



Intramural Sports Participant Guide

http://www.elon.edu/e-web/students/campus_recreation/

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I. Mission Statement

Campus Recreation strives to provide quality recreational experiences for the campus community in an effort to promote the wise, lifelong use of leisure opportunities. Our student leadership and teamwork models allow students a forum for the practical application of classroom theories, as well as the opportunity to develop professional competencies.

II. Entry Procedures

For all intramural sports activities a team interested in participating must provide a completed roster form and forfeit fee to the Campus Recreation Front Desk located in the Koury Center. Two weeks before the Mandatory Captains Meeting the official roster form for that activity will become available on the Intramural Sports Website.

- a. When registering a team, the Team Captain or delegate will be required to submit the completed roster form and a refundable forfeit fee of \$20.00. This refundable forfeit fee may be submitted in cash, check, or Phoenix Cash at the time your roster is submitted. Team entry will not be accepted if payment and roster are not available at the time of entry.
- b. The registration process will begin immediately after the Captain's Meeting and last until 12:30pm the day following the Captain's Meeting unless otherwise noted.
- c. All teams are required to have an appropriate team name. Team names deemed inappropriate by the intramural sports staff will be changed. If a team name is repeated in the same league, the Team Captain's last name will follow the team name (i.e. Team X – Smith).
- d. Any team that wishes to participate, but missed the deadline to register a team may submit a roster for the waiting list. A team placed on the waiting list is not guaranteed to be added to the regular season.
- e. All schedules will be distributed and posted within 5 days of the roster deadline.
- f. Free Agents: In the event a participant does not have a full team but is interested in participating in the intramural sports program please attend the Captains Meeting and/or contact the intramural sports staff. The intramural sports staff will attempt to place these individuals on a team within the desired league.

III. Team Captain Responsibilities

Each team that enters any intramural sport must designate a Team Captain. The primary duty of a Team Captain is to act as the liaison between his/her team and Campus Recreation.

Team Captain Responsibilities:

- a. Completion of registration process for the team which includes completing and submitting team roster form with the \$20.00 forfeit fee, attending mandatory Captains Meeting, and providing the team with the most current schedule.

- b. Read and be familiar with Intramural Sports Guidelines, Sportsmanship Guidelines, and individual sport rules. In addition, Captains need to provide teammates, coaches, and spectators important information regarding these policies.
- c. Verify eligibility for all teammates before and during the sport season. Inform each participant that they may only play on ONE Men's/Women's team AND ONE Co-Ed team. *For additional information please see Article IV regarding Participant Eligibility.*
- d. Inform teammates of any equipment provisions. Examples include: no jewelry, metal cleats, hard casts, and baseball hats (flag football, soccer, basketball).
- e. Captains are responsible for the conduct of their teammates, coaches, and spectators. If a teammate, coach, or spectator is ejected from participation, the Captain is responsible for escorting the individual(s) involved from the contest site. In the event the Team Captain is ejected, an Assistant Captain must be identified to the supervisor and official before play will continue.
- f. Inform the intramural sports staff of any injuries that have occurred during play. Encourage teammates to seek medical attention if necessary.
- g. Collect the forfeit fee, if eligible, within two weeks of completion for that activity for all teams.

IV. Participant Eligibility

For every Campus Recreation activity, participants must provide a VALID Phoenix card. For any intramural sport it is the responsibility of the Team Captain to ensure that every team member is eligible for participation.

- a. Any current full time or part time student (Undergraduate or Graduate), faculty/staff member, or spouse/partner of a Faculty/Staff member are eligible to participate in Intramural Sports activities, provided they present a valid Phoenix Card and have signed the liability waiver.
- b. All participants are eligible to participate on ONE men's or women's team and ONE co-ed team. Fraternity and Sorority teams are considered to be a part of the men's and women's leagues respectively.
 - i. A participant is not permitted to transfer from one team to another after participating in one regular season contest.
 - 1. *Example:* Campus Rec has two teams CR 1 and CR 2 in the co-ed flag football league. Each participant must select which team they would like to participate with. CR 1 and CR 2 are two different teams and may not have any of the same participants.

