

Current as of Fall 2009

Northern Arizona University

Intramural Sports Handbook

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MISSION STATEMENT

Intramural Sports programs connect students to the campus community and each other by creating memories through diverse sporting and recreational events that promote fair play, sportsmanship, relationships, and lifelong activity in a safe environment.

OBJECTIVES:

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

INTRODUCTION

The Intramural Sports Department provides every student, faculty member, and staff with the opportunity to participate in a wide variety of organized athletic and non-athletic activities as his or her time and interest permits. New students that wish to participate in the intramural sports program can contact the Intramural Sports Department located in the Recreation Center. Activities are organized on both a team and individual basis, and range from the more traditional sports of flag football, soccer, basketball, and softball, to chess, battleship, and badminton. There are three leagues: men's, women's and co-recreational. Divisions within the men and women's leagues are the residence hall, fraternity/sorority, independent, and club/organization divisions. Events are described as either major sports or minor activities.

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

INTRAMURAL STAFF

Associate Director: Rhonda Powers

Intramural Sports Program Coordinator: Laura Burg

Sports Supervisors: Katherine Ashley, Alexis Beskid, Whitney Hall, Austin Leggett, Sean Soares, Shawn Sueoka, & Tylor Tuttle.

DEFINITIONS

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 ran 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

Manager's Meeting: A mandatory informational meeting prior to the beginning of regular season play

Sportsmanship GPA: 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 (Greek, Independent, Residence Hall)

HOW TO ENTER

- A. Entry forms for all sports and events are only available on our website 2 weeks before the due date at <http://www.nau.edu/imsports>.
- B. Entry form due dates are listed on the entry forms. Entries received after this deadline will not be accepted.
- C. Payments for all sports or events are due in their entirety when you submit your entry form.
- D. Organizations entering more than one team **must complete separate entries** for each team.
- E. Entries must be complete with each team member's full name, phone number, and Louie Login. **Incomplete entries will not be accepted.**
- F. 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.
- G. There is no limit to the number of players that can be added to a team's entry form but there is a limit to the amount of prizes awarded to winning teams.
- H. Once a player's name has been put on an entry form, there will be no switching between teams or entry forms. If a player has not played a game for that team, he/she can switch teams.

Free Agents:

Students interested in playing a sport that do not have a team have two options. They can fill out a free agent form online. www.nau.edu/imsports or they can come to the Manager's Meeting for the sport they desire to play and network with team captains to find a team to play on. If there are enough free agents at the meeting to fill a team, we will attempt to create a team, but there are no guarantees!!!

ENTRY FEES

All events require an entry fee. Entry fees are due to the recreation center front desk by 10:00 PM of that scheduled due date. Failure to pay the total fee by the deadline will result in the team being dropped from the league. Intramural Sport fees vary by event. Check the entry form, website, or ask the Intramural Sports desk for current fees.

OFFICIALS

- A. Officials deserve the players' highest respect because they represent the character and integrity of the game. During intramural play, 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. Teams are requested to provide a non-player for each of their games to serve as a volunteer scorekeeper or timer when required. This will assist the intramural staff in providing a quality recreational experience for all participants.
- D. Individuals interested in working as an intramural sports official are encouraged to contact the Intramural Coordinator or stop by the Intramural Sports Department located in the NAU Recreation Center. These are on-campus paying positions with flexible work hours. Officials are recruited for a variety of sports and events. If you are interested in becoming an official for our program, call us at 523-3111.

PARTICIPANT ELIGIBILITY

- A. Anyone who is a (n):
1. Undergraduate student enrolled in the current semester in at least three (3) credit hours
 2. Graduate student enrolled in the current semester in at least three (3) credit hours
 3. All faculty members and staff employed during the current semester
 4. 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 (currently \$145) and the Student Activity Fee (currently \$25) at the Rec Center or the Fronske Health Center
 5. Recreational Center members that are 18 years or older
 6. Alumni who are members at the REC Center
- B. A team will forfeit any game(s) in which it uses an ineligible player.
- C. 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.
- D. There is a limit of 2 club sports participants on any one Intramural Team for a relating sport. For example, only 2 club volleyball players can be on the roster and participate on one Intramural Volleyball team or only 2 club baseball players can be on the roster and participate on one Intramural softball team.
- E. All teams must submit a list of eligible team players on their entry form. Eligible players can be added to the official roster at the Intramural Sports Department during the regular season. Roster additions can be made onsite before a game has started with a valid, non-faded N.A.U ID. Roster additions **cannot** be made during playoffs. To be eligible for playoffs, a player must play in at least one regular season game with that given team during that sport season.
- F. All members of a team entering the residence hall division, fraternity/sorority division, independent division, and club and organizations division must meet eligibility requirements for that division.
1. Residence hall division teams must be made up of players living in the Res Hall under which they are entered. Teams made up of players for different residence halls must enter the Independent division. Players not living in the given residence halls are not eligible to participate for that residence hall.
 2. 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. Actives 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.
 3. The Fraternity/Sorority Division is open to **undergraduate students only!**

