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GENERAL INFORMATION

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.

Expectations of our Patrons
- Only Ball State students 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 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.

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 765-285-1753 or reach us on the Ball State University Recreation website (www.bsu.edu/recreation).

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 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 the Office of Recreation Services. Team Captain's duties include, but are not limited to:
To register your team as a captain, please follow the instructions below.
1. Go to imleagues.com/bsu
   a. If you haven’t 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 options. Example ➔
4. Register your team.
   a. Includes name, quiz, waiver, preferences for timeslots for leagues.
   b. 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. Fill your team roster. Inform your teammates that they **must register prior** to team being approved for the league.
6. Once the minimum number of people are on your 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.
7. Notice of Acceptance: Teams that are in the approved league will be notified that they are eligible to pay the team fee. At this time, each approved team captain will receive an email stating payment deadlines. If a team doesn’t pay by that deadline, the next available team on the waitlist will then be moved to the approved list.
8. **Captains or organization treasurer must pay in person at the Office of Recreation Services front desk with a check or cash. Credit card payments will not be available.**
INTRAMURAL SPORTS REGULATIONS

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.

Participant Parameters

Eligibility
To participate in Ball State University Intramural Sports, you must:
• Be a currently enrolled Ball State student.
• Participation in Intramural Sports may be limited due to the following constraints:
  • Medical red shirts, as designated by the NCAA, cannot participate 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 (being removed from the roster), you may become eligible to play Intramural Sports in the “associated sport” that following semester. 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 Sport Club.

NO EXCEPTIONS WILL BE MADE TO THE ABOVE POLICIES.

“Associated Sport”
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 and/or Sport Club basketball player cannot participate in Intramural basketball but can participate in other Intramural Sports outside of their associated sport.

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 each 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.
- Players must be on the official printed roster by 6:00 pm the day of their game in order to participate in their respective sport. Students not on the printed roster will not be able to permitted to play in the game for that night.

Participant Classifications

- Men: This league is made up of male participants. Teams are not required to have affiliation with any organization.
- Greek: 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.
- 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.
- Co-Recreational/Residential Life: This league consists of teams that are made up of both male and female participants. Residential Life groups may also join this league as they are combined this school year. Most leagues and tournaments require equal number of men and women on the field/court at one given time.

Participants must present their active BSU ID to participate.

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 seedings 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.
- For Intramural tournament events, teams will be randomly placed in a bracket.

Awards

- The winning teams of the Men’s, Women’s, Greek, and Co-Rec/Res Life league 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.
Equipment
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 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 any Intramural Sport 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.

Forfeit
- No players present at time of competition, that team forfeits.
- Less than minimum at time of competition, it’s at the discretion of the opposing team to either give the other team five minutes to show up or they can automatically declare the other team forfeiting.
- 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 or individuals that have forfeited two scheduled games or contests will automatically be dropped from future competition.

Defaults
- Any team or individual 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 the Recreation Services Office by 10am 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 not have their sportsmanship rating reduced for Defaults.

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.
- All requests will be evaluated on a case by case basis. There is no guarantee.
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
  - 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 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 or Assistant Director of 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.

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 unsporting 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>3v3 Basketball</td>
<td>1st Technical Foul (-0.5 SC pts)</td>
<td>2nd Technical Foul (-1.0 SC)</td>
<td>3rd Technical Foul on team (-1.5 SC)</td>
</tr>
<tr>
<td>6v6 Indoor Soccer</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>
</tbody>
</table>

- Team captains are responsible for the conduct of their players, coaches, sidelines and spectators.
- 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 Staff.

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.

Co-Ed Modifications

A team shall consist of two males and one female or vice versa. A team may start with as few as two players with the ratio being female and one male.

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, the Competitive Sports Lead 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. 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**

- 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 INTRAMURAL SPORTS 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) The Competitive Sports Lead will be on-site for all activities and will have full authority to operate an activity.
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 at all activity sites.

**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.