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RECREATIONAL SERVICES OFFICE

Recreational Services Office - Koehler Fitness and Recreation Center
Telephone 419-434-4842

Vice President of Student Services.....David Emsweller
Director of Recreational Services.....Bryan Golding
Assistant Director of Cardio Center.....Brian Taylor
Graduate Assistant of Recreational Services.....

The Recreational Services Staff Invites You to Explore Findlay's Intramural Activities Opportunities

THE UNIVERSITY OF FINDLAY'S MISSION STATEMENT

The mission of The University of Findlay is to equip our students for meaningful lives and productive careers.

RECREATIONAL SERVICES DEPARTMENT'S MISSION STATEMENT

The University of Findlay's Recreational Services Department is designed to provide all of its participants with the opportunity to participate in organized sports and recreational activities.

The Intramural Program at The University of Findlay offers a number of activities in which students, coaches, faculty and staff may participate. The activities are comprised of individual and team events.

The mission of the Intramural Program is to:

1. Provide campus-wide activities that increase student involvement on campus and improves campus life.
2. Provide unique experiences for students to learn and develop their skills through various activities and competitions.
3. Provide employment opportunities so students can develop skills in the areas of leadership, officiating, scorekeeping, supervising, and administration.
4. Provide an opportunity for social interaction and diversity among the student body.

RECREATIONAL SERVICES EMPLOYEES

Supervisors

Matt Thomas Eric Atsma Abbie Cisco Jason Lammers

Officials/Workers

Jill Fulks	Keith Jesse	Nick Wynn	Chris Kantner
Levi Burkholder	Brandon Forsey	Brittany Siefker	Braden Kriegel
Amber Dingeldein	Mike Sarno	Corey Farley	Kim Haddix
Jeff Wolters	Essex Berry	Tyler Warnecke	Devin Games
Pete Dalpiaz	Ann Benschhoff	Lucas Gross	Echo Gattshall
Elizabeth Sweet	Caitlin Mikita	Mike Albert	Jason Cook
Danielle Matson	Kristina Jeffries	Alisa Marvin	Kristina Redlich
Josh Fox	Andy Z	Michelle Jordan	Joe Dudics
Jessica Lathman	Monica Hogrefe	Christy Sipe	Katie Roush
Amanda Krohn			

THANK YOU

A special thanks to the many students who work in the Recreational Services Department. They provide indispensable service to their fellow students. The student Recreational Services staff is truly the backbone of the Intramural Activities program. Their help is greatly appreciated.

STUDENT EMPLOYMENT

If you would like to participate in the Intramural Program “on the other side of the ball” become an Intramural official, scorekeeper, or supervisor. These positions are paid positions and training is provided. Employees may also participate in the Intramural program as a player.

FOR FURTHER EMPLOYMENT INFORMATION CONTACT:

Bryan Golding, 434-4842 or goldingb@findlay.edu

Also, each month the Recreational Services Department selects two student workers as employees of the month. Each student receives a gift certificate and recognition on the Intramural bulletin board and in the campus newspaper, the *Pulse*.

SPORTSMANSHIP RATING SYSTEM

The Recreational Services Department is committed to providing a safe, fair and enjoyable environment during intramural contests. Team captains are ultimately responsible for the conduct of their players and spectators. Any concerns or difficulties with an individual's conduct will be handled through the captain. Teams will be rated on their sportsmanship by game officials following each game based on the actions and behaviors of team members before, during, and after the contest. Teams will not qualify for the playoffs if they have a cumulative rating of less than a "C" average at the end of the regular season. The Recreational Services Director will notify any team receiving a "D" or lower in writing.

The rating scale is as follows:

- A = 4 points – excellent sportsmanship
- B = 3 points – good sportsmanship, no major problems, possibly one warning
- C = 2 points – average sportsmanship, some verbal dissent, possibly one ejection
- D = 1 point – below average sportsmanship, continuous problems, possibly two ejections or game forfeiture
- F = 0 points – poor, unacceptable sportsmanship, majority of team is unruly

If a team receives an "F" rating the captain must meet with the Recreational Services Director before they or their team is eligible to compete again.

