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GENERAL INFORMATION

Mission of Recreation Services
Recreation Services is an essential component to the overall mission of Ball State University. Our department serves the BSU community by providing experiential opportunities leading to healthy citizens of the world. 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.

Expectations of our Patrons

- **Only Ball State students, alumni, Faculty and staff are eligible to participate within the Intramural Sports Program.**
- All participants are expected to exhibit good sportsmanship, fair play, and abide by all rules of Recreation Services, and the scheduled activity which includes the student and professional staff overseeing the Intramural Sports Program.
- Remember that it’s a PRIVILEGE to participate in Intramural Sports, and the privilege to play can and will be taken away due to negative behavior or not upholding the rules and regulation of Recreation Services and Student Code of Conduct.

Where Can I Find More Information?

- You can find us in Recreation Services Front Office, which is located in the Student Recreation and Wellness Center, Room 201. You can call us at 765-285-1753 or reach us on the Ball State University Recreation website (www.bsu.edu/recreation).

Frequently Asked Questions

1. **Why do Ball State student have to pay in order to participate in Intramural Sports activities?**

   Ball State students do pay a student fee towards the Recreation Center, but those dollars do not go towards any programs that Recreation Services administers. All programs are self-sustaining and therefore a low cost is associated in order to sustain our programs.

2. **Why did the payment change from per team to per person?**

   From feedback received from our survey during the 2018-2019 school year, there were captains that voiced concerns about not being paid back from teammates and it put them in an unstable financial situation. By allowing individuals to pay online (which was not available last year) the captain is not liable of that risk. The maximum amount of people per team has also increased with the change, which we believe will be more beneficial for maximum participation and a lesser chance of teams forfeiting games.
3. **Why is there a higher cost to some sports instead of all sports costing the same?**

In order to efficiently manage the Intramural Sports program, some of our sports require two – four officials per game which meets the standard across the country per other Intramural Sport programs. The self-officiated or Lead officiated sports are at a lower cost than officiated sports due to the personnel requirements. Another benefit for participations with this change is that there is now a third game guaranteed prior to tournament play starting.

**Who Do I Contact?**
- At any time, participants are welcome to schedule meetings with the Coordinator of Competitive Sports and Community Programs about any questions or concerns with their team, the program, rules, etc. Please call 765-285-1753 to schedule an appointment or visit [www.bsu.edu/recreation](http://www.bsu.edu/recreation) for more information.

**Responsibilities of Team Captains**
Each team entered in any Intramural Sport activity must have a team captain who will act as the official liaison between the team and Recreation Services. Team Captains duties include, but are not limited to:
- Organize the team and register online at IM Leagues before the end of the registration period.
- Complete the online Captain’s quiz.
- Make sure ALL players are signed up on their team roster via IM Leagues.
- Keep the team members informed of the time and place of games and assure their attendance.
- Check team members in with the Competitive Sports Lead 15 minutes prior to the scheduled game time.
- Be familiar with all Intramural Sports eligibility rules and see that only eligible players participate.
- Regularly check the online schedules on IMLeagues.com to keep informed of any changes or updates. *During tournament play a daily check is encouraged.*
- Be responsible for the conduct of team players, coaches, and spectators before, during, and after the contest. *Act as the team spokesperson and role model on and off of the playing field.*
- Once the game is over, sign the score sheet to confirm that the game is recorded correctly.
- Notify all team members and fans that the use of alcohol, tobacco products, illegal substances, and vehicles are prohibited in all Recreation Services facilities. No one is allowed to participate while under the influence of alcohol or illegal drugs or substances.

