



2010-2011

**Intramural
Sports
Participation
Manual**

Participation Agreement:

All physical activities offered by Recreation Services carry various degrees of risk for injury. Participants assume sole responsibility for any and all such risk or injury that may result due to voluntary participation. It is an individual's responsibility to be knowledgeable about his/her own physical condition and ability to participate in any of the activities.

INSURANCE AND MEDICAL CLEARANCE:

Recreation Services does not provide insurance for individuals participating in the Intramural Sports program. All participants are encouraged to have health insurance coverage in place before participating in the program. It is the responsibility of all intramural participants to ascertain whether their own health conditions make it advisable to participate in a particular sport. Northern Illinois University (NIU) does not assume this responsibility.

BLOODBORNE PATHOGENS:

To reduce the risk of exposure to the human immunodeficiency virus (HIV) and the Hepatitis B virus (HBV), any intramural participant involved in a contact sport with a bleeding wound or blood stained clothing will be removed from competition. Injured participants may return to competition, with approval of the sport supervisor or official, once the wound has been treated and/or the blood stained clothing removed.

GYM LOCKERS AND EQUIPMENT:

Day use lockers are available for league/event play at the Student Recreation Center (SRC) and Chick Evans Field House (FH). Participants are encouraged to use lockers to store their belongings. Locks are provided at the SRC; however, participants must provide their own locks to secure belongings at the FH. Belongings are not to be stored on the courts or in any play space. NIU is not responsible for lost or stolen property regardless if it has been secured in a locker or left unattended.

ELIGIBILITY RULES:

Team Roster...

Each team captain must submit a roster of prospective participants along with each player's Z ID number with their entry form. **Team members must be listed on the team roster and sign the waiver before they are eligible to participate.** Each captain is responsible for ensuring the eligibility of his/her team members. Only those players who were present and signed in for one regular season game will be eligible to play in the post season. After the regular season, the rosters will be locked and players may not be added. If a player thinks that he or she has been omitted from the roster erroneously, he or she may make a request to the on duty official or supervisor to play in the playoff game. If the player chooses to play in the game and it

is determined after the game that the player was in fact ineligible, the team he or she played for will lose the game by forfeit.

Eligibility Verification:

All participants must present their current and valid NIU One Card prior to each contest in order to participate.

Students:

Students that have an active account will be able to participate in Intramural activities. If the students OneCard does not work, then that student will be determined ineligible to play.

University Affiliates:

NIU faculty, staff, and employees are eligible to participate in the Intramural Sports program. In order to play, faculty / staff must have a valid Recreation Services membership or pay a daily fee for entrance into the facility. (Student fees provide financial support for Recreation Services facilities and program.

College Letter Winners:

A student who has received a varsity letter from any four year college or university shall be ineligible in the corresponding Intramural sport for one calendar year from the conclusion of that sports team's season. **(Example: A former NIU Football player wants to play Flag Football. The NIU Football team played in the International Bowl which was played January 2, 2010. The former football player is not eligible to participate in Intramural Flag Football until January 3, 2011.**

Squad Members:

A squad member of any college or university varsity or junior varsity team is ineligible to participate in the corresponding Intramural sport for the given school year. Any student receiving full grant-in aid for a varsity sport or who has signed an NIU Letter of Intent may not participate in that corresponding sport for that school year. Proposition 48 players are included in this policy.

College / Professional Athletes:

Only one former college or professional athlete per team will be allowed. This is for the corresponding sport only. Former collegiate or professional athletes must compete in the highest level of competition for their corresponding sport.

Sports Club Members:

A club sport athlete is an individual who has paid dues to a Sport Club organization, participated in club competition, or is listed on the official club roster. Sport Club members will be eligible to participate but will be limited to **two (2) members per intramural team** in their corresponding sport. Individual/ dual sport club members are eligible for intramural dual sport participation. Individual/dual sport club members are not eligible to participate in an individual competition in their corresponding sport. Doubles teams are limited to one club member per team for their corresponding sport. Sport club members must compete in the highest level (A) of competition offered.

Violations:

Violation of any eligibility rule(s) will result in:

1. Loss of all contests in which the ineligible player(s) participated.
2. Disqualification of the violator for the remainder of that sport season (including playoffs) or tournament.

