

East Tennessee State University Division of Student Affairs

Department of Campus Recreation

Intramural Policy Handbook

(Revised Aug 1, 2018)

Table of Contents

Purpose/Introduction	1	Team Sports	7
General Information	2	Campus Cup/Greek Life Points	8/9
Officials Job Opportunities	3	Intramural Scheduling	10/11
Campus Recreation Facilities	3	Forfeits/Default Policy	12
Intramural Eligibility	4	Protest Procedure	13
Code of Conduct	5	Sportsmanship Policy	14/15
Registration	6	Discipline	16/17
		Emergency Action Plan(s)	18

Purpose of Handbook

The purpose of this handbook is to establish policies and procedures that govern participation in ETSU’s Intramural Sports Program. Please note that it is the responsibility of each team and each participant to know and understand these policies and procedures.

FAILURE TO COMPLY WITH ANY INTRAMURAL SPORTS POLICY MAY RESULT IN DISCIPLINARY ACTION.

The Intramural Sports Office reserves the right to modify these rules in whole or in part at any time as necessary. If you have questions, comments, or suggestions for these rules or the Intramural Sports Program in general, please contact the Intramural Sports Office. Your feedback is appreciated.

Introduction

The Department of Campus Recreation offers the University’s students and employees a comprehensive individual and team intramural program. Intramurals are structured recreational and competitive sports and activities for individuals in the ETSU community. Competitions and activities are held in league, tournament, one day, and special event format. Previous athletic experience is not a prerequisite for intramural participation.

Traditional intramural sports include basketball, flag football, soccer, softball, and volleyball. Newer additions to the intramural schedule have included 4-on-4 flag football, dodgeball, inner tube water polo, kickball, and other special event tournaments. In addition to the team sports leagues, a number of individual and special events are held throughout the year. Tournament winners receive Intramural Champion t-shirts.

The Intramural program is staffed by a full-time professional, part-time Graduate Assistant(s) and student workers who serve in the capacity student supervisors, officials, and program assistants/scorekeepers.

Intramural Sports Directory

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Contact Information

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General Info – 423-439-7980 | 423-439-7970 (fax) | www.etsu.edu/rec

The Assistant Director of Sport Programs reserves the right to rule on any situation not specifically covered by this policy handbook or other published intramural rules. The Assistant Director also reserves the right to put into immediate effect any policy/rule changes deemed necessary. Those changes will be distributed electronically to affected participants and posted policies/rules will be updated.

Section 1 – General Information

Assumption of Risk and Release of Liability

East Tennessee State University assumes no responsibility for injuries received during intramural activities. All participants are reminded that intramural participation is completely voluntary. Participants/spectators acknowledge the inherent risks associated with the activity and agree to hold harmless East Tennessee State University, the Department of Campus Recreation, its officers, agents, and employees from any and all liability, claims, actions, or causes of actions arising out of or related to any injury or illness, including death, that may be sustained by a participant/spectator, or to any loss or damage to property belonging to a participant/spectator, whether caused by negligence or otherwise. Participants/spectators agree to assume any financial costs that may result of or arising from intramural participation. It is strongly suggested that all players have a physical examination and secure adequate medical insurance prior to participation. The State of Tennessee, Tennessee Board of Regents nor ETSU cannot accept liability for injuries sustained by participants/spectators during intramural activities.

Blood Rule – Any player with an open wound and/or blood on his/her uniform must leave the game. The player may not return until the wound is covered and there is no blood visible on the bandaging. Clothing with blood on it must be removed before returning to the game. The intramural staff will have a first aid kit on hand. This kit is to be used for injuries ONLY. Band-Aids will not be given out unless a participant has a visible cut. Athletic tape WILL NOT be given out for any reason. Should an accident or injury occur, please notify a Campus Recreation staff member immediately.