PARTICIPANT INFORMATION

Individual and Dual Sports

The University of Findlay's Intramural individual/dual competition is conducted on a single elimination, double elimination, consolation or ladder basis with drawings made for tournament positions. Participants must sign up at the Recreational Services Office. Individual/dual activities for each activity are listed on the Intramural Schedule of Events sheets (separate sheets for women, men, and co-rec) and also in this Intramural Handbook.

Team Sports

Team Intramural competition is conducted via single elimination, consolation or round robin format. Team sports for each term are listed on the Intramural Schedule of Events sheet and also in this Intramural Handbook.

Leagues or Division for Competition

The following classifications are utilized in intramural sports to maintain equity of competition whenever possible. In the event that there are only a limited number of teams in any of these divisions, cross competition may occur in order to permit full season of play for all participants.

Men's Division - The men's division is composed of male individuals who are currently enrolled University of Findlay students, faculty, and staff.

Women's Division - The women's division is composed of female individuals who are currently enrolled University of Findlay students, faculty, and staff.

Co-Rec Division - The co-rec division provides dual and team sport competition in which men and women compete together. The rules for this division may be modified (depending on the sport) to encourage equal playing opportunities for both men and women. This division is open to all current University of Findlay students, faculty, and staff.

Note: Individuals may only play on one intramural team during a season (men, women). If a co-rec league is run in conjunction with a men's and women's league, an individual may play on both a men's or women's team and a co-rec team, but can never play on two or more men's, women's, or co-rec teams simultaneously.

Sports Sign-up

Entry forms and information for individual/dual sports are available at the Recreational Services Office. For team sports: rules, schedules and information sheets will be distributed at the captain's meeting.

1. Team captains must submit a team entry form with the following information: captain's name, ID number, phone number, team name, list of team members, ID numbers, and phone numbers for each participant. These forms can be obtained from the Recreational Services Office located in FRC, the front desk of FRC, or on the 1st floor of Old Main across from the business office.
2. Every participant must personally sign the informed liability release on the team roster section of the registration form before they are eligible to compete.
3. Managers must submit the intramural registration form to the Recreational Services Office by the publicized entry deadline to ensure a spot in the league.
4. Any entries received after the entry deadline will be entered into the league on availability basis only.
5. Teams may choose their own team name with the Recreational Services staff reserving the right to change a team name if they feel it is inappropriate or offensive to others.

Free Agents

Students who are looking to play a team sport, but do not have a team can sign up on our free agent sheet. This sheet is available at the Recreational Services Office. Students looking for a team are encouraged to attend the captain's meeting for the particular sport. Free agents will be introduced at the captain's meeting.

Publicity

The Intramural Schedule of Events sheets (women, men, co-rec) are available at the beginning of each term. This information can be picked up at the Recreational Services Office. All Intramural information is posted on the Intramural bulletin board. This bulletin board is located in the lobby of the Cardio Center. Intramural Schedules are available in residence halls and FRC. Some intramural information and results are displayed on the Intramural website.

Injuries and Insurance

Everyone participates voluntarily in the Intramural Activities program. Medical costs incurred by participants injured in intramural contests must be covered by the individual's personal or family insurance. Information on insurance coverage is available at the Office of Student Services.

All injuries must be reported to the student supervisor or building personnel. Necessary assistance/referral will be provided.

Practice periods and health examinations are strongly recommended for all sports, particularly for those participants with a known medical history of sports restrictions.

Students wearing glasses should use protective guards or have special glasses. Students may not play without taking these precautions.

Sports Rules/Rule Changes

General rules and regulations for each sport will be made available to students before competition begins. In addition to the general rules, there are certain specific regulations that will take precedence. These rules are issued to participants before the start of competition. The Recreational Services Department reserves the right to put into immediate effect any new rules regarding eligibility and competition. Before doing so, the department will attempt to notify team captains.

