

Manager's Manual



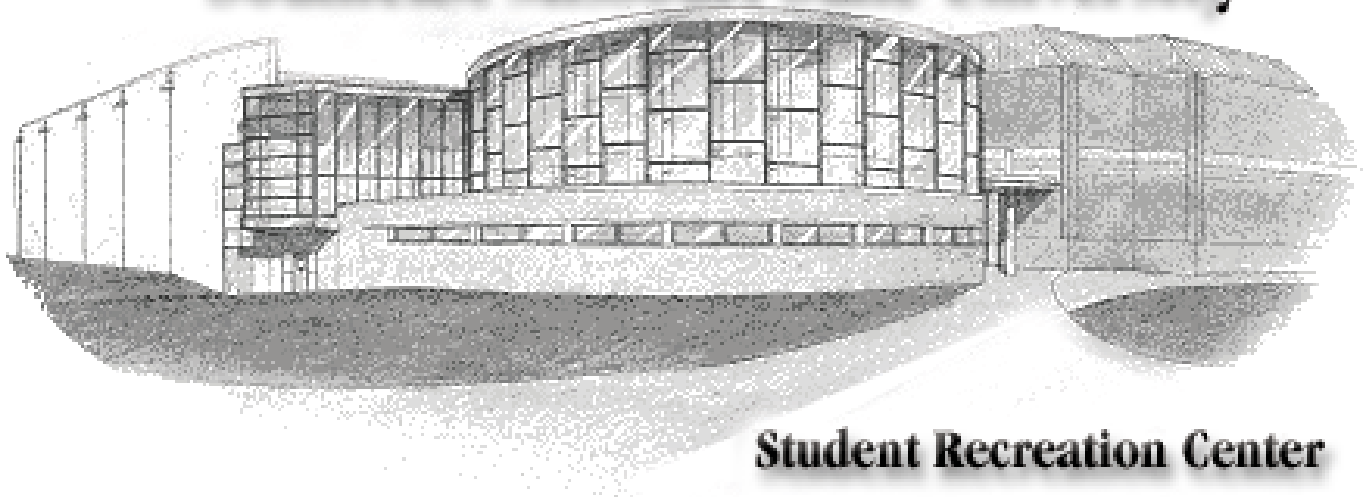
SEMO

intramural champion

OHIO STATE UNIVERSITY

OHIO STATE UNIVERSITY

Southeast Missouri State University



Student Recreation Center

**Department of Recreation Services
Intramural Sports
SRC-North 210**

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Table of Contents

Mission Statement.....	4
Purpose of Manual.....	4
Spirit of Competition.....	4
ID Policy.....	4
Free Agents.....	4
Registration Procedures.....	5
Manager's Responsibilities.....	5
Participant Eligibility.....	5-6
Related Sports.....	6
Participant Restrictions.....	7
Levels of Competition.....	7
Schedules.....	7
Rescheduling Policy.....	7
Equipment/Jewelry.....	8
Roster Additions.....	8
Defaults and Forfeits.....	8
Field Policies.....	8
Playoff Eligibility.....	9
Sportsmanship Rating System.....	9
Sportsmanship Miscellaneous.....	10
Player Ejections.....	10
Disciplinary Procedures.....	10
Protests and Appeals.....	11
Appeals of Disciplinary Action.....	11
Injury and Blood Policy.....	11
Postponements and Cancellations.....	11-12
All-University Tournament.....	12
Awards	
Activity.....	12
Sportsmanship.....	12
Participation Points System	
Greek.....	13-14
2009-2010 Intramural Sports Schedule.....	15

Mission Statement

Recreation Services at Southeast Missouri State University is dedicated to providing quality facilities, innovative programs and services that meet the diverse recreational needs of the University community. We strive to enhance the quality of life, increase socialization, and encourage lifelong recreation.

Purpose of the Manual

This manual is designed as an informational resource for persons interested in participating in Intramural Sports activities. The policies and procedures outlined in this manual are guidelines to provide a flexible, yet structured environment in which to participate.

Spirit of Competition

Sporting activities find their origin in the basic human need for the spirit of play. Winning and losing are mere outcomes of this play spirit. The pure satisfactions of participation, getting fit, and enhancing friendships are all part of the game. Abusive language toward officials and manipulation of the rules are not part of the game.

