

# North Park University Intramural Sports Handbook



**2011-2012**

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## Team Captain Information

### 1. Intramural Resources

- a. Intramural Policy Manual – A copy will be available at the Captain’s meeting, as well as posted on the intramural website.
- b. Helwig Bulletin Board - Intramural information such as, schedules and meeting information, located next to the east stairwells in Helwig.
- c. Intramural Website – All information and updates will be posted on the Intramural website: <http://www.northpark.edu/Current-Students/Student-Community/Intramural-Sports.aspx>
- d. Facebook Group – Schedules and meeting information will be posted here.
- e. Ericka Hopper, Director of Wellness Recreation and Intramural Sports
  - A. Office: #773-244-5618
  - B. Email: ehopper@northpark.edu

### 2. Communication

Much of the success of an intramural program is dependent on communication! The Team Captain must remain in contact, throughout the year, with the staff members of the IM Sports program and vice versa. The Team Captain must make sure that correct telephone numbers and e-mail addresses are listed on the entry form. The Assistant Captain should be an individual with a telephone number and e-mail address different than that of the Team Captain.

### 3. Schedule Information

Schedules will be passed out at the Captain’s meetings, as well as other pertinent information. Schedules will also be posted on the Intramural Website, the Intramural Facebook group, as well as the bulletin board in Helwig.

### 4. Registration

Teams will be allowed to register for Intramural sports by following these procedures:

- a. Obtain a roster card from Helwig Recreation Center front desk.
- b. Fill out your card. NOTE: This card must be completely filled out and legible! Cards that are incomplete or illegible will be discarded and not processed!
  - A. Cards must have a full list of players and ID numbers.
    1. Limit number of players will depend on the sport.
  - B. Cards must contain which league and what days your team is available for play. If you do not pick a day, we will assume you can play at any time.
  - C. Fill out Captain and Co-captain information completely. If this information is blank, we will not be able to get a hold of you and your registration will not be processed.
- c. Turn in your roster card to Helwig Recreation Center drop box, outside IM director’s office, during the designated times.

- A. If your roster card is turned in past the deadline, your card will not be accepted.
  - d. The Intramural Supervisors have the right to prohibit or modify team names that are in poor taste, derogatory and or profane.
  - e. League schedules will be available at the Team Captain's meeting.
  - f. Player must be listed on a roster by the lock date in order to be eligible for the playoffs.
5. Roster Lock Date
- a. Teams may add players to their roster the first two weeks of league play.
  - b. Rosters will be locked after two weeks and no additional players can be added at that point.

6. Eligibility

The Intramural Staff does not assume responsibility for the eligibility of participants, but will assist in the interpretation of the rules and question cases brought to its attention. The Intramural Staff reserves the right to check eligibility when deemed appropriate. Teams may request to have eligibility checked; however, the request must apply to specific individuals. Eligibility will be decided by the follow guidelines:

- a. All current North Park University students, faculty and staff with valid IDs are eligible to play Intramural sports. Seminary and RD spouses, who live in NPU housing, have paid Helwig dues, and have valid IDs, are also eligible to play Intramural Sports.
- b. Intramural participants **MUST** give their valid ID card to the Intramural Supervisor before every contest. If an individual does not have their North Park ID, they must provide a different picture ID and a temporary NPU ID to verify against the team roster. If an individual cannot produce any picture ID, than that individual will not be allowed to participate in that particular contest. **NO ID, NO PLAY, NO EXCEPTIONS**
- c. Any team found playing with a non-NPU student, faculty, or staff, will be reported to the Dean.
- d. An individual may participate with only one team during a sport season. Individuals that are found to be playing for two teams will become ineligible the moment the player plays for the "second team". That player will then be declared ineligible for the remainder of that season.
- e. Once a player has been declared ineligible, a team found playing with an ineligible player will be charged with a forfeit and will be subject to all accompanying penalties.
- f. A completed team roster for each sport entered must be submitted to the designated turn-in area by the designated date.
- g. After playing in one game with any team (as specified by the roster sheets), a player may not transfer to another team in the same sport. If a team forfeits out of a league, players from that team are considered ineligible for the remainder of that season.

