Ball State University Intramural Sports Policies & Procedures

Student Intramural Sport Lead Staff
There are several Ball State students that will make up the Intramural Sports staff. These students are responsible for many of the on-site activities and events throughout the year. You can identify them by their “BSU Recreation Services” polo shirts. They will be able to assist you.

1) Competitive Sports Lead Staff will be on-site for all activities and will have full authority to operate an activity.
2) Competitive Sports Staff will assist with scheduling and other “administrative” in the intramural sports office.
3) The Competitive Sports Staff has the power to make decisions on weather, scheduling, and eligibility related issues at all activity sites.

Employment Possibilities
With over 40 scheduled Intramural Sports Events this academic year, the Office of Recreation Services will have many employment opportunities available to you during the year. Please stop by the Career Services Office (Lucina Hall) or stop by the Office of Recreation Services and complete an application for a position that we offer. No experience is required, and you can even make some extra money during the year!

*NOTE – not all positions are available at all times during the year.

Positions available within competitive sports in the Office of Recreation Services
2122 Intramural Lead Staff
262654 Intramural Sports Official for All Sports
# Table of Contents

<table>
<thead>
<tr>
<th>General Information</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>B. Expectations of our Patrons</td>
<td>3</td>
</tr>
<tr>
<td>C. Responsibilities of Our Captains</td>
<td>3</td>
</tr>
<tr>
<td>D. Captain’s Meetings</td>
<td>4</td>
</tr>
<tr>
<td>E. Where Can I Find More Information</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intramural Sports Regulations</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Team Names</td>
<td>5</td>
</tr>
<tr>
<td>B. Participant Parameters</td>
<td>5</td>
</tr>
<tr>
<td>• Eligibility</td>
<td>5</td>
</tr>
<tr>
<td>• Roster Information</td>
<td>5</td>
</tr>
<tr>
<td>• Participant Classification</td>
<td>6</td>
</tr>
</tbody>
</table>

| C. Entering an Intramural Sport Event | 6 |

<table>
<thead>
<tr>
<th>D. Important Information After Entering an Event</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Scheduling</td>
<td>7</td>
</tr>
<tr>
<td>• Awards</td>
<td>8</td>
</tr>
<tr>
<td>• Equipment</td>
<td>8</td>
</tr>
<tr>
<td>• Forfeits and Defaults</td>
<td>8</td>
</tr>
<tr>
<td>• Reschedule Requests</td>
<td>8</td>
</tr>
<tr>
<td>• Protest Procedures</td>
<td>9</td>
</tr>
<tr>
<td>• Disciplinary Procedures</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Safety</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Weather / Severe Weather</td>
<td>9</td>
</tr>
<tr>
<td>• Insurance / Liability</td>
<td>10</td>
</tr>
<tr>
<td>• Blood Spills / Fluid Spills</td>
<td>10</td>
</tr>
<tr>
<td>• Injuries</td>
<td>10</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

A. Mission of the Office of Recreation Services
   The Office of Recreation Services is an essential component to the overall mission of Ball State University. The mission of the Office of Recreation Services is to provide facilities, programs, and developmental opportunities in recreation which enhance the health and well-being of students, faculty and staff of Ball State University as well as other relevant constituencies. As a result, the Office of Recreation Services offers a wide range of quality recreational opportunities which foster personal, educational, ethical, and physical development. This mission is served by activities designed:
   - To provide a variety of programming that permits patrons to pursue leisure time activities informally (self-directed) or formally (structured)
   - To offer an atmosphere conducive to fellowship and meaningful interactions of students, faculty, and staff in this area of physical and educational activity.
   - To coordinate effective and safe scheduling of activities in sports facilities with other university units to maximize facility use
   - To provide leadership opportunities designed to promote educational and professional development
   - To contribute positively to the public relations efforts of the university and to actively promote wellness and the pursuit of healthy lifestyles
   - To cooperate, share expertise, and provide leadership and public service to the community as a whole

B. Expectations of our Patrons
   - All participants are expected to exhibit good sportsmanship, fair play, and abide by all rules of the Office of Recreation Services, and the scheduled activity.
   - Remember that it’s a PRIVILEGE to participate in intramural sports, and the privilege to play can be taken away from you.

