Johnson and Wales University
Recreational Services

Department of
Recreational Services

2007 - 2008

Recreational Services
Intramural Handbook
Johnson and Wales University
RECREATIONAL SERVICES PROGRAM

Any questions about our Recreational Services program may be directed to the following area:

Recreational Services Office:  980.598.1840  stephen.byrd@jwu.edu

GENERAL PROGRAM INFORMATION:

To ENTER A TEAM, complete and submit an entry/roster form before the announced deadline. Information sheets for each sport will be available at the event info. meetings (if applicable). Event rosters must be submitted in the Recreational Services Office located on the first floor of Cedar Hall South. A team/player will not be considered eligible to play until all information is filled out (ex. Name, Student ID #, date of birth) on the roster correctly! This is considered an initial roster and additional players may be added at the location of the game (must be added prior to the start of the first game of a tournament event).

Each team should choose a TEAM NAME. If more than one team requests the same name, the team which first turns in their roster will be allowed to use the requested name. Efforts will be made to contact the team captain of the remaining team or teams and an alternate name may be used. If the Department of Recreational Services is unable to contact the team captain for an alternate name prior to publication of the schedule, then a member of the recreation staff will choose a name for that team. When selecting a team name, teams are cautioned to ensure that the selected name is in good taste and does not offend any identifiable groups/individuals.

The Department of Campus Recreation reserves the right to refuse inappropriate team names. If a team enters competition with an inappropriate name, then the recreation staff will provide the team with a new name that will serve as the team’s name for the remainder of competition.

TEAM CAPTAIN:

Behind every successful intramural team is a team captain who is committed to learn all she/he can about the Recreational Services program and to represent his/her team whenever necessary. Listed below are some of the duties and responsibilities of a team captain.

1) Enter a initial team roster on or before the announced deadline.
2) Ensure that the team has a representative at the event information meeting if necessary.
3) Notify team members of date, time, and location of games and have players checked-in and ready to play prior to scheduled game time.
4) Make roster changes as necessary.
5) Become familiar with Recreational Services rules, regulations, policies/procedures and abide by them.
6) Be accountable for your own conduct, the conduct of your team members, as well as that of the team’s spectators.
7) Lodge protests when warranted according to proper protest procedures.

UNIFORMS AND EQUIPMENT:

1) An intramural team must meet minimum uniform requirements. Read sport specific rules/manuals for minimum uniform requirements.
2) The Recreational Services Office provides balls and other equipment for certain sports. It is the responsibility of the participants to return all equipment provided to them at the conclusion of the game. Game officials may retain Student ID cards until all equipment is returned or until a monetary reimbursement has been made.
3) Shoes must be worn for all events. Rubber-soled shoes must be worn in the gymnasiums. Running shoes or shoes with pliable rubber or molded cleats may be worn on playing fields. No metal spikes or cleats allowed in any sport.
4) Personal athletic equipment may be used in any contest provided it meets intramural sport standards and is approved by the game officials.
TYPES OF COMPETITION:

Competition is divided into 4 general categories which include men’s, women’s, co-recreational, and open. Competition is available to all eligible intramural participants.

SCHEDULES:

League schedules will be presented at the prior to the sports season. All necessary information will be posted in the IM Sports Cabinet located in the hallway directly outside of the Recreational Services office on the first floor of Cedar Hall South and made available to participants in the Recreational Services Office. The initial schedule for each sport will be posted in the IM Sports Cabinet prior to competition.

RULES:

The Department of Recreational Services reserves the right to alter any rule for the sake of fairness and safety of play.

Tie Breaker Procedures: In the case of a tie situation regarding playoffs etc, the following procedures will be used to determine which team(s) advances: NIRSA Championship Tiebreakers will be used for all (State, Regional and Special Events Tournaments). The Recreation Services Staff reserves the right to have a playoff game to break any ties if possible.

#1) Sportsmanship Rating
#2) Number of Forfeits or Defaults
#3) Head to Head Competition
#4) Points Differential for and against +/-
#5) Divisional Placement
#6) Points allowed
#7) Drawing/Coin Toss

RECREATIONAL SERVICES OFFICE HOURS OF OPERATION:

The Recreational Services Office is located on the first floor of Cedar Hall South. The hours are as follows:

- **MONDAYS – FRIDAYS** 9:00 A.M. – 4:30 P.M.
- **SATURDAYS & SUNDAYS** CLOSED

Please keep office hours in mind while being responsible for your team. Any rosters turned in to staff other than RECREATIONAL SERVICES in the RECREATIONAL SERVICES OFFICE during OFFICE HOURS will not be considered. Flyers, blank roster forms, meeting times and other information will be posted at all times. However, any OFFICE PROCEDURES (defaults, requests for postponements, team entries) MUST BE PERFORMED DURING THE OFFICE HOURS WITH A RECREATIONAL SERVICES STAFF MEMBER.

