

# BERRY COLLEGE

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Department of Recreation

## Intramural Sports Handbook

2017 - 2018

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## **Department of Recreation's Mission**

The Department of Recreation within the Division of Student Affairs serves the mission of Berry College by providing opportunities that promote student development and enrich campus vibrancy by meeting the recreational needs of the Berry community.

### **Guiding Principles / Values**

**Students** – Primarily serve and support Berry College students. The involvement of faculty, staff, alumni and others in the Berry College community enrich the student experience.

**Student Development** - Through participation, employment and volunteer opportunities, we facilitate learning, self-discovery, personal health and wellness, and leadership development.

**Collaboration** – Foster mutually beneficial relationships with students, campus entities and the greater community to support common interest and purpose.

**Diversity** – Ensure an open and inclusive environment that is welcoming to all and provides recreational offerings that are responsive to the needs of the community.

**Fun** – Create an enjoyable, friendly and positive environment that promotes community.

### **Proud Member of NIRSA**

NIRSA is a leader in higher education and the advocate for the advancement of recreation, sport, and wellness by providing educational and developmental opportunities, generating and sharing knowledge, and promoting networking and growth for our members. [www.nirsa.org](http://www.nirsa.org).

### **Berry Collegiate Intramurals**

Berry collegiate intramurals programs are recreational sports organized within the institution competed only within the Berry Community.

### **Purpose**

The purpose of this handbook is to establish the general policies and procedures that govern participation in the intramural program within the Department of Recreation. It is the responsibility of each participant to know and understand these policies and procedures. The Department of Recreation reserves the right to modify these rules at any time.



## Participation and Eligibility Requirements

Participation in intramurals is open to all current Berry students, faculty and staff.

- Students:
  - Undergraduate students must be enrolled in classes with a minimum of six credit hours during the semester of participation.
    - If the student is no longer taking the minimum six credit hours or is enrolled at any point in the semester, they are ineligible as of the date that classes were dropped.
  - Graduate students are allowed to participate in the semester in which they are enrolled.
- Athlete Policy
  - **Intercollegiate student athletes** that are on a current team roster are not eligible to participate in the similar intramural sport (e.g. flag football, soccer, volleyball, softball, tennis).
    - This policy includes seniors that remained on the team and completed the season.
      - If a senior varsity athlete's season started and ended in the Fall, then he/she will not be eligible to play that similar sport until the Spring; as long as they are not still participating in any team activities (practices, workouts, etc.)
      - The same applies for a senior varsity athletes in winter or spring sports. The athlete will be eligible the following semester.
  - **Former varsity athletes** that are no longer on a current team roster may participate in the same related Intramural Sport. Senior/4<sup>th</sup> year athletes please review the bullets above.
    - There is no limit to how many ex-varsity players may participate or play on the same team.
  - **Current sports club student athletes** are eligible to play in the similar sport, but only **three** members of the sports club can play on the same team. An updated roster from the Office Student Activities will determine the specific members of any given sports club. There will be no exceptions to this process.
  - **Professional Athletes** are anyone who has been a professional athlete (receive compensation for playing and/or signed a contract) is ineligible to participate in the same or related Intramural Sport offering
- Faculty and Staff:
  - All full and part-time Berry College Faculty and Staff members are eligible to participate; spouses of FTE f/s are eligible.
  - Full time Winshape employees are eligible. Spouses are not eligible.
  - Campus ministry leaders are eligible to play pending approval and sponsorship from the Chaplain's Office. Spouses are not eligible.
  - Aramark employees that work full-time on Berry College's campus are eligible.
  - Spouses of Graduate Assistant students are not eligible.
  - Dependents and relatives are not eligible.
  - Part-time/seasonal Winshape employees are not eligible.
- Other Items:
  - All participants must provide proper identification to participate in the intramural activities. Proper identification is the participant's Berry Student ID, Berry Faculty/Staff ID, or Winshape