C. Responsibilities of Team Captains
   - Enter his/her team in the desired sport by the entry deadline with proper entry forms and by paying necessary fees.
   - Represent his/her team at the Captain’s meeting or send a representative.
   - Keep fully informed of eligibility rules and the rules for each sport and inform teammates of those rules. It is the captain’s responsibility to make sure all players abide by rules to avoid problems during the season.
   - Notify all team members of place, date, and time of contests.
   - Maintain control over team members and spectators before, during, and after the competition.
   - Team captains are responsible for ensuring all eligibility requirements of their team members are met. Ineligible players may cause forfeiture of games or other disciplinary actions.
D. **Captain Meetings**
Captains meetings are available by appointment. If you are unsure of any policies in this document or rules of the sport that you are playing contact the Competitive Sports Graduate Assistant to schedule a captains meeting. Again, Captains are responsible for their team’s knowledge of the intramural sports rules and regulations.

E. **Where Can I Find More Information?**
- You can find us in the Office of Recreation Services, which is located in the Student Recreation and Wellness Center, Room 201.
- You can call us at 285-1753 or reach us on the Ball State University Recreation website (www.bsu.edu/recreation).
- Look for the Ball State Office of Recreation Services staff out on campus.

**INTRAMURAL SPORTS REGULATIONS**

A. **Team Names**
If the captain signs their team up with no team name and does not call before the deadline for registration with a name, a name will be given to them by the Office of Recreation Services. The team name will usually be “(Captain’s Last Name) Team.”

- When choosing a team name, please:
  - Ensure that the selected name is in good taste, and
  - Ensure that the name is not offensive to individuals or groups.

*The Office of Recreation Services reserves the right to refuse inappropriate team names.*

B. **Participant Parameters**

**Eligibility**
To participate in Ball State University Intramural Sports, you must:
- Be a currently enrolled student with a valid and current Ball State University ID Card.
- Be a current Ball State University faculty or staff member with a valid ID Card.
- Be a Ball State University Rec Cardholder with a valid current Rec Card.
- No Burris or Indiana Academy Student may participate in the intramural sports program.
- Daily or Complimentary Passes DO NOT substitute for a valid BSU ID Card.
- Participation in intramural sports may be limited due to the following constraints:
  - Medical red shirts, as designated by the NCAA, cannot participate within intramural sports at any time.
  - If you are currently participating (includes practicing/playing) with an intercollegiate athletic team, you may **NOT** participate in the “associated sport” (see below) within intramural sports. Once you cease your affiliation with the intercollegiate athletic team, you may become eligible to play intramural sports in the “associated sport.” Once your eligibility ends and you have been removed from that team’s active roster, you may participate within an associated sport in intramural sports. The Athletic Department Compliance Office to the NCAA reviews all eligibility designations and remains in full contact with this office.
  - **ONLY TWO** registered sport club team members may participate on an intramural sports team in an “associated sport” relating to their club sport.
“Associated Sport”
Defined, an associated sport is an activity that may be similar to an intercollegiate sport that an athlete may participate in at Ball State University. Any person who participates at the intercollegiate level will not be eligible to participate in the associated intramural sport or activity as indicated by the Office of Recreation Services in that academic year.

- For example, an intercollegiate basketball player cannot participate in intramural basketball, but can participate in other intramural sports outside of their associated sport which is basketball.