- h. The Intramural Staff reserves the right to declare ANY team or individual ineligible for further participation due to inappropriate behavior, unsportsmanlike conduct, or by any other means deemed unsatisfactory with the approval of the Director of Intramurals.
  - i. For those sports which separate into an A league and B league, teams and players are limited to play in only ONE league. Players are not allowed to switch leagues after one game has been played. Teams are not allowed to switch leagues once the schedule has been published unless approved by the Intramural Supervisors.
  - j. Athletes who participate in intercollegiate sports during the current academic year are ineligible to participate in that intramural sport or its related sport for the entire academic year. Seniors that have completed their final varsity season may participate in any intramural sport. i.e. A senior volleyball player finishes her season in November, may participate in IM volleyball the following March.
  - k. Professional athletes must sit out TWO full calendar years after they were released or retired.
  - l. Late Arriving Participants
    - A. Players may arrive up until the halfway point of that game. For example in basketball, halftime would be the halfway point. When a player arrives late, it is the responsibility of the late arriver to check in with the Intramural Supervisors. Participants must be listed on the team roster and show proper ID (NPU ID, or other picture ID). If they do not have proper ID they will not be allowed to participate in the contest. **NO ID, NO PLAY, NO EXCEPTIONS.**
7. Team Captain's Meeting
- a. The Team Captain, or one other team representative, who is on the team, must be present. Attendance is MANDATORY for the Captain's meeting.
  - b. An individual may only represent ONE team during the meeting (roll will be taken). If a team is not represented at the meeting the team will be dropped from the league and unable to participate in that particular sport.
  - c. At this meeting, the specifics of the sport will be discussed, rules will be explained and free agents will be assigned.
8. Free Agency
- a. The Intramural Staff does not place individuals on a specific team; however we do provide a service called the "Free Agency List." The "Free Agency List" is designed to aid those interested in participating in a particular sport that are lacking a partner or team to play with. Participants searching for additional interested players to complete their team can also utilize the list. The "Free Agency List" will be available at the Team Captain's meeting.
  - b. "Free Agents" are encouraged to attend the Captain's meeting, because this is where they will be able to meet with captains to be placed on a team.

## 9. Postponements

A contest can only be rescheduled or postponed by an Intramural Supervisor or the Intramural Director.

## 10. Rainouts

For rainouts or rescheduled games due to weather call Helwig front desk at (773) 244-5700. The front desk attendant will have information for you. DO NOT call to request schedule information. It will not be given over the phone. It is the responsibility of the Team Captain to get the schedule information. Desk attendants will only give out information on changes due to weather.

## 11. Forfeits

The Team Captain is responsible for notifying all team members of game times as well as locations. Teams are to be at the game location a minimum of ten (10) minutes prior to game time. Forfeits are to be avoided if at all possible. Forfeits are detrimental to the program. The scheduling of each Intramural event requires making arrangements for the facility, the personnel, the equipment as well as the participants. If a team fails to carry out its obligation, the time and effort of a number of individuals have been wasted.

### a. Forfeit Procedures:

- A. A team (or an individual for individual sports) not ready to play or failing to appear at the designated game location forfeits that contest.  
**GAME TIME IS FORFEIT TIME!**
- B. A scorecard must be complete and officially 'marked' as a forfeit by the Intramural Supervisor. In order to be credited for a forfeit 'win', the team that is present for the contest must list all team members present on the scorecard.
- C. If a team forfeits two games in during a single season, that team will be automatically dropped from the league and will not be scheduled for the playoff tournament.
- D. Teams will be **fined \$20** for each forfeit they incur. . Participants in individual sports will be fined \$5. You will not be allowed to continue play until the fines are paid
- E. Teams losing by forfeit will lose the game by the maximum allowable point according to the Mercy Rules.

## 12. Defaults

- a. A team may avoid a forfeit fee by contacting the Intramural Supervisors NO LATER than 24 hours before the contest. If a game is scheduled on a Saturday or Sunday, the Intramural Supervisor must be contacted by 3pm on the Friday before the contest.
- b. By defaulting, the team will not be assessed a forfeiting fee.
- c. The default will be considered a loss on the team's record but will not affect their playoff eligibility.

- d. Defaults will only be accepted by email.
- e. A team is only allowed one default per season. If a team incurs a second default, it will count a forfeit.

### 13. Playoffs

Teams that are scheduled in a regular season league will be eligible for a single elimination post-season playoff tournament. Playoffs will be decided by:

- a. The top records will advance into the playoffs. The number of teams will be decided by the Intramural Manager.
- b. A forfeit counts as a loss for the forfeiting team. If a team has two forfeits during the regular season they will not be eligible for the playoffs.