- employee ID. Spouse of full-time faculty and staff will need to obtain an ID from The Cage Center. **If participants fail to bring their valid Berry ID, they will be ineligible to participate.**
- Assumed Name - An individual participating under an assumed or false name or an individual who provides the ID shall be barred from intramural competition until readmitted by the Department of Recreation. Intramurals reserves the right to confiscate any IDs that are used in a false manner. Team captains may also be penalized for allowing illegal players to participate.
  - **All players must login to IMLeagues and sign up on a team prior to being eligible to participate.**
  - IMLeagues and the IMLeagues app are the two primary sources for game schedules and updates. **Both** items are encouraged to be checked regularly for relevant, updated information. Occasionally, schedules may change due to various reasons, including but not limited to: facility availability changes, game overlaps with other sports, inclement weather, teams forfeiting, etc.
  - Alumni and Friends of the College are not eligible for intramural play.
  - Faculty/staff and student hybrid teams are eligible for play. However, if the team captain is a student, the majority of players on the roster must be students. If the team captain is a faculty/staff, the majority of players on the roster must be faculty/staff.
  - Playoff Tournament Eligibility - No player may be added to a roster once the play-offs have started. Only players on the regular season roster that signed in for at least one game will be eligible to play. It is the duty of the team captain to be sure the roster is accurate before heading into the play-offs.
  - An individual will not be permitted to represent more than one same gender organization or team (as a player) in the same sport. Once a player has registered for one team, he/she cannot participate as a player for another team in the same activity. If an individual participates on two teams in the same sport he/she will be suspended for the next game in that sport. The second team he/she participated on will earn a forfeit since he/she was an illegal player.
  - Any individual who, in the judgment of the official calling the event or any Department of Recreation staff, member commits any malicious act toward an opponent or an official will be automatically ejected from the game and will be suspended pending action from Department of Recreation and Berry College. Such acts include striking, attempting to strike, shoving, attempting to shove, etc. Any ejected person must leave the intramural playing area/facility, including the parking lot area.
  - Tobacco, alcoholic beverages or controlled substances are prohibited at all Department of Recreation programs. Individuals who appear to be under the influence of alcohol or other drugs will be removed from the activity/facility.
  - Any individual who has been ejected from an intramural event is not eligible until he/she meets with the intramural coordinator.
    - If a person on the “outstanding ejected player list” participate before being cleared to play will be suspended from intramurals for a minimum of 4 active sport weeks. This is in addition to the punishment for getting ejected.
  - Extramural Events - (ex: State/Regional Tournaments) - Only Berry College students are eligible.

## How to Register

Visit the Berry College Department of Recreation website to register (<http://berry.edu/athletics/intramurals/>). Team, individual and dual sport entries are accepted through our online registration facilitated by IMLeagues.com. Please refer to the Department of Recreation website for the current intramural schedule dates.

### Online Registration

All intramural participants will be required to create an account on **IMLeagues.com**.

**To create an IMLeagues account:** *\*\*Note\*\** IMLeagues offers a **live support button** in the top right corner of all pages, please use this button if you encounter any difficulties.

1. Go to [www.imleagues.com/Berry/Registration](http://www.imleagues.com/Berry/Registration)  
**OR**  
Go to [www.imleagues.com](http://www.imleagues.com) and click **Create Account**
2. Enter your information, **and use your School email (@vikings.berry.edu or @berry.edu, or @winshape.org)** and submit. *For spouses of full-time students or faculty /staff, when registering you will not be able to join the school network without approval. After creating your account, you will see a notice to send a request to be added to the school network. Once verified, you will be approved to join the network.*
3. You will be sent an activation email, **click the link in the email to login and activate your IMLeagues account.**
4. You should be automatically joined to Berry College – If not you can search schools by clicking the “Schools” link

### How to sign up for an intramural sport:

1. Log in to your **IMLeagues.com** account.
2. **Click the Create/Join Team button** at the top right of your User Homepage page  
**OR**  
Click on the “**Berry College**” link to go to your school’s homepage on IMLeagues.
3. The current sports will be displayed, click on the sport you wish to join.
4. Choose the league you wish to play in (Men’s A, Men’s B, Women’s, Co-Rec, etc.)
5. You can join the sport one of three ways:
  - a. **Create a team (For team captains)**
    - i. Captains can invite members to their team by clicking the “Invite Members” link on the team page. Any invited members must accept the invitation to be joined to your team.
      1. If they’ve already registered on IMLeagues: search for their name, and invite them

2. If they haven't yet registered on IMLeagues: scroll down to the "Invite by Email Address" box, and input their email address.
- b. **Join a team**
    - i. Use the Create/Join Team Button at top right of every page
    - ii. Accepting a request from the captain to join his team
    - iii. Finding the team and captain name on division/league page and requesting to join
    - iv. Going to the captain's playercard page, viewing his team, and requesting to join
  - c. **Join as a Free Agent**
    - i. You can list yourself as a free agent in as many divisions within a league as you'd like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.

**Important: Verify that you are in the league before logging off. If your team name does not appear in the league you are not registered.**

### Free Agents

If you do not have a team, you can list yourself as a free agent in as a free agent on the [www.imleagues.com/berry](http://www.imleagues.com/berry) registration website. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.