Without your opponents, you have no game, no contest and no fun. You are indebted to them, as they are to you. The spirit of play then is based upon cooperation. Upholding high standards of integrity and fair play acknowledges the idea of cooperative competition. All participants are encouraged to exercise good judgment in caring for the safety of others as well as themselves.

The goal of lifetime sports for all participants may have more meaning than that of a win or loss, the memory of which often fades quickly. All participants are asked to play within the context of this spirit of competition.

ID Policy

For the safety of Intramural Sports participants and as a liability concern, **participants MUST present a valid** Redhawks ID or Recreation Services Membership Card (Note: Must have a current, full membership) prior to participating in each and every contest or activity.

Redhawks ID cards that contain multiple persons, have indecipherable photos (blurry), or have expired, are not valid. New members of the SRC are eligible to participate and can furnish their receipt of a current full membership, until their new membership card is available. The receipt must be accompanied by a picture ID.

Free Agents

For individuals in search of a team to play on, as well as managers who need extra players, a board is located between the locker rooms in the SRC-North. Individual players are welcome to attend the manager's meetings in order to attempt to join a team.

NOTE: Players are not guaranteed placement on a team.

Registration Procedures

Entry forms for team and individual/dual events are located at the Student Recreation Center-North in the Recreation Services Office, in the Intramural Sports Office, and on the Recreation Services website.

1. Complete the registration form and return it to the Recreation Services Office inside the SRC-North with proper payment by the entry deadline. All entry fees are payable by cash, check, credit card, and student charge.

NOTE: Registration forms will not be accepted without proper payment.

**Checks must be made payable to: Southeast Missouri State University

Recreation Services Office Hours:

Monday - Friday 8:00 a.m. - 5:00 p.m.

Intramural Sports Office Hours:

Monday - Friday 10:00 a.m. - 4:00 p.m.

2. Attend the Manager's Meeting, if necessary. The date, time and location of the Manager's Meeting will be noted on the info. sheet and calendar. Every team **MUST** have a representative at the Manager's Meeting to ensure playoff or activity eligibility. An All-Semester Manager's Meeting is available for those manager's who will have teams in more than one sport.

<http://www.semo.edu/recservices/programs/intramurals/calendar.htm>

Manager's Responsibilities

Team managers serve multiple functions:

- Attend the Manager's Meeting for the registered sport (if applicable).
- Disseminate policies, procedures, sport rules, and event information to teammates.
- Serve as the Intramural Sports team contact in the event of rule or format changes, game re-schedules, etc.
- Responsible for their teams' eligibility and promotion of good sportsmanship. Managers are expected to set the example for their teammates and spectators.

Participant Eligibility

Eligibility status is the responsibility of each participant and the Team Manager. Participants will be declared ineligible unless all pertinent information is filled out on the team registration form with a valid signature. There is no limit on the number of players on a team roster, but there is a limit on the number of champion t-shirts the division-winning team qualifies for (see page 11). Recreation Services does not assume responsibility for the eligibility of participants, but will investigate cases brought to its attention. The Intramural Sports program reserves the right to check eligibility when deemed appropriate.

- **Students:** Southeast students currently enrolled in at least one (1) credit hour with a valid ID, and paying student fees, are automatically eligible to participate.
- **Faculty/Staff:** Currently employed Southeast Faculty/Staff that have purchased a full Recreation Services membership are eligible.
- **Alumni:** Members of the Southeast Missouri State University Alumni Association, 18 or older, that have purchased a full Recreation Services membership are eligible.
- **Community Members:** Individuals who have purchased full Community Memberships to the Student Recreation Center, and are 18 or older, are eligible.
- **Spouses and Partners:** Spouses and partners of currently enrolled students and currently employed faculty/staff members are eligible provided they have purchased a full Recreation Services membership and are 18 years of age or older.
- **Sport Club Members:** Sport clubs shall not compete as a team in Intramural Sports activities in a related sport played by the club. A Sport Club member is defined as anyone who has paid dues to a Sport Club, has participated in a Sport Club competition, or has practiced at least 10 days with a Sport Club according to the club president. Sport Club members are eligible for participation in the sport or related sport provided they adhere to the roster limits in the most competitive division offered.
- **Intercollegiate Athletes:** Any person who is currently practicing or competing with, or is published or listed on a team roster on the Athletics website shall not compete on an intramural sports team in that sport or in a related sport during that entire academic year. (EX: A football player that participated on an intercollegiate team in Fall 2006 is not eligible to participate in flag football until Fall 2007). Teams containing a former intercollegiate letter winner on its roster must compete in the most competitive league offered for that sport and must adhere to the roster limits imposed below.