- ii. If an individual is found participating on multiple teams within one league, they may be subject to a minimum one game suspension from that intramural activity.
 - iii. Teams may be penalized for participating with an ineligible participant(s).
- c. Any individual who uses another individual's Phoenix Card will be deemed ineligible for all contests, and suspended from intramural sports, until they meet with the Campus Recreation professional sports staff member overseeing Intramural Sports. Any contest this individual has participated in will be deemed a forfeit.
- d. Teams must have the required minimum number of participants for a contest in order to avoid a forfeit. If a team does not meet this requirement that contest will not be played. ***Game time is forfeit time.***
- i. If at the scheduled time of a contest a team does not meet the minimum required number of participants, the opposing team has the option to grant a five (5) minute grace period for the other team to present the necessary number of participants. ***This grace period is not required.***
 - ii. In order for this grace period to occur, one team must have at least one participant at the contest site while the opposing team must have the required minimum number of participants.
 - iii. In the event that the contest scheduled before runs over its scheduled time, game time will be forfeit time and no grace period will be granted for either teams.
- e. Rosters are limited by sport as follows:

Sport	Roster Limit		Sport	Roster Limit
<i>Flag Football</i>	<i>14</i>		<i>Dodgeball</i>	<i>10</i>
<i>Team Tennis</i>	<i>5</i>		<i>5-on-5 Basketball</i>	<i>10</i>
<i>Wallyball</i>	<i>10</i>		<i>4-on-4 Flag Football</i>	<i>8</i>
<i>Wiffleball</i>	<i>10</i>		<i>Laser Tag</i>	<i>10</i>
<i>Outdoor Soccer</i>	<i>14</i>		<i>Indoor Soccer</i>	<i>12</i>
<i>Volleyball</i>	<i>12</i>		<i>Softball</i>	<i>16</i>
<i>4-on-4 Basketball</i>	<i>8</i>		<i>Sand Volleyball</i>	<i>8</i>
<i>Bowling</i>	<i>8</i>		<i>Outdoor Basketball</i>	<i>10</i>
<i>Arena Football</i>	<i>8</i>		<i>Cornhole</i>	<i>5</i>
<i>Kickball</i>	<i>16</i>			

- f. Women are eligible to participate in men's intramural sport leagues only when a women's league is not offered for that activity during this season.

- g. For an individual to be eligible for the post season tournament they must be on the official roster, and have signed the waiver *during* the regular season. An individual may not be added to a roster once the post-season has started.

V. Club Sports, Intercollegiate, and Professional Athletes

- a. Club Sports athletes are classified as any individual who has signed a Club Sports waiver that has been filed with the Elon University Club Sports office for the current academic year
- b. Club Sports athletes are eligible to participate in the sport of their specialty. Participation in that sport, or in a related sport, may have restrictions on the number of Club Sport athletes from that specific club that are eligible on one roster. The following restrictions apply:

Intramural Sport	Elon Club Sport	Maximum <u>TOTAL</u> Number of Club Members
Wiffleball	Baseball, Softball	4 Individuals
Outdoor Soccer	Men's & Women's Soccer	6 Individuals
Indoor Volleyball	Men's & Women's Volleyball	4 Individuals
4-on-4 Basketball	Men's & Women's Basketball	2 Individuals
5-on-5 Basketball & Outdoor Basketball	Men's & Women's Basketball	4 Individuals
Indoor Soccer	Men's & Women's Soccer	4 Individuals
Softball	Baseball, Softball	7 Individuals
Sand Volleyball	Men's and Women's Volleyball	2 Individuals

- c. An individual will no longer be considered a Club Sports Athlete exactly one calendar year from the day the most recent Club Sports waiver was signed; regardless of continued participation in this activity.
- d. Participants who have been listed on a varsity roster at any NCAA institution will not be allowed to participate in the intramural sport (or like sport, ex. baseball/softball) in which they were a varsity participant for a period of one (1) full academic year from their last participation in that sport.
 - i. For example, a basketball player who last appeared on a varsity roster in Spring 2008 will not be eligible to participate in Intramural basketball until Fall 2009.



- e. Any team that chooses to participate in any sport with more than 30% of their roster comprised of participants listed on a current Elon varsity athletics roster (in a different sport) must participate in the Gold (competitive) League where applicable.
 - i. Any team that chooses to participate with a *former* intercollegiate athlete must participate in the Gold (competitive) League where applicable.
- f. A former professional athlete will be restricted from participation in Elon University Intramural Sports in the same way as intercollegiate athletes. However, former professional athletes they may not participate in their specialty for a period of three (3) years from their last professional sports experience.
- g. All questions and/or concerns regarding eligibility may be referred to either the Intramural Team Leader(s) at (336) 278-2255 or any Campus Recreation Professional Staff Member at (336) 278-7529.