Player Safety

Concussions – Any player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the game and shall not return to play until cleared by an appropriate healthcare professional (licensed physician). If a player is transported to a hospital or has been seen by a physician for concussion like symptoms, then documentation must be provided to the Assistant Director stating the player is medically cleared to participate prior to further intramural participation. Common symptoms of concussion include:

- Headache
- Fogginess
- Difficulty concentrating
- Easily confused
- Slowed thought process
- Difficulty with memory
- Nausea
- Lack of energy, tired
- Dizziness, poor balance
- Blurred vision
- Sensitive to light or sound
- Mood change – irritability, anxious, or tearful
- Appears dazed or stunned
- Confused about assignment
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes

Pets – Due to health and safety concerns, pets are not allowed on the Campus Recreation Field Complex fields, on the CPA intramural fields or within the confines of the intramural fields any time. This includes both formal intramural competitions/events and informal recreational activities. **Service dogs are allowed at the IM Fields, but are not allowed inside the Field Complex/on the CPA IM Fields at any time.**

ID Policy

All participants must present a valid ETSU ID card, with visible picture, at the beginning of every game.

- A valid ETSU ID for intramural participation is the ID used to scan into the CPA.
- It is University policy that individuals (including spectators) are in possession of their ID card at all times and must show their ID to a University official upon request. The fraudulent possession or use of another individual's card may result in the confiscation of the card and other campus actions.
- Each sport may have a sport-specific penalty for failure to check in with an ID prior to participation.

Section 2 – Official’s Job Opportunities

1. Paid student officials are provided by the Department of Campus Recreation for all team sport activities. Anyone interested in officiating should obtain information in the Campus Recreation Office or call (423) 439-7978.
2. Officials are required to attend all mandatory meetings and trainings prior to the start of each sport season.
3. Officials will also hold weekly trainings/meetings (on Mondays) during each sport season.

Section 3 – Campus Recreation Facilities

Basler Center for Physical Activity – 1244 Jack Vest Drive The Wayne G. Basler Center for Physical Activity, commonly referred to as the CPA, is the home of the Department of Campus Recreation and the location of the majority of intramural games and events. The CPA offers four multi-use basketball/volleyball courts, two racquetball courts, and an indoor pool. Outside of the CPA are three lighted multi-use intramural fields. The CPA intramural fields are referred to as the Front Yard, Side Yard and Back Yard based on their relative location to the CPA’s main entrance. Six recreational tennis courts are located on the west end of the Dave Mullins Tennis Complex, behind Summers-Taylor Soccer Stadium. The Campus Recreation Tennis Courts are open to ETSU students, faculty and staff with Intramurals and Sport Clubs having priority for the facility.

Campus Recreation Field Complex – 1510 Seminole Drive (Intramural Field Complex)

The Campus Recreation Field Complex opened in September 2013 and is located directly behind the southwest corner of campus at 1510 Seminole Drive, the field complex is a short walk, drive, bike or shuttle ride from the CPA. The \$3 million facility is the site of the first-ever artificial turf field built for recreational use at ETSU. Field 1 is a multi-use field designed for softball and flag football. Field 2 is a natural grass multi-use field that is designed for softball but can also accommodate flag football, soccer and other sports. The complex is open to students, faculty and staff for intramural play and during scheduled open recreation hours. For more information, go to www.etsu.edu/fieldcomplex.

General Rules/Reminders

- ◆ ETSU Campus Rec facilities are open to ETSU students, faculty and staff.
- ◆ All players and guests are expected to abide by all University and Department of Campus Recreation policies
- ◆ Tobacco, alcohol and drugs are prohibited at all ETSU/Campus Recreation facilities
- ◆ All organized activities must be approved through Campus Recreation’s facility request procedures.
- ◆ No food, gum or sunflower seeds are allowed inside the fields or dugouts of the Field Complex.
- ◆ Additional policies and rules specific to each facility are posted at those locations and on the Campus Recreation website at www.etsu.edu/rec.

Trash

Each team is responsible for picking up trash after their game. This includes all bottles, bags, wrappers, etc. Any team that leaves the facility before cleaning up may be given an unsatisfactory sportsmanship rating. This may adversely affect a team’s play-off eligibility.