NOTE: While games may possibly be rescheduled during regular season, this is not possible during playoffs. Due to time and facility limitations, teams may play a twice a week or twice in one day. Teams that make it into the playoffs must be prepared to play when necessary.

- c. Tie Breaker Procedure
  - A. If a two-way tie exists, it will be decided by who beat whom in head-to-head competition.
  - B. If a three-way tie exists, it will be decided as follows:
    - 1. Point differential, total points scored minus total points given up
    - 2. If two teams have the same point differential, the team who beat whom in head-to-head competition will advance.
  - C. If all three teams have the same point differential, total points will break the tie. If that still doesn't break the tie then total points scored will break the tie.
- d. A player must play in at least one regular season contest to be eligible to represent a team in the playoffs.

### 14. Protests

- a. Rule interpretation
  - A. A protest involving a rule interpretation must be made at the time of the incident. This allows the officials to conference with the IM supervisors regarding rule interpretation before play resumes. Once a decision has been made, that decision is FINAL.
  - B. It is the Team Captain's responsibility to act on this at the time of the incident, otherwise, play will continue, and the incident cannot be revisited.
  - C. Only Team Captains are allowed to conference with officials and IM supervisors.
  - D. Protesting a call will charge the protesting team a time-out.

- b. Eligibility protests.
  - A. Eligibility protests may be made at anytime during a scheduled event. If a team questions an individual's eligibility or appearance on a team's roster, a 'roster check' will be made by the IM supervisor for BOTH teams to ensure everyone's eligibility.
  - B. If a team is found to have violated eligibility requirements, that team will be forced to forfeit that game.
  - C. If the identity of an individual is questioned, the individual must provide a picture ID to prove their identity. Failure to prove their identity when asked will result in a forfeit for that team.

#### 15. Officials

- a. Game officials will be provided by the intramural program at North Park. Here at North Park University, most IM officials are students. These students are working in one of the most difficult conditions possible – in front of their peers. The IM program hires and trains all of our officials. Their work for our program is a learning experience and not a full-time job, so please respect and cooperate with your game officials.
- b. The game officials will conduct a brief pre-game conference with the team captains prior to each game beginning. The pre-game conference is held, primarily, to establish start-of-play direction, to discuss basic procedures and to remind teams about sportsmanship. Concerns and/or questions regarding rules, policies and procedures should have been clarified at the sport's Captain's meeting or by an Intramural Supervisor prior to the beginning of the season.
- c. Teams and individuals (including spectators) should respect the decisions of the officials. Only the team captain or designated alternate captain is allowed to converse with the officials during a game contest.

#### 16. Conduct

- a. Team Captain's are responsible for their players and spectators prior to, during and following the game.
- b. The Intramural Program will not tolerate unsportsmanlike behavior directed toward sports officials, supervisors, staff members, players, spectators and/or the program. Unsportsmanlike conduct includes, but is not limited to: verbal or physical abuse, verbal or physical threat, attempting to fight, fighting, physically attacking another individual, and cheating.
- c. Individuals and/or teams engaging in an unsportsmanlike matter, as determined by the Intramural Supervisors, will be removed from the contest, and will be subject to further disciplinary action determined by the Director of Intramural Sports.
- d. Any person or persons (including players, captains, and spectators) who criticize, boisterously obstruct, ridicule, or attempt to demean an IM official, opposing team member or an IM supervisor shall be liable to expulsion from the program. In addition, a game may be forfeited at the discretion of the official, IM

supervisor, and Director. Individuals demonstrating this behavior must meet with the Director of Intramural Sports before start of the next contest. Failure to do so, will exclude that individual/team from the next contest.

## 17. Sportsmanship

The competitive aspect of intramural sports is what makes the opportunity to play against fellow students exciting and different from other campus activities. Although, while in a competitive setting, as sportsmen, it is important that we respect all players, spectators, officials, and supervisors while participating. To ensure that a fun, safe, yet competitive atmosphere is always apparent a sportsmanship scoring system will be utilized during all intramural sport leagues and tournaments.

- a. At the conclusion of each game a score will be awarded based upon the actions of the participants of each team. Areas of conduct that will be taken into context will include, but are not limited to language, number of fouls committed, respect towards officials, and overall conduct game play. Failure to attain at least a “B” average may hinder a team’s opportunity to play in the post season and other tournament or league play. The scoring system the each official will use is described below.

