

Lewis-Clark  
S T A T E  
C O L L E G E

# Intramural and Recreational Sports



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Student Activities

# Intramural and Recreational Sports Handbook

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## **Introduction**

The mission of the Intramural and Recreational Sports Program at Lewis-Clark State College is to provide recreation, encourage friendly competition, and promote a healthy lifestyle for our full-time students. Part-time students, faculty, staff and spouses/partners are eligible to participate after paying the Intramural and Recreational Sports participation fee and completing the necessary paperwork.

Participation in the program is voluntary and determined by interest. Participation can provide one with opportunities to have fun, learn new sports, meet people from other cultures, test one's physical ability, as well as offer a break from the normal routine. Activities are organized on both a team and individual basis, and all of the provided sports and activities are offered both the Fall and Spring Semesters. Team sports generally take on a league structure with league contests and a post-season tournament to determine the champion. Special events range from one-day to several day tournaments.

The Intramural and Recreational Sports Program is administered by the Student Activities Department which is under the Division of Student Life. Student fees, activity entry fees, and sponsorships fund the program.

Discrimination on the basis of race, sex, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran is prohibited by LCSC.

The Intramural and Recreational Sports program reserves the right to refuse participation to teams or individuals with a poor attendance or sportsmanship history.

The Intramural and Recreational Sports program assumes absolutely no responsibility for injuries related to Intramural and Recreational Sports participation and advises that all participants acquire student health or comparable insurance before participating. A waiver of liability is standard for each sport or activity, and team members who do not sign the form will not be eligible for participation. It is the individual's responsibility to ascertain whether their health may be adversely affected by participating in any physical activity. This is not the responsibility of Intramural and Recreational Sports, its staff, or the College.

Participants are encouraged to provide feedback and/or concerns regarding programs, activities, student officials, or supervisors. Feedback can be given through various means to include: written comments, meeting with members of the administrative staff, using the email address provided, or through our web site at:

[www.lcsc.edu/studentactivities/Intramurals](http://www.lcsc.edu/studentactivities/Intramurals)

Any questions regarding participating or working for Intramural and Recreational Sports can be directed to the Intramural Office located in the Activity Center Room 114 or the Student Activity Office located in the Student Union Building Room 208.

## Health, Injuries and Insurance

The Intramural and Recreational Sports Program will provide initial emergency care, such as the provision of bandages, ice, or immobilization to any participant injured during their contest (notify staff of all injuries). **The intramural program will not provide services to prepare or maintain a player's readiness to participate.** Participants need to bring their own tape, etc. to prepare themselves to play.

1. The Intramural and Recreational Sports Program DOES NOT carry health or accident insurance for the participants. Medical insurance is available for LCSC students who are currently enrolled. Contact Student Health Services for additional information. Each participant should check their personal coverage and be certain that their medical insurance is adequate and current before participating in any activity.
2. It is the responsibility of every person participating in the Intramural and Recreational Sports Program to ascertain whether they have any health conditions, which make it inadvisable to participate in that sport. The College and Intramural and Recreational Sports Program DOES NOT assume that responsibility. Persons who are uncertain should consult their physician.
3. The Intramural and Recreational Sports staff should be notified of ALL INJURIES sustained during Intramural and Recreational Sports competition. If needed, the participant will be given first aid and referred to their physician and/or Student Health Services. An accident/injury report will be completed for all injuries and a copy will be provided to you upon your request. This form may be necessary for your insurance company.

## Safety

The safety of all that participate in the program is of utmost importance to the organization and administration of each activity. Institutional resources are used to establish procedures to minimize the inherent risks to participants, spectators, and personnel. Such procedures include scheduling, rule modifications, trained personnel, player control, and acknowledgment of risk forms.

Most Intramural and Recreational Sports activities require the removal of all jewelry including but not limited to watches, chains, bracelets, necklaces, and piercings. In these activities only a medical alert chain or bracelet or religious jewelry may be worn. Medical alert bracelets must be secured with tape so no sharp edges or chains are exposed while still leaving the medical alert visible. Religious jewelry must be taped securely to the body and be covered by legal clothing. Rulings by the Intramural and Recreational Sports staff regarding jewelry are final.

In an effort to maintain a safe playing area, all participants are to adhere to the following **Blood Rule**: Any player who is bleeding must be substituted for until the bleeding stops. An Intramural and Recreational Sports 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 (sport specific), 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. Either an Intramural and Recreational Sports staff member or game official must approve the player to re-enter. If the bleeding is not stopped within the allotted five (5) minutes the team will forfeit the game. **The allowance is only afforded to players who are bleeding and their team cannot continue to play without them.**

In all supervised activities an Intramural and Recreational Sports Staff member will be available to assist a bleeding player and determine whether the individual may resume play.

## **Alcohol / Drugs /Tobacco**

The use of tobacco products by participants, spectators and staff at Intramural and Recreation Sports events is prohibited. The use, possession, sale and/or consumption of alcohol/drugs at any intramural activity are strictly prohibited and in violation of LCSC conduct regulations for faculty, staff and students as stated in the Student Handbook. In addition, players or spectators who have consumed and/or are under the influence of alcohol/drugs are a safety concern both to themselves and others at the contest. Individuals or teams will not be allowed to play after consuming or are under the suspicion of consuming alcohol and/or drugs. If the contest has begun, players will immediately be removed from the contest. Individual or teams or managers who fail to cooperate and or control the situation *will* cause the contest to be stopped and face possible suspension from further Intramural and Recreation Sports participation. Individuals may be referred to the LCSC Security and/or to the Office of Student Life.