DIVISIONAL BREAKDOWN:

Intramural competition is offered in the following divisions:

Men's / Women's / Co-Rec

LEVELS OF COMPETITION:

Within each league, competition may be divided into the following levels of competition:

A (Competitive)...

Designed for above average skilled teams or individuals. Competition is of high intensity, with emphasis on winning.

B (Recreational)...

Designed for average skilled teams or individuals. Competition is of moderate intensity, emphasizing being active and involved with a group. Participants are strongly urged to enter into the proper level of competition. A team, who is obviously playing out of their competitive level, may have their schedule adjusted by the Assistant Director of Intramural Sports and Sport Clubs or designated representative. . (Example: An A team playing in the B division may be moved to the A division for the playoffs.)

CLASSIFICATIONS:

Independent...

Open to all students with no specific group affiliation.

Residence Hall...

Individuals or teams comprised of individuals currently living at NIU's residence halls.

Greek...

Current fraternity or sorority members.

CAPTAIN'S MEETING:

Meetings are held for some activities in order to make teams aware of the Intramural Sports policies and procedures and the basic rules of the sport or activity. Not every rule or policy will be covered. It is the team's responsibility to make themselves aware of all intramural sports policies and procedures. Meetings are mandatory and team representative must attend the team meeting. Each team entering an Intramural activity must appoint a team captain / contact person. This person is the official liaison between the team and the Intramural Sports program. He or she will be responsible for the conduct of the team and its players.

CAPTAIN'S RESPONSIBILITIES:

- 1.** Attending (or sending another team representative to) the mandatory team meetings. Any team/individual not represented at the required team meeting(s) may be charged a \$15.00 fine. Fines will be automatically billed to the registrants Bursar account. Faculty staff team representatives must pay any fines at the Student Recreation Center Service Counter. This forfeit fine, must be paid prior to your next scheduled contest status.
- 2.** Individual/dual sports may not require a team meeting. Recreation services will have specific sports schedules and rules available on-line at the recreation services website under the link Intramurals
- 3.** Notifying team members of Intramural sports policies, procedures, sport rules, schedules/schedule changes, and eligibility policies and procedures.
- 4.** Ensuring that all team members are in compliance with all Intramural Sports policies and procedures.
- 5.** Submitting complete and correct team/player information on all required forms prior to participation.
- 6.** Representing the team in the case of protests.
- 7.** Cooperating fully with the Intramural Sports staff during all activities (team members sign-in, verify scores and sportsmanship ratings, protests, injuries, player ejections, team and spectator conduct, etc...).

8. Serving as a leader during all activities by promoting fair play, sportsmanship, and assisting in creating a positive atmosphere.

RULES GOVERNING INTRAMURAL PARTICIPATION:

One gender specific league and one Co-Rec League participation is allowed!

No individual shall represent more than one team in the same sport. A participant may play softball in the Men's A League and the Co-Rec B League. He may not play in the Men's A League and the Men's B League. Players that are found to have played on more than one team will be suspended from participating for either team for the remainder of the season or tournament. The team on which the player played illegally will forfeit those games.

PLAYOFF PARTICIPATION GUIDELINES:

The top team in each division will advance to the playoffs if they maintain a 3.0 sportsmanship rating. Other teams may be added as wildcard teams to round out the competition.

Team rosters will be locked at the end of the regular season. Only those players who have played in at least one regular season contest will be eligible to participate in post season contests. Captains should check their roster throughout the season to ensure all players (up to the roster maximum) have been added to their team.

SPORTING BEHAVIOR:

One of the objectives of the Intramural Sports program is promoting good sporting behavior. Sporting behavior is defined as behavioral tendencies of a person who can take loss/defeat without complaint, or victory without gloating, and who treats all opponents with fairness, generosity, courtesy, and respect. If a participant is ejected from a game for unsporting behavior, the individual shall be ineligible for further competition in Intramural Sports until he/she meets with the Assistant Director of Intramural Sports or designated representative. The Assistant Director or designee will decide during the meeting what penalty (suspension etc...) will be enforced. **It is the participant's responsibility to contact the Assistant Director and arrange a meeting time.** If a player participates in any Intramural Sports activity prior to this meeting or **prior to** serving their suspension, any game in which he or she participates will be forfeited. It is the responsibility of the captain to know if their player is eligible. Each incident will be reviewed individually and the resulting penalties shall be appropriate to the seriousness of the incident.