Roster Information

- A participant may only participate on ONE team during a sport. Participants are not permitted to play on teams in different leagues, but a participant may play on a regular team and a co-recreational team or a men’s division team and a fraternity team if such a league and team is available. If a player is found to be playing on two teams, the first team he/she played with is the team they must play for. Other teams any such individual has played for will be assessed forfeits for their illegal activities.
- Individuals can only play on one team in each respective division (men’s, fraternity, women’s & co-rec) in each sport. Fraternity members are allowed to participant in the independent division as long as the league or tournament does not combine the two divisions. Players can be added to a team’s roster at a game site with their student ID as long as they meet the proper eligibility requirements (until rosters are locked).
- Intramural Sports Leagues- rosters lock at the conclusion of each team’s final regular season game. A player must sign in and present their valid BSU ID card for at least one regular season game and meet all other BSU Recreation eligibility requirements.
- Playoffs- rosters are locked for the playoffs and only players that are on the official roster will be eligible to play in the playoffs.
- Intramural Sports Tournaments- rosters do not lock for tournaments. Any player, who is not playing for another team, can participate as long as they meet all other BSU Recreation eligibility requirements.

- Participant Classifications are as follows
  - Independent Men: This division is made up of male participants. Teams are not required to have affiliation with any organization.
  - Fraternity: Participants from fraternities must be active, pledges/associates, and dues-paying members of that organization. Social affiliates and alumni are not permitted. We will track the appropriate divisional placement for that fraternity.
  - Independent Women/Sorority: Independent women and sororities are grouped in the same classification. However, members of sorority teams must be active, pledges/associates, and dues-paying members of that organization, much like fraternities.
Co-Recreational: This division consists of teams that are made up of both male and female participants. Most leagues and tournaments require equal number of men and women on the field/court at one given time.

**Exceptions to these policies may be granted from the Office of Recreation Services**

Participants must present their active BSU ID or active Recreation Privilege Card to participate.

C. Important Information after Entering an Event:

**Scheduling**
- No intramural sports game information (game time or opponent) will be given over the phone.
- For intramural leagues, instant scheduling will be available for the regular season but **will not** be available for the playoffs. Playoff seedings will be determined by total win/loss percentage, head to head results, total points allowed, and total points scored.
  - **Tiebreakers for playoff seeding will be determined by:**
    - Head to Head
    - Total Points Allowed
    - Total Points Scored
    - Coin Toss
    - For intramural tournament events, teams will be randomly placed in a bracket.

**Awards**
- The winning teams of the Men’s Competitive, Women’s/Sorority Competitive, Co-rec Competitive, Fraternity Competitive, and Wheelchair Competitive division in each sport will receive Intramural Sports “Championship T-shirts.”
- All teams, with participants receiving “Championship T-shirts,” will have participation verified for each participant. Only participants that have played in at least one league game as well as the playoffs will be eligible to receive a “Championship T-shirt”.

**Equipment**
To ensure the safety of our patrons Ball State Recreation Services has strict policies on what can and cannot be worn while participating in intramural sports. NOTE: The intramural staff has the ability to remove or disallow a participant if they feel they are wearing an item that is unsafe or could be unsafe to others. There is a safety concern with jewelry worn by participants during a physical activity. Thus, the following apply to all participants:
- **ALL** jewelry must be removed from all visible parts before the participant is permitted to play.
- Participants CANNOT tape over a piece of jewelry to participate. The item must be completely removed. A participant who will not or cannot remove a piece of jewelry will not be permitted to play. Friendship bracelets and ankle bracelets are considered jewelry and must be removed, if seen. Bandanas are not permitted.
• All hats with hard “bills” must be removed before playing in an intramural sports activity of a physical nature. Soft hats are acceptable, as long as they have no protruding areas to them.
• Any brace must be fully padded with moveable/sharp areas showing.
• Participants are encouraged to wear mouth-guards at all times.
• Participants must wear athletic shoes and all cleats must have plastic or rubber with no metal.
• Wearing shorts or pants with pockets or tear-away pants in the sport of flag football is disallowed and the participant must wear another pair of legal pants. Participants will not be allowed to turn shorts or pants with pockets inside-out.