## **Assumption of Risk and Release of Liability**

Individuals who participate in the LCSC Intramural and Recreational Sports Program must sign a Liability form prior to their participation. The Liability form includes the following ASSUMPTION OF RISK AND RELEASE OF LIABILITY STATEMENT:

**Lewis-Clark State College Intramural Sports  
Assumption of Risk and Release of Liability  
Please Read Before Signing!**

In consideration for being allowed to utilize the programs, activities, services, facilities, and equipment available in the Lewis-Clark State College Intramural Sports and Student Activities program, I understand and realize that my participation in any or all programs or activities may involve dangerous risks and hazards that may result in injury to me or even death. I also understand and agree that the programs and/or activities, in which I will be involved, may result in damage or loss to my personal property either due to the environment or the acts or omissions of myself or others, and that I am solely responsible for the protection and security of any personal property of any kind or description that I

bring to the program or activity. I knowingly and voluntarily assume all such risks that I may sustain in connection with any and all programs and activities, including but not limited to, injury sustained through forces of nature, falling, slipping, and any accident or illness that may occur while I am enrolled in any or all programs and/or activities and any damage or loss to my personal property.

Furthermore, in consideration of the permission granted to me to participate in any or all programs or activities, on behalf of myself, my heirs, legal representatives, and assigns, I release and discharge the State of Idaho, Lewis-Clark State College, their administrators, directors, coordinators, employees, or their agents from liability for any injuries or property loss or damage I may sustain while participating in the Lewis-Clark State College Intramural Sports and Student Activities program, even if arising out of the negligence on their part. This release, however, does not extend to loss or damage arising out of *intentional acts* by, or from *gross negligence of*, the administrators, directors, coordinators, employees, or agents of Lewis-Clark State College.

I fully realize and accept the responsibility to carry out all program activities in a safe and prudent manner and within the structure of the policies, procedures, and guidelines of Lewis-Clark State College.

I also agree I shall be responsible for any expense incurred or damages suffered as a consequence of my personal injury or property loss or damage, that **I shall carry adequate accident and health insurance** for this purpose, and I shall not hold the State of Idaho or Lewis-Clark State College responsible for such expenses.

**Note:** We strongly encourage you to consult with a physician before participating in any physical activity to determine any potential conditions that may adversely affect your participation. We encourage those with pre-existing conditions to wear a medical alert bracelet or neck tag indicating the appropriate medical information.

I hereby grant further permission to Lewis-Clark State College and Lewis-Clark State College Intramural and Recreational Sports to be photographed, without further compensation, understanding that it is intended for publication or promotional purposes in print media, newspaper, television, video, motion picture, or web site on the internet. I additionally consent to the use of my name and/or interview comments in connection with the publication or promotional purposes in print media, newspaper, television, video, motion picture, or web site on the Internet.

Team managers shall review the Intramural and Recreational Sports eligibility and discuss them with team member(s). The manager shall certify that individuals on their team are currently affiliated with LCSC and are eligible for Intramural and Recreational Sports participation and have signed their names to the official entry/roster (ASSUMPTION OF RISK AND RELEASE OF LIABILITY) form before their participation in the activity/program.

## Entering an Intramural and Recreational Sports Event

1. Pick up an information sheet, Team entry, and Liability Form (ASSUMPTION OF RISK AND RELEASE OF LIABILITY) form from the Intramural and Recreational Sports Office located in the Activity Center in Room 114 or at [www.lcsc.edu/studentactivities/Intramural](http://www.lcsc.edu/studentactivities/Intramural). For Individual events, only the Liability Form is required. These are available at least two weeks prior to the entry deadline.
2. Enter the team in the desired sport on or before the announced deadline date. To register your team, turn in your team entry sheet, liability form(s) and the entry fee at the Intramural and Recreational Sports Office.
3. Sign-ups are taken on a first-come-first-serve basis. Be sure to have your entry ready and register early on the appropriate day. Occasionally, if facilities and/or times are limited, only a pre-designated number of entries will be accepted. Leagues continue to be subject to change throughout the entry process and are not considered final until printed and distributed at the manager's meeting.
4. Game rules and league schedules will be distributed at the managers' meeting that is conducted after entries are taken. Game rules, policies/procedures, etc. are also discussed at the meeting.

## Eligibility Rules and Regulations

The Intramural and Recreational Sports Program was developed to provide recreation, encourage friendly competition, and promote a healthy lifestyle for our students. This opportunity allows for competition/recreation during the academic year for currently enrolled LCSC students, faculty, staff, and their spouses/partners who do not participate in other organized sports on campus, and do not have the benefit of professional coaching, scheduling, equipment and facility use. Some eligibility restrictions are necessary to provide fair opportunities for participation. Individuals deemed ineligible to participate may seek reconsideration by written petition to the Student Activities Coordinator. This must be done prior to any participation. Violation of any eligibility rule will cause a contest to be automatically forfeited.

1. **Full-time Students:** The program is open to all currently enrolled full-time LCSC students.
2. **Part-Time Students and Faculty/Staff:** Are eligible to participate in the program after paying the Intramural and Recreational Sports participation fee and completing the necessary paperwork.
3. **Spouses/Partners:** Of faculty and staff may participate in the program after paying the Intramural and Recreational Sports participation fee and completing the necessary paperwork.
4. **Team Roster and Assumption of Risk and Release of Liability:** Players must be listed on an eligible team's roster and have the necessary paperwork completed prior to participation. Teams are permitted to add eligible members throughout the league season. Additions must take place prior to 5 pm the day of the game. In