VI. League Sports and Scheduling

League Sports

- a. For most Intramural Sports activities, there will be three leagues of play available in team sports: Men's, Women's and Co-Rec. Within those leagues, some Intramural Sports will have a Fraternity or Sorority option which is a part of the Men's and Women's leagues respectively.
- b. In order for a league to be formed, there must be at least 2 teams submitted for a specific league.
- c. ***Gold and Maroon Leagues:*** For some sports there will be a Gold (Competitive) and Maroon (Recreational) divisions available.
 - i. These two leagues allow for participants with similar skills sets to participate in an environment that meets their skill level or desire.
 - ii. ***Competitive (Gold) League:*** Primary objective for participation is to play at a high level of skill and winning is a top priority. It is more likely teams in this league will have multiple players on a team who played varsity sports in high school and may hold practices. This league is recommended to teams who have had success in previous post season tournaments.
 - iii. ***Recreational (Maroon) League:*** Primary objective for playing is to enjoy Intramural Sports and have fun; winning is important but not the primary objective. Teams in this league are used to help bring participants closer together and allow the team to bond through their experiences.
 - iv. If the option of these two varying skill levels is available it will be noted on the roster.
 - v. All eligibility rules apply with the divisions of these leagues. Participants will only be eligible to participate on one Men's/Women's team and one Co-ed team. Maroon and Gold Leagues are divisions within that league.

Regular Season & Scheduling

- a. All regular season schedules will be created and posted three to five days after the deadline for entry. The completed schedule will be E-mailed to the Team Captain and posted on the bulletin board in the Koury Center.
 - i. The Intramural Sports bulletin board, across from the Campus Recreation from desk, will have the official schedule for ALL intramural activities.
- b. Campus Recreation will NOT give game schedule information over the phone. Intramural contest schedules will be posted on the Campus Recreation website, bulletin board in the Koury Center and on the Intramural Sports Hotline (336.278.2255) which has a voice recording detailing the day's game times and locations.
- c. Contests will only be rescheduled during the regular season and post season tournament if the contest conflicts with another intramural contest or academic related event that is impeding the team's ability to participate.
 - i. Team Captains must notify the Intramural Sports Staff via the Intramural Sports Hotline (336.278.2255) at least 48 hours in advance in order to be considered for a rescheduled contest time.
 - vi. Contests postponed due to weather or poor field conditions are not guaranteed to be rescheduled. Rescheduled games may not take place during a team's regularly scheduled day and time.
- d. The regular season will typically operate in a "Round Robin" or "Double Round Robin" format. Each team will play the other teams in the division at least once during the regular season. The length of the regular season is dependent on the number of teams that have entered that sport. Sport seasons usually conclude in 3-5 weeks.
- e. Throughout the season of select sports (flag football (7v7 and 4v4), basketball (4v4 and 5v5), and indoor/outdoor soccer) teams will be required to wear jerseys of the same color. If a team does not have the same color shirt or does not meet the specifications required (basketball number on back, etc), pinnies will be provided.

VII. Post Season Tournament Guidelines

- a. All teams that have entered into any Intramural Sports league will be eligible for the post season tournament unless the following occurs during the regular season:
 - i. A team withdraws from participation.
 - ii. A team forfeits two (2) contests without notification by 1:00pm on the day of the scheduled contest to the intramural sports hotline.
 - iii. A team forfeits three (3) contests with or without notification to the Intramural Sports Hotline.

- iv. A team receives two (2) sportsmanship scores of “C” or below.
- v. A team receives one (1) sportsmanship score of “F”.

Exception: For 4-on-4 Basketball only the top team from each division will reach the postseason tournament.

- b. The post season tournament will operate on a single elimination format, unless otherwise noted.
- c. When creating the post season schedule, Intramural Sports staff will attempt to accommodate the teams schedule for the first round of contests only. The availability that each team submitted will be used for the post season tournament.
- d. For the post season tournament brackets are created using several factors: Availability of teams, Win-Loss Record, Head-to-Head Match Up, Point Differential, Points For, and Points Against.
- e. The post season schedule will be released within 48 hours of the last scheduled regular season contest. It will be e-mailed to the Team Captains of teams who have qualified for post season play.