**Forfeits and Defaults**
• A forfeit will be assessed under three conditions:
  o If zero members of a team do not show up within ten (10) minutes of a scheduled event.
  o A game that ends in result of a team’s unsportsmanlike behavior (i.e. 3 unsportsmanlike technical in a basketball game) will be scored a forfeit against the team that behaved inappropriately.
  o If a team is found to have an ineligible player on their roster.
• A team that forfeits twice in league play **will not** be eligible for the playoffs.
• Teams that know they will not be able to make their assigned game dues to unforeseen circumstances may default if they notify the office by 3:00 pm on the day of the game.

**Reschedule Request**

All games will be played at the scheduled time, date, and location as determined in your league schedule, tournament bracket, or playoff bracket. Your team roster should be large enough so that you can accommodate the absence of one or more players, regardless of the conflict.

Teams wishing to reschedule an event must contact the Office of Recreation Services a week in advance. The Office of Recreation Services will try to accommodate your needs. However, such factors such as facilities and employee availability may limit our ability to reschedule events. If the opposing team is unable to play at a different time, the team that is requesting to reschedule will receive a default.

**Protests**

Invariably, disagreements may arise due to knowledge of rules and procedures. A system has been set aside for participants to “protest” two items within an intramural sports activity. Thus, there are only TWO times that you can file a protest:
• An eligibility concern
• A misinterpretation of a published procedure or rule.
  o A protest **CAN NEVER** be filed on the judgment call(s) of an official**
If a team feels that one or both of the following have happened, a team must do the following:

• A protest is considered valid only at the time that the discrepancy has taken place. For eligibility protests, you can only protest between the start and completion of a game. For a rule misinterpretation, a team must signify their intent to protest at the exact time. If subsequent play has started before the protest is signified, it’s too late to protest.

• If a protest is signified in time, the protesting team’s captain must make themselves available to file a protest form with the on-site intramural sports supervisor. The protest must be filed on the FORMSTACK PROTEST FORM to be considered valid. This procedure will take a few minutes, as there is important information from participants, officials, and staff. The game will stop during this time and will resume when the proper information is gathered.

• The intramural sports supervisor will document all necessary information about the protest and game conditions.

• The game will continue when all information is gathered.

Disciplinary Procedures

Any player ejected from an intramural sports game will not have access to participate in intramural sports activities or utilize recreation facilities until he/she meets with the Office of Recreation Services Intramural Staff. To call and set up a meeting with recreation services please call 285-1753.

• A NO TOLERANCE rule is in effect regarding language. Any foul language, no matter whom it is intended for, will not be tolerated.

• The determination of what behaviors require disciplinary action will be at the discretion of The Office of Recreation Services.

D. Safety

Weather/Severe Weather

ALWAYS assume that games will be played if you haven’t heard otherwise. In the event that inclement weather arrives in the middle of the activity, intramural sports supervisors will make the call on weather. If the weather becomes dangerous, patrons participating in outdoor events are advised to seek shelter immediately.

Insurance/Liability

Each participant is responsible for knowing what their own physical and psychological limitations are and they are responsible for their participation within the program relating to the Office of Recreation Services. The Office of Recreation Services does not provide insurance to its participants. Participants play at their own risk and are responsible for their own insurance coverage.

All participants are strongly urged to have a physical examination before they participate in an intramural sports event. There is an inherent risk in any recreational activity that you participate
in. Please know that each time you play, you are required to sign a waiver to release all risk and harm to the Office of Recreation Services and Ball State University.

**Blood Spills/Fluid Spills**

Any person showing signs of blood on their person or clothing will be immediately removed from a game or activity and will not be permitted back until the clothing has been removed and the blood has been stopped. Therefore, players and teams are asked to bring extra clothing to their games for such an occurrence.

**Injuries**

Intramural sports supervisors are trained in CPR, First Aid, and AED essentials. They are not athletic trainers and will not diagnose injuries. An accident report will be filled out by the intramural staff, and patrons will be asked to give the information necessary to keep a record of injuries that occur during participation.