- order for a player to be eligible for the playoffs, he/she must have participated in a least two regular season games.
5. **Playing on More Than One Team:** A player may not play on more than one team. Once a player has participated with a team they cannot participate with another team.
  6. **Signing In:** Each player must be listed (first and last name) on the score sheet prior to his or her participation in an Intramural and Recreational Sports contest. ALL names listed on a score sheet shall be considered as participating in that contest.
  7. **Assumed Name:** People who participate using an assumed name are ineligible.
  8. **Varsity Award Winners:** Students who have received a varsity award (letter) at LCSC or an institution of comparable athletic stature are not eligible to compete in that intramural sport or related sport until they have been out of that varsity sport for one full academic semester.
  9. **Intercollegiate Squad Members:** Any individual who is or has been a member of a varsity, junior varsity, red shirt squad, or on an athletic scholarship at LCSC, or other institution of comparable athletic stature, is not eligible to compete in that intramural sport or related sport until they have been out of that varsity sport for a minimum of one full academic semester. Membership shall include persons practicing or working out with the team whether they play or not. Students who try out for a varsity squad and are cut/quit are ineligible until they petition the Student Activities Coordinator for approval to compete in that intramural activity and/or related activity.
  10. **Varsity Limits:** Each team will be limited to one player who has been out of their varsity sport for a minimum of one full academic semester. This player may be a former varsity letterman; former intercollegiate squad members, or individuals who have been or are currently coaching at LCSC in the same sport. This limit also applies to related sports.
  11. **Varsity Athletes in Related Sports:** Current varsity athletes may participate in other intramural activities outside of their varsity sport. However, they may not participate in that sport or its related activity, (i.e., baseball/softball, whiffleball, or home-run derby; volleyball/4-on-4 volleyball; basketball/3-on-3; golf/any golf event; tennis/tennis league, indoor tennis tournament).
  12. **Professional Athlete:** People who, for any form of compensation/income, compete or have competed in their sport or related intramural or recreational sports are ineligible.
  13. **Eligibility of Opponents:** When questioning the eligibility of an opponent it is mandatory for the protesting player(s)/team(s)/official(s) to “announce” those questions to the opposing designated captain AND game official(s) before the game is completed. The official(s), to indicate the contest is under protest, will inform both captains and notify the scorekeeper to record it in scorebook. If warranted, player(s)/team(s)/official(s) need to follow up with a written protest within 24 hours after a league contest and within one hour after a tournament contest.
  14. The Intramural and Recreational Sports Program reserves the right to handle eligibility violations without formal protest.

15. Special Events hosted by the Intramural and Recreational Sports program may have other participation regulations. Check with the Intramural and Recreational Sports office for details.

## Team Rosters

1. Participation by an unregistered individual will result in forfeiture of all games in which the illegal participant played and the team may lose tournament eligibility. The participant in question will not be added to the team's roster and is prohibited from participating with any other team in which he/she has not already registered.
2. Additions may be made to the originally submitted team roster provided the addition occurs during Intramural and Recreational Sports office hours. Team Roster additions must be made by 5 pm of the scheduled contest in which the added player will be participating.
3. Team Captains may remove unauthorized player additions, provided that the individual has not participated in any event for the team in question.
4. Additions of eligible players to a team roster must be completed in person by adding the participant in the Intramural and Recreational Sports office. Individuals attempting to add themselves to a team by phone, email, or at game time will be turned away.
5. Corrections may be made to the originally submitted team roster provided the correction occurs during the Intramural and Recreational Sports office hours.
6. Team members must be listed on the team roster form before they are eligible to participate.
7. A player's name must appear on the printed game sheet roster before the start of each contest and must match the name on the team roster. This may be verified at anytime.
8. Each team member must play in at least **two** regular season games to be eligible for tournament play. Any team member who has not participated in two regular season games will be removed from the tournament team roster.
9. Players may not change teams after playing one game with any given team. Playing in one game constitutes membership to a team.
10. Players may not participate for two teams during a single season.

## Entry Fees and Refunds

An entry fee is required to register for some Intramural and Recreational Sports activities and must be paid at the time the Team Entry and Liability forms are turned in. In addition, the entry fee must be received on or before the registration deadline without penalty. Late registrations may be accepted up to the day of the managers' meeting with a \$5 late fee. It is up to the discretion of the Intramural and Recreational Sports staff to decide whether or not late registrations will be accepted. The entry fee will only be refunded if the Intramural and Recreational Sports Program does not place a team in a league or the team drops out by the first business day before the day of the first scheduled game for that activity. For special events, the entry fee will only be refunded prior to the

posting of the tournament bracket. Failure to field a team, show up, failure of opponents to show up, or otherwise dropping out of the program are not acceptable reasons for a refund. Unfortunately, the Intramural and Recreational Sports Program cannot guarantee the number of games teams will receive and does not refund money to teams who receive “byes” due to the original schedule or changes during the season because of teams dropping out, the loss of games to weather, etc.

LCSC part-time students, faculty, and staff (spouses/partners of faculty and staff ONLY) are eligible to play Intramural and Recreational Sports if they pay the Intramural and Recreational Sports participation fee and complete the necessary paperwork. All LCSC part-time students, faculty, staff and spouses/partners who wish to play must pay \$10 per semester or \$15 per year to be eligible to participate. Part-time Students, Faculty/Staff/Spouse/Participation Forms are available in the Intramural and Recreational Sports office or online at [www.lcsc.edu/studentactivities/Intramural](http://www.lcsc.edu/studentactivities/Intramural). Completed forms and payment should be returned to the Intramural and Recreational Sports office before participation in Intramural and Recreational Sports.

## **Team Managers / Captains and Responsibilities**

Team managers/captains serve as a contact between Intramural and Recreational Sports and their team(s). Matters affecting the team are communicated to each team manager in most cases, and in turn they are responsible for conveying the information to the team(s) members. Whether you are a manager for a group/organization, or for one team, visit the Intramural and Recreational Sports office frequently and become acquainted with the staff and the organization of the program.