4. The Club and Organization division is for all other clubs and organizations on campus that are recognized by the Office of Student Life and do not fall in any of the above categories.
- G. Players may not play for more than one(1) team for a given sport with the exception of Co-Recreational Leagues (i.e., players may play for one co-rec and one men or women's team.)
- H. Any student that has withdrawn from the University is no longer eligible to play intramural sports.
- I. 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 experience.
- J. Athletes who have participated at the professional level are not eligible for three years after their last professional experience. (Must sit out for three years)

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 jerseys.
- 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. **Cleats are not permitted on the Cardinal's Fields.**
- E. Athletic tape and ace bandages can be used and can only be anchored using tape.
- F. Jewelry cannot be worn during any Intramural activities 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 Site Supervisor.

PROTESTS

- A. There is a \$20.00 non-refundable fee for any team filling a protest.
- B. All protests must be made **on-site before teams have left the game facility.**
 1. Eligibility protests must be made before the conclusion of the event.
 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.
 3. The fee and all other paperwork need to be filed by noon of the following business day.
- C. The Intramural Coordinator will hear all parties state their case once all proper paperwork and fees have been paid. All decision by the Intramural Coordinator regarding protests are final.

D. Protests filed on matters of a supervisor or official's judgment will not be upheld.

FORFEIT INSURANCE FORM

If a team forfeits one game in a season or if they miss the mandatory managers meeting before the season starts, they will have to purchase forfeit insurance to be allowed back in the league. This fee gives a team another opportunity to continue to participate in the season's regular scheduled games. A forfeit insurance deposit of \$20 (cash or check only) ensures that your team is committed to attending all scheduled games for the continuation of the sport season. The team must pay this fee by noon on the day of their next scheduled game or they will be dropped from the league. The \$20 deposit fee will be collected and held in the Intramural Sports office for the duration of the sports season. If the team does not forfeit again throughout the duration of the season the team is able to pick up the forfeit fee within 30 days of their last scheduled game during regular business hours (Monday-Friday 8am – 5pm). If the team does forfeit another game or if the money is not picked up within 30 days of their last scheduled game, the money becomes nonrefundable and is deposited into the Intramural account.

FORFEITS/DEFAULTS

- A. Failure to attend the captain's meeting for a specific event will result in a forfeit and forfeit insurance will need to be paid to remain in the league. 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 be declared a forfeit.
- B. The last game of the night will result in a forfeit if neither team is ready to play five minutes after the scheduled game time.
- C. If, in the opinion of the supervisor, a team is not playing the game 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. After the 1st forfeit or missing the managers meeting, teams must purchase forfeit insurance to continue participating in the league. If the team does not purchase forfeit insurance or has an additional forfeit (after insurance is purchased), the result is being dropped from the league permanently. Please note that if forfeit insurance is purchased and the team does not incur any other forfeits, they are eligible for the All "U" tournament.
- E. A team is allowed to default a game up until noon of that 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 the game day.

CAPTAIN'S RESPONSIBILITIES

The Team Captain is responsible for:

- A. Submitting a complete entry form: including roster names, Louie Log-in, phone numbers and email addresses. (Captains must have a phone number and check his/her e-mail on a regular basis or voicemail).
- B. Attending the manager's meeting. If the captain is unable to attend this meeting, they may send a representative from their team to attend the meeting in their place. **Any team that does not have a representative present at the manager's meeting must purchase Forfeit Insurance as stated in the Forfeits/defaults section!** If the team does not forfeit another game during the season they will be able to pick up that forfeit fee, however if the team does forfeit a game during the season that fee will be non refundable.
- C. Inform team members of the Intramural Sports Department policies, procedures and rules provided for each specific sport.
- D. Their team wearing uniforms that match in color and are properly numbered.
- E. All team interaction with Intramural Sport employees during contests.
- F. Providing their team with their team's schedule. **Intramural Sports schedules will not be given over the phone.**
- G. Checking their team's playoff status.
- H. Their team's conduct at all Intramural activities, either while participating or acting as spectators.
- I. Checking their team's standings weekly in the Intramural Sports Office or online at the Intramural Sports website.
- J. Notifying their team of any reschedule information.

INJURIES

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. The NAU Intramural Sports Department assumes no responsibility for injuries related to Intramural Sport participation or injuries occurring while watching Intramural Sports. The Intramural Sports Department advises that all contestants acquire adequate health insurance prior to participating. Student health insurance is available at Fronske Health Center. If an injury were to take place, the Intramural Sport Supervisor will fill out an injury report. All of the Intramural Sport staff is CPR and first aid certified. A stocked first aid kit and ice will be available at each game site.

