional experience.
18. **Any intramural sports participant who is ejected from an intramural sports contest is automatically suspended for the next scheduled game. The ejected individual must meet with the Intramural Sports**

**Coordinator before he/she is eligible for return. If the individual feels that the one game suspension is unwarranted, they have the right to schedule a meeting with the Intramural Sports Coordinator prior to their next scheduled game in order to appeal their suspension and ask for reinstatement.**

## **VIII. SPORTSMANSHIP**

The Northern Arizona University Intramural Sports program is a recreational program that provides the campus community with a safe and enjoyable environment. NAU intramural sports participants, officials, and staff understand that games will be competitive, but the overall goal is to create an enjoyable atmosphere that promotes positive social interactions. Games are expected to be played in the spirit of the rules and with sportsmanlike behavior. The sportsmanship rating system is in place to encourage good sportsmanship and is set up so that teams have to earn their rating by exemplifying good sportsmanship. Sportsmanship rating begins when the teams arrive on site and ends when you are gone. It is the responsibility of all participants to understand and practice the policies below.

Officials who are assigned to each game will provide a rating based on participant and team actions before, during, and after games. Intramural Sports Supervisors and Staff may provide input which may raise or lower your team's sportsmanship rating.

If any team or participant has a question regarding the sportsmanship rating system, we encourage them to ask an intramural sports supervisor or staff member. Please avoid asking the officials as they will be instructed not to discuss sportsmanship with the teams or players.

Sportsmanship ratings will be awarded to each team following each game (Scale = 0 to 5). In order to be eligible for the playoffs, a team must accumulate a 3.25 average over the course of the regular season games. During the playoffs, a team must maintain at least a 4.0 average. The breakdown of ratings is as follows:

**5** = Normal Game: Questioning an Official on rule interpretation only

**4** = Minor static: Some questioning of judgment or repeated complaints

**3** = Difficulty: Repeated questioning of judgment and/or issuing an unsportsmanlike penalty/technical foul

**2** = Harassment: Consistent harassment by participants, coaches, or spectators and/or multiple unsportsmanlike penalties/technical fouls

**1** = Ejection: Any ejection resulting from unsportsmanlike conduct

**0** = Fighting: Includes verbally or physically threatening an employee

**Teams that receive a "0" sportsmanship rating are subject to immediate dismissal from league or tournament play.**

**Any team receiving a "2" sportsmanship rating or lower will be ineligible for their next scheduled game. A meeting with the Intramural Sports Coordinator and the team captain prior to their next schedule game will need to be scheduled in order to grant reinstatement. Failure to do so will result in a forfeit due to ineligible participation.**

## **INTRAMURAL SPORTS SPECTATOR GUIDELINE**

Non-Recreation Center members who are 18 and over need a sponsor to enter any indoor facility. This sponsor needs to be a current NAU student, faculty, staff, alumni, or Rec Center Member. This spectator may not use any amenity or equipment in the facility: They may solely act as a spectator for the Intramural event. If the spectator violates any guideline, the person who sponsored the spectator will no longer be permitted to sponsor individuals. Spectators under the age of 18 must be accompanied by an adult that is not playing in the game. The adult is responsible for ensuring that the underage individual solely acts as a spectator for the Intramural event. If the spectator violates any guideline, the person who sponsored the spectator will no longer be permitted to sponsor individuals.

## **IX. PROTESTS**

A. All protests must be made on-site before teams have left the game facility.

1. Eligibility protests must be made **48 hours prior to the teams next scheduled game**. In the playoffs, player eligibility must be protested by noon the next day.
  2. Rule protests must be made at the time of the call in question. Proper paperwork needs to be filled out at the time of the incident.
- B. A full time staff person will hear the case once all proper paperwork has been completed. All decisions by the staff person regarding protests are final.
- C. Protests filed on matters of a supervisor or official's judgment will not be upheld.
- D. **Decisions made by intramural sports staff can be appealed. An individual or team who wishes to appeal a decision must do so by writing a petition to the Intramural Sports Executive Board. Following a meeting and discussion of the appeal, the student run Intramural Sports Executive Board will make a decision. Appeals will be decided on a case by case basis. **\*\*Decisions made during playoffs cannot be appealed.\*\*****

## X. OFFICIALS

- A. Officials deserve the players' highest respect because they represent the character and integrity of the game. All sports officials are student officials: i.e., they are learning, receiving training, and gaining experience in sports officiating. These students are working in one of the most demanding and challenging situations possible: to officiate for their peers. Intramural sports officials are the key to a successful program, and should be treated with courtesy, patience, and consideration.
- B. The Intramural Sports Staff is responsible for recruiting, training, evaluating, and assigning officials to games. Comments and suggestions regarding the performance of Intramural Sports Officials should be directed to the Intramural Coordinator and/or the activity Supervisor.
- C. *Individuals interested in working as an Intramural Sports Official are encouraged to apply online at Jobs for Jacks. The job is an on-campus paying position with flexible work hours. Officials are recruited for a variety of sports and events.*

## XI. UNIFORMS/EQUIPMENT

- A. Teams must have uniforms that are identical in color.
- B. Teams must have permanent numbers on their uniforms.
- C. Teams are responsible for providing their own uniforms.
- D. Shoes: Each player must wear athletic, closed toed shoes that cover the foot completely. Indoor events must be played with non-marking athletic shoes. Cleats are limited to studs or projections which do not exceed 1/2 inch in length and are made with non-abrasive rubber or rubber-type synthetic material which does not chip or develop a cutting edge. Metal or plastic spikes/cleats are not allowed.
- E. Athletic tape and ace bandages can be used and can only be anchored using tape.
- F. Jewelry cannot be worn during any Intramural activity and must be removed before play.
- G. Casts on any part of the body are not permitted during Intramural Sports participation.
- H. Braces and pads will be allowed upon the discretion of the Sports Official and Supervisor.