**Registration**
To register your team as a captain, please follow the instructions below.
1. Go to imleagues.com/bsu
   - If you have not created an account, do so at this time. You **must** have an active @bsu.edu email
2. Log In with your @bsu.edu username and password
3. Browse the session offerings. Example for Fall 2019 →
4. As captain, register your team.
   - Includes name, quiz, waiver, payment, preferences for timeslots for leagues.
   - Teams will be automatically be placed on the waitlist when captains register their team. They will be moved to the league once the minimum number of people are on the team roster.
5. Payment Options
   a. Individual – Players must pay individually this year, and online payment will be available. The price will differ per sport as some sports have officials and others do not. Players will be prompted online to pay and once that requirement is met then they will officially be on the roster.
   b. Team (Greek/Res Life/Student Organizations) – Teams that are affiliated with an on campus group such as Greek Life, Res Life, or another Student Organization may pay via check or transfer between their fund to the Intramural fund.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>PER PLAYER FEE</th>
<th>SPORT</th>
<th>PER PLAYER FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor Soccer</td>
<td>$16</td>
<td>Basketball</td>
<td>$18</td>
</tr>
<tr>
<td>Volleyball/Kickball</td>
<td>$14</td>
<td>Indoor/Outdoor Flag Football</td>
<td>$20</td>
</tr>
<tr>
<td>Spikeball/Wallyball</td>
<td>$6</td>
<td>Xtreme Dodgeball</td>
<td>$6</td>
</tr>
</tbody>
</table>

6. Fill your team roster. Inform your teammates that they must register prior to team being approved for the league.

7. Once the minimum number of people are on team roster, your team will automatically be moved into the league. Once that league is full, teams that have met the minimum requirement will remain on the waitlist.

INTRAMURAL SPORTS REGULATIONS

Team Names
If the captain signs their team up with a name that is deemed inappropriate, a different name will be assigned. 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 and change inappropriate team names.

Participant Parameters

Eligibility
To participate in Ball State University Intramural Sports, you must be a currently enrolled Ball State student, alumni, Faculty or staff member.

“Associated Sport”
- An associated sport is an activity that may be similar to an Intercollegiate Team that an athlete is a member of at Ball State University. Any person who participates at the intercollegiate level within the current academic school year will NOT be eligible to participate in the associated Intramural Sport or activity as indicated by Recreation Services for that ENTIRE academic year. Medical red shirts, as designated by the NCAA, cannot participate at any time.
  - For example, an intercollegiate basketball player cannot participate in Intramural Basketball but can participate in other sports such as soccer, spikeball, flag football, etc.
- ONLY TWO registered Sport Club team members may participate on an Intramural Sports team in an “associated sport” relating to their Sport Club.
  - For example, two Sport Club athletes total on either the Men’s or Women’s Club Soccer team can play on an Intramural Soccer team together. Once that number is more than two people then that team is eligible for respective consequences.

NO EXCEPTIONS WILL BE MADE TO THE ABOVE POLICIES.
**Roster Information**

- Individuals can only play on one team in each respective division (men’s, fraternity, women’s, sorority, open & co-rec) in each sport. Fraternity members are allowed to participate in the independent division as long as the league or tournament does not combine the two divisions.

- **Players must be on the official printed roster by 6pm the day of their game in order to participate in their respective sport.** Students not on the printed roster will not be permitted to play in the game for that night.

- If a player is found to be playing on two teams, the first team they played with is the team they are assigned. Other teams any such individual has played for will be assessed forfeits for their illegal activities.

- A player must check in and present their valid BSU ID card for each game and meet all other BSU Recreation eligibility requirements. Driver’s license or other forms of a photo ID will **NOT** be accepted.

- Rosters are locked the Friday by 4pm before the playoffs/tournaments, and only players that are on the official roster will be eligible to play in the playoffs/tournament.

**Participant Classifications**

- **Men:** This league is made up of male participants. Teams are not required to have affiliation with any organization.

- **Greek (Fraternity/Sorority):** Participants from fraternities/sororities must be active, pledges/associates, and dues-paying members of that organization. Social affiliates and alumni are **not** permitted.

- **Women:** This league is made up of female participants. Teams are not required to have affiliation with any organization but are allowed to if they want.

- **Open/Res Life:** This league consists of teams that have no gender restrictions. The only restrictions are for any Intercollegiate and/or Sport Club members. Teams are not required to have affiliation with any hall but are allowed to if they want.