ADDING/DROPPING PLAYERS TO ROSTERS:

Adding players to rosters is allowed in all team competitions. Major team sports, which require a larger number of players, can have as many as 15 players on their roster. Minor team sports are limited to 10 players on their roster. Dropping a player can be done in two ways. In the league play individuals can be added anytime during the season as long as it is before the playoffs (Individuals must play in at least one regular season game in order to participate in the playoffs.) In tournament play rosters are frozen after the first game is played. Any player on the original roster may participate in any game. Changes may be made in the Recreational Services Office located in Cedar Hall South, at the event site or via e-mail to Stephen.Byrd@jwu.edu. Only designated team captains/managers may make roster changes.

INFORMATION MEETINGS:

Managers’ meetings for team representatives are held for several sports prior to competition. Dates, times, and locations for the meetings are announced throughout the term. All Managers meetings are Mandatory.
WAIVER AGREEMENT:

Participation in the Johnson and Wales University Department of Recreational Services programs is completely voluntary. Participants should be aware that there is a risk of injury in recreation and Recreational Services programs due to the inherent nature of the activities. Each individual participating in these programs assumes the risk for any harm or injuries caused by negligence or any intentional acts. All participants in Recreational Services activities must sign the WAIVER prior to participation. It is strongly suggested that each individual arrange sufficient health insurance coverage, whether it is through the University or on a personal or family basis. The Department of Recreational Services has gone to great lengths to make all activities and facilities as safe as possible. However, neither Johnson and Wales University nor the Department of Recreational Services can assume responsibility for injuries incurred during practice for or participation in any formal or informal recreation program.

ELIGIBILITY REQUIREMENTS:

1) In order to be ELIGIBLE to play for an intramural team, an individual's first name, last name, Student ID #, and date of birth must be correctly filled out on that particular team's roster. All participants are required to have their Student ID when registering or signing in.

   All students, Faculty/Staff of Johnson and Wales University shall be eligible to enter any activity promoted by the department as outlined in the following:
   - Students – any person currently enrolled (at least 1 hour) in the Johnson and Wales University – Charlotte Campus
   - Faculty/Staff – any person employed by the Johnson and Wales University – Charlotte Campus at least .50 FTE and benefits eligible with a current Staff ID card.

2) All individuals eligible for intramural sport activities must comply with any rules, regulations, and policies established by the Department of Campus Recreation staff. Eligibility will end upon, graduation, withdrawal from school, termination of employment, failure to comply with rules and regulations, or failure to uphold expected standards of sportsmanship. All participants in Recreational Services programs must sign the waiver of liability and hold harmless agreement prior to participation. Individuals will not be eligible to participate until a current WAIVER form is on record.

3) An individual will not be permitted to represent more than one organization or team (as a player) in the same sport. Once a player has played for one team, she/he cannot participate as a player for another team in the same activity (Exception: a player may participate in the Men’s or Women’s division as well as the Co Rec division).

4) An individual participating under an assumed or false name may be barred from Recreational Services competition for the remainder of the calendar year.

5) An individual who allows another individual to participate under their name may be barred from Recreational Services competition for one calendar year.

6) Teams may not play an ineligible person during a scheduled contest even with mutual consent of both captains. This person is still ineligible and this results in forfeiture of the game. Team captains may be subject to one year suspension.

7) Any individual who, in the judgment of the official calling the event or any Department of Campus Recreation staff member, attempts to strike, shove, kick, bite, or commit any other action designed to inflict harm will be automatically ejected from the game and will also be subject to a ban from participating in programs offered by the office of Recreation Services.

8) Alcoholic beverages and controlled substances are prohibited at all intramural sport contests. Individuals clearly under the influence will be removed from the activity/facility.

9) Any individual that is ejected has 3 minutes to exit the premises. If a police officer or security guard has to get involved that individual will be subject to an automatic calendar year suspension.

10) Current or Former Professional players may not participate in the intramural activity connected to the sport they played in professionally.

11) Former collegiate athletes must wait a total of 365 days following the National Championship of the last academic year.