Section 4 – Intramural Eligibility

Intramural eligibility rules are designed to protect the rights and privileges of all the participants and ensure fairness of competition by having all participants and teams participate under the same rules and guidelines. The intramural staff will investigate the eligibility of a player when such a question or concern is brought to the Assistant Director for Sport Programs’ attention.

Eligible Participants

- A. Currently enrolled ETSU Students

NOTE: Students must have paid their student activity fees prior to being eligible for intramural participation.

- B. Full-Time ETSU Faculty and Staff (w/ CPA membership)
C. Part-Time ETSU Faculty and Staff who have purchased a CPA membership

Ineligible Participant Examples

- A. Students who have not paid student activity fees or have withdrawn from ETSU
- B. Students from other local colleges
- C. University School Students
- D. Faculty or Staff who are no longer employed by ETSU
- E. Spouse/Domestic Partner and Dependent CPA Members
- F. An eligible participant who misrepresents his/her identity to intramural staff by using another individual's ID
- G. Anyone who has had their intramural privileges revoked/suspended due to violation of intramural policies/rules

Additional Eligibility Policies

- A. Participants may only play on one men's or women's team during a season. If a player is signed up on two teams, that player will only be eligible to play for the team that they played for first. For the purpose of enforcing this policy, once a player hands their ID to the intramural staff to check-in to a game they are considered as playing for the team. If the player plays on the second team, the player is considered an ineligible player **and that team will forfeit that game and a forfeit fee will be accessed.**
- B. If a co-rec league is offered, participants may only play on one co-rec team.
- C. All players listed on a team's roster when rosters are locked at the end of the season **are** eligible to participate in post-season play.
- D. An individual may not participate under an assumed name or use false identification. Violation of this rule may result in suspension from further participation for the individual and possibly the team.
- E. The intramural staff reserves the right to declare an individual ineligible for competition/participation if his/her participation is considered unsportsmanlike or dangerous.

Current Student Athlete Policy – Student athletes who are receiving any assistance by way of athletic scholarships or other aid are eligible for intramural participation **except** for the sport or related sport for which they are receiving aid. Such aid is defined as: any aid, assistance, or benefit given to a student for his/her participation as a player in any varsity sport that is not available to the general student population. This includes, but is not limited to, scholarships, varsity lockers, apparel, footwear, equipment, etc. Any athlete who is working out with the varsity team (including walk-ons and red-shirt players) is considered a student athlete under this policy. Student athletes that were on their team's roster at the time of the first game, including red-shirted athletes, remain ineligible for that sport or related sport for the remainder of the academic year. If you participated in 2017-2018 you are ineligible for the 2018-2019 school year. It is the Captain's responsibility to understand these rules, if questioned about a specific player.

Former College Athlete Policy – An individual who has been a member of 4-year college varsity team is eligible for intramural participation in that sport, or related sport, beginning with the academic year **following** their last year as a member of the collegiate varsity team. An individual is considered to have been a member of the team if their name has appeared on a team's roster, or other publication such as media guide, website, etc. identifying the individual as being a member of the team. Intramural teams/rosters are only allowed one (1) former college athlete for the sport, or related sport, in which the athlete competed. No differentiation is made between NCAA D-I, D-II, D-III, and NAIA schools.

All former college athletes, **including** junior college athletes, are required to participate in the top competitive/skill level (if applicable) of the sport in which they competed collegially. Teams may request a waiver to this rule. A written request from the captain and former college player must be submitted to the Assistant Director for Sport Programs for consideration.

Sport Club Athlete Policy – Members of sport clubs are eligible to participate in intramurals. However, any member of a sport club must participate in the top competitive/skill level (if applicable) for the sport in which they compete at the club level. Teams are allowed two (2) club athletes for the sport, or related sport, in which the athlete is a club member. For team sports in which the number of players to play a game is four (4) or less, the maximum number of club players is one (1).