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.

NAU Emergency # 523-3000

EJECTIONS

- A. Any participant or spectator, who, at the discretion of the Intramural Sports Staff, does not participate in a manner suited to Intramural competition, may be ejected at any time from the game or facility.
- B. Discipline for any player suspension from Intramural Sport activities, due to an ejection, will be determined by the Intramural Sports Coordinator or authorized designee.
- C. In addition to serving a game suspension, the ejected player(s) will be required to meet with the Intramural Sport Coordinator before regaining eligibility. Failure to meet this requirement will result in team's forfeiture of any games in which the player is involved after the suspension. This eligibility will carry over into the next sport season or academic year.

ALCOHOL/TABACCO

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 PD intervention.

INTRAMURAL SPORTS SPECTATOR GUIDLINE

Non-Recreation Center members who are 18 and over need to pay a \$5.00 guest fee to enter the recreation center. They do not need a sponsor and this includes use of the facility.

High School age spectators (13-17) need to pay the \$5.00 guest fee to enter the recreation center and be accompanied by an adult that is not playing in the game. This includes use of the recreation center if the parent completes the high school membership form.

Admittance of spectators under 13 years will be under the discretion of the manager on duty.

- A) If the facility is not over crowded, and the Manager on Duty is comfortable allowing someone under 13 years old into the facility to watch only the Intramural game they can.
- B) They must be accompanied by an adult that is 18 years or older that is not participating in the event.
- C) The Manager on Duty will indicate to the guardian the following: "The Manager on Duty is making an exception to the usual policy because it is not overly crowded. However, this is a one time exception and may not occur in the future."

Note: Allowing facility entry for minors under 13 years old is for Intramural Games and special events only. Questions, please ask!

PARKING

Listed below are parking areas where participants can park their car, and will not get towed or ticketed **if they have the correct parking sticker**. Walking together in groups or car-pooling is highly recommended. The Intramural Sport Department does not take responsibility for any fees incurred due to non-compliance of the following parking rules. Protests to parking services cannot be upheld by the Intramural Sports Department.

- A. **Games on the Natatorium Field:** Participants can park in the Recreation Center parking lot directly across from the field. They must have a north commuter-parking sticker. If the games are after 4:30 PM, they are able to park there with any other campus-parking sticker. There are coin-operated parking meters in the front row of the Recreation Center parking lot.
- B. **Games on South Fields:** After 4:30, P62 & P46 are open to no permit required after 4:30 pm. P62B will be paved and become a commuter lot which requires a permit before 4:30 pm. South Family Parking is restricted 24 hours a day to permits only and you will get a ticket if you park in the South Family Parking Lot. There are also coin-operated parking meters located in the Rolle Activity Parking lot.
- C. **Games in the Dome:** Since games played in the Dome will not start until after 6:00 PM, participants can park without the threat of a parking ticket or a tow.
- D. **Games in the Field House:** Games in the Field House will not start until after 4:30 PM, so participants are free to park in the Faculty parking lot located directly behind the Field House. There are also coin-operated parking meters by the student union if needed.

SCHEDULING

- A. Schedules for each sport, league, and division will be posted on the Intramural Sports website at www.nau.edu/imsports. It is the team captain's responsibility to check all schedules. The team captain will be held responsible for all games on the schedule, including reschedules and playoff information. **It is in the team's best interest to diligently check the schedule online in case games have been forfeited and/or rescheduled even if they have printed off the schedules.**
- B. **DUE TO LIMITED FACILITIES ALL TEAMS MUST BE AVAILABLE TO PLAY ON FRIDAYS AND SUNDAYS.**
- C. Sport and event schedules will be posted on the Intramural website on the Friday following the Manager's Meeting. They **will not** be available before this time.
- D. Post-season tournament schedules are posted before playoff competition. It is the team captain's responsibility to check their team's playoff status.
- E. 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!

RESCHEDULES

It is the responsibility of the Team Captain (or representative) wishing to reschedule a contest to initiate the rescheduling process. The following procedure must be followed to reschedule a contest. Failure to follow this procedure completely will result in a forfeit.

TEAM & SPECIAL EVENT SPORTS

Teams must contact the Intramural Sports Coordinator during business hours to place a valid request for a reschedule. Upon approval, the team representative must follow the outlined procedures listed below.

- A. All requests must be made during business hours by NOON, at a **minimum of two business days** prior to the scheduled contest with the Intramural Sports Coordinator.
- B. Both the team requesting the change and the opposing team, must meet in person at the Intramural Sports office with an Intramural Sports Coordinator to complete the reschedule form.
- C. Both representatives must agree to reschedule on a specific time and date. If both parties cannot agree upon a time, then the game/match will be played at the original scheduled time and date.