VIII. Participant Conduct

Modern team sport activities find their origin in the human desire for play. Winning and losing are mere outcomes of attaining the spirit of play. Abusive language, poor attitude, physical violence and manipulation of the rules will not be tolerated.

- a. Each team is responsible for its members, spectators, and coaches before, after, and during play.
- b. The Intramural Sports staff will have the final decision during all intramural sports contests. Intramural staff also has the authority to ask any individual to leave the contest site at any time if they are conducting themselves in an unsportsmanlike or unruly manner.
- c. In the event of unsportsmanlike conduct the individual(s) or team(s) involved may incur a suspension or possible expulsion from the intramural sports program.
 - i. If an individual has been ejected, reinstatement to participate in an intramural sports contest will only be granted when the individual has scheduled an appointment and met with the professional staff member overseeing Intramural Sports and served any sanctions within Campus Recreation.
 - ii. Any individual that has been ejected from a contest for unsportsmanlike conduct will be suspended for at least one contest. These individuals may also be subject to further sanctions from Campus Recreation or the Office of Student Conduct. These individuals or teams may face suspension from the intramural sports league, postseason, or other intramural sport activities.

- d. If an individual is ejected from an intramural contest, that individual(s) will be asked to leave the facility. These participants will have approximately 60 seconds to remove themselves from the contest site. Failure to comply with this request will result in a forfeit of that contest.
- e. A participant who receives two unsportsmanlike conduct penalties in one contest will be ejected from the game and be ineligible to participate in the next scheduled contest.
- f. A participant who arrives for an activity or participates in an activity under the influence of drugs or alcohol will be removed from the contest and may be subject to further sanctions within Campus Recreation or the Office of Student Conduct.

IX. Sportsmanship Rating

- a. The game officials and supervisors will determine a sportsmanship rating after each contest.
- b. A grade of “A, B, C, and F” will be awarded after each contest.
- c. The grade is at the discretion of the intramural sports staff overseeing the scheduled contest. A grade of “C” or below could result in team sanctions and/or remove the teams eligibility from the postseason tournament
 - i. In order to remain eligible for the postseason tournament a team may not receive two sportsmanship scores of “C” or below or one contest with a sportsmanship score of an “F”.

X. Forfeits

A forfeit is declared when a team fails notify intramural sports staff , or is unable to participate in the scheduled contest. ***Game time is forfeit time.*** Each team that participates in a sport is required to submit a forfeit fee of \$20.00 at the time of entry. This \$20.00 forfeit fee is refundable to the Team Captain or delegate that submitted the forfeit fee at the time of entry as long as the team does not forfeit during the sport season.

- a. Forfeits may be declared at any time by the onsite intramural sports staff.
- b. On site forfeits are declared when one or both teams scheduled to participate do not have the minimum number of individuals required for the contest. All individuals must have a valid phoenix card and be ready for play at the scheduled contest time.
- c. A team who has forfeited a contest during the sport season, without notice, will lose the forfeit fee as specified below.
 - i. If a team forfeits without prior notice to the intramural sports staff, they will lose \$10.00 from the forfeit fee for each forfeit.

- ii. Two forfeits, without notice, in a season will result in disqualification from the post season tournament for that sport. In addition, they will be ineligible to receive a refund of the \$20.00 forfeit fee after completion of the sport season.
- d. Team Captains can notify the intramural sports staff via the intramural sports hotline (336.278.2255) by 1:00pm the day of the schedule contest in order to AVOID a forfeit and loss of the forfeit fee. If a Team Captain notifies the intramural sports staff by 1:00pm the day of the contest, this forfeit will not count against post season eligibility.
 - i. Team Captains may notify the intramural sport staff *twice* without affecting their post season tournament eligibility and forfeit fee.
 - ii. A team who has notified the intramural sports staff before 1:00pm three times will not be eligible for the post season tournament and will lose \$10.00 of their forfeit fee.
 - iii. In the event a Team Captain notifies the Intramural Sports Staff their team will be unable to participate in their scheduled contest, the opposing team will be awarded a win.

