

STUDENT HANDBOOK

Keuka College



INTRAMURAL SPORTS
Department of Campus Recreation

Keuka College Intramural Sports Student Handbook

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I. Introduction

This handbook should serve as an information guide for Keuka College students and employees interested in participating in intramural sports (IM). Participants are expected to become familiar with and abide by the information contained herein.

II. Eligibility

IM are open to Keuka College students, faculty, and staff provided they fill out a *Liability Waiver* form prior to participation. Varsity athletes may participate in any intramural sport as long as:

1. They are not currently in-season (unless permission is gained from their coach).
2. They aren't participating in the sport they compete in at the varsity level, unless they are a graduating senior. In this instance, there is only one senior varsity athlete per team.

III. Entry Procedures

1. Entry forms are available online on the IM website (keuka.edu/go/intramurals), in the Office of Campus Recreation (Weed Physical Arts Center), or at the IM sign-up table (Phillips Lounge in Dahlstrom Hall) during specified days and times.
2. Secure the minimum number of team members necessary (with the required information) and return the completed roster prior to the entry deadline. Check the intramural sports schedule for deadline dates. Late entries will be put on a waiting list with no guarantee of participation.
3. Pre-season organizational meetings are scheduled for most team activities and require the attendance of a team captain or substitute team member to guarantee entrance to the league.

IV. FREE AGENTS

Individuals who desire to play team sports but are not able to form a team may still be involved. The individual is encouraged to come to the Office of Campus Recreation or the intramural sign-up table and sign-up on a "Free-Agent" list for the sport of interest. Players are not assigned teams and no guarantee of team membership is made, but the lists are available to team captains who may add players to their teams. If there are enough free agents, a team may be assembled from that list. Team captains are strongly encouraged and urged to use "Free-Agents."

V. League and Tournament Structure

Available Leagues

IM offers one co-ed league per sport. When demand dictates, additional leagues may be created (i.e. we offer co-ed and men's competitive basketball leagues due to student interest)

League Format

Each team will generally play 4-10 games, depending on the number of teams in the league, in a round robin schedule. Games will typically be played Monday through Thursday. If needed, Sunday afternoons will also be utilized for scheduling games.

Play-off Procedure

Generally, the top 8 teams will play in a single elimination tournament to determine the league champion. Seeding will be based on the following criteria:

1. League win-loss record
2. Team(s) with a forfeit will be given the lowest priority and may be eliminated from the playoffs.
3. Head-to-head competition. The winner of the contest during regular season play will be given higher rank.
4. In any instance where there is still a tie for the final spot in the playoffs, a tie-breaker game will be scheduled.

Tournaments and Special Events

1. Facility and time limitations, as well as the number of entries will determine the type of tournament or event conducted (i.e., single or double elimination, round robin, etc.).
2. Separate divisions of play may be established if dictated by demand (e.g. men's, women's, and co-ed.).
3. Most tournaments and events are held during the weekend, with a few exceptions.

VI. Rosters

Roster additions are allowed under the following guidelines:

1. Players are not eligible to participate on more than one team. Once a player serves as a member for one team, they are no longer allowed to play for another team.
2. Players must play at least two regular season games to become eligible for playoff participation.

Intramural sport's reserves the right to make random checks of a team roster to determine the eligibility of a player. However, it is not policy for intramural staff to check the eligibility of every participant prior to participation. Players may be added to the roster via an e-mail message to the director of campus recreation or pregame discussion with intramural staff. "Illegal" players playing for any team can result in team suspension. Discipline for violating the roster policy is up to the discretion of the director of campus recreation.

VII. Tournament and League Rules

Copies of game rules for all sport activities can be obtained in the Office of Campus Recreation or found on the intramurals website (keuka.edu/go/intramurals). In most cases, intramural sports rules are as consistent as possible with the official intercollegiate or amateur rules as provided under the respective sport association. However, modification of rules are made in some sport activities due to playing conditions, time allotments, skill levels, league structure, and safety factors.

For each sport, roster size and gender requirements of co-ed teams are different. Please check specific sport rules for clarity.

VIII. Team Captains

Each team will have one team captain. This individual will serve as the personal representative for each team. Information regarding intramural sports will be forwarded to the team captain. Team captains are responsible for:

1. Completing and submitting the entry form prior to the deadline.
2. Attending any organizational and/or special meetings.
3. The team's conduct during games.
4. Knowing game rules and regulations and relaying this information to teammates.
5. Keeping team members informed of play dates and making sure the team arrives promptly for games.
6. Informing teammates of game cancellations or postponements.