These roster limits refer to both the roster maximum and the maximum number of players allowed on the field/court at any one time per team or dual sport.

- * (1) to (2) Person Activity: 1 Sport Club/Former Intercollegiate Athlete
- * (3) to (4) Person Activity: 2 Sport Club/Former Intercollegiate Athletes
- * (5) to (6) Person Activity: 3 Sport Club/Former Intercollegiate Athletes
- * (7) or More Person Activity: 4 Sport Club/Former Intercollegiate Athletes

- **Professional Athletes:** Anyone who has received monetary remuneration for his/her athletic services is ineligible to compete in the sport or related sport in which he/she has attained professional status.

NOTE: The Asst. Dir. Of Sports and Youth & Family Programs will make the official ruling on an individual and/or team's eligibility.

SEMO Athletics and Sport Club List of Related Sports

This list is not comprehensive, therefore the Assistant Director has the discretion to alter the following list of related sports.

- Baseball and Softball - Softball, Wiffleball, Dodgeball, Home Run Derby
- Basketball - 3 on 3 Basketball, 5 on 5 Basketball
- Football - Flag Football

- Soccer - Indoor Soccer, Soccer
- Tennis - Tennis Singles and Doubles
- Ultimate Frisbee - Ultimate Frisbee
- Volleyball - 4 on 4 Sand Volleyball, Wallyball, Volleyball

Participation Restrictions

- Co-Rec, Men's, and Women's divisions will be offered in most team and dual events.
- Eligible players may participate on a team in either a Men's or Women's division (gender-based) and on one team in the Co-Rec division.
- Women may participate on a team in the men's division if they so choose, but would forfeit their right to participate on a women's division team.
- A player participating in an activity with a team may NOT transfer to another team during the same sports season. **PENALTY:** Ineligible for the remainder of the sport.
- If a player is found to be on two teams within the same division (M, W, CR) in the same sport, whether that individual signed the roster or not, the individual will be ineligible for the remainder of that sport and the team will default the played contests.

Levels of Competition

- * Black: The competition in this league is more advanced and commonly attracts players with advanced experience in the respective sport.
- * Red: The enjoyment of competition is emphasized in this level and is geared toward novice players and social recreation.
- * Fraternity: Undergraduate students who are active members or recruits of a fraternity only.
- * Sorority: Undergraduate students who are active members or recruits of a sorority only.

NOTE: The Asst. Dir. Of Sports and Youth & Family Programs reserves the right to consolidate leagues into one general, open level of competition, if deemed necessary.

Schedules

- Please update your team or individual availability as it changes on the team registration form. This form is utilized to schedule the activities.
- Schedules will be available on-line the Friday following the registration period by 12:00 p.m. at <http://www4.semo.edu/recservices/im/IMTrack/Leagues.html>.
- If you have any questions regarding the sports schedule, please contact the Intramural Sports office immediately.
- Most events will take place in the evening (after 6:00 p.m.) except for sand volleyball, ultimate frisbee, and possibly others.

Rescheduling Policy

Reschedule requests must be made at least 48 hours prior to the scheduled contest. **NO EXCEPTIONS!** Reschedule requests must be done in person by the manager or co-manager. The Reschedule Request form must be filled out completely and turned in to the Intramural Sports office at 210 SRC-North.

NOTE: Due to the fact that the Intramural Sports office is closed during the weekend, re-schedule requests for Sunday and Monday games must be made by the end of office hours the Thursday evening prior.

*Games will only be re-scheduled ONCE. We will not “re-schedule a re-scheduled game.”

Equipment/Jewelry

In order to protect participants, jewelry is NOT allowed to be worn during any Intramural Sports contest. Jewelry (i.e., rings, earrings, bracelets, etc.) must be removed and cannot be taped over.