A) Basketball Club (5v5) -- 2 Club members on 1 Intramural basketball team

B) Tennis Club (Doubles 2v2) -- 1 member on an Intramural doubles tennis team

A person is deemed Sport Club player if he/she participates in a club contest or practice following a designated "tryout" period, pays club dues, or appears on the club roster or waiver form. Once a person has been deemed a club member, he/she will be considered a club player with regard to intramural sports for the longer of (a) the remainder

of the school year or (b) six (6) consecutive months from the date that he/she last participates in a club contest/practice, last appears on the team roster, or the date of their most recent signed sport club waiver form. Removal of the person from any club roster does NOT affect his/her Intramural status as a Sport Club player. Intramural players who join a club team during the Intramural Sport's season may be required to discontinue playing for their intramural team in order to keep their intramural team eligible under this rule.

Professional Athlete Policy – Any current or former professional athlete is ineligible to participate in the intramural sport or related sport that they played professionally. An individual loses his or her “Amateur Status” and shall not be eligible for participation in Intramural Sports competition in a particular sport if the individual uses his or her athletic skills (directly or indirectly) for pay/compensation in any form (other than tuition, housing, and other items received from a higher education institution in accordance with that institution's governing athletic body, i.e. the NCAA) in that particular sport. Students that are allowed to tryout with a professional team or organization remain eligible provided that they do not take part in any outside competition (games or scrimmages) as a representative of that professional team/organization. A professional team is any sports organization that has “Professional” included anywhere in the organization's name. Forms of payment include, but are not limited to: All monetary forms of compensation, personalized merchandise, housing accommodations, etc.

Penalties – The penalty for competing with an ineligible player is forfeiture of all games in which the violation(s) occurred. The team captain must meet with the Assistant Director of Sport Programs and is subject to a minimum one- game suspension. In some instances, the entire team may also be expelled from further intramural participation.

Section 5 – Code of Conduct

Participant and Spectator Code of Conduct

As a university activity, intramural events expect the same conduct and behavior as any other social and recreational activities. Participants and spectators are expected to conduct themselves in a sportsmanlike manner at all times. Any spectator exhibiting unsportsmanlike conduct, threatening behavior, or using obscene language will be asked to leave the facility by a staff member. Participants who are ejected from a game have one minute to leave sight and sound of the facility immediately. Failure to comply will result in forfeiture of the game and campus police being called. Teams are responsible for the conduct and actions of individual members and their spectators.

Responsibilities of Participants

It is the responsibility of each participant to be knowledgeable of all intramural rules and policies. Every participant is reminded that participating in the intramural program is a privilege.

- ◆ Each participant is responsible for their own conduct.
- ◆ Participants must behave in a sportsmanlike manner. *See Sportsmanship Policy*
- ◆ Participants are responsible for knowing their own eligibility status at all times.
- ◆ Individuals who violate CPA rules, intramural rules and policies, abuse the equipment or facility, or behave in an unsportsmanlike manner are subject to losing their privileges to participate in the intramural program and the use of the Basler Center for Physical Activity.

Electronic/Social Media

Sportsmanship and conduct expectations of the Intramural Program extend to social networking websites such as Facebook, Twitter, etc. Participants who are found to have posted unsportsmanlike comments/material online are subject to disciplinary action through the Department of Campus Recreation and Office of Judicial Affairs.

Tobacco, Alcohol, Drug Policy

It is against university policy to smoke or use tobacco outside the confines of a personal vehicle. Alcohol and other illegal substances are prohibited on the ETSU Campus, including the CPA and all intramural fields. Alcohol consumption prior to participation or during an intramural event is not only unsafe, but also a violation of University rules and is illegal for individuals underage. No individual is allowed to participate in an intramural event or be in attendance as a spectator while smoking/using tobacco or under the influence of alcohol/illegal drugs. Violation will result in the individual(s) being asked to leave the facility and possible referral to the Office of Judicial Affairs. Failure to leave the facility will result in campus police being called. In some instances, campus police may be immediately notified.

Apparel, Logos, and Sponsorships

The intramural staff reserves the right to regulate all apparel, logos, and sponsorships. Apparel, logos, and sponsorships that include the following (but not limited to) are prohibited: Drugs, alcohol, illegal paraphernalia, or inappropriate/vulgar language, pictures or symbols.