UNSPORTING BEHAVIOR may include, but is not limited to the following:

- The obstruction or disruption of the normal functioning of an intramural activity.
- The use of abusive or insulting language which provokes ill will, baits, or incites an opponent, spectator, or Intramural employee.
- Physically threatening, pushing, or taunting a participant, spectator or Intramural Sports employee.
- Repeatedly arguing with an official.

- Fighting (initiation or retaliation). Fighting includes physically striking, kicking, or attempting to strike, kick, etc., a participant, spectator or Intramural Sports employee.

Note: Any participant involved in a fight will automatically receive at least a one game suspension from Intramural Sports and may be referred to Office of Community Standards and Student Conduct. In addition, the team involved will be put on probation for that season. While on probation, should the team or any individual on the team be involved in another serious altercation, the team may be dropped from further play in that sport. If a player is suspended at the end of the season or playoffs, he or she must sit out the required number of games in the next sport to complete his or her suspension.

When a player is ejected from a contest for unsporting behavior, the team captain/representative must provide the official with the ejected player's name and the player must leave the facility within two minutes. If this does not occur, the game will be forfeited.

ALCOHOL OR DRUG USE:

The use of alcohol and/or drugs at an Intramural activity or participating in an Intramural activity under the influence of alcohol or drugs is not permitted and is against University policy. Violators will be removed from play and suspended from further participation. The individual shall be ineligible for further competition in Intramural Sports until he/she meets with the Assistant Director of Intramural Sports or designated representative. The Assistant Director or designee will decide during the meeting what penalty (suspension etc...) will be enforced. **It is the participant's responsibility to contact the Assistant Director and arrange a meeting time.** In addition to Intramural rules and regulations, Intramural participants and spectators will be held responsible for their personal behavior as outlined in the Student Code of Conduct.

PROCEDURES FOR MISCONDUCT:

1. Upon receiving notification of alleged misconduct by an Intramural participant, the Assistant Director will be notified and given details of the incident. Serious allegations of misconduct may also be referred to Office of Community Standards and Student Conduct.
2. The details of the incident may be gathered from the following people:
 - a. The parties directly involved.
 - b. The officials (if any) working the activity.
 - c. The supervisor in charge at the time the incident occurred.
 - d. Teammates of the people directly involved.
 - e. Spectators who witnessed the incident.
 - f. Other Recreation Services employees who may have observed the incident.
3. After reviewing the evidence involved, the Assistant Director and/or designated representative will determine the outcome of the incident. Notification of the decision and sanctions will then be given to the parties involved.

ENTRY FEES:

Entry fees are required for most Intramural Sports Program offerings and must be paid upon registration. Participants that register but do not make the payment in full may be dropped from participation.

REFUNDS:

An entry fee may be refunded only if:

- The team captain notifies Recreation Services of the need to withdraw by visiting the office before the entry deadline and completing a refund request.
- A receipt for entry fee is presented.
- Team was on waiting list and no opening developed.
- There are not enough teams to form a league (teams cannot participate at the same scheduled time) or tournament. Refunds will be made by check from the University and will take approximately four weeks for processing. If a student owes money on his or her bursars account, the university may deduct the money from the amount the student owes on his or her bursar's account instead of giving a refund. Teams or individuals dropped from the program for eligibility or disciplinary reasons will not be eligible for a refund.

REGISTRATION PROCEDURES:

Teams register through IMLeagues.com and pay through the Recreation Services website. Team must meet the minimum requirement of players to be accepted through the IMLeagues system. These players must also read and sign the waiver prior to participation, and play in a regular season contest to be eligible for post season play.

PAYMENTS:

If paying by cash or check the only place to register is from the computer kiosks at the Student Recreation Center Lobby. Please note that you must use your alias to sign into the system. You can retrieve your alias by going to the NIU Directory and submitting your full name. Once you have your alias, enter it and click send password to my email and an EBMS password will be sent to your email address. You must use this password to login the first time. Registrations that are received without payment will be charged to your Bursar's account in full.

FORFEITS:

A forfeit constitutes:

- Non-appearance

- Late appearance (game time is forfeit time)
- Less than the required number of players at game time
 - A forfeit can be avoided if the participating team notifies the Assistant Director or Graduate Assistant in writing by 2pm the day before the contest. For example, if your game is on Wednesday and your team can not play, you must notify the Assistant Director of Graduate Assistant by 2pm Tuesday.
 - If a team lets the Assistant Director or Graduate Assistant know the day of the contest, it will be their discretion to determine if the reason is legit.