XI. Refund Policy

Refunds for participation in an intramural sports activity will be given after the completion of an activity. No refund will be given after the schedule has been created for that activity.

- a. Forfeit fee refunds will only be given to the Team Captain or delegate that submitted the forfeit fee at the time of entry at the Campus Recreation front desk in the Koury Center. If a team does not forfeit during the season, they are eligible for a full refund.
- b. All forfeit fee refunds will be available by 12:00pm the day following the championship contest for that sport.
 - i. All forfeit fee refunds will be available for a two week period. Failure to retrieve the refund during this period may result in a forfeit of that refund.
- c. Refunds will be given as follows:

Number of Forfeits (<i>NO</i> Notice Given)	Amount of Forfeit Fee Returned
One	\$10.00
Two	\$0.00
Number of Forfeits (Notice Given)	Amount of Forfeit Fee Returned
One or Two	\$20.00
Three	\$10.00
Four	\$0.00

XII. Protests

- a. The Team Captain has the ability to protest the eligibility of a participant and rule application/enforcement, when the enforcement affects the outcome of the game.
- b. Protests which challenge the accuracy of a judgment call made by the Intramural Sports Officials or Supervisors will not be accepted.
- c. The Team Captain must make any protest involving rule enforcement to the Intramural Sports Supervisor at the time of which the incident in question occurs. The intramural staff will denote the time of the incident and the circumstances involved on the game score sheet.
 - i. Once a situation has passed, it is no longer subject to change or protest.
- d. The Team Captain must file a typed protest with the Intramural Sports professional staff member concerning the incident by 12pm the day following the alleged violation.
- e. All protests will be reviewed by the Intramural Sports Advisory Board and will be ruled upon by 4pm the day the protest is filed.

XIII. Inclement Weather

- a. In the event of inclement weather, a decision will be made on the contest site conditions at 3:30pm the day of the scheduled contests.
 - i. Once a decision has been made, Team Captains will be contacted via phone and/or e-mail. In addition, an alert will be placed on the Intramural Sports Hotline (336.278.2255).
- b. Intramural contests that have been postponed due to weather will be rescheduled if time and space allow. These rescheduled games may not fall on a team's normal scheduled day of play. The rescheduled games will be posted on the intramural website and intramural board within 24 hours.
- c. In the event of inclement weather during play, the intramural sports staff has the ability to cancel or postpone any activity due to weather.
 - i. If lightning is seen and/or thunder is heard during any outdoor contest, it will be postponed for at least 30 minutes from the last time lightning was seen or thunder was heard. At this time all participants must leave the playing facility and seek shelter immediately.

XIV. Awards

- a. The winner of each league (Men's, Women's, and Co-ed) in most intramural sports activities will be awarded an Elon University Intramural Championship shirt.

- i. In activities with Gold and Maroon Leagues the champions of the Gold league will be awarded the current intramural championship shirt. Maroon league champions will be awarded an alternate championship shirt, if available.
- b. Only participants listed on the winning teams' roster will be eligible to receive championship shirts.

XV. Professional Discretion

- a. The Campus Recreation Professional Staff and Team Leaders for Intramurals, reserve the right to use professional discretion when necessary to make an appropriate decision regarding the policies and guidelines listed above.

XVI. Employment Opportunities

Campus Recreation is a dynamic student led organization. Our student staff is dedicated to serving the recreational needs of our campus community while enhancing their personal development. Campus Recreation hires student employees in the beginning of the Fall and the Spring semesters.

- a. A Campus Recreation application must be collected at a Campus Recreation Job Fair which is held in the beginning of the Fall and Spring semesters (http://www.elon.edu/eweb/students/campus_recreation/staff.xhtml).
- b. All application materials must be submitted by the specified dates and times in order to be considered. Required application materials include, a Campus Recreation application, resume, and cover letter.
- c. After the hiring process every employee, is expected to become knowledgeable in all sports offered by the Intramural Sports program as well as a contributing member to the Campus Recreation program. To be employed by Campus Recreation's Intramural Sports program previous officiating experience is not required.
- d. Individuals recognized as an All-Campus Official have the opportunity to officiate in Extramural Tournaments on campuses throughout the region.
- e. Any questions regarding employment within Campus Recreation may contact any member of the Campus Recreation Professional Staff or Team Leader.