## XII. FORFEITS/DEFAULTS

- A. If a contestant or team fails to arrive five (5) minutes after the scheduled starting time, the Intramural Sports Supervisor may declare the contest forfeited. If the opposing captain agrees, the game clock will be started at the scheduled game time and the game will be played with the time remaining when the other contestants arrive. If neither team is ready to begin play five (5) minutes after the scheduled starting time, the game clock will be started at the scheduled time and the game will be played with the remaining time when the two teams arrive. If one or neither team arrives once the first half time has expired on the game clock, the game will not be played.

- B. The last game of the night will result in a forfeit if neither team is ready to play five (5) minutes after the scheduled game time.
- C. If, in the opinion of the Supervisor, a game is not being played within the spirit of the rules, or according to acceptable fair play, the game may be stopped and a forfeit declared against one or both teams.
- D. A team is allowed to default a game up until noon of the scheduled game day. A default will only be recorded as a loss for that team, and not a forfeit. Managers will be notified via e-mail or phone about the default by 3p.m. of game day. Only one default is permitted per team.
- E. A fee of \$25 will be assessed to the captain for each forfeit. The team will be suspended from play until the forfeit fee has been paid. If the fee is not paid prior to the team's next scheduled game, then they will forfeit that game and be assessed another \$25 fee. **Any team with two forfeits in one season will be moved from the league and ineligible for playoffs.**
- F. Sportsmanship: **Any team winning by forfeit will receive a "5" sportsmanship rating. Any team losing by forfeit will receive a "0" sportsmanship rating.**

### **XIII. ALCOHOL/TOBACCO**

The use or possession of any alcoholic beverages or tobacco products is prohibited at any Intramural Sport activity. Use of alcohol or tobacco products by either participants or their fans will result in the ejection of those involved and/or the complete forfeiture of the game. Any participants or fans appearing intoxicated will be told to leave the facility with the possibility of NAU Police intervention.

### **XIV. SCHEDULING**

- A. Schedules for each sport, league, and division will be posted online at [www.imleagues.com/schools/nau](http://www.imleagues.com/schools/nau). It is the team captain's responsibility to check all schedules. The team captain will be held responsible for all games on the schedule. It is in the team's best interest to diligently check the schedule online in case games have been forfeited and/or changed.
- B. Post-season tournament schedules are posted before playoff competition. It is the team captain's responsibility to check their team's playoff status.
- C. All considerations will be made to accommodate requests to a team's times and days of play. However, no guarantees can be made based on limited space and availability of facilities.
- D. No games shall be rescheduled. If a team cannot play on their scheduled date, they may default (p. 4).

### **XV. TIE-BREAKER POLICY**

The following method is used to break all ties that determine playoff eligibility:

- 1) Two teams:
  - a) Total sportsmanship
  - b) Head-to-head competition
  - c) Points allowed in all games
  - d) Points scored in all games
- 2) Three or more teams:
  - a) Total sportsmanship
  - b) Record vs. other teams in tie-breaker
  - c) Points allowed vs. other teams in tiebreaker
  - d) Points scored vs. other teams in tiebreaker

\* After a team has been eliminated from a three-way tie the tie-breaker policy reverts back to a two team tie-breaker policy.

### **XVI. SPORT RULES**



Official sports rules are available online through the IMLeagues website. They can also be obtained from the Intramural Office upon request.

#### **XVII. INTRAMURAL EXECUTIVE BOARD**

The Intramural Sports Executive Board has the primary role of representing the NAU Intramural Sports Program's policies. The board is made up of the Assistant Director of Campus Recreation, Intramural Sports Coordinator, and five elected intramural sports participants.

#### **XVIII. POINT SYSTEM (GREEK SYSTEM)**

To recognize efforts, achievements, and to inspire friendly competition, a point system was developed to determine the overall champion for the NAU Greek system. The men and women of the Greek system will have the opportunity for their living group to be named the overall champions among others within the system. This program is designed to inspire participation and promote good sportsmanship.

**Performance Points:** Points will be awarded to each living group based on their final order of finish in each sport. The team finishing in first place will earn 100 points (200 points in selected sports). The teams who do not make the playoffs will earn 40 participation points. All teams that make the playoffs but do not win the title will be awarded points based on their order of finish and the size of the tournament. **Only ONE team for each living group per sport can earn points for the living group. This team must be designated at the beginning of the season.**

**Greek living groups that participate in ONLY the recreational league will be awarded 25 participation points rather than 40. If that team wins the recreational title, an additional 25 points will be awarded.**

#### **INTRAMURAL SPORTS STAFF**

**Coordinator of Competitive & Rec Sports:** Brock Morris, email: [brock.morris@nau.edu](mailto:brock.morris@nau.edu), phone: (928)523-3111

**Assistant Director – Campus Recreation:** Mike Przydzial