Responsibilities are divided into general duties that ensure proper steps are taken to enter a specific activity and to provide the information needed to enjoy participation, as well as on site responsibilities in the designation of a game captain. Teams are required to designate ONE individual playing in their contest to serve as the liaison between members of your team/spectators and the Intramural and Recreational Sports official(s)/staff member(s). The designated game captain does not need to serve as the general manager/captain and can be a different person each contest. However, it is necessary for this person to have a thorough knowledge and understanding of game rules and program policies and procedures.

1. General Manager/Captain responsibilities include:
  - a. Inform members of your team or organization about activities available, foster and promote participation.
  - b. Enter the team in the desired sport before or on the announced deadline date. As you register your team, you will turn in your team entry sheet and pay an entry fee.
  - c. Represent, or see that the team is represented, at all Intramural and Recreational Sports meetings for managers, sportsmanship/disciplinary matters and/or protests. Cooperate fully with all Intramural and Recreational Sports employees while performing their duties.

- d. See that all players sign the official team entry/roster (ASSUMPTION OF RISK AND RELEASE OF LIABILITY) form BEFORE they participate in Intramural and Recreational Sports competition. Teams are permitted to add eligible players throughout the league season. Once a player has played for one team he or she may not switch to another team. Additions to rosters can be made before 5 pm the date of contest. Additions must be made in the Intramural and Recreational Sports office before the 5 pm deadline.
  - e. Be sure that all players on your team have knowledge of, and meet the eligibility regulations.
  - f. Study procedures governing participation in the program and the rules of each sport. Be sure that your players are also aware of these rules.
  - g. Notify all team members of the date, place, and time of each contest the individual and/or team plays. (Teams are responsible for checking the playoff tournament schedules in person). Brackets are posted in the Intramural and Recreational Sports office and on the Intramural and Recreational Sports website at [www.lcsc.edu/studentactivities](http://www.lcsc.edu/studentactivities) Only the brackets posted outside the Intramural and Recreational Sports office and on the Intramural website will be considered official.
  - h. If a conflict arises with your scheduled league or playoff contest, notify the Intramural and Recreational Sports Program if you choose to forfeit or reschedule. All arrangements must be completed and approved by the Intramural and Recreational Sports office. The Intramural and Recreational Sports Program will not accept verbal agreements between opponents.
  - i. Appoint a responsible member of your team to serve as the designated team captain if electing not to yourself.
  - j. Assist the Intramural and Recreational Sports Program with the recruitment of individuals interested in sports officiating.
2. Designated Game Captain responsibilities include:
- a. Check in with the official(s) on site before your scheduled game, and fill out your score sheet legibly with members of your team who will participate. Verify that all are eligible to participate.
  - b. Cooperate fully with officials/student & administrative staff regarding enforcement of policies and procedures.
  - c. Provide extra personnel, such as scorekeepers when required.
  - d. Maintain control of your team and spectator behavior in terms of conduct, safety and sportsmanship before, during and after your intramural game. You will be held responsible and shall not allow team members to participate if they have been consuming alcohol and/or drugs prior to your contest.
  - e. In the event a player and/or spectator are ejected from the game, assume immediate responsibility for ensuring the player(s)/spectator(s) cooperate and leave the vicinity within the allotted one (1) minutes. Intramural and Recreational Sports employees will not be responsible for communicating or directing the individual(s) to leave. The game will not resume until the

player has left. Failure to comply completely with removal of the individual(s) from the vicinity within one (1) minutes will result in forfeiting your contest. Notify the Intramural and Recreational Sports Staff of any safety hazards/injuries/concerns regarding equipment, facilities, etc. Please share with your team the intramural policy regarding first aid supplies and the need to prepare yourselves to play.

- f. "Announce" to both the opposing designated game captain and the official(s) when protesting at the time of the infraction when the interpretation of the rule is at fault, the official applies the incorrect rule, or imposes the wrong penalty and/or before the completion of the contest for player eligibility. Team(s)/player(s)/official(s) must submit a written protest to the Intramural and Recreational Sports Office within 24 hours after a league contest and within one hour after a post-season tournament contest.
- g. At the conclusion of your game, sign the score sheet to verify the result and score.
- h. If the team wins a league championship or individual tournament, contact the Intramural Office for t-shirts/awards and pictures.

If the designated game captain is unable to finish their responsibilities for any reason (injury, illness, receives any yellow or red card not associated with spectators, etc.) the team must appoint a playing member to take over their duties for the remainder of the game. A contest may not continue without a designated captain. Intramural and Recreational Sports employees reserve the right to require teams to reappoint a team captain when deemed necessary.

## **Managers' Meeting**

Meetings are conducted for all league sports and some special events to discuss game rules, safety, policies and procedures, etc., and to distribute a copy of your playing schedule. If a team is not represented, by any participant on the registered team, for the entire meeting, that team must make arrangements to meet with the Intramural and Recreational Sports Staff prior to the beginning of the league. In addition, that team will be ineligible for playoffs and/or tournaments. If a team does not meet with the Intramural and Recreational Sports Staff prior to their first contest, they will immediately be dropped from any further competition. League openings will be filled immediately with teams/individuals on a waiting list. However, teams will not be added for the final week of league play.

## **Team Sport Registration**

1. Registration begins a minimum of two weeks prior to the activity/program/league. Current team roster forms will be made available at that time.