EXCEPTIONS: Medical alert bracelets, heart monitors, etc.

Casts, splints, or body braces made of a hard or unyielding substance must be removed or covered with minimum 0.5” of padding. The Intramural Sports staff reserves the right to rule on the legality of padding.

Roster Additions

Additions to team rosters can be made during regular business hours in the Intramural Sports Office or at the game site during the event activity.

- League Play (followed by playoffs): Players may be added until the last regular season game has been completed. No players may be added during a post-season tournament.
- Tournament Play: In a single or double elimination tournament, players may be added to a team’s roster prior to the team’s semi-final contest.

Defaults and Forfeits

Defaults: Should a team be unable to participate in a scheduled contest, a default shall be assessed when a team contacts the Intramural Sports office (651-2571) no later than 3:00 p.m. on the day of the contest. For contests scheduled to be played on the weekend, default requests must be made no later than 3:00 p.m. on the preceding Friday, since the office is closed during the weekend. A default also occurs if at least 50% of the minimum number of players required is present at game time. **PENALTY:** An individual or team that defaults two contests will be dropped from the league.

Forfeits: Teams who do not appear at their scheduled contest or are unable to produce at least 50% of the minimum numbers of players to field a team according to the rules of the involved sport will be assessed a forfeit. **PENALTY:** An individual or team that forfeits a game will be dropped from the league.

NOTE: The opposing team shall be given a win for a defaulted or forfeited contest.

Field Policies

Please observe the following policies while participating in Intramural Sports activities:

1. No tobacco, alcohol, or drugs on-site. No individual will be allowed to participate in an activity under the influence of alcohol or drugs as determined by the IM Staff.
2. No motorized vehicles on the field area.
3. Please clean up after yourselves, your spectators, and your pets.
4. Game Time is FORFEIT Time! No excuses.

Playoff Eligibility

In order for teams to be eligible to compete in playoff competition, teams must meet the following criteria:

- A representative must attend the Manager's Meeting (if applicable).
- Teams may not have one forfeit or more than one default.
- Teams must maintain a 1.75 sportsmanship rating or better throughout the regular season. Team managers can contact the Intramural Sports Office during business hours to verify their current sportsmanship rating.
- Teams receiving an "Unacceptable" sportsmanship rating in the playoffs or tournament will be ineligible to compete further in that sport, whether that team won their previous game or not.

Sportsmanship Rating System

The Sportsmanship Rating System is intended to be an objective scale by which teams' attitudes and behaviors can be assessed. Each Team Manager is responsible for educating and informing all players and spectators affiliated with his/her team about the system. Behavior before, during, and after an Intramural Sports contest is included in each rating. Intramural Sports Officials, Supervisors, and staff members shall make decisions whether to warn, penalize, or eject persons and/or teams for poor sporting behavior.

"E" - (3) Excellent Conduct and Sportsmanship

- * Team cooperates with IM Sports staff and converses in a rational manner.
- * Team demonstrates positive attitudes and good sportsmanship.
- * No infractions issued.

"A" - (2) Acceptable Conduct and Sportsmanship

- * Some questioning of judgment or complaints.
- * Defaulted game due to lack of players, or early call-in.

"B" - (1) Below Average Conduct and Sportsmanship

- * Repeated complaints and disrespect.
- * One unsportsmanlike call, technical foul, yellow card, etc.

"U" - (0) Unacceptable Conduct and Sportsmanship

- * Team manager exhibits little or no control over her/himself, their teammates, and spectators.
- * Team played with participants currently suspended from Intramural Sports competition.
- * Multiple unsportsmanlike calls, technical fouls, yellow cards, or an ejection.
- * Fighting or threatening an employee.
- * Any team causing a contest to be forfeited.

Any team given a “U” rating must meet with the Assistant Director of Sports and Youth & Family Programs to determine possible disciplinary procedures (Check page 10 in the manual). This includes the Team Manager and any ejected teammates.

NOTE: The IM Sports staff reserves the right to review and change any sportsmanship rating given.