SPORTSMANSHIP:

In an effort to maintain a high quality of sportsmanship in our Recreational Services program, the following sportsmanship expectations have been adopted.

A. Sportsmanship Expectations

1) Participants are expected to conduct themselves in an appropriate manner at all times.
2) Participants are expected to abide by the rules of the sport in which they are involved.
3) Participants are expected to abide by the rules and regulations of the Department of Recreational Sports and the policies of the Recreational Services program.
4) Participants are expected to show respect for facilities, equipment, spectators, fellow participants, sports officials, and Campus Recreation personnel.
5) Participants are expected to avoid the use of abusive or insulting language directed at opponents ("trash-talking").
6) Participants are expected to avoid the use of casual profanity, expletives, and vulgar gestures, even when not directed at a player or game official.
7) Players are expected to address game officials in a respectful manner. Players should not use profanity, insulting or vulgar language or gestures when addressing a game official nor at any time attempt to influence or object to an official's decision.
8) Teams in league play must earn a 2.5 or higher sportsmanship average in order to compete in the playoffs for that event.

**B. Sportsmanship Penalties**

1) Any individual who does not abide by the sportsmanship expectations set by the Department of Campus Recreation may be subject to penalty.
2) Any individual ejected from a contest must leave the facility (sight and sound) immediately upon notification by the supervisor.
3) Any player ejected from intramural competition is required to meet with the Director of Recreational Services prior to his/her next intramural activity. The Director will determine appropriate sanctions. Each case will be heard separately by the Director and sanctions will be determined to suit the best interests of the Recreational Services program. Sanctions range from documented written warnings, to a permanent ban from programs offered by Recreation Services.
4) Any individual shoving, striking, or physically abusing their opponent or any recreational sports personnel may be banned from Recreational Services activities. The sanction includes being reported to the Dean of Students & possible assault charges being filed at the County Courthouse.
5) No individual may participate in any Recreational Services activity during his/her suspension.

**Travesty/Mockery Rule:**

No participant(s) or Team(s)/Organization(s) shall be permitted to make a travesty/mockery of an intramural event/contest. Those participant(s) or team(s)/organization(s) that demonstrate actions considered to make a mockery (purposely shooting at the wrong basket, running football plays during a basketball game, purposely losing a game; etc.) of a game/event will be eliminated from further participation and placed on probation.

**FORFEITS, DEFAULTS, GRACE PERIOD:**

1) A team may receive a FORFEIT for improper uniform, no-show, playing an ineligible player, and for acts of poor sportsmanship.
2) The SECOND forfeit by the same team in the same sport = elimination from competition.
3) ANY forfeit during tournament play = elimination from competition.
4) If you know in advance that your team will not have enough players to compete as scheduled, contact the Recreational Services Office at 980.598.1840, before 4:00 p.m. the day of the game (Fridays @ 1:00 for any weekend games) to receive a DEFAULT. The benefit of requesting a default is the forfeit will be waived. With a default, a loss will be assessed against your team's record, but your team will remain in competition without loss of any additional POINTS PROGRAM points.
5) Teams/players will be granted a 10-minute grace period, if needed, to appear at the game site. At game time, the game clock will begin to run and at each minute mark, points will be awarded to the team/player that is ready to play. The game/match may begin at any time until the grace period has expired with the time remaining as indicated on the clock and points awarded as outlined in sport-specific rules. If, after 10 minutes, the game/match has not begun, it will be forfeited to the opponent. If neither team/player is prepared to play, the clock will begin to run and after 10 minutes, a forfeit or double forfeit will be declared as appropriate.

**JOHNSON AND WALES UNIVERSITY INTRAMURAL POINTS PROGRAM:**

All Recreational Services competitions earn teams points toward the overall POINTS PROGRAM CHAMPION, which will be awarded at the end of the year. Teams/organizations must keep the same team name throughout the year to be awarded appropriate points. Teams can accumulate points by Participation, Sportsmanship, and winning the overall event/league. There are different divisions (Men, Women, Co Rec) for each sport. Some sports offered are
“Open” (i.e. – whiffleball) meaning both men and women can be on the same team, however no number is designated and therefore, it is not a CoRec event. Be sure to mark the appropriate spot on your roster entry form. Sports are divided into three groups: Major team, Minor team, and Individual/Dual.

**Entry Points**

If a team or individual FORFEITS from any sport, that team or individual will receive a 0 Sportsmanship rating and will have to pay the forfeit fee of $20.00 before continuing play.