  - The only exception to the no gender restrictions rule will be Indoor and Outdoor Co-Rec Flag Football. These sports have specific Co-Rec rules in order to be played. See the individual handbooks for these sports for the exact rules and restrictions/requirements on IMLeagues.

**PARTICIPANTS MUST PRESENT THEIR ACTIVE BSU ID TO PARTICIPATE. THERE ARE ZERO EXCEPTIONS TO THIS POLICY.**

**LEAGUE/TOURNAMENT PLAY POLICIES**

**Scheduling**

- For Intramural leagues, instant scheduling will be available for the regular season but **will not** be available for the playoffs. Playoff seeding’s will be determined by a combination of total win/loss percentage, head to head results, total points allowed, total points scored, and sportsmanship rating.

- Tiebreakers are determined by IMLeagues within their system.

- In the event that games are not started on time due to facility bookings, weather, injury, etc. the Competitive Sports Lead will use the scoreboard(s) to determine the start time of the next game.

  - For example, if the scheduled game time is 8:45 p.m. and the game before extends past this time, the Competitive Sports Lead will start the timer/scoreboard for the next game to start at the end of the previous game, and will let both team captains know what the new start time of the game is. If a captain is not present, the Competitive Sports Lead will let another member of the team know the start time of their game.
Awards

- The winning teams of the Men’s, Women’s, Greek, and Open/Res Life leagues in each sport will receive Intramural Sports Championship T-Shirt for that semester.
- 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. Exceptions are only allowed by the Competitive Sports Lead or Coordinator of Competitive Sports and Community Programs.
- Greek Cup Rules: For all Greek (Fraternity and Sorority) teams that competing within the Intramural Sports program at Ball State University, the point system below will be followed:
  - First Place Teams – 25 Points
  - Second Place Teams – 15 Points
  - Third and Fourth Place Teams – 5 Points Each
- If there is a tie at the end of the 2019-2020 school year, Sportsmanship Scores will be the next level of determining places. The Office of Recreation Services reserves the right to change/update appropriately due to any unforeseen circumstances. All questions should be directed in an appropriate matter to Jaclyn Gidley, the Coordinator of Competitive Sports and Community Programs, jlgidley@bsu.edu or 765-285-0837. She will email the standings updates after each sport to greeks@bsu.edu.

Equipment

Recreation Services will provide balls and jerseys/pinnies for all players and teams.
- Teams will have the option to play with a players brought ball if both captains agree on the ball becoming neutral. (Note after agreed, a team cannot protest to return use to the Rec provided ball)
- Teams are required to wear the same colored jerseys that contrast with the opponents, and all jerseys have a visible number on both the front and back. If teams cannot provide their own shirts, they may use the provided jerseys/pinnies. Shirts/jerseys/pinnies may not be tied in a manner that creates any type of knot. Using tape as numbers on jerseys is not permitted. (Note all team must be in one color for the ability to use own jersey.)

To ensure the safety of our patrons, Recreation Services has strict policies on what can and cannot be worn while participating in Intramural Sports events. **NOTE: The Competitive Sports Lead 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 before the participant is permitted to play.
- Participants are allowed to tape over a piece of jewelry to participate. If they cannot secure tape, 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.
- Players MAY wear kneepads, covered knee braces, or headbands. Any brace must be fully padded with moveable/sharp areas showing. 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.
- 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 (including belt loops) in any Intramural Sport is **ABSOLUTELY NOT ALLOWED**. Participants will not be allowed to turn shorts or pants with pockets inside-out.
Forfeit
- If there is at least one person present at time of competition game time, the opposing team is allowed to grant them a five-minute grace period. If the team lacking players does not have enough players after the grace time or there are zero players present to begin with, then that team forfeits.
- The team that is awarded the forfeit will earn a 0 in Sportsmanship.
- A game that ends in result of a team’s unsportsmanlike behavior (i.e. four yellow cards OR two red cards on one team) will be scored a forfeit against the team that behaved inappropriately.
- Teams that have forfeited two scheduled games or contests will automatically be dropped from future competition.