Intramural Advisory Board

The purpose of an Intramural Student Advisory Board is to assist the Recreational Services Director in promoting and improving the Intramural Activities Program. The Intramural Student Advisory Board at The University of Findlay consists of a faculty-staff advisor, four freshmen, four sophomores, three juniors, and two seniors.

Through an Intramural Student Advisory Board, the students and faculty have a voice in the rules, regulations, new activity ideas, Intramural decisions, and other pertinent Intramural matters. Board meetings are scheduled once a month. Additional meetings are scheduled as needed.

Awards

1. The post-season is to determine Intramural Champions in the various activities.
2. Awards will be distributed upon completion of competition. T-shirts are awarded to all first place winners. Intramural plastic mugs are awarded to all runner-ups.
3. If a team requires more awards than the number allowed, they must pay the costs of the extra awards.

INTRAMURAL TEAM CAPTAINS

Each intramural team sport must have a team captain. It is important for this individual to be interested and conscientious, to reduce forfeits and postponements, and to increase the opportunities for students to participate in the Intramural program. All important matters will be directed to him/her and it is his/her duty to see that their respective team is informed.

Captain's Meetings

All team sports have a pre-season captain's meeting. It is mandatory that every team wishing to participate have a representative at the meeting. If your team fails to have a representative at the meeting, your team will be assessed a \$10.00 fee. The following items will be discussed at the captain's meetings:

- | | |
|-------------------------------|--------------------------------|
| 1. Specific Sport Information | 6. Entry Deadline |
| 2. Play Location | 7. Roster Information |
| 3. Playing Dates/Times | 8. Rules |
| 4. Eligibility Requirements | 9. Introduction of Supervisors |

Captain's Responsibilities

1. The captain must have a good line of communication with each of the players and the Recreational Services Office.
2. Submit correct and complete information on rosters, to include changes in phone numbers, etc. Make all roster changes (additions/deletions). Fill out forms at the Recreational Services Office or make roster changes at the activity site (see the Intramural Supervisor).

3. Checking the Intramural bulletin board for information. This bulletin board is located next to the Recreational Services Office. Notifying members of their team regarding playing schedules and/or schedule changes. Due to the number of teams, as well as weather conditions, all scheduling, including cancellations or postponements of scheduled games, shall be determined by the Recreational Services Department.
4. Being familiar with the eligibility rules and making sure all players are eligible for each contest. Please note in the eligibility rules that team captains should make it clear to the players that they are jeopardizing the team's chances to participate if the players are not eligible in that intramural sport. Captains allowing any violations of the eligibility rules may be suspended from participation in any capacity at the Recreational Services Director's discretion.
5. Being responsible for maintaining fair play and a positive atmosphere at game sites and cooperating with the Intramural Supervisor. Appropriate conduct is important for the health and safety of all players.
6. Be familiar with all rules of the game and relate this information to team members.
7. Signing up players with correct names on all score sheets.
8. Providing a substitute captain for any game in case the regular captain is absent.
9. Representing their team in case of negotiations and/or protests.
10. Making sure their team does not forfeit any scheduled contests.

INTRAMURAL TEAM NAMES

It is the responsibility of the team captain to submit a proper team name for their intramural sports team. The following guidelines have been established by the Intramural Student Advisory Board.

1. One or two words, no more than twelve letters (no Greek letters).
2. No vulgar language.
3. No reference to alcohol or other drugs.
4. No reference to sexually explicit, invasive, or violent activities.
5. No discriminatory references (race, religion, color, national origin, age, sex, sexual orientation, height, weight, marital status, handicapped, veteran).

ELIGIBILITY RULES/GENERAL RULES AND REGULATIONS

The spirit of the rules call for their most careful consideration. They have been established to protect the intramural athletes and to insure them ample opportunity to participate. It is important that all participants observe these rules equally so that no team or individual may gain an advantage over those abiding by the rules.