**Sportsmanship Points**

Sportsmanship points will be awarded to all teams and participants for proper conduct and attitude, especially fair play, courtesy, striving spirit, and grace in losing. The point system will be broken down according to the grade each team or individual was given after the event has been completed.

- **A (4.0) = 25 Points**
- **B (3.0-3.99) = 15 Points**
- **C (2.0-2.99) = 0 Points**
- **D (1.0-1.99) = -10 Points**
- **F (0-.99) = -15 Points**

**Participation Points**

- Each organization will receive up to 10 points for each team entered in all Major and Minor events and 5 points for Individual/Dual participation (Maximum 50 Points.)
- Participants can also accumulate points for winning a specific event or league. Teams will receive 100 points for Major events, 50 points for Minor events and 30 points for winning Individual/Dual events.

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<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Individual</th>
<th>Dual</th>
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<tbody>
<tr>
<td>Flag Football League</td>
<td>Indoor Soccer</td>
<td>Bowling Singles</td>
<td>Bowling (Team)</td>
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<td>Softball League</td>
<td>Whiffle-ball</td>
<td>Euchre</td>
<td>Horseshoes Doubles</td>
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<td>Basketball League</td>
<td>3-on-3 Basketball</td>
<td>Soccer Skills Challenge</td>
<td>Sports Trivia</td>
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<td>Dodge ball</td>
<td>Horseshoe Singles</td>
<td>Corn hole Doubles</td>
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<td>Racquetball</td>
<td>Texas Hold Em' Poker</td>
<td>PS2</td>
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<tr>
<td>Corn-hole</td>
<td>Badminton Singles</td>
<td>Badminton Doubles</td>
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<td>4 on 4 Football</td>
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<tr>
<td>Miniature golf</td>
<td>Tennis Singles</td>
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<td>Indoor Soccer</td>
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<td>Co-Rec Volleyball</td>
<td>3-pt Challenge</td>
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<td>Soccer League</td>
<td>Chess/ Checkers</td>
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<td>Men's &amp; Women's Volleyball</td>
<td>March Madness</td>
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<td>Ultimate Frisbee</td>
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In the event that the number of teams entered in a particular division of play (men, women, or co-rec) is not significant to warrant two divisions of playoffs, all teams will combine into one playoff bracket and be awarded “Competitive” points.

**INCLEMENT WEATHER/POSTPONEMENTS:**

In the event of inclement weather, decisions regarding playing conditions MAY not be made before 3:00 p.m. Team captains will be responsible for contacting the Recreational Services Office – 980-598-1840 to learn the status of the games. The Recreational Services Office will send a mass email to the team captains as soon as the decision to NOT PLAY has been made. **Events cancelled due to weather will typically not be rescheduled.**
PROTEST PROCEDURES:

Protests will not be received or considered if they are based solely on a decision involving the accuracy of judgment on the part of a game official. Protests will be received and considered when concerning:

1) a misinterpretation of a playing rule;
2) a misapplication of a rule to a given situation;
3) failure to impose the correct penalty for a given violation;
4) matters of player eligibility.

To protest, the following procedures must be strictly observed.

1. Notification of intent to protest must be made at the point the matter in question occurs, and immediately before play continues. The coach or manager of the protesting team shall notify the referee that he/she wants to file a protest.

2. The sport supervisor on duty will then render a decision and play will continue.

3. If the captain wants to protest the decision rendered by the sport supervisor, then the protesting manager must write a brief statement concerning the protest on the formal protest form.

4. To file a formal protest, contact the sport supervisor for a formal protest form. This form must be submitted to the Director’s office by 12:00 p.m. of the business day following the incident. Eligibility protests should be made prior to or during the intramural contest. Player eligibility protests may be made until 12:00 p.m. of the business day following the contest (Friday, Saturday, & Sunday games have until Monday @ 12:00 p.m. to protest player eligibility).

5. The Recreational Services Office does not assume responsibility for investigating the eligibility of all participants but will investigate any properly protested cases.

ALCOHOL/ILLEGAL SUBSTANCES:

Johnson & Wales University PROHIBITS possession or consumption of alcoholic beverages and illegal substances on University property as well as at any University function. This includes Mecklenburg County Park and Recreation facilities. If a team, either it participants or spectators, is found to possess or consume alcoholic beverages at a sponsored event, that team may be forfeited from the event and self suspended from all Intramural activities. If the team, either participants or spectators, fail to comply with the request of the staff, J&W Security will be called to handle the situation. For further information on the J&W alcohol policy, please refer your Student Handbook.