2. Scheduling will be given on a first come first serve basis during the registration period. Forms submitted after business hours will not be considered for registration and will be destroyed. A completed roster is considered to be:
  - a. The name of the team and desired sport must be clearly identified.
  - b. The Team Manager Information Section must be completed in full. This information is required as the Intramural Sports staff may need to contact the team regarding days of play, tournament participation, or other Intramural and Recreational Sports related business. (This information will not be given out or used for anything other than Intramural Sports or College business). Each team member must have an ASSUMPTION OF RISK AND RELEASE OF LIABILITY form completed or on file prior to participation.
  - c. The team roster list must be equal to or greater than the maximum number of participants allowed to participate at one time for the desired sport. Rosters not having the required number of participants will be turned away and returned to the submitting team representative. The required number of team members are:
    - i. Basketball - 5
    - ii. Basketball (3 vs. 3) - 3
    - iii. Flag Football - 5
    - iv. Soccer - 3
    - v. Softball - 9
    - vi. Volleyball - 4
3. If a listed team member does not have all of the required information completed, that individual will not be considered an active member of the team. That individual may come into the Intramural and Recreational Sports office and correct the error at any time before the team's last game, but will not be allowed to participate until corrected.

## **Individual Sport Registration**

1. Registration for Individual Intramural and Recreational Sports begins a minimum of two weeks prior to the start of the tournament/contest. Current individual Assumption of Risk and Release of Liability Forms will be made available at that time. Sign up for the desired sport and turn in the completed Assumption of Risk and Release of Liability Form to the Intramural and Recreational Sports office.

## **Players Without a Team (Free Agents)**

For programming purposes, the Intramural and Recreational Sports Program will only accept complete teams during the entry process for team sports. If you wish to participate in a team sport and do not know enough people to form your own team, you may do any/all of the following:

1. Sign up on the Free Agent List at the Intramural and Recreational Sports office.

2. Attend the managers' meeting for the sport you wish to play and try to get on a team at the meeting.
3. While every attempt will be made to place all interested individuals, no guarantee is made to the placement of Free Agents. Those individuals who are the most proactive will have the greatest results. Intramurals and Recreational Sports will not blindly force or place Free Agents on established teams.

## **Participant and Spectator Conduct**

### **Individual Player Code of Ethics**

1. As a participant in Intramural and Recreational Sports I will abide by both the word and spirit of both the playing rules and Intramural and Recreational Sports Policies and Procedures.
2. As any sport competition requires two teams and officials, I will strive to ensure that teammates, opponents and officials are given every opportunity to fully enjoy Intramural and Recreational Sports.
3. I will respect the decisions of game officials.
4. I will not engage in any tactic, strategy or behavior that puts a teammate, opponent or any other person at an unnecessary risk of injury.
5. I will encourage others to abide by the Participant Code of Ethics.
6. I will behave graciously regardless of the outcome of my game or match.

The development of individual sportsmanship is of fundamental importance in all Intramural and Recreational Sports. Players who have been ejected are required to leave the vicinity within one (1) minute. Failure of ejected participant(s) and/or spectator(s) to leave the vicinity within the allotted one (1) minute or returning to the vicinity during or after the game will result in the game being forfeited and additional individual/team sanctions. It is the team manager's responsibility to provide the ejected participant's name to the Intramural and Recreational Sports Supervisor on duty. Failure to comply will result in forfeiture of the current game due to team misconduct.

**AN EJECTION FROM ANY INTRAMURAL AND RECREATIONAL SPORTS CONTEST FOR INAPPROPRIATE BEHAVIOR CARRIES A MINIMUM ONE GAME SUSPENSION, TO BE SERVED IN THAT TEAM'S NEXT GAME IMMEDIATELY FOLLOWING THE EJECTION.** All suspensions of any length will carry over to the next academic period.

The following behavior results in ejection from an Intramural and Recreational Sports contest & may result in referral to LCSC Security and the Office of Student Life for Student Code violations:

1. Any participant or spectator, at the discretion of the Intramural and Recreational Sports Staff, who does not participate in the spirit of Intramural and Recreational Sports competition, may be ejected at any time from the game or facility.

2. Verbal or physical abuse and/or the threat of, by participant(s)/spectator(s) in the form of fighting, baiting, and/or wrestling with an opponent and/or teammate before, during or after an intramural contest.
3. Any threatening behavior (verbal and/or non-verbal) towards any Intramural and Recreational Sports employee before, during or after an intramural contest.
4. Any physical contact with any Intramural and Recreational Sports employee.
5. Technical fouls for unsportsmanlike conduct, multiple unsportsmanlike penalties and/or any excessive celebration.
6. Failure to cooperate by providing information requested by an official/student staff/administrative staff.
7. Persistent infringement of the spirit and intent of the game rules.
8. Public indecency or obscenity. This includes but is not limited to urination in public.
9. Individual playing after the consumption, or suspicion of consumption of alcohol/drugs. If the contest has begun, player will immediately be removed from the contest. (Refer to the Student Code of Conduct)
10. Damage/destruction of facilities/equipment.
11. Any violation of LCSC policies and procedures governing the conduct of students.
12. A player may not participate in another Intramural and Recreational Sports event in the same day if he/she has been ejected from an intramural contest. Any ejected player is considered to be a suspended player for the rest of that day.

**Any of the above behavior results in a minimum one game suspension.**

*Actions before, during and after the game in question will be taken into account when determining sanctions. Sanctioning may range from a minimum of a two game suspension to expulsion from the program for an indefinite period of time. Incidents may be referred to the Office of Student Life for disciplinary actions. Ejected individual(s) who are suspended for longer than two games will remain suspended from all Intramural and Recreational Sports activities until they meet with the Student Activities Coordinator.*

Individual(s) playing while under suspension will receive a minimum sanction of one semester and will be referred to the Office of Student Life. In addition, if the player in question participates, all team games will be forfeited.

Team Managers will be notified of the suspended status of their players.

The Student Activities Coordinator reserves the right to suspend any participant or team from intramural competition for conduct, behavior, or attitude that they perceive as interfering with the orderly conduct of activities and/or safety of the individuals participating in the Intramural and Recreational Sports Program.

