

# Gwynedd Mercy University

## Participant Handbook 2016-2017

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*Assistant Director of Intramurals and Recreation*

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### Recreation Website

<http://gwyneddathletics.com/sports/2010/12/8/intramurals.aspx>

### Recreation Mission Statement

The Office of Intramurals and Recreation at Gwynedd Mercy University is committed to providing a variety of opportunities that promote a healthy lifestyle through recreational activity. We are dedicated to making Intramurals and Recreation an important part of campus life and aim to foster an environment that encourages diverse groups of students to unite for a common purpose. Our goal is to continuously provide a competitive, safe and enjoyable atmosphere that encourages sportsmanship, teamwork and leadership development. We hope to provide structured and rewarding recreational opportunities in men's, women's and co-recreation programs, regardless of athletic ability or sport knowledge.



# Eligibility

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## Who is Eligible?

- All activities are open to Gwynedd Mercy University full and part-time graduate and undergraduate students as well as faculty and staff.
- Individuals may only play for one team in each league, however individuals may participate on one men's or one women's team and one co-rec team.
  - Example: You may play on a Co-Rec and a Men's/Women's team but you may not join more than 1 Co-Rec or more than 1 Men's/Women's team.
  - Once an individual has participated on one team, they may not be dropped from that team and join another team in the same gender league.
- Each participant is required to sign off on a Waiver and Assumption of Risk form prior to the first game participated in.
- A person's name, Gwynedd Mercy ID number and signature must appear on the online roster to participate with that team.
- A team will forfeit any games in which an ineligible player participates. Any team using an ineligible player during playoffs will forfeit any contest in which they participated.
  - If you have a question concerning one of your player's eligibility, please consult with the Assistant Director of Intramurals & Recreation.

## Varsity Athletes

Varsity athletes may participate, however team make-up must adhere to the following divisional guidelines: Any in-season Varsity athletes must have written permission from their coach to participate in Intramurals. This permission must be emailed to the Assistant Director of Intramurals and Recreation.

## ID Policy

- **NO GMercyU ID = NO PLAY**
- Each participant must be prepared to present their valid GMercyU ID at the start of each game to be eligible for the contest.

# Levels of Competition

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## Leagues

The regular season consists of minimum four games followed by single elimination playoffs.

## Tournaments

Tournament formats may vary and are dependent upon the number of entries received. Typical formats include single and double elimination as well as round robin tournaments. Tournaments are one long.

## Playoffs

Following the regular season, a single elimination tournament bracket will be held for each league. The leagues will be restructured upon completion of the regular season. Rosters will be frozen after the last regular season game. A player must have played in at least 1 regular season game in order to be eligible for playoffs.

Tournament Seeding and Restructure of Competitive Leagues: After the regular season has commenced, eligible teams will be restructured to level the field of play. Each Competitive league will be divided into two groups (over .500 and under .500). After this "split" seeding will be determined in the following order.

1. Win-Loss record
2. Sportsmanship Rating
3. Point Differential (points for-points against)

## Scheduling

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### Registration

[www.IMleagues.com](http://www.IMleagues.com)

All registration and results will take place through the registration website, [www.imleagues.com/GMercyU](http://www.imleagues.com/GMercyU). This is the only official place of Intramural registration. Participants must create an account and must use their gmercyu.edu email address. A detailed description of how to register on IMleagues can be obtained through the Assistant Director of Intramurals and Recreation and online at <http://gwyneddathletics.com/sports/2010/12/8/intramurals.aspx>.

### Location of Schedules

Schedules will be posted at [imleagues.com/GMercyU](http://imleagues.com/GMercyU).

### Rescheduling Procedure

In the event an intramural contest is postponed due to weather, the Intramural Office will try to reschedule the game. However, there may be instances when the Intramural Office will be unable to reschedule contests due to time and space limitations. In such instances, each team will receive a "win" for that contest.

Should a team be unable to participate in a scheduled contest, a request to reschedule may be made. In order to request the rescheduling of a contest, the captain must talk personally with the Assistant Director of Intramurals and Recreation at **least 24 hours** prior to the scheduled contest. Both captain's will be contacted regarding possible rescheduling times. In the event that no time can be agreed upon, the team submitting the rescheduling request will be given a default for said contest. For an explanation of defaults, please see below.