### Team Name

Participants are responsible for selecting their own team name. However, team names may not make references to drug or alcohol use, sexual acts, vulgar act or any explicit language as deemed so by the Department of Recreation. If a team name is ruled as unacceptable, the team captain will be notified and must change the name prior to the regular season beginning. If it is not changed by the captain, it will be changed by the department staff. If a team name is called to the attention to the department staff during the season, the captain will be notified and must change the name prior to their next scheduled game. The Department of Recreation will temporarily replace the team name with "Team [Captain's Last]".

If more than one team requests the same name, the team which first turns in the 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 Intramural staff is unable to contact the team captain for an alternate name prior to publication of the schedule, the name may be altered or the name of the team captain will serve as the team name for the remainder of competition.

## **Team Captain Information**

Every team must have a recognized team captain. All captains must have the minimum number of players to register a full team online. The roster may only include the minimum number to participate in that given sport; however, players may be added throughout the season. Rosters must be completed and finalized by the first playoff contest. Captains are the first individuals contacted regarding scheduling, disciplinary issues, and serve as the liaison to the Department of Recreation.

Team captain responsibilities include the following:

- Assume the responsibility of managing the intramural team
- Ensure that all members of the team are eligible for intramural play
- Attend the captains meeting prior to the regular season.
- Educate the team on all intramural policies and procedures and sport rules
- Notify all members of their weekly schedule and playoff schedule (Playoff times will vary because of facility and time constraints)
- Ensure all members are present at the game 10 minutes prior to game time with their proper identification.
- Enforce sportsmanship among all team members and fans, before, after, and during the contest. The captain is responsible for the actions of all affiliates.
- Sign the game sheets after every contest to verify the accuracy of sportsmanship rating
- Notify all team members of any cancellations
- Follow and adhere to the forfeit procedures
- Attend all disciplinary meetings between team members and intramural coordinator
- Attend Playoff Captains Meeting, if applicable
- Responsible to pay the forfeit fee, if applicable

### Captains Meetings

All team captains will be required to go to a captains meeting for each sport. If the captain is unable to attend, they may send a proxy or a representative in their place. Rules and policies will be reviewed at these meetings. If the captain or a team representative fails to attend the meeting, they will have until the next morning to contact Department of Recreation about rescheduling a time for the meeting. Teams that fail to attend may be removed from the game schedule entirely.



## Forfeit Fee

If a team is not at the game site, signed in (team must be signed in 10 minutes before the game) and ready to play by the end of the 5-minute grace period, then that team will be charged a forfeit. In order for a team to receive a forfeited win, they must have the minimum number of players present and signed in. If neither team is signed in and ready to play after the 5-minute grace period, both teams will receive a forfeit.

## Forfeit Fee Procedure

- Any captain of a team that is registered for a sport and forfeits a game will be charge a \$25 forfeit fee per forfeited game.
  - ♣ Captains will be notified by the following morning that they forfeited their game and will be charged a forfeit fee at the end of the month.
- Forfeit fees will be charged to the captain's student account at the end of each month.
  - ♣ Captains have 72 hours following the forfeited game to appeal the forfeit.
  - ♣ Once the 72-hour appeal period is up, captains can no longer appeal and all charges are final.
  - ♣ Captains can check if their team will be charged a forfeit fee by looking at the far right side of the league standings under the F/D column.
    - 1/1 means the team forfeited one game and defaulted one game

## Forfeit Fee Charging

- A forfeit fee will be charged to the captain if:
  - ♣ Team/individual does not show for scheduled game
  - ♣ Team does not have enough players to start a game by the close of the grace period (see Grace Period for details)
  - ♣ Game is forfeited by team/individual due to poor sportsmanship (by players or spectators)
  - ♣ Found playing with ineligible players
  - ♣ Team does not have enough players to finish a game in progress
  - ♣ Two or more defaults are requested in a season
  - ♣ Team/individual requests to be dropped after the schedule is posted
  - ♣ Team is removed from play due to disciplinary action on campus after the schedule is posted

## Default

A default is an un-played game that is recorded as a loss, but is not considered a forfeit. A team may receive a one-time default if they are unable to attend a game. To default a game the team captain must complete an online request form: <https://bcstudentactivities.wufoo.com/forms/intramural-sports-default-request-form/>. This form must be received 24 hours in advance for weekday games. For Sunday games, the captain must submit the form by noon the Friday before. Each team is allowed one default per sport, unless approved by the Department of Recreation.

## Competition

Depending on the sport, different divisions will be offered: Men's A, Men's B, Co-Ed/Rec/Gender, Women's. Men's A is indented to be more competitive, while Men's B is intended to be more recreational. Based on participation, divisions may be broken down into smaller groups to accommodate scheduling purposes. If a

particular division has less than four teams signed up, that division may be eliminated from the schedule and divisions will be combined.