## **Appeal for Individual Sanctions**

The individual can only appeal sanctions of more than two games. A written appeal must be filed within 48 hours of the sanction. This forum is not a hearing. The process is a review of the record of the incident(s) and reasons for the excessive behavior. Individuals will remain suspended during the appeal process. The decision by the Intramural Program to refer individual(s)/team(s) to the Office of Student Life may not be appealed. Acceptable reasons for an appeal are; new information concerning the contest becomes available and/or the sanction is too severe for the offense. The Coordinator of Student Activities will review the appeal.

## **Spectator Conduct**

1. All spectators are expected to behave in a manner that does not obstruct or disrupt any normal function of an Intramural and Recreational Sports event or contests.
2. The role of spectators is to provide support and encouragement, which will be beneficial to the participants, the game and the program.
3. Spectators must remain outside of the playing area at all times.
4. Any spectator behaving inappropriately will be asked to correct the inappropriate action. If the individual fails to correct the inappropriate action(s), he or she will be asked to leave immediately. If an individual fails to leave when asked to do so, LCSC Security will be notified to remove the offending individual. Further action may be imposed by the Office of Student Life.

## **Rescheduling of Games**

1. No regular season Intramural and Recreations Sports contest will be rescheduled for any time conflict.
  - a. Rescheduled games will only occur in the event there is a facility conflict.
2. Semi-final or final tournament contests will only be rescheduled if there is a conflict with another Intramural and Recreational Sports event or a facility conflict.

## **Defaults**

If a team knows they cannot make a game and will not be able to show, they may call the Intramural and Recreational Sports office a minimum of 24 hours in advance to default the game. They **MUST** talk to or leave a message for the Intramural and Recreational Sports staff. If a team elects to default, they will be charged with a loss but not assessed a forfeit.

## **Forfeits**

*Game time is forfeit time.* Game time is determined by the official's watch/clock on each field/court. The minimum "start number" for the sport must be present in order to avoid forfeiting the contest.

If one team is not ready to play at game time the following occurs:

1. The team ready to play will win the game by forfeit.
2. The team can choose to grant their opponents a 10-minute grace period. If the required minimum number of players arrives within the 10 minutes, the game will be played and recorded as an official game. **NO EXCEPTIONS ARE PERMITTED TO THE 10-MINUTE GRACE PERIOD.** Length of game will be shortened according to the lateness of the new start time.

If neither team has the minimum number ready to start at game time, a double forfeit is declared.

If both teams are ready to play at the designated start time, but due to a previous game running long or the court/field is not ready for play, the starting time will be adjusted so that the teams receive a full allotment of time. Game time begins as soon as the field/court is available for play.

If a team cannot fulfill their commitment to complete their schedule, they are encouraged to notify the Intramural and Recreational Sports Program of their wish to be dropped from the schedule. Regardless of the reason(s), after a team forfeits half of their scheduled league contests, they are **IMMEDIATELY DROPPED FROM ANY FURTHER COMPETITION.**

Any team caught using ineligible players will forfeit all games in which that person participated and may lose eligibility to the playoffs.

If, in the opinion of the officials or supervisor, a team is not playing within the spirit of the rules or fair play, the game may be stopped and a forfeit declared against one or both teams.

Two forfeits during a given season will result in the team being dropped from consideration for any playoff or post-season tournament.

## **Protests**

Protests are permitted in Intramural and Recreational Sports in order to ensure fairness to a player or a team. Protests are divided into two categories; Game Protest or Player Eligibility Protest. A written protest must be submitted by a team representative to the Intramural and Recreational Sports office. During league play the written protest must be

received within 24 hours. During tournament play, a written protest must be filed in the Intramural and Recreational Sports office within one hour following the completion of the contest. A \$10.00 fee must accompany each protest. The money will be returned if the protest is valid and accepted, or placed into the Intramural and Recreational Sports Program operating budget if denied.

Both Captains will be informed and the scorekeeper shall make record that the contest is under protest.

1. **GAME PROTEST:** The only acceptable reasons for a game protest are:
  - a. Misinterpretation of a playing rule,
  - b. Failure of an official to apply the correct rule to a given situation, or
  - c. Failure of an official to impose the correct penalty for a given violation.

*To be a valid game protest, it must also actually affect the final result of the game. The game protest must be “announced” to the opposing designated captain and official(s) at the time of the infraction when the interpretation of the rule is at fault, the official applies the incorrect rule, or imposes wrong penalty. Game Protests WILL NOT be considered if they are based on a decision involving the accuracy of judgment on the part of an official or do not follow the procedural guidelines.*

2. **PLAYER ELIGIBILITY PROTEST:** A protest concerning player(s) eligibility must be announced prior to the completion of the contest. A team in violation of any eligibility rule will cause the contest to be automatically forfeited.

## **Protest Solution**

Game Protests will be checked for validity (one of the three acceptable reasons, shown to directly affect the final outcome & meets the procedural guidelines established). If deemed valid, an automatic roster check of both teams will take place. Player Eligibility Protests will lead to a review of eligibility of both teams involved in the contest.

Decisions to accept/deny and the solution implemented by the Intramural and Recreational Sports Program shall be final with no appeal process. The Student Activities Coordinator, and/or Sport Coordinator (s) review protests. Individuals may be asked to provide additional information. During tournament play, protests will be reviewed before the next scheduled contest, generally the next day.

## **Playoffs - Post Season Tournament**

Team sports play a regular season followed by a post-season single elimination playoff tournament to determine the champions. The following guidelines will apply:

1. Not all teams will participate in Intramural Sports post-season play.

- a. Generally, only the top eight teams in each league will be invited to participate in post-season play.
2. Teams must participate during the league season to be eligible for post-season play.
3. Games cancelled due to inclement weather and/or situations out of control of the Intramural and Recreational Sports office shall be rescheduled whenever possible.
4. Once play begins for any Intramural activity, initial brackets and pairings will be final.