Sportsmanship Miscellaneous

If an individual player receives an unsportsmanlike penalty such as a technical foul, yellow card, unsportsmanlike, etc. that individual must be substituted out of the game immediately. The player **MUST** sit out a minimum of three (3) minutes on the game clock. That individual can **NOT** return to the playing field/court until the next legal substitution opportunity after the three (3) minute penalty.

Player Ejections

Ejected participants **MUST LEAVE** the game site immediately. Failure to do so will result in a default by the offending team. For games at either SRC or Houck, the individual must exit the facility. For games at the IM Sports Complex, the individual must leave the premises. We utilize the “Out of sight, out of sound” rule.

Once a player is ejected, the ejected participant and team manager will receive an ejection receipt which provides the contact information for the Assistant Director of Sports and Youth & Family Programs.

All ejected participants and their team managers are required to set up a meeting with the Assistant Director of Sports and Youth & Family Programs. Participation in any further Intramural Sports activity prior to meeting with the Asst. Dir. will be viewed as a blatant disregard of Intramural Sports policies and procedures. The Asst. Dir. will determine the length of any disciplinary action.

NOTE: Team participation points are lost upon each ejection.

Disciplinary Procedures

Conduct subject to discipline may include, but are not limited to: offensive language, attempting to incite a conflict, physical abuse, not playing within the spirit of the rules, cheating or deception, unnecessary roughness, and using illegal players.

Discipline rulings may include, but are not limited to: probation, game, week, or league suspension, lifetime expulsion, exclusion from Recreation Services facilities, and/or Student Conduct Board review. The Intramural Sports program reserves the right to sanction individuals, teams, and organizations.

Willful damage and/or destruction of Southeast Missouri State University facilities or equipment will result in immediate suspension from Recreation Services facilities and programs for a minimum two week period from the date of the incident and a student charge for the repair/replacement cost.

Misuse or falsification of ID will result in a minimum two week suspension from Recreation Services facilities and programs for both the ID cardholder and the perpetrator.

Protests and Appeals

Protests are restricted to matters of rule interpretation and player eligibility. Protests concerning an Official's judgment will not be recognized.

- Rule Interpretation: Protests must be made at the time of the alleged infraction and prior to the next live ball. A time-out must be called or play halted, and the on-duty Supervisor must be notified. The specific details of the contest will be recorded and a ruling, if a correctable error at that moment, will be made by the on-duty Supervisor immediately. The time-out will be re-instated if the protest is upheld.
 - * Written protests must be turned in by 12:00 p.m. the next business day and will be reviewed by the Asst. Director.
- Player Eligibility: Protesting team manager must fill out the formal protest form and return to the IM Sports office by 12:00 p.m. the next business day.

Appeals of Disciplinary Action

Recreation Services accepts appeals regarding all disciplinary actions of the Intramural Sports program. Notice of appeal must be formally submitted in writing to the Associate Director of Programs and Technology within three business days of sanctions being applied.

The Associate Director of Programs and Technology shall rule:

1. Whether the incident constituted a violation of Recreation Services or Intramural Sports regulations.
2. Whether the disciplinary action taken was warranted under the circumstances.

Injury and Blood Policy

Participation in the Intramural Sports program is voluntary. Individuals participate at their own risk and assume responsibility for their own health and safety. However, Intramural Sports Supervisors are trained in both First Aid and CPR/AED in the event of injury.

The policy for participants found to be bleeding or injured during an Intramural Sports activity are as follows:

1. A participant that is found to have blood on his/her clothing, or is bleeding, will be removed from the contest immediately.
2. The participant is ineligible to re-enter the contest until the clothing saturated with blood has been removed. Prior to participant re-entry, all bleeding must be stopped and any open wound or laceration must be covered.
3. When a game must be halted by an Official or Supervisor due to an injury, the injured person must exit the game until the next available substitution opportunity permitted by the sport's rules.