Defaults
- Any team knowing in advance that they will not be able to play a regularly scheduled contest is provided the opportunity to default that contest. In order for a contest to be considered a default, the team captain must contact Recreation Services by 12pm the day of the game.
- A loss will be assessed for the default and the other team will be informed to not show up to the game. Teams will earn a 2 for their sportsmanship rating instead of a 0 which is what a forfeit is.

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. Tournament will NOT be changed for any reason with the exception of inclement weather.

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. Those two items are;
- Any eligibility concerns
- A misinterpretation of a published procedure or rule
  - 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 is 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 Competitive Sports Lead. 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 Competitive Sports Lead 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 event will not have access to participate in Intramural Sports activities or utilize Recreation Services facilities until they meet with the Coordinator of Competitive Sports and Community Programs. To call and set up a meeting with the staff, please call 765-285-1753.
• 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.

Code of Conduct – Recreation Services Section
When a violation occurs within or adjacent to facilities of the Office of Recreation Services or in the context of programs sponsored by that Office, the following disciplinary procedures apply.

6.3.1 Preliminary Meeting
a) Pending results of an investigative review of an incident, the student’s I.D. or Recreation Privilege Card will be “turned off” and the student will not have the privilege of utilizing facilities or programs within Recreation Services.
b) A preliminary meeting will be convened in a timely manner with the student(s) in question and a designated Recreation Services staff person (Coordinator or Director of Recreation Services) to discuss the incident.
c) The student may plead “responsible” for the behavior and the staff member may assign sanctions.
d) If a student pleads “not responsible” for the behavior, the case will be referred to an Administrative Hearing.
e) A student who fails to appear for a Preliminary Meeting will have their case referred to an Administrative Hearing.

6.3.2 Recreation Services Administrative Hearing
a) Administrative Hearings are conducted by a designated Recreation Services staff person (Director for Recreation Services). The student(s) will be given the opportunity to present witnesses or other evidence to support their claims. The staff person conducting the hearing will determine responsibility and, if necessary, assign sanctions.
b) A written notice indicating the findings of the hearing and sanctions will be emailed to the student’s Ball State email address.
c) When a violation is believed to be a team violation, that team may be represented at the Administrative Hearing by the team captain or another designated team member. Sanctions may be administered collectively to the team or individually against team members.

For the appeal process, referrals or further information, please go to THIS website.

SPORTSMANSHIP POLICIES

No Player, Coach, or Spectator Shall:
• Use foul or derogatory language, threaten, or verbally abuse any other participant or intramural sports employee before, during, or after the game. This includes trash talk.
• Participate in a game for which he/she is ineligible.
• Argue or talk back to the game Official or Competitive Sports Lead.
• Intentionally strike, push, or trip another person. Fighting is prohibited.
• Mistreat the facility, equipment, or supplies of Ball State University.