IX. Sportsmanship

Good sportsmanship is a requirement, not an option, for participation in intramural sports. No game is important enough to warrant physical or verbal abuse of intramural sports employees, participants, or spectators. The game official is required to remove from a contest any individual who demonstrates, by language and/or actions, behavior considered to be detrimental to the game, activity, or program. Any participants (coaches, players, spectators, etc.) who repeatedly exhibit poor attitudes and lack of sportsmanship will lose their right to participate in intramural sports.

Persons Subject to the Rules

Team representatives including players, coaches, and fans are subject to the rules of the game, and shall be governed by decisions of the officials and supervisors assigned to the game.

Conduct

The intramural sports program is designed for enjoyment. It is expected that all participants will conduct themselves in a manner that will not impair the well-being of other participants. All individuals or organizations participating shall be expected to comply with the SPIRIT as well as the LETTER of the rules that cover all competitive and non-competitive situations.

Fighting

Fighting, whether before, during or following an intramural sports contest, will not be tolerated. Any individual, group or team observed in the act of fighting will be suspended indefinitely from further participation in all intramural sports.

Alcohol & Drugs

Possession of alcoholic beverages or illegal drugs is strictly prohibited. Severe penalties may be imposed.

Abuse of Officials

Players, coaches, or spectators involved in physically or verbally abusing any official, umpire, referee, or supervisor will be suspended indefinitely from further intramural sports competition.

Other Misconduct

Examples of other unacceptable conduct include:

1. Profanity
2. Blatant disregard of rules
3. Intoxication
4. Destruction of property

Penalties

1. Any player ejected from any contest must automatically sit out the next contest and must arrange an appointment with the director of campus recreation prior to any further participation.
2. Ejected players must leave the building or playing areas immediately.
3. More severe penalties may be imposed for any infraction of rules or for conduct that infringes on the participation enjoyment of others.
4. Decisions by the Office of Campus Recreation will be final.

Team Conduct

A team is responsible for the actions of individual members of the team and spectators directly related to the team. The conduct of players and spectators before and after the game is as important as the conduct during the game. Any team whose sportsmanship conduct is judged unsatisfactory by the intramural sports staff will be disqualified for the remainder of the season. The Office of Campus Recreation will notify the team captain of the disqualification. Teams will be encouraged and warned by the game officials to conduct themselves in a sportsmanlike manner, but the game officials have the authority to stop any contest without warning if the conduct poses a threat to the safety of the intramural sports participants, employees, or spectators.

Individuals who are causing problems will be disqualified on a case-by-case basis with the intent to eliminate the individuals responsible for the problems without punishing the entire team. However, the Office of Campus Recreation reserves the right to disqualify an entire team.

Team conduct, which could result in team disqualification, includes, but is not limited to:

1. Disrespect toward officials and/or staff
2. Fighting
3. Rough play, endangering participants
4. Disregards of conduct warnings by game officials
5. Verbal abuse directed toward participants or spectators

Any other types of action that have the effect of disrupting play or are in any other manner contrary to the orderly conduct of the IM program could result in further disciplinary action by the Office of Campus Recreation.

X. Forfeit and Default Policy

Forfeit Policy

The intramural sports program hopefully helps to relieve some stress by providing an environment that promotes fun, exercise and competition away from the pressures of the classroom. If a team or individual fails to show up for their game, they have deprived themselves and other participants of that opportunity.

Two forfeits will eliminate a team from play in the regular season and/or the tournament. In single and/or double elimination tournament competition, one forfeit will result in an individual/team being eliminated from play.

Forfeited contests will not be rescheduled. IM staff have the authority to declare a contest forfeited when:

1. A team does not have the minimum number of players ready to play at a scheduled starting time.
2. An ineligible player is used in any contest.

3. A team or individual displays flagrant misconduct conduct, partakes in a fight, or leaves the field of play prior to the completion of the contest. In each case, the team may be dropped from further competition depending on the degree of misconduct.

Default Policy

As a courtesy to their opponents and to avoid a forfeit, a team may request default for any game they will be unable to attend. In order to do so the team captain must notify the Office of Campus Recreation at least 24 hours prior to the game. Default is recorded as a loss. After two defaults, the director of campus recreation will contact the team captain and discuss the future of the team and the possibility of being dropped from the league.

XI. Rescheduling

Rescheduling of games at a team's request is rarely done and will not be accepted freely. Arrangements for rescheduling any game must be completed 24 hours prior to the scheduled contest and approved by the Office of Campus Recreation. All games must be played during times when intramural sports staff members are available.

The team captain of the team requesting rescheduling must come to the Office of Campus Recreation and obtain the name and telephone number of the opposing team's captain. If the opposing team does not agree to reschedule, the game will be played at the originally scheduled time or the requesting team can default. BOTH teams and intramural sports staff must agree to reschedule. Teams that reschedule on their own will receive losses for the game. The intramural sports staff can decline any request to reschedule.