Each sport will have a separate manual that will outline the sport specific policy and procedures. These handbooks will be available on the IMLeagues website.

In team and dual sports, a team may play with less than the regulation number of players. The minimum number of players needed to play will be indicated in the rules for those sports. After the scheduled time of the contest has passed, the contest must begin as soon as both teams have the minimum number of players required play.

When a team registers for a sport they will be asked to choose their preferred playing times. This is only a request and will be honored as best as possible. The Department of Recreation will try to schedule games at times requested by participating teams. This is not always possible and there is no guarantee of a requested playing time. Advance communication of conflicts is appreciated and will be taking into account.

## **Protests**

Protests involving rule interpretations will be considered, however judgment calls by the official will not receive consideration. To properly file a rule interpretation protest, a participating member must call a time-out immediately following the play in question and notify the game official of their intention to protest. The game will be suspended, and the intramural supervisor will be called to the game site to render a final decision.

Team captains that request a rule protest must REMOVE their team from the field/court and suspend play until an intramural supervisor has given instruction to return to play. If the team continues to play, the protest will NOT receive consideration.

Protest concerning player eligibility must be made to the intramural supervisor before, during, or immediately following the contest in question to receive consideration. The protest will be ruled on by the intramural coordinator the day following the contest in question. Neither contest brackets nor event schedules will be postponed because of this protest. If an immediate decision is required, the intramural supervisor will resolve the situation. Eligibility protests made immediately following the contest may or may not affect the result of the game.

## **Player Conduct**

### Ejections

Participants and spectators that choose to practice unsportsmanlike behavior before, during, or after a contest, directed toward a participant, official or a staff member may be ejected from that contest. A contest official, intramural supervisor or a member of the intramural staff may administer the ejection. Examples of unsportsmanlike conduct that will result in ejection include, but are not limited to, the use of profanity, vulgar and abusive language, disrespect toward an official or staff member, unnecessary roughness, excessive technical fouls, flagrant actions toward an opponent, flagrant actions toward an official, and fighting or inciting a fight.

*A. Leaving the Playing Area* - Any player, coach, or spectator who is ejected from an intramural contest as a result of unsportsmanlike conduct shall be required to leave the facility and parking lots surrounding the area immediately. Failure to cooperate with the staff and leave the facility immediately will result in the intervention from Campus Police.

*B. Automatic Suspension* - Any player, coach, or spectator who is ejected from an intramural contest as a result of unsportsmanlike conduct is automatically suspended from all intramural activity until official reinstatement.

*C. Destruction of Property* - Any player, coach, or spectator who willfully causes the destruction of or damage to equipment belonging to Berry College shall be held responsible for all subsequent damages and any costs of repairs or replacement.

*D. Abuse of Intramural Staff* - Any player, coach, or spectator who verbally threatens, strikes, or physically abuses any intramural staff member or official will be immediately suspended from all participation for a minimum period of one year. Such actions will result in the immediate intervention of the Campus Police and possible criminal charges. Please be aware that any and all types of verbal and/or physical abuse toward any staff member will not be tolerated under any circumstances.

*E. Attempted Abuse of Intramural Staff* - Physical contact by a participant with intent to intimidate or harm a staff member or opponent shall result in a minimum one-year suspension from all intramural sports activities. This also includes an attempt to strike, even though there may not be contact.

*F. Fighting* - Any team, its individual players, and associated spectators that are involved in a “team” fight (most or all the team members or spectators present) will be immediately suspended from further participation in that sport. This is the minimum period of suspension which may be increased, depending upon the severity of the incident. In addition, individual instigators/participants that are identified will be subject to individual disciplinary sanctions. Leaving the bench area will cause the team(s) to forfeit the contest and its team members to be placed on disciplinary probation for a period of one year. A team will include all participants listed on the game sheet at the time of the fight.

Members that are not present will not be subject to suspension.

Any individual who has been ejected from an intramural event is not eligible until he/she meets with the intramural coordinator.

### Ejected or Suspended Participants

Any individual ejected from a contest must leave the facility (sight and sound) immediately upon notification by the supervisor and his/her team must play one person down or forfeit.

A player disqualified from the game for unsportsmanlike conduct must leave the area/complex after speaking with an intramural supervisor IMMEDIATELY and will be declared ineligible for play in ANY intramural sports until he/she has submitted a letter/email requesting reinstatement and has met with the intramural coordinator and director of recreation. The player shall be suspended for no less than one game. The suspension will not begin until after the suspended person has met with the intramural coordinator. Failure to leave the area/complex may result in disqualification of the captain, or forfeiture of the game. Any second occurrence of unsportsmanlike conduct by a team may result in the team's forfeiture of the remainder of the season. A team which participates with a suspended player in a regular season or playoff game will forfeit that game.