All students, faculty, and staff who participate in the intramural program must be knowledgeable of the eligibility rules which govern their specific activity. Each individual has the right to expect a fair and equal opportunity to participate, while at the same time maintaining a level of conduct and respect for opponents consistent with the spirit of Intramural activities.

PENALTY: It is the responsibility of each team captain to understand these eligibility rules and communicate that knowledge to other teammates. These rules are discussed at team captain's meetings and are available to any individual at the Recreational Services Office. Team captains must check the eligibility of each team player and make it clear that their team's chances are jeopardized if ineligible players are participating. Any team using a student who is ineligible shall lose all contests in which the student played if the violation is detected (through protest or by officials) before league playoffs and tournaments begin. If detected during playoffs, the team shall lose the game in which the player is detected. The game will be awarded to the team that originally lost the game, and that team will automatically advance.

1. Who is Eligible

a. All **students** who enroll and pay The University of Findlay tuition are eligible for all intramural activities as provided for in these rules during the term in which they are enrolled. Pictured identification cards may be checked prior to Intramural contests. Also, spouses of students are eligible for intramural competition, but they must meet other eligibility rules and regulations.

b. **Employees** (faculty, staff, and spouses of employees) are eligible for intramural competition. There may be separate divisions for employees and spouses. This will be determined upon receipt of entries. Separate divisions would most likely occur in individual events.

2. **Varsity Athletes**

- a. Varsity athletes or former athletes who are no longer competing are eligible to compete in intramural activities. However, only two (2) athletes are allowed to play on the same team when competing in their parallel sport. For example:

Intramural basketball——2 basketball athletes only

Intramural volleyball——2 volleyball athletes only

- b. Any athlete who has been dismissed from a UF varsity team for disciplinary reasons may not participate in intramurals during the season of the sport from which they were dismissed.

3. **Team Membership**

- a. Players may participate on only one team in each intramural sport except flag football, basketball, and volleyball (co-rec league available; a female/male could play in their league and also on a co-rec team). A player declares his/her team affiliation by their **first participation**. Any student violating this rule will receive a one game suspension or a suspension for the remainder of the season.

4. Any player using an **assumed name** shall be barred from intramural competition during that season and the team penalized with losses for all the games in which the violator participated. Teams using a player under an assumed name shall be barred from playoff competition. The Recreational Services Department has the responsibility to bar any organization that willfully uses an ineligible player.

5. **Professional athletes** may participate in any sport except the sport or sports in which they have competed. Professional athletes permanently terminating their active training and competition will have the same eligibility as varsity award winners.

6. Sportsmanlike Conduct

a. The many students who work as officials, sports and building supervisors provide indispensable services to their fellow students and the Intramural Program. It is they who, in a very great way, are responsible for the varied, equitable participation students enjoy. These student employees should be treated with respect as one student to another. Under no circumstances should these students be threatened or physically abused.

b. Anyone physically or verbally abusing an intramural official will immediately and automatically be suspended. The suspension will remain in effect throughout the time necessary to clarify and verify the facts surrounding the action. Permanent suspension may follow.

c. Teams and players have a further responsibility in acting to prevent their fans from abusing the officials and to help the officials control their spectators so that the game is not disrupted. In instances where officials are threatened or physically abused by spectators, those teams that are identified with the spectators will be suspended indefinitely.

d. Any player ejected from a game for any reason may be suspended from his/her team's next game. Any further action will depend on the severity of the incident.

e. Fighting or inciting action, whether physical or verbal, will result in automatic suspension. Further action will be decided upon clarification of the situation. Permanent suspension may follow.

f. Severe cases of misconduct/inappropriate behavior can be referred to the Office of Student Services and/or Security for possible University action.

7. Participants or organizations that are suspended from intramural participation because of violations of the above rules will be encouraged to participate in the **hearings** help to insure protection of their rights. The hearing will include those participants, official, and supervisors involved in the allegations of the violations. The Intramural staff/Intramural Advisory Council will hear the allegation, observation, and information, and make an objective decision to the best of its ability.