Section 6 – Registering for an Intramural Event

A complete list of intramural activities, entry deadlines, and other important dates is located on the intramural website (www.etsu.edu/IMSports). The ETSU Intramural Program utilizes an online registration/scheduling and league administration system located at **IMLeagues.com**. All intramural participants are required to create an account on **IMLeagues.com**.

To create an IMLeagues account:

- Go to www.imleagues.com and click on the “Create Account” link.
- Enter your information, **including your school email address** (@etsu.edu), and submit.
 - **You must use your school email address.** The IMLeagues system recognizes your school’s domain and will only allow you to join the ETSU site with the proper email domain.
- You will be sent an account verification email to your **school email account**.
- Log in to **imleagues.com** by clicking the link provided in the verification email.
- After verifying your email address, the East Tennessee State University link should pop up. Click “Join School”.

How to sign up for an intramural sport:

- Log in to your **IMLeagues.com** account.
- Click on the “East Tennessee State University” link.
- The current sports are displayed toward the bottom of the screen. Click on the sport you wish to join.
- Choose the league you wish to play (i.e. Men’s Competitive, Men’s Recreational, Women, etc.).
- You can join the sport one of three ways:
 - **Create a team** (for team captains)
 - Captains must accept team members’ requests before they are on the team’s roster.
 - Division space is limited and is on a first come, first served basis. Teams must have the minimum number of players on their roster **before** their placement in the division is confirmed.
 - Teams without the minimum number of players by the entry deadline will be **removed** from the league.
 - **Join a team** by:
 - Finding the team and captain name on division page and requesting to join.
 - Going to the captain’s player card page, viewing his team, and requesting to join.
 - Accepting a request from the captain to join his team.
 - **Join as a Free Agent.** Team captains can search for free agents and extend invitations to join their team.
- **Minimum/Maximum Number of Players** – Teams must have the minimum number of players prior to the entry deadline. Those numbers are as follows:

Minimum/Maximum Players to Register a Team

Sport(s)	Min.	Max.
Softball (10v10)	8	20
Flag Football (CR-8v8), Soccer (7v7)	7	16
Flag Football (7v7 M/W), Ultimate Frisbee (7), Kickball (7)	7	16
Basketball, Volleyball, Dodgeball, Inner Tube Water Polo	5	16
4-on-4 Flag Football, Wallyball (4v4)	4	10
3-on-3 Basketball	2	6

Note: Intramural Champion t-shirts will only be handed out to those who are listed on the roster

In order for a player to receive an Intramural Champion t-shirt, they must have participated in at least 2 games during that season (combined regular season and playoffs). T-Shirts for players not present at the championship game will be given to the team captain for distribution. Coaches who are not on the roster will not receive a championship t-shirt.

On-Site Registration

Some single day and individual events may have on-site registration. Watch for announcements about on-site registration. These events **will not** follow the IMLeagues registration procedure.

Team Names

The intramural staff reserves the right to change or alter any team name that is vulgar, offensive or in poor taste. The intramural office also reserves the right to re-name any teams that have duplicate names.

Section 7 – Team Sports

Responsibilities of Team Captains

Captains and Assistant Captains must be playing members of their team. In their roles, Captains and Assistant Captains acknowledge and agree to assume certain responsibilities, including but not limited to:

- ◆ Serving as a liaison between their team and the Department of Campus Recreation. It is important that the captain periodically check the IMLeagues website for updates and schedule changes. The captain and assistant captain should be sure to have their phone number listed on their IMLeagues profile and the number is a working number.
- ◆ Only the captain shall discuss game issues with Campus Recreation/Intramural staff.
 - The captain is the only player who may question the ruling of an official. Questions as they relate to an official's judgment will not be allowed.
 - The intramural staff does not recognize the use of coaches. Coaches are considered spectators. They may not be on the field/court, call time outs or address the officials/supervisors during the game.
- ◆ Knowledge and understanding of all rules and policies associated with the activity/sport.
 - All rules and policies will be distributed and discussed at the captains' meeting.
- ◆ Verifying the eligibility of all players listed on the roster.
- ◆ Informing all players and spectators of the rules, policies and sportsmanship code of Campus Recreation.
- ◆ Notify all team members and spectators that tobacco, alcohol, and other illegal substances are prohibited at all ETSU facilities and that no one is allowed to be at a game while under the influence of alcohol and/or illegal drugs.
- ◆ Team captains and assistant captains are ultimately responsible for the conduct of their team, including spectators.
 - Team captains and assistant captains are subject to disciplinary action, including suspension, if they show no effort to control their team, do not actively discourage unsportsmanlike conduct, or if their team is found to have participated with an ineligible player(s).

Captains' Meetings

A meeting for all team captains will be scheduled before the team's season begins. This meeting is **MANDATORY** – All teams **must** be represented. If a team captain or assistant captain is unable to attend the meeting, they should send a representative from their team's roster. All representatives must be prepared to show their ETSU ID at the meeting.

- **NOTE: Failure to attend the meeting will result in the team NOT being eligible for playoffs.**

Revising Rosters

Teams may add or remove players from their roster throughout the regular season. When adding players, the player must be added **and accepted** by the captain **before 3:00 p.m.** to be eligible to play the same day. If a player is added to a roster **after the 3:00 deadline**, that player may play provided the captain provides an **updated** print-off of the

team's roster or is able to show the intramural staff the online roster via a smartphone or other device. (GA's or Intramural Supervisors will not manual add you to the roster)

Team rosters will become locked at the end of the regular season. A player may only be removed from a roster if the player has not checked into a game. Once players have checked in they are considered as having played in that game. Players who have played for one team may not be added to another. Players who would like to request an exception to this must email IMSports@etsu.edu with their reasoning. These requests will be handled on a case by case basis.

Competitive/Skill Levels – Regular Season

In an attempt to keep leagues and divisions competitive and fun for all participants, and as participation numbers allow, different competitive/skill levels will be offered within each league. Teams and players are encouraged to choose the league that best applies to their competitive and skill level.

- ◆ **Competitive Level** – As its name suggests this level is designed for the more competitive, organized, and structured teams. This level is for the teams that come to the games looking to win. These teams may hold practices and have set plays. Players who played at the high school level are encouraged to sign up for the competitive level, and those that played above the high school level are required to play in the competitive level.
 - **Division I and Division II (Comp D-I, Comp D-II) (BASKETBALL ONLY)** – In some sports, the competitive level will be sub- divided into Division I and Division II. Comp D-I is intended for the most advanced and skilled teams while Comp D-II is intended for organized and competitive teams that may lack the experience or skill to play in the top level.
- ◆ **Recreational Level** – Designed place an emphasis on recreation and participation instead of competition. This level is for the teams who would like to win, but are primarily just looking to come out and have a good time.

Section 8 – Fraternity & Sorority System

FRATERNITY & SORORITY POINTS SYSTEM: We will offer the point leagues for Team League Sports called “Fraternity or Sorority Leagues”. Teams in this league will have rosters checked and all players must be current members of the organization and be listed on the chapter’s roster with the Greek life office prior to playing intramurals.

Organizations can sign up an unlimited number of teams for a Team League Sport:

- Only **ONE** team per organization can sign up in the point’s leagues as “competitive” Greek leagues (rosters will be checked with Greek life)
- Only the “competitive” league team for the organization will earn (+/-) points
- Organizations may sign up additional teams in the “open” division –open division teams have no effect on Greek points (+/-), rosters will not be checked for open division teams. Open division Greek teams can play with any student/faculty/staff person they do not have to be a member of the organization—can be used as a recruitment tool to get new members!

"Alumni Status" members cannot participate on their fraternity/sorority team that plays in “competitive” leagues that earn Greek points.

*New members may participate for his/her organization’s “competitive team” as long as he/she has been cleared by Greek Life and are listed on the chapter’s roster.