### **4 Points - Excellent Conduct and Sportsmanship**

Players cooperate fully with the officials and other team members. The captain calmly converses with officials about rule interpretations and calls. The captain also has full control of his/her teammates, bench, and spectators. Teams that win by forfeit will receive a “4”. Teams that receive any verbal warnings for use of profanity cannot receive higher than a “3” rating.

### **3 point - Good Conduct and Sportsmanship**

Team members verbally complain about some decisions made by the officials and/or show minor dissension. If any player on a team receives a technical foul the team cannot receive higher than a “3” rating.

### **2 points - Average Conduct and Sportsmanship**

Team shows verbal dissent towards officials and/or the opposing team. Captain exhibits minor control over his/her teammates, bench, and spectators, but their own attitude is in control. Teams receiving multiple technical fouls cannot receive higher than a “2” rating.

### **1 point - Below Average Conduct and Sportsmanship**

Team consistently comments to the officials and/or the opposing team from the court or bench. The team captain exhibits little or no control over teammates, bench, spectators, and/or himself/herself. A team that has a player ejected due to disciplinary reasons cannot receive higher than a 1 rating.

### **0 points - Poor Conduct and Sportsmanship**

Team is completely uncooperative. Captain does not have any control over teammates, bench, spectators, and/or himself/herself. Any team causing a game to be forfeited, other than by not showing, or receives multiple ejections will receive a "0" rating.

#### 18. Equipment

- a. The Intramural department will provide equipment for each game or match being played.
- b. Additional equipment will be available for teams to check out from the front desk in Helwig.
- c. Teams are responsible for the equipment checked out by team members.

#### 19. Blood Rule

- a. Blood is defined as:
  - A. Any exposed blood on a person, apparel, or surface
  - B. Any unknown body fluid that may be blood
- b. Blood rule:
  - A. Any player who is bleeding must be substituted for until the bleeding stops.
  - B. Any IM staff member or game official has the authority to remove the player from the contest immediately.
  - C. Before any participant re-enters the contest all bleeding must be stopped and all open wounds/lacerations must be covered.
  - D. If any player has blood on his/her clothing he/she will be removed from the contest. Even a participant with someone else's blood on their clothing will be removed from the contest. The participant is ineligible to re-enter the contest until the clothing saturated with blood is removed.
  - E. It is suggested that each player bring an extra pair of shorts and t-shirt.
  - F. If clothing saturated with blood cannot be replaced, that individual will not be allowed to participate.

#### 20. Liability

Participation in all Fitness & Recreation programs/services and use of facilities is on a voluntary basis. North Park University shall not be liable for any injuries, damages, or other such losses that individuals may incur while using Fitness/Recreation facilities or participating in Fitness & Recreation programs/services. Participants specifically assume all risks of injuries, damages, or other such losses while using any equipment or facilities at NPU, or while participating in any program, service, exercise or activity at NPU or on university premises. Participants waive any and all claims against NPU, the NPU Board of Trustees, officers, instructors, agents, directors, coaches or representatives. All IM participants are required to sign an informed consent and waiver and release of liability form prior to participation. The informed consent and waiver and release of liability

form is a component of the team roster form.

#### 21. Emergencies/Unusual Occurrences

Your assistance is crucial in the event of an emergency or unusual occurrence. We ask that you please immediately contact the IM supervisor or a Helwig staff member in the event of an emergency (medical emergency, injury, power outage, fire, etc.) or you witness an unusual occurrence (fighting, vandalism, disregard for policies and procedures, etc.). Even if the event seems minor, we ask that you please report it to a staff member. Staff members will follow facility policies and procedures and/or the emergency action plan to immediately deal with emergencies or unusual occurrences.

All injuries, medical emergencies, and unusual occurrences no matter how minor, should be reported so the building supervisor can provide first aid and adequately document the event. Individuals involved with an unusual occurrence, injury, medical emergency, etc. will be asked to help the building supervisor fill out an accident or incident report and may need to speak with campus safety and security if warranted.

#### 22. Championship T-shirts

Championship t-shirts will be awarded to Intramural Champions. Shirts will be available directly after the championship game. In case shirts are not going to be available, the team captain is responsible for picking up the shirts at Helwig Recreation Center at the designated time. Captains will receive t-shirts for the amount of players on their roster.