8. **Protests**

a. To be valid, a protest must be registered verbally with an official and the sports supervisor must be notified by the protesting team at the time the incident occurs. The official will record all game conditions present when the protest is filed (score, time remaining, period of play, and events surrounding the protest) on the back of the score sheet. The game will then continue under protest. If the officials are not notified of the protest during or after the game, no protest will be allowed. Written support of the protest must be presented in the Recreational Services Office before 12:00 noon the next day after the protest. If the protest occurs on Friday or weekend, written support must be in by noon Monday. If this procedure is not followed, the protest will be dropped and the incident closed.

b. Protests concerning rule misinterpretations and ineligibility are perfectly justifiable. However, official judgment is not valid ground for protest.

c. To exemplify the values of honest sport competition, protests of alleged ineligibility should be made immediately to Intramural game officials and supervisors rather than waiting to determine the outcome of the game.

d. Ineligibility problems can be detected and enforced anytime during the season and/or playoffs. Participants, captains, coaches, officials, supervisors, Intramural Graduate Assistant, and Recreational Services Director can detect ineligible players.

e. Games altered by a valid protest will be replayed, if possible, from the point at which the protest was registered.

f. Intramural employees (officials and supervisors) are responsible for reporting any inequities at any time in the Intramural program.

g. The Recreational Services Director will rule on all protests.

9. **Rosters**

a. All players participating in a game should be listed on the team roster. Players can be added during the regular season (managers make sure they are eligible). Fill out a roster addition form at the Recreational Services Office or see the supervisor. Rosters freeze with the team's last regular season game. No Players can be added for the playoffs after the last regular season game.

b. For single and double elimination tournaments, roster guidelines vary; check the rules for that particular sport.

10. Forfeits

a. Since the true purpose of intramurals is participation, forfeits cannot be tolerated. Team captains are responsible for providing enough players for their team so forfeits do not occur. If extra players are needed, a list is available in the Recreational Services Office of individuals who are seeking teams. Should a team be forced to forfeit a game, the Recreational Services Office must be contacted as soon as possible.

b. **FORFEIT TIME:** Game time is forfeit time! At game time the clock timing the contest will be started. At this time, the offended team is given the option to take the victory or wait up to 10 minutes for the other team and play the game. Once the decision is made by the offended captain, it may not be reversed and the outcome of the contest will stand. Any time consumed by waiting for a team shall be taken off the time allotted for the game.

c. **FORFEIT FEE:** Broomball - **\$10.00**; other team sports - **\$5.00**. A team that does not show up for a game must pay the forfeit by 5:00 PM the day before their next scheduled contest. Stop by the Recreational Services Office to pick up a payment form.

d. Any team which forfeits two contests will be dropped from further play. The forfeit fee (when paid) does not cancel the forfeit. The fee insures that the team is still in the league. Two forfeits and the team is definitely dropped from league play.

11. Postponements

a. No Postponements - Team managers, please register the days and times your team cannot play on the team entry form.

b. **EXCEPTIONS:** Postponements may be granted for night exams and special circumstances only, by the discretion of the Intramural department.

12. Late Entry Fee

a. All team sports will have a late entry fee assessed if they do not meet the assigned deadline. The fee will be \$5.00. This fee will be added to the team entry fee. Also, there is no guarantee that your entry card will be accepted after the deadline.

13. **Intramural Website**

a. The UF Recreational Services Department website is: <http://www.findlay.edu/offices/intramural/index.html>. The web-site provides schedules, results, team information, and other general Intramural information.

14. It is **University Policy** that alcoholic beverages or other illegal substances not be consumed on University recreational areas or in University facilities. Team captains must take responsibility to see that neither players nor spectators carry alcoholic beverages to the facilities. Intramural supervisors have the authority to tell participants to leave the facility or forfeit games if substance abuse problems occur.

Any further questions or explanations of the above eligibility rules may be answered by contacting the Recreational Services Office, 434-4842.