### Suspension

A player ejected from an intramural contest will be suspended from all intramural activities for a mandatory minimum of (1) game. Any player suspended from any intramural contest will also have to complete all reinstatement procedures. All participants/players and organizations/teams that are ejected from a game/contest will serve a minimum (1) game suspension and probation for the remainder of the school year. More games may be given if the intramural coordinator deems it appropriate. All suspensions will be followed by a probation period for participants. Each incident will be reviewed.

**NOTE:** Any and all types of illegal physical contact, gestures, spitting, verbal attacks or other combative actions (FIGHTING) involving spectators, players, coaches, captains, teammates, and/or intramural staff/officials will result in that individual(s) being suspended from all intramural events for the rest of his or her academic or professional career. Depending on the severity of the incident, further disciplinary action may be warranted. Any and all types of violence will not be tolerated.

### Probation

All participants that are ejected from an intramural contest/event will be placed on probation for a determined amount of time. If it is considered to be late in the school year, then the probationary period may carry over into the next semester; if the next semester is the summer semester, then the probation may carry over into the fall semester. If during this probationary period the ejected participant is involved in any Intramural department disciplinary proceedings he/she may be subject to suspension for one calendar year (365 days) once his/her sanctions have been decided upon. It is the intramural coordinators discretion to determine the appropriate probation period for the participants and/or team(s) in question.

### Reinstatement

To be reinstated all ejected players must have requested in writing reinstatement of intramural privileges via email within 1 week (7 days) of the ejection. Failure to send the reinstatement email/letter and make an appointment within that time will result in an additional 3 weeks (active) suspension in addition to his/her punishment for the ejection.

**Items to include in the email/letter requesting reinstatement:**

1. Outline of events surrounding ejection
2. Actions that led to the ejection
3. Assurance that the behavior will not occur again
4. How the behavior will be avoided in the future
5. Days/times you are available to meet

Even if it is the last contest for their team, the ejected person's suspension will continue for all intramural activities until the person meets with the intramural coordinator.

*No individual may participate and/or be a spectator for any intramural activity during his/her suspension.*

## **Sportsmanship Rating System**

In an effort to maintain a high quality of sportsmanship, the following sportsmanship expectations have been adopted.

### Team Sportsmanship Rating System

The development of team and individual sportsmanship is of fundamental importance in all intramural sports activities. The Sportsmanship Rating System is intended to be a scale by which teams' attitude and behavior can be assessed throughout the intramural sports league and playoff seasons. Behavior before, during, and after an intramural sport contest is included in the rating.

The team captain is responsible for educating and informing all players and spectators affiliated with his/her team about the system. To encourage acceptable conduct before, during, and after intramural sports contests, officials and/or supervisors shall make decisions whether to warn, penalize, or eject persons for poor sportsmanship. A team is responsible for the actions of the individual team members and fans. The team captain's efforts in assisting officials/staff to calm difficult situations and to restrain troubled teammates are key to controlling team conduct.

In order to encourage proper conduct during games, officials, administrative personnel, and supervisors shall make decisions on whether to warn, penalize or eject players or teams for poor sportsmanship. These decisions are final. The intramural staff will rule on further penalties as a result of unsportsmanlike conduct.

### Rating Method

Each team in each contest shall be rated by the intramural staff working the game/event. The authority of the officials' ratings exists prior to, during, and following all contests to which that official is assigned, and extends to all persons on, at, or near the playing site. Sportsmanship ratings shall be marked on the intramural supervisor report.

### Rating Factors

The following actions and behaviors by team members, spectators, and/or team followers can have a positive effect on a team's sportsmanship rating:

- Team members cooperate with and demonstrate good sportsmanship toward members of both teams, spectators, officials, and all other IM staff.

- Team captain exhibits control over his/her team and spectators, converses reasonably and rationally with officials about rule interpretations/calls, and cooperate by providing any information requested by an IM official/staff.
- Team members participate in the spirit and intent of the intramural sport game rules and/or program policies. Team members accept judgment decisions made by the officials during the contest.
- Respect is shown for the intramural staff, facilities and equipment.