Warning/Ejection
• A warning/ejection system will be used to enforce the sportsmanship policy. Individuals will be issued a warning for unsportsmanlike behavior. A second penalty will result in an ejection. Ejections may be issued without warnings in specific situations, including all those that involve fighting.
<table>
<thead>
<tr>
<th>Sport</th>
<th>Warning</th>
<th>Ejection</th>
<th>Game Forfeit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spikeball</td>
<td>1st Verbal Warning (-0.5 SC pts)</td>
<td>2nd Verbal Warning (-1.0 SC pts)</td>
<td>3rd Verbal Warning on team (-1.5 SC pts)</td>
</tr>
<tr>
<td>5v5 Basketball</td>
<td>Class B Technical Foul/Invalid Jersey Return (-0.5 SC pts) 1st Class A Technical Foul (-1.0 SC pts)</td>
<td>2nd Technical Foul (-1.0 SC pts)</td>
<td>3rd Class A Technical Foul on team OR 4th Technical Foul on team (-1.5 SC pts)</td>
</tr>
<tr>
<td>6v6 Indoor Basketball</td>
<td>1st Yellow Card (-0.5 SC pts)</td>
<td>2nd Yellow Card/Red Card (-1.0 SC pts)</td>
<td>4th Yellow Card OR 2nd Red Card (-1.5 SC pts)</td>
</tr>
<tr>
<td>6v6 Volleyball</td>
<td>1st Yellow Card (-0.5 SC pts)</td>
<td>2nd Yellow Card or 1st Red Card (-1.0 SC pts)</td>
<td>Multiple Cards (-1.5 SC pts)</td>
</tr>
<tr>
<td>6v6 Indoor Flag Football</td>
<td>1st Unsportsmanlike Penalty (-0.5 SC pts)</td>
<td>2nd Unsportsmanlike Penalty (-1.0 SC pts)</td>
<td>3rd Unsportsmanlike Penalty on Team (-1.5 SC pts)</td>
</tr>
<tr>
<td>Xtreme Dodgeball</td>
<td>1st Unsportsmanlike Conduct (-0.5 SC pts)</td>
<td>2nd Unsportsmanlike Conduct (-1.0 SC pts)</td>
<td>3rd Unsportsmanlike Conduct (-1.5 SC pts)</td>
</tr>
<tr>
<td>6v6 Outdoor Flag Football</td>
<td>1st Unsportsmanlike Penalty (-0.5 SC pts)</td>
<td>2nd Unsportsmanlike Penalty (-1.0 SC pts)</td>
<td>3rd Unsportsmanlike Penalty on Team (-1.5 SC pts)</td>
</tr>
</tbody>
</table>

- Team captains are responsible for the conduct of their players, coaches, sidelines and spectators.
- During our 5v5 Basketball sessions, a team will receive a warning (-0.5 SC pts) if they do not return the jerseys on the correct loop to the Competitive Sports Lead.
- Fighting is defined as a participant intentionally striking, pushing, slapping, punching, elbowing, tackling or committing any other malicious act toward any other person. Fighting is never permitted during intramural sports contests. Participants who fight will be ejected immediately and suspended from all further participation until the outcome of a disciplinary action meeting with the Office of Recreation Services.

**Sportsmanship Classification (SC)**

- Each team will be awarded a sportsmanship classification following each game. This classification will be on a scale of 0 to 4, with 0 being the worst sportsmanship and 4 being the best. If a team’s sportsmanship is below a 2.5 average, they must meet with the Coordinator of Competitive Sports and Community Programs to discuss their eligibility for tournament play.
- **Teams MUST receive a 2.5 Sportsmanship Classification each game during tournament play. Failure to comply will result in REMOVAL from the tournament.**

**SAFETY**

**Weather/Severe Weather**

- ALWAYS assume that games will be played if you have not heard otherwise. In the event that inclement weather arrives in the middle of the activity, the Competitive Sports Lead will make the call on weather. They will also decide if the game is going to be rescheduled from that time or if the game is final. 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 register, 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**

• Competitive Sports Leads 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 staff, and patrons will be asked to give the information necessary to keep a record of injuries that occur during participation.

**STUDENT COMPETITIVE SPORTS STAFF**

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

1) The Competitive Sports Lead will be on-site for all activities and will have full authority to operate an Intramural Sports activity and certain responsibilities during Sport Club home events.

2) The Competitive Sports Lead will assist with scheduling and other “administrative” in the Office of Recreation Services.

3) The Competitive Sports Lead has the power to make decisions on weather, scheduling, and eligibility related issues during all Intramural Sport activities.

**EMPLOYMENT POSSIBILITIES**

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!

**STATEMENT OF AUTHORITY**

The Office of Recreation Services reserves the right to change or alter any of the above guidelines with or without notice, and may take action not noted in this document. Every policy, issues, and situation has unique aspects and will be addressed on a case by case basis.