Minor Activities/Special Events

- A. Minor activity and special event reschedule forms are initiated by the players. In a double elimination tournament, re-scheduled games must be played before the next scheduled game/match (this provides time to adjust tournament brackets for staffing purposes). Both participants must agree to the reschedule. If both parties don't agree to the re-schedule, the game will be played on the original date and time.
Absolutely no exceptions!
- B. If a game/match is played during the hours in which the Intramural Sports office is closed, it is the responsibility of each participant to report the score (must be submitted in writing via Rec Center front desk or email) to the Intramural Sports office the following business day or a double forfeit will take place.

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.

SPORTSMANSHIP POINTS

The Northern Arizona University Intramural Sports Program will use a G.P.A. sportsmanship system. This is a comprehensive system for dealing with sportsmanship issues. While there are still mandatory penalties for individual violations, this system addresses the overall conduct of a team. This system is set up so that teams have to earn their G.P.A. by exemplifying good sporting behavior on and off the field.

Each team will begin the season with a 2.0 G.P.A. A team needs to maintain a 2.0 G.P.A. average throughout the regular season to keep playing. This G.P.A. average includes the first game, which means teams need a minimum of a 2.0 G.P.A. after the first game to continue playing. Teams need a minimum of 2.5 to make play offs. Any team not maintaining a minimum of a 2.5 sportsmanship will not make it play offs, regardless of their record.

At anytime a team drops below the 2.0 G.P.A. minimum that team will be placed on sportsmanship probation and will have one game to bring their G.P.A. above the minimum requirement. If, while on probation, that team is unable to raise their G.P.A. average to above a 2.0 they will immediately be dropped from the league.

During any contest, if a team or contestant fails to earn a G.P.A. above 1.0 they will immediately be dropped from the league or tournament.

Officials will grade each team on various sportsmanship categories at the end of each game. A numeric scale will be used by the officials to evaluate each category of sportsmanship. A conversion scale will then be used by the site supervisor to determine the G.P.A. of that team.

ALL UNIVERSITY POINT SYSTEM

Throughout the year, team, special event, and individual/duel sport points are awarded to the **top FOUR** teams in each division (fraternity, sorority, independent, and residence hall.) At the end of the year, the point leader in each of the men and women's divisions are recognized as League Champions. In team and special event sports, only the points of the top team representing each organization will count in the total (if the organization has more than one team entered). Additional points are not awarded for additional teams.

Major Sports

Entry Points = 20 pts
Managers Meeting = 20 pts

4 or 5 Season Games = 100 pts
20 or 25 pts a game

Making Playoffs = 20 pts
Making Division Finals = 20pts
Winning Division = 40pts

Making All-U Finals = 20 pts
Winning All-U = 40pts

Sportsmanship: Every team starts with 40 points. Sportsmanship points lost will count toward your overall total.

Minor Sports

Entry Points = 10pts
Managers Meeting = 10pts
Making Playoffs = 10 pts

Division

1st place = 40 pts
2nd place = 30 pts
3rd place = 20 pts
4th place = 10 pts

Winner All-U Minor = 20 pts

Co-Recreational Points

Teams that consist of all males from one fraternity, one Res Hall or one Independent team and all females from one sorority, one Res Hall or one Independent team will each take one half the earned points to go towards their team's total points.

Sportsmanship Points

A grading scale will be used to determine the number of points a team receives for its sporting behavior throughout the season. The G.P.A. for all games played including the playoffs and regular season will be used to calculate the overall G.P.A. average. For G.P.A.'s 2.0 and greater, the score will be multiplied by 10 and added to your point total. For all scores under 2.0 points will be deducted as follows:

Sportsmanship Grade Point Range	All-University Points Earned
1.5-1.99	-10
1.0-1.49	-20
.50-.99	-30
0.0-.49	-40

EXAMPLE	Phi Delt	PIKE	KA	Sigma Chi	Sig Ep	ATO	DU	D-Chi
Volleyball								
Game 1	20	20	20	20	20	20	20	20
Game 2	20	20	20	20	20	20	0	20
Game 3	20	20	0	20	20	20	20	0
Game 4	0	20	20	20	20	20	20	20
Game 5	20	20	20	20	20	20	20	20
Playoffs		20		20	20	20		
Finals				20		20		
Champion						40		
All-U finals				20		20		
All-U champs						40		
Sportsmanship			25	40	-10		25	
TOTAL	80	120	105	200	110	240	105	80

Sport Rules

Official sports rules are available online through the Intramural Sports website. They can also be obtained from the intramural office at request.