## **Self- Officiated Leagues**

Individual and team sportsmanship is of paramount importance in all self-officiated activities. The responsibility to ensure fairness in all contests is shared by the teams involved. If Intramural staff are needed to intercede and remove/eject player(s)/spectator(s) for any inappropriate conduct the situation will be handled very seriously. Minimum sanctions will likely remove the player involved for the remainder of the sport season. Absolutely no inappropriate conduct of any kind will be tolerated.

## **Awards**

1. Intramural and Recreational Sports Championship t-shirts are presented to Intramural and Recreational Sports champions.
2. Championship Shirts will be available for pickup no more than seven days after a championship game.
  - a. Shirts not claimed after 45 days will be forfeited.
3. Shirts will only be distributed to the team's captain as indicated on the team's roster form.
  - a. The team captain must accept shirts for the entire team.
4. Shirts will only be distributed on an individual basis for Individual Intramural and Recreational Sports.
5. Although there is no limit to the number of players on any intramural team, there have been limits established for the number of t-shirts to be awarded for each activity.
  - a. Contact the Intramural and Recreational Sports office for specific information.

## **Facilities**

With the high use and traffic in all facilities, participants are asked to be responsible for their own garbage/trash. Your cooperation and help is also needed with keeping bicycles and other hazards away from all playing areas. Please notify Intramural and Recreational Sports staff of any safety hazards regarding the equipment or facility.

## **Pets**

Pets are not permitted in college buildings, facilities, or on fields. Pets are not permitted on College property unless under immediate control of their owner.

## **Equipment**

### **Footwear**

In all sports players must wear athletic type shoes that cover the foot completely. Sandals, boots, and open toe shoes are NOT allowed. For outside sports cleats are limited to studs or projections that do not exceed ½ inch in length and are made with nonabrasive rubber or rubber-type synthetic material that does not chip or develop a cutting edge. For inside sports, shoes must be non-marking and intended for courts. NO STREET SHOES.

### **Equipment Check Out**

Although most participants have their own equipment or purchase equipment as a team/organization, a limited amount of equipment is available for checkout. Checkout is for the duration of your Intramural and Recreational Sports game or one hour. Users shall be responsible for payment for loss and/or any and all damages/repairs to equipment items (other than normal wear & tear). Completion of the check-out form and a current LCSC ID is needed to check out equipment. A participant may check out basketball jerseys for her/his team with a current LCSC Photo ID card.

Individuals/groups conducting their own special event(s) need to request equipment from the Intramural and Recreational Sports office located in the Activity Center Room 114 or call 792-2670. Reservations for equipment should be made well in advance of the event(s).

## **Proposal for New Activity / Event**

Students are given the opportunity to introduce new activities to be included in the Intramural and Recreational Sports Calendar of Events for the upcoming academic year. Approval will be based upon philosophy of program, facility(s) required, student interest, safety, cost of equipment, personnel needs, etc.

## **Intramural and Recreational Sports Student Employment Opportunities**

The Intramural and Recreational Sports Program could not be conducted on a successful level without the services of many student officials, supervisors, and practicum students. Previous experience as an official is desirable, but not required. Preference will be given to students who are currently enrolled at LCSC. The Intramural and Recreational Sports

Program provides practical training and “hands-on” experience in the organization and administration of the overall program and its activities. **Lewis-Clark State College is an equal opportunity educator and employer.**

### **Job Descriptions**

Applicants should be mature, self motivating, possess a willingness to learn and lead, capable of making decisions, resolving conflict in group situations, committed to promoting and valuing cultural diversity, interested in customer service, and capable of acting in a professional manner while performing their duties. Workload is adjusted to accommodate class schedules.

**PRACTICUM EXPERIENCE:** Non-paid position may serve as either an Office Assistant, Intramural Game Official, and conduct special events. Other projects may be developed to meet requirements. It is recommended that those seeking practicum hours should contact the Student Activities Office early in the semester, to make arrangements with the appropriate department and/or instructor.



# Lewis-Clark State College

## Intramural and Recreational Sports

### Office/Media Relations Manager

#### Introduction:

The Lewis-Clark State College Intramurals and Recreation Sports program is to provide recreation, encourage friendly competition and promote a healthy lifestyle for our students. We promote leadership, teamwork, personal growth, and positive educational experiences for the college and community. We are student funded and provide a non-profit organization. The Intramurals and Recreational Sports program is under the direction of the Student Activities Coordinator.

The Intramurals and Recreational Sports Program Office/Media Relations Manager is responsible for assisting the Student Activities Coordinator with the day-to-day operations, act as the customer service representative, and provide media relations for the Intramurals and Recreational Sports program. The Office/Media Relations Manager should have strong organizational skills and should be able to effectively multitask. Phone etiquette and experience is needed. The Office/Media Relations Manager may also be required to do moderate lifting.

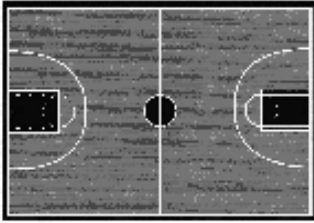
#### Position Duties:

1. Computer skills
  - a. Possess knowledge of Microsoft Office applications
    - i. Knowledge of Microsoft Front Page is preferred but not required
  - b. Willingness to learn new applications is preferred
2. Perform score entry and participant statistics in spreadsheet form
3. Monitor Officials Exam Administration
4. Prepare game sheet and game schedules
5. Maintain Student Activities Office records
6. Shall maintain equipment check out, logs, and records
7. Assist with planning additional special events
8. Maintain staff database and directory
9. Assist with manager and official meetings and team sign ups.
10. Assist with developing content, format, and layout of Student Activities' postings, flyers, brochures, etc. for marketing purposes
11. Solicit and/or take photographs and write PSA's for event postings on the Student Activities website and for publication purposes
  - a. Will edit or modify images provided by participants to meet Student Activities and LCSC standards
12. Assert Office Policy while maintaining a professional attitude while dealing with confrontational situations and conditions

13. Perform duties with little or no instruction from the Student Activities Coordinator
14. Perform other duties as assigned by the Student Activities Coordinator

Hours: Vary but will coincide with desired office hours Monday – Friday 8 am to 5 pm.