The following actions and behaviors by team members, spectators, and/or team followers can have a negative effect on a team's sportsmanship rating:

- Participants / spectators who continually complain about officials' decisions and display dissention which may include derogatory or abusive remarks. Complaints include both verbal and nonverbal behavior. Excessive arguing between opposing teams or spectators could also lead to a lower rating.
- Team captain (spokesperson) exhibits little control over his/her team and spectators, converses in a dissenting manner with officials about rule interpretations/calls (discussion is allowed as long as it is done in a mature manner by the team captain), or does not cooperate with game officials or IM staff.
- Does not provide information requested by any intramural sports official/staff while performing duties.
- Having any technical fouls or penalties for unsportsmanlike conduct or having a player ejected for unsportsmanlike conduct.
- Taunting an opponent or opposing team spectator (trash talk).
- Public indecency, vulgarity, or obscenity including foul or profane language and obscene gestures, incidental or intentional, non-directed or directed at an opponent, official, teammate, supervisor, spectator, or Intramural Sports staff member.
- Physical abuse by participants or spectators in the form of fighting with an opponent, teammate, official, or staff member which occurred before, during, or after an Intramural Sports contest.
- Any threatening behavior (verbal and/or nonverbal) to any Berry College employee, participant, or spectator which occurred before, during, or after an Intramural Sports contest.
- If the team does not clean up after themselves. If your team does not clean up after themselves, the highest sportsmanship rating they can receive is a 3.
- Any no accidental damage to or destruction of any Berry College equipment or property.

### Sportsmanship Rating System Rating Scale

Team sportsmanship is graded following each contest according to the following scale and criteria:

#### ***4 points (Normal Game): Excellent Sportsmanship:***

Players cooperate fully with the officials about rule interpretations and calls. The captain also has full control of his/her teammates. Team members and spectators were respectful of opponents and officials and encouraged each other's efforts. At no time was this team disrespectful towards participants or officials.

#### ***3 points (Minor incident): Acceptable Sportsmanship:***

Team members and spectators are respectful of opponents and officials except for one or two minor incidents which may or may not merit a warning from the game officials or supervisor.

#### **2 points (Difficulty): Sportsmanship Needs Improvement:**

Team members or spectators are disrespectful of opponents or officials on a number of occasions which may or may not warrant a penalty. Captain exhibits minor control over his/herself and his/her teammates and spectators. Teams receiving multiple warnings or having a player ejected for an unsportsmanlike act should receive no higher than a "2" rating.

**1 point (Harassment, Ejections): Unacceptable Sportsmanship:**

Teams constantly comment to the officials and/or opposing teams from the field and/or sidelines. The team captain exhibits little or no control over teammates or himself/herself. Majority of individuals on this team are disrespectful of opponents or officials on a regular basis. Teams which receive a second unacceptable rating ("1") in the same sport or activity are subject to immediate dismissal from league or tournament play.

**Zero (0) point (Major incidents): Season Ending Rating:**

Team is completely uncooperative and out of control before, during, or after intramural sports contest(s). Team captain (spokesperson) exhibits poor control over self, the team, and/or the spectators. Multiple incidents or blatant unsportsmanlike occur that endangered participants, fans, officials, or supervisors. Team fails to cooperate / comply with intramural sports administrative staff / officials while performing their duties; falsely represents or withholds any requested information. **Teams which receive a "0" rating are subject to immediate dismissal from league or tournament play.**

Sportsmanship Rubric

**Sportsmanship Rubric  
Intramural Sports**

Date: \_\_\_\_\_ Team: \_\_\_\_\_  
 Division/Sport: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Criteria	Meet Criteria Y/N	Comments
Cooperate and demonstrate good sportsmanship towards teams, officials, IM staff, etc.		
Captain shows control over his/her team and spectators, converses in a respectful manner about rules/calls and is cooperative.		
Team and its members participate in good fashion and are able to accept decisions made by officials during the competition		
Respect is shown towards our staff, facilities and equipment		

**Scoring Guide:**

- 4: All criteria is met
- 3: Minor incident (game is overall good, but a few warnings were given)
- 2: Difficulty with team/spectators, captain has very little control, multiple warnings, etc.
- 1: Constant harassment, team captain has little to no control over themselves or their team, majority of team is disrespectful. Team with a second "1" rating is subject to immediate dismissal from league or tournament play.

### Team Sportsmanship & Playoff Eligibility

A team must have a “2.75” average or better sportsmanship rating during regular season league games to be eligible for the playoffs.

### Playoff Tournament Sportsmanship

A team must maintain a “3” average or better sportsmanship rating during the playoffs. Any team which receives an "0" sportsmanship rating during the playoffs will be immediately dismissed from further tournament play and subject to further disciplinary action (if necessary). A losing team which receives a "1" or "0" sportsmanship rating in their final playoff game is subject to further disciplinary action as a team in subsequent sports, as individuals when appropriate, or to the team captain.

### **Uniform and Equipment**

An intramural team must meet minimum uniform requirements. Read sport specific rules/manuals for minimum uniform requirements.

The Department of Recreation will provide equipment for checkout for certain sports. It is the responsibility of the participants to return all equipment provided to them at the conclusion of the game. The intramural staff will retain identification cards until all equipment is returned or until a monetary reimbursement has been made to replace the equipment.