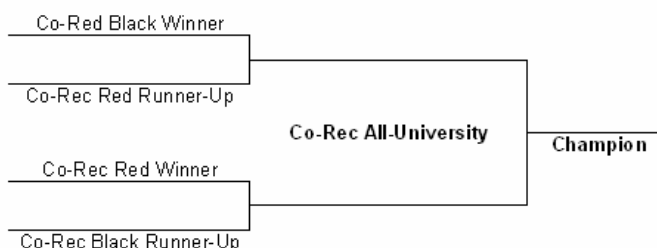
Postponements and Cancellations

Postponements and cancellations of scheduled Intramural Sports contests occasionally result from inclement weather and other unforeseen circumstances. Whenever possible, these games will be rescheduled. However, certain factors such as relatively short playing seasons and limited facility space and time often prevent contests from being re-scheduled. These contests are therefore canceled. The Intramural Sports staff will always follow-up with team managers regarding these situations.

NOTE: If games are cancelled, therefore not re-scheduled, there will be no reimbursement of partial or full registration fees to teams or individuals.



*Replaced by the Red Runner-Up if no Greek 2 League existed.



Awards

All-University Tournament

At the conclusion of the major team league sports, there will be an All-University tournament for most teams that participate in their division's championship game (minimum two levels of competition per division). This is an opportunity to participate in more games at no additional charge. No t-shirt awards will be provided for the All-University champion.

NOTE: This opportunity is a privilege, not a right, and is subject to team sportsmanship and availability, in addition to weather, space, and time limitations.

Activity Divisional Winners: Teams, dual and individual winners in their respective divisions and brackets (i.e., Open, Red, Black, Greek 1 only) will be awarded an Intramural Championship t-shirt. Greek 2 does not qualify for this award. Team managers will receive 1.5 times the standard number of players needed to participate (ex. 5 on 5 Basketball winners will receive up to 8 t-shirts only, regardless their team roster size).

Participation Points System

Greek organizations and Residence Hall teams are eligible to accumulate points for their respective organizations and residence halls through participation in, and good sportsmanship during, Intramural Sports activities.

Eligibility Requirements

- Team must have a representative present at the manager's meeting (if required).
- Team must average a 1.75 sportsmanship rating or better throughout the entire sports season.
- A forfeit in an event eliminates all points for that Greek organization for that related sport. No penalties for one default, but two defaults will be treated as a forfeit.

Sportsmanship

- If a team completes the league season and playoffs, or tournament season, with zero forfeits, zero ejections, and zero unacceptable sportsmanship ratings while maintaining a rating of 1.75, there will be an additional allotment of points earned.

Most of the activities are segmented into four distinct tiers which earn valuable points for their fraternity, sorority, or Residence Hall through participation and competition. They are as follows:

GREEK SUPREMACY POINTS SYSTEM

TIER ONE

Major Team League

FALL

Softball
Flag Football
Volleyball
Soccer

SPRING

Basketball
Indoor Soccer
Softball
4 on 4 Sand Volleyball

1st Place: 500 Points
2nd Place: 250 Points
Semi-Finalist: 100 Points

Sportsmanship: 200 Points (Max: 1)

TIER TWO

Minor Team Leagues & Tournaments

FALL

Ultimate Frisbee
Dodgeball
3 on 3 Basketball
Preseason Basketball
Handball
Innertube Water Polo

SPRING

Floor Hockey
Wiffleball
4 on 4 Flag Football
Water Volleyball

1st Place: 350 Points
2nd Place: 175 Points
Semi-Finalist: 75 Points

Sportsmanship: 150 Points (Max: 1)

TIER THREE

Dual/Individual Leagues and Tournaments, Misc.

FALL

Tennis
Washers Tournament
Sand Volleyball
Table Tennis

SPRING

Racquetball
Tennis Singles
Wrestling Meet
Sports Trivia
Kickball
Flag Football

1st Place: 200 Points
2nd Place: 100 Points
Semi-Finalist: 50 Points

Sportsmanship: 75 Points (Max: 1)

TIER FOUR

One-Day Events

FALL

Turkey Trot
Badminton Singles

SPRING

Team Bowling
Home Run Derby

1st Place: 100 Points
2nd Place: 50 Points
Semi-Finalist: 25 Points

Sportsmanship: 25 Points (Max: 2)

***NOT APPLICABLE in Greek Cup Points.**

FALL

*College Bowl Pick 'Em

SPRING

*March Madness Pick 'Em
*Wallyball

In acknowledgement of their participation and success, the Fraternity and Sorority Supremacy Points champion receives their organization's name on a plaque in the SRC.