### Default

Should a team be unable to participate in a scheduled contest, a default shall be assessed when a team contacts the Assistant Director ([herman.m@gmercyu.edu](mailto:herman.m@gmercyu.edu)) no later than 5:00 pm on the business day prior to the contest. For contests scheduled to be played on Monday or any day of weekend (i.e. Saturday or Sunday) default requests must be made no later than 5:00 pm on the preceding Friday.

## **Forfeit**

A team who fails to appear at their scheduled contest or are unable to produce enough players to field a team according to the rules of the involved sport will be assessed a forfeit. If the opposing team agrees to it, a 5-minute grace period from the scheduled starting time will be allowed before a forfeit is declared. The official's watch is the official time for all contests.

# Sportsmanship

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## **Purpose**

The Intramural Sports program is designed for the enjoyment and fun of organized sport and to contribute to the overall well-being of the community. Good sportsmanship is a requirement, not an option, for participation in the Intramurals. It is expected that all participants and spectators will conduct themselves in a manner that will not impair the enjoyment, fun, or well-being of other participants and behave in a mature, respectful manner with integrity towards all involved in the contest.

## **Unsportsmanlike Conduct**

Unsportsmanlike conduct is defined as improper behavior that includes but is not limited to verbal abuse, physical abuse, obscene gestures/actions, vulgar language, taunting, fighting, and/or striking an official, supervisor, or opponent. Conduct that is detrimental to the enjoyment and safety of other participants is grounds for suspension from further Intramural participation.

## **Ejections**

Ejections resulting from Unsportsmanlike behavior are taken very seriously. Upon disqualification from the contest, the individual must leave the playing area in a timely manner. Failure to do so will result in forfeiture of the contest. The Intramural staff reserves the right to eject any participant or spectator.

## **Reinstatement Process**

The following business day, the ejected individual will be notified by the Assistant Director further action to complete the reinstatement process. All Unsportsmanlike Conduct ejections will result in a minimum of 1 game suspension during that season including all other Intramural contests leading up to that point. To complete the reinstatement process, the ejected individual must submit a formal letter of reinstatement and schedule a meeting with the Assistant Director during office hours.

## **Sportsmanship Rating System**

- 0 – No show forfeit/ forfeit due to unsportsmanlike behavior
- 1 – Unacceptable: Unsportsmanlike behavior before, during, or after contest including ejection(s)
- 2 – Below Average: Unsportsmanlike behavior before, during, or after contest
- 3 – Average: No sportsmanship issues (default forfeit)
- 4 – Above Average: Displayed good sportsmanship

5 – Ideal: Beyond expectations of average sportsmanship Teams are responsible for the conduct of each individual and spectator directly related to their team, with the heaviest burden lying on the Captain.

A sportsmanship rating can reflect the actions of only 1 individual across the entire team. Sportsmanship ratings are at the discretion of the Intramural staff. Intramural Sports team that cannot create a 3.0 rating before the last game of the regular season will not be allowed to participate for the remainder of the season. Any team that receives a rating of 1 during the playoffs will not be allowed to advance in the playoffs.

## Forfeit Policies

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*Statement: Forfeits are detrimental to the enjoyment of participants and success of the program. If teams or individuals fail to show up for their games, they take away the opportunity of other participants for enjoyment of sport.*

### **Grace Period**

If the minimum required players are present and checked in for their game by game time, and the other team has not yet met the minimum requirement, the team present may choose either to give the other team a five minute grace period or take the win. No exceptions or alterations to this rule will be made.

### **Default**

A forfeit deemed “Default” is one where the Intramural Sports office has been notified in person or in writing of a forfeit 24 hours in advance of scheduled game time. If the scheduled game is on a Saturday, Sunday, or Monday, the deadline for notification is Friday at 4pm. A default forfeit will be counted as a loss with the score set as the “mercy-rule” score for that sport and both teams will be given a “3” sportsmanship rating. A second default forfeit during the season will result in removal of the league.