Teams responsible for a forfeit may be assessed a \$15 fine. When a team forfeits, it is the captain's responsibility for payment of the fine. In singles and doubles competition (where no player substitution is allowed), the forfeit fine is \$15. Players in singles or team captain/in doubles will be responsible for payment of the fine. All fines are billed to the captain's student account. Faculty / Staff captains will need to pay all fines at the Service Counter at the SRC prior to their next scheduled contest. A team or individual (in singles competition) may withdraw from playoff tournaments, which follow league play, by notifying the Intramural Sports Office 24 business hours in advance of a scheduled contest. Failure to do so may result in a \$15 forfeit fine.

A single forfeit will eliminate a team or individual from being considered for playoffs. However, should the team or individual desire to play out the remaining schedule, the team captain or individual has 1 working day to notify the Assistant Director of Intramurals of their desire to continue in the division, protest the forfeit, correct the team roster or drop from further play.

Should the team incur a second forfeit (same or different reason), another forfeit fine will be assessed and the team may be dropped from further play. Fines are automatically billed to the team captain's Bursar Account. Teams not ready to play at the scheduled game time will lose by forfeit. The officials or supervisor shall declare the contest forfeited and the team that is on hand and "ready to play" will receive the win. "Ready to play" means that a team must have the minimum number of players at the playing area, signed-in, properly equipped, and ready to play.

Teams or individuals that agree to a postponement without securing the consent of the Intramural staff are both liable to the forfeiture penalty.

Any team that uses an ineligible player or uses a player, who participates under an assumed name, shall forfeit the contest in which the ineligible player participated. Ineligible players will be disqualified from further competition in that sport.

** When a team is reduced below the minimum number of players required for play after the contest is in progress, this is not considered a forfeit.

RESCHEDULING:

Due to field and time constraints, outdoor games may not be rescheduled.

PROTESTS:

The only grounds for a protest will be for the use of an ineligible player or a misinterpretation of a rule by an official.

A. Rule Interpretation Protest Procedure:

1. Protests of rules interpretation must be verbally registered with the official and/or supervisor at the time the incident occurs. The game will be stopped. No protest can be made on a previous play once the game resumes.
2. The team captains, officials and/or supervisor will separate themselves from the other participants and determine the correct ruling.
3. If either captain believes the ruling to be in error, the captain will notify the official and/or supervisor that the game is under formal protest. At that time, the protesting captain must obtain and complete a protest form from the official and/or supervisor.
4. The protest form must be completed and returned to the Intramural Sports Office by **NOON** of the first work day following the contest. Late forms will not be considered.
5. The Assistant Director of Intramural Sports or designee will rule on all written protests within 5 working days of the submitted protest. Protests may be appealed to the Director in writing within 3 days of the decision of the Intramural Sports staff. Appeals will be reviewed and the Director of Recreation Services will notify in writing of the final decision within 5 days of the submitted appeal.

B. Player Eligibility Protest Procedure:

1. Inform the official and/or supervisor when a player's eligibility comes into question.
2. At this time, the protesting captain must obtain a protest form from the official and/or supervisor to complete. The protest must include the following information:
 - a. Clear written explanation of the protest (i.e. state the rule that was interpreted incorrectly or provide information regarding the ineligible player). If it is an ineligible player the following must be include in the submission:
 - i. Name of ineligible player(s)
 - ii. Team(s) for which ineligible player played
 - iii. Date(s) of ineligible play

3. During the playoffs, player eligibility must be protested prior to the game or as soon as the ineligible player is recognized.
4. The protest form must be completed and returned to the Recreation Services Front Desk by NOON of the first work day following the contest.
5. The Assistant Director or designee will rule on all written protests. All decisions are final.

INCLEMENT WEATHER:

On days when weather is questionable a decision will be made at 2:00 p.m. **Decisions regarding play are never announced before 2:00 p.m.** In most instances the decision on game status is a game time decision by the IM Supervisors on site. When games have been canceled a message will be posted to the Wall on the Intramural Sports Facebook group and an email/text message will be sent through the IMLeagues system. In addition, the Intramural staff will activate a voice recording on Recreation Services main phone number (754-0231) under Sports Weather Updates.

For any questions please contact David Wiley, Graduate Assistant of Intramural Sports
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