XII. Postponements/Cancelations

1. Intramural contests may be postponed or canceled due to inclement weather, unsafe playing conditions, or unforeseen scheduling emergencies.
2. Decisions concerning postponements or cancellations will be made as soon as possible when inclement weather is predicted or occurring. Teams should be prepared to play at all scheduled times. Do not assume that a game will be postponed or canceled simply because of rain. Team captains will be notified of any postponements or cancellations. It is the captain's responsibility to notify the rest of their team.
3. Due to time limitations and availability of facilities, the Office of Campus Recreation will attempt to avoid postponements or cancellations. Every effort will be made to reschedule games, but there are no guarantees.
4. Regardless of days and times scheduled for regular season play, make-up and playoff games may be played on any day of the week at any time.

XIII. Safety

Weather Conditions and Safety

Keuka outdoor events can and will be stopped due to adverse weather conditions or safety hazards. All intramural staff reserve the right to stop any game if the playing area is deemed unsafe. This includes, but is not limited to, lightning and/or thunder, heavy wind and rain or other precipitation. Twenty minutes following the last sight of lightning or sound of thunder, events may resume on the field as the weather permits. Play will be suspended upon darkness at the discretion of the intramural staff. When lighting conditions become too low for adequate vision, play shall be suspended. The team in the lead at that point in play will be declared the winner. The director of campus recreation reserves the right to reschedule or conclude games that are ended prematurely.

Medical Considerations - Injuries

Keuka College, the Athletics Department, the Office of Campus Recreation, and their staffs assume no responsibility for injuries received by any person during participation or involvement in any IM sport or activity. Participants are reminded that their involvement is totally voluntary, and they are responsible for their own welfare. It is, therefore, highly recommended that all participants procure adequate medical insurance and a physical examination prior to participation. IM staff will respond to injuries and call for emergency medical technicians when necessary but will only treat injuries in the capacity which they are trained.

Blood-Related Injury Rule

Any player who is bleeding must leave the contest until the bleeding stops. An IM staff member or game official has the authority to remove the player. If by removing the player who is bleeding the team falls below the minimum number necessary to play for the specific sport, the following will apply: The game clock will stop and a

maximum of five (5) minutes will be allowed for the player to stop the bleeding. An intramural sports staff member or game official must approve the player re-entering. If the bleeding is not stopped within the allotted five (5) minutes, a forfeit will be declared. The five-minute time allowance is only for teams who have no substitutes when a player is bleeding.

Jewelry and Clothing Attire/Uniforms

NO player will be allowed to wear dangling jewelry or loose clothing during play. Metal spikes are prohibited and proper footwear must be worn by active participants. IM staff reserve the right to ask players to remove any other items that may be hazardous to themselves or other players.

Matching jerseys are recommended and team colors will be decided at the team captain meeting prior to the start of each league.

XIV. Promotion and Publicity

The IM Information Center will be maintained in the Weed Physical Arts Center. All pertinent information including playing schedules, postponements, team standings, upcoming events, etc. will be updated and posted. Official Information will also be available on the Keuka College intramurals website (keuka.edu/go/intramurals) and distributed through campus-wide e-mails.

All participants should bear in mind, however, only material printed and distributed by Office of Campus Recreation should be considered as the official source of information. Upcoming event flyers are distributed and posted around the Keuka campus. Information is also available by calling (315)279-5690.

XV. Results and Records

1. All official win-loss records, participation records and standings are maintained in the Office of Campus Recreation.
2. Unofficial results and standings will be posted in the IM Information Center in the Weed Physical Arts Center and on the intramurals website.

XVI. Intramurals Website

The Office of Campus Recreation maintains a website dedicated to the intramurals program. The site provides Keuka students with daily announcements, league schedules and standings, game highlights, and important resources. Also available for students are photos, videos, and a list of previous and current intramural champions and awards. This site is only accessible to the members of the Keuka community at keuka.edu/go/intramurals.

XVII. Awards

Keuka College holds an intramural awards ceremony at the end of each semester. At *The Stormys*, all league and event champions receive a coveted Intramural Champion T-shirt. Individually designed MVP trophies, as well as other awards and recognitions, are distributed at this momentous occasion.

XVIII. Questions/Comments/Concerns

Please contact the Director of Campus Recreation at ext. 5690 or via email with any questions or concerns. The Office of Campus Recreation welcomes and encourages all Keuka students, faculty, and staff to offer suggestions or provide feedback to help in the continual improvement of the program.