### **No Show Forfeit**

A forfeit deemed “No-show” is one where the Intramural and Recreation department has not received a personal notification during office hours (9-5) or is not in advance of 24 hours of scheduled game time. Leaving a voicemail after work hours does not constitute a personal notification within 24 hours. A no show forfeit will be counted as a loss with the score set as the “mercy-rule” score for that sport and the team or individual that forfeit will be given a “0” sportsmanship rating. A second no-show forfeit will disqualify the team or individual from the division and any associated league for that sport. A team or Intramural individual with a no-show forfeit during the regular season will not be allowed the opportunity to advance to any tournament for that sport. A forfeit fee will be assessed to the Captain or individual of a no-show forfeit.

### **Sportsmanship Forfeit**

A sportsmanship forfeit is one where a team has given up their right to continue in the contest and in the league due to unsportsmanlike behavior. A sportsmanship forfeit can result from a single or multiple

ejections from the same team or opponents. The Intramural Officials have the discretion to determine a game forfeit due to unsportsmanlike behavior.

### **Captain's Meetings**

A mandatory Captain's Meeting is held prior to all league sports. A representative from each team must be present for the entirety of the meeting or the Captain will be charged a forfeit fee. If a team wishes to submit for an excused absence from the Captain's Meeting they should do so proactively to the Assistant Director of Intramurals and Recreation.

### **Forfeit Fee**

A forfeit deemed "No-show" or "Sportsmanship" will be subject to a forfeit fee. This fee must be paid in person to the Assistant Director of Intramurals and Recreation. The forfeit fee will be assessed to the team captain and their account will be put on hold until the fee is paid. If the forfeit fee has not been paid within 30 days of the forfeit, the entire roster will be suspended from Intramurals until the fee is paid in full.

- If a team is assessed a forfeit during team **league play**, the team manager will be fined a \$20 forfeit fee.
- If a team is assessed a forfeit during **tournament play**, the team manager will be fined \$10 forfeit fee.

Forfeits can occur from the following:

- Not being able to field a team within the 5 minute grace period of game time.
- Dropping below the minimum number of players required at any point during play.
- Using a player that is ineligible to participate off of guidelines.
- A single or multiple ejections from the same team or opponents and unsportsmanlike behavior.

## **Protests**

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### **Contest Protests**

A Contest Protest involves a rule interpretation during an Intramural game or contest. **NO PROTESTS WILL BE ACCEPTED ON JUDGMENT CALLS BY THE OFFICIALS.** All contest protests must be made by the protesting team's captain in the presence of the Officials and the opposing teams' captain at the time and place of the incident. The protest will then be resolved by the Assistant Director and Officials. The protest must be made before the next "live ball" situation. Once play has resumed, no protest on past plays are acceptable. If the decision is still seen as unsatisfactory, the protesting team's captain may file a protest form after the contest. The Assistant Director will make the final decision by the end of the next working day after the incident.

### **Player Eligibility Protests**

A Player Eligibility Protest involves a team captain protesting the eligibility of his/her opponents. All

player eligibility protest must be submitted in writing to the Assistant Director of Intramurals and Recreation at [herman.m@gmercyu.edu](mailto:herman.m@gmercyu.edu) by the next working day. The Assistant Director will make the final decision as to the eligibility status of the person(s) in protest.

## Participant Responsibilities

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### **Team Captain Responsibility**

Although the team is responsible for the actions of all members, coaches, and spectators the largest burden is placed on the Captain. Team Captains are responsible for informing their team of the rules governing their specific activity, time and location of scheduling, and any other necessary or vital information related to the activity. Captains are also responsible for communications from the Intramural office and to verify eligibility of all teammates

### **Health and Risk**

Participation in Intramurals is voluntary. Injuries may occur. Gwynedd Mercy University is not responsible for injuries incurred during Intramural activities. It is recommended that participants have satisfactory health status and insurance coverage. All Intramural participants must agree to the online waiver or sign a hard copy prior to participation. This form acknowledges the risk inherent in University Sport and waives Gwynedd Mercy University from injuries that occur during Intramural competition.