Shoes must be worn for all events. Non-marking rubber-soled athletic 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, or boots, are allowed in any sport. You must have athletic shoes.

Personal athletic equipment may be used in any contest provided it meets intramural sport standards and is approved by the game officials and the opposing team’s captain/manager. For these specific sports you cannot wear pockets: Flag football & Frisbee.

Participants must cover any exposed wounds/scabs with bandage/clothing to prevent the spread of infection.

First aid kits will be provided at every intramural event. An injury report will accompany any care provided by the intramural staff.

Captains will be given a warning before the game- that all jewelry should be taken off -it is up to the captain to inform his/her players before the game. If after that: a player is caught with jewelry on- both team captains will get another warning and the specific player is subject to sport specific punishments (i.e. technical foul). If after the 2nd warning any player that is caught with jewelry will be ejected from the game (it doesn't matter what team) and the game shall be a forfeit for the team with the 2nd illegal equipment penalty. All intramural participants must wear athletic clothing to participate. No jeans, cargo or khakis.

Jewelry will not be permitted to be worn by any participant during an intramural event. This includes, but is not limited to: rings, watches, necklaces, earrings, bracelets, or any unconcealed body piercings. Medical bracelets, are permissible; however, they must be secured to the body. This is the only exception to the rule. Jewelry that is permanent or unable to be removed is *not* an exception. They must be removed in order to be eligible to play in an



intramural event. Taping over jewelry does not qualify as exemption for its removal. Hats, sunglasses, and bandannas without a knot will be permitted for participation in intramural events.

## **Injuries and Insurance**

Participation in the Intramural program is completely voluntary. Intramural sports and similar activities inherently involve risks of physical injury greater than those in daily life, and by taking part in sports and other activities, participants acknowledge and assume risks inherent therein. Berry College cannot be liable for injuries sustained within the scope of the game. It is highly recommended that all participants have a current insurance policy.

## **Participant Concussion Protocol**

- Any participant competing in Intramural Sports who suffers an injury that may cause a concussion will be immediately removed from play and monitored by a staff member.
- All Supervisors have completed the National Federation of State High School Associations and Centers for Disease Control and Prevention Concussion in Sports Training and have the authorization to pull participants from play if they suspect a participant has a head injury.
- A staff member will check for any of the signs and symptoms in the list below. If a staff member observes any of these signs or symptoms, the participant will not be allowed to return to play that night and will enter the Return to Play procedure.
  - ♣ Signs/Symptoms
    - Headache/pressure in head
    - Dizziness
    - Nausea/vomiting
    - Blurred vision, double vision, or feeling in a fog
    - Confusion
    - Neck pain
    - Irritability
    - Abnormal drowsiness
    - Sensitivity to light or noise
    - Difficulty concentrating or memory loss
    - Weakness/numbness
    - Loss of consciousness
    - Slurred speech
    - Pupils of unequal size
    - Poor balance/unsteadiness
    - Seizures/convulsions
- Any participant who displays any signs or symptoms during play should not be left alone or be allowed to drive a motor vehicle
- A report will be completed by the staff member signifying a possible head injury

## **Return to Play Procedure**

- Any Intramural Sports participant who has displayed signs, symptoms, or behaviors consistent with a concussion shall be removed from play for the remainder of the day. The Intramural Sports staff will then

suspend the participant in IMLeagues indefinitely. If this is the participant's first concussion, then they may return to play after 10 days or with a signed note from a physician or the Campus' Health and Wellness Center prior to. If it's their second concussion and any future concussions, then they may only return to play with a signed note from a physician or the Campus' Health and Wellness Center. Notes must be received by 4:00pm to be considered for contest occurring on the same day.

- Return to class accommodations can be made. Contact Berry College's Academic Success Center for support and information on academic accommodations while recovering.

### **Inclement Weather**

In the event of inclement weather, decisions regarding playing conditions will not be made before one hour prior to the day's first game. Teams should not assume that games are cancelled. The Department of Recreation will try to contact captains by email or text if games have been cancelled. We will also post information on our Facebook Fan page.

There will be a 30 minutes postponement from the last observed lightning or thunder before resuming outside activities. If a Tornado/hurricane watch or warning issued in the 30149 zip code, outside events will be postponed or canceled. Outside events will also be postponed or canceled, if rain or hail makes it unsafe to play. The intramural staff reserves the right to make the call to postpone or cancel.

Regular season games or one-day tournaments may not be rescheduled due to schedule availability. Playoffs will be rescheduled appropriately.