Rate: \$5.50 per hour (starting)



# Lewis-Clark State College

Intramural and Recreational Sports

## Site/Sports Supervisor

### Introduction:

The Lewis-Clark State College Intramurals and Recreation Sports program is to provide recreation, encourage friendly competition and promote a healthy lifestyle for our students. We promote leadership, teamwork, personal growth, and positive educational experiences for the college and community. We are student funded and provide a non-profit organization. The Intramurals and Recreation Sports program is under the direction of the Student Activities Coordinator.

General abilities and periodic evaluations by the Student Activities Coordinator are used for position advancement and rate increases. These positions are physically challenging, as each could require the ability to lift 40 pounds or more.

### Position Duties:

1. Represent the Intramural and Recreation Sports Program, Student Activities Office, and Lewis-Clark State College within their stated goals and objectives
2. Prepare Intramural and Recreational activity site and provide on-site supervision of activities
  - a. Set-up/take-down all necessary equipment and supplies
  - b. Pick up appropriate keys, game schedules, and sports administration folder prior to the start of each night's activities
  - c. Check in official and record the amount of games they worked
  - d. Check in participants
  - e. Possess knowledge of Intramural and Recreational sports modified game/sport rules
  - f. Ensure proper completion of all scoring documents
3. Enforce all stated and implied policies concerning Intramural and Recreational sports participants and spectators
  - a. Verify participant eligibility using participants student ID card and provided game sheet
  - b. Ensure sportsmanlike conduct of participants and spectators
  - c. Prevent, mediate, and resolve protests and conflicts that may arise during play
  - d. Provide written reports on all incidents, protests and ejections no matter the severity
  - e. Attend all regularly scheduled meetings and training clinics
4. Supervise on-site safety procedures for Intramural and Recreational sporting events
  - a. Visually inspect the playing area to ensure a safe environment
  - b. Perform emergency procedures as qualified or contact EMS as necessary

- i. Contact the Student Activities Coordinator immediately if EMS is called
  - c. Complete and submit an injury report for all injuries regardless of severity
- 5. Provide public relations for the Intramural and Recreation Sports Program
  - a. Communicate and interact with a diverse campus population
  - b. Maintain a positive, polite, considerate, and cooperative attitude
  - c. Behave and appear in a fair, consistent, and professional manner
- 6. Perform other duties as assigned by the Student Activities Coordinator

Officials are employed for the following sports: Basketball, Flag Football, Soccer, Slow-Pitch Softball, and Volleyball. Some equipment is available for check out

Hours: Vary and are subject to availability. Hours are generally Sunday, Monday, and Tuesday evenings; and occasionally on Friday and Saturday.

Rate: \$6.00 per hour



# Lewis-Clark State College

## Intramural and Recreational Sports

### Sports Official

#### **Introduction:**

The Lewis-Clark State College Intramurals and Recreation Sports program is to provide recreation, encourage friendly competition and promote a healthy lifestyle for our students. We promote leadership, teamwork, personal growth, and positive educational experiences for the college and community. We are student funded and provide a non-profit organization. The Intramurals and Recreation Sports program is under the direction of the Student Activities Coordinator.

All officials are may choose the sport with which they wish to officiate, but each official is then required to improve their abilities as the season progresses. General abilities and periodic evaluations by the Student Activities Coordinator are used for position advancement and rate increases. These positions are physically challenging, as each could require continuous running as well as the ability to lift 40 pounds or more.

#### **Position Duties:**

1. Represent the Intramural and Recreation Sports Program, Student Activities Office, and Lewis-Clark State College within their stated goals and objectives
2. Control all game situations which might occur during Intramural team sport games/events
  - a. Possess technical and detailed knowledge of game rules and officiating mechanics and techniques
  - b. Understand, interpret, and enforce all game rules and program policies pertaining to game play
  - c. Attend all regularly scheduled meetings and training clinics
  - d. Prevent, mediate, and resolve protests and conflicts that may arise during play.
  - e. Penalize those who violate the rules of the game
  - f. Ensure proper completion of all scoring documents
  - g. Ensure sportsmanship of all participants and spectators
  - h. Provide written reports on all incidents, protests, ejections, etc. no matter how minor
  - i. Wear the appropriate officiating attire to all games scheduled
3. Assist with on-site safety procedures for Intramural sports events
  - a. Visually inspect the playing area to ensure a safe environment
  - b. Perform emergency procedures as qualified
4. Provide public relations for the Intramural and Recreation Sports Program
  - a. Communicate and interact with a diverse campus population
  - b. Maintain a positive, polite, considerate, and cooperative attitude
  - c. Behave and appear in a fair, consistent, and professional manner

5. Perform other duties as assigned by the Student Activities Coordinator

Officials are employed for the following sports: Basketball, Flag Football, Soccer, Slow-Pitch Softball, and Volleyball. Some equipment is available for check out

Hours: Vary and are subject to availability. Hours are generally Sunday, Monday, and Tuesday evenings; and occasionally on Friday and Saturday.

Rate: \$6.00 per hour (starting and varies depending upon sport)