### **Emergency Response Procedures**

Inclement Weather: Activities may be postponed or cancelled due to weather for reasons of unsafe play or unsafe travel to/from games. The decision to postpone or cancel due to weather will be made after 3:00pm on the scheduled game day. To check on game cancellations on the Intramural website after 3pm. The Intramural Office will reschedule the games if possible. In some cases, games may be canceled by the Assistant Director if inclement weather occurs during play. If this should happen, teams will be notified by the Intramural Sports office for rescheduling information. The Assistant Director will receive information from the Athletic Trainers on information regarding lightning.

### **Blood Rule**

A player who is bleeding, has an open wound, has any amount of blood on his/her uniform, or has blood on his/her person, shall be directed to leave the game until the bleeding is stopped, the wound is covered, the uniform and/or body is appropriately cleaned, and/or the uniform is changed before returning to competition.

### **Injuries**

Injuries may occur during competition. An incident/accident report is filed for each injury. This is kept on record in the Intramural office. The action plan is as follows:

Minor Injury: Officials will assess the injury on site and give the proper medical attention to the best of their ability attained through their training. The Intramural officials will not diagnose injuries; however they may make recommendations based on the injured individual's condition,

including taking advantage of the Student Health Services, Select Physical Therapy, and/or the Hospital.

**Serious Injuries:** Some injuries are beyond the training of the Intramural Supervisors. The Intramural Sports staff reserves the right to activate EMS or seek professional medical attention when they feel it is in the best interest of the individual. A student can always deny transportation through EMS but that will not inhibit the official's decision to activate EMS. Examples of these types of injuries may include, but are not limited to, loss of consciousness, head injury, neck injury, severe bleeding, seizure, heart attack, stroke, spinal injury, and a suspected break/fracture.

**Serious Incident:** Should a serious incident, such as a fight or threat occur; Supervisors will attempt to gain control of the situation and call Public Safety. All individuals involved in the incident are expected to remain until Public Safety arrive to investigate the incident.

## General Information

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### **Alcohol/Drug/Tobacco Policy**

The possession or consumption of alcohol or illegal drugs is prohibited at any facility, activity, or program. In addition, if any individual is suspected of being under the influence, that person will not be allowed to participate and will be asked to leave the facility. If individuals do not leave the facility in a timely fashion, the contest is subject to forfeit. Violators are also subject to disciplinary action in accordance with Public Safety. The Intramural staff has the discretion to call Public Safety if they suspect Alcohol or Drugs. Smoking is not allowed.

### **Equipment**

Proper athletic equipment must be worn. Gym shoes are required. Shoes deemed unsafe by the officials will be prohibited. **NO METAL CLEATS! NO SANDALS! NO BARE FEET! NO DRESS SHOES! NO BOOTS.**

Most game equipment will be provided for most events. Team participants can use equipment provided prior to game to warmup.

**NO JEWELRY** will be permitted during any Intramural event. The only exception to this rule is a medic alert bracelet/necklace or refusal or removal for religious reasons.

### **New Activity Proposals**

Students are given the opportunity to introduce new activities for addition to the Intramural Sports Calendar. Approval will be based upon the philosophy of the program, facilities, student interest, and cost. Serious proposals can be made to the Assistant Director of Intramurals and Recreation.

### **Student Employees**

Intramurals hires student scorekeepers and officials for work in the program. Applications are found



online at [http://gwyneddathletics.com/sb\\_output.aspx?form=9](http://gwyneddathletics.com/sb_output.aspx?form=9). Previous experience as an official is preferred but not required. Trainings are provided prior to the start of each season and are required to work each sport. During each contest, Officials are evaluated by the Assistant Director. These evaluations are used to improve their performance and provide feedback during this learning process. Should a participant wish to provide feedback about an official or any Intramural staff member, they should email the Assistant Director, Maddie Herman at [herman.m@gmercyu.edu](mailto:herman.m@gmercyu.edu) to address their concern. The participant should never voice their concerns with the official on site. This can negatively affect their teams' sportsmanship rating.