### **Extramurals**

The winner of the Men's A and Women's divisions of the post-season tournament in flag football and 5v5 basketball may have the opportunity to advance to the NIRSA regional tournament in that respective sport. They are allowed to select additional members from other teams. The Department of Recreation may cover the expenses of the team's entry fee. Teams must provide their own transportation and accommodations.

### **Awards**

All league champions will receive Intramural Champion T-shirts. If not awarded immediately following the championship game, all champions must pick up intramural championship shirts the next day after 12:00pm in the intramural office. Only participants who participate in the championship game will be awarded an intramural champion t-shirt.

## All Sport Champion Award

The **All Sport Intramural Champion Award** is awarded to the top women's and men's group through the academic year based on points earned from each sport or event offered.

Groups can include residence hall teams, student organizations or independent teams. **The captain and majority of members must be students.** Your group affiliation name must remain the same for each sport or event to count towards the All Sport Champion Award. Example: If your group name is **VIKINGS** you must register all teams under the name VIKINGS. For tournaments or to register in multiple divisions teams may be registered as **VIKINGS – John Smith** or **VIKINGS – B Team** to create distinction between teams. For co-ed teams, both team names will need to be included for both the women's and men's group to receive credit. Groups will be limited in team sports to one team per division per sport. Team tournaments, single, or doubles teams will be limited to four teams per sport; this includes combined co-ed teams. In other words, a large women's or men's team may be combined into four distinct teams and may compete together. If there are more than four teams that compete, the top finishing teams will be used calculating the points awarded.

Award: The men's and women's winner of the All Sport Champion Award will be recognized at the end of the academic year. Team names will be added to the banner hanging in the MAC Gym and go down in Berry Intramural History.

Point Category	Team Points	Singles / Double Points
<b>League Sport Participation*</b>	30 points per team registered	10 points per team registered
<b>League Sportsmanship Points:</b>	Average (including playoffs): 30 points per team averaging 4.0 20 points per team averaging 3.99 – 3.5 10 points per team averaging 3.49 – 3.0	
<b>Post-Season Points for Men's A, Women's A and Coed:</b>	1 <sup>st</sup> place: 30 2 <sup>nd</sup> place: 20 3 <sup>rd</sup> & 4 <sup>th</sup> place: 10	1 <sup>st</sup> place: 30 2 <sup>nd</sup> place: 20 3 <sup>rd</sup> & 4 <sup>th</sup> place: 10
<b>Tournament/Event Points**</b>	15 points per team registered (max four teams)  1 <sup>st</sup> place: 30 2 <sup>nd</sup> place: 20 3 <sup>rd</sup> & 4 <sup>th</sup> place: 10	10 points per team registered (max four teams)  1 <sup>st</sup> place: 30 2 <sup>nd</sup> place: 20 3 <sup>rd</sup> & 4 <sup>th</sup> place: 10
<b>Penalties</b>	Minus 15 points for each forfeit	Minus 15 points for each forfeit

\*For 2016-2017, here are the league sports: Flag Football, Dodgeball, Outdoor Soccer, 3v3 Basketball, 5v5 Basketball, Indoor Soccer, Softball, Indoor Volleyball, Tennis and Frisbee. \*\*For 2016-2017, here are the tournament sports: Wiffleball, Dodgeball, Sand Volleyball, Swim Olympics, Spike Ball, and Pickleball.

## **Berry Intramural Advisor Council**

This document will be reviewed annually by the Berry Intramural Advisory Council.

The Berry Intramural Advisory Council is a group where students and faculty/staff work collaboratively to review and improve the Department of Recreation's intramural sports program. The primary purpose is to review intramural policy, procedures and sport offerings; and provide an open forum for healthy discussion on ways to improve the intramural program.

The Berry Intramural Advisory Council will be composed with a majority of student members with at least five student participants and one faculty or staff member. The council meetings will be facilitated by a member of the Department of Recreation.

The primary responsibilities of the Berry Intramural Advisory Council include, but are not limited to, the following:

- Discuss current Intramural rules, regulations and policies, and ways to improve them
- Discuss concerns raised by participants in the various programming areas
- Discuss new sports options and changes to formats
- Discuss effective communication methods for captains and participants to receive information
- Discuss customer service levels provided by intramural staff

To apply for a seat on the council, send a letter of interest via email: [recreation@berry.edu](mailto:recreation@berry.edu)

The Berry Intramural Advisory Council will meet at least once a semester and are open to the student body to attend. To request an opportunity to speak or present at a meeting, please contact [recreation@berry.edu](mailto:recreation@berry.edu).

### **Correspondence:**

Please address any questions, comments or concerns to:

Department of Recreation  
The Cage Center - 214  
[Recreation@berry.edu](mailto:Recreation@berry.edu)  
706.368.2937