CATEGORIES OF EVENTS:

Three categories of events

I: Team League Sports: (league sports) (limit one team per organization earns (+/-) points for the “fraternity competitive”, “sorority competitive”). Organization name must be used in the “team name.”

FALL: Flag Football, Kickball League, Dodgeball, Volleyball, Soccer

SPRING: Basketball, Indoor Soccer, Softball (More could be added)

***Participation points-** to earn participation points for Team League Events – the “competitive” team cannot: forfeit, or earn any unacceptable grades. The “competitive” team cannot “call in a loss/default” more than once per season.

***Playoff Bonus points-** “Competitive” teams that qualify for playoffs earn a playoff bonus of (+25) for championship bracket, (cannot forfeit, default, or receive an unacceptable in playoffs)

II: One-day/ Team Events: (limit three team per organization earns (+/-) points for the tournament)

SPORTS: Cornhole, Spikeball, NFL Combine, 2 Person Golf Scramble, Backyard Game, Intramural Battleship, Punt Kick and Pass, Tug O War, Pink Volleyball, Racquetball, Tennis Singles

Deductions no show/forfeit = (-100pts)

III: Individual/Doubles One Day Events: (5 individuals/pairs per organization earns (+/-) points for the tournament, a maximum of 8 individuals/pairs can sign up per sport for the organization)

SPORTS: Cornhole, Spikeball, NFL Combine, 2 Person Golf Scramble, Backyard Game, Intramural Battleship, Punt Kick and Pass, Tug O War, Pink Volleyball, Racquetball, Tennis Singles

Deductions no show/forfeit = (-10pts)

GREEK ORGANIZATIONS:

INDIVIDUAL, DOUBLES, AND ONE-DAY TOURNAMENT TEAM NAME(S)

Teams are asked to follow these simple rules when signing up a specific team(s) for all Individual, Doubles, and One-Day Tournament events.

*This is especially critical for ALL GREEK ORGANIZATIONS concerned with Greek Points! Any Greek team that is created and has not followed these instructions at the time of roster printing (normally a few hours before the actual event) will be dropped from play without notification! We are asking for these rules to be followed to try to avoid figuring out which team belongs to which organization. **PLEASE FOLLOW THESE GUIDELINES!!***

Should you notice that a team name has been created incorrectly, you may simple request a NAME CHANGE. This message will be sent to the IMLeagues Administrators, who will then either accept or deny the request, if it was sent in a timely manner!

Individual Team Name: (Greek Organization/Participant)

If a particular sport (ex. Tennis Singles/Pickleball Singles – if offered.) requires only one participant for each “team” this is how ETSU Intramurals would like Greek Organizations to sign-up through IMLeagues:

EXAMPLE 1:

Player Name: John Smith

Player Organization: ATO

Team Name: Smith/ATO

EXAMPLE 2:

Players Name: Jenny Jones

Players Organization: ZTA

Team Name: Jones/ZTA

Doubles Team Name: (Greek Organization)

If a particular sport (ex. Pickleball Doubles/Tennis Doubles) requires two participants per “team” this is how ETSU Intramurals would like Greek Organizations to sign-up through IMLeagues:

EXAMPLE 1:

Players Names: John Smith & Steve Williams

Players Organization: TKE

Team Name: Smith, Williams/TKE

EXAMPLE 2:

Players Names: Jill Jones & Hannah Martin

Players Organization: ASA

Team Name: Jones, Martin/ASA

One-Day Tournament (Same as Regular IMLeagues Sports)

If a particular sport (ex. Tug-O-War) requires an entire team/organization to sign-up, we ask that you follow the same procedures that are used for regular team events. Meet the minimum and maximum requirements of participants in order to complete a team/roster.

EXAMPLE:

Team Organization: PIKE

Team Name: PIKE Old Gold

Playoff Bracket Place points

<u>Category</u>	<u>Participation points</u>	<u>1st</u>	<u>2nd</u>	<u>3rd/4th</u>
M/W Team League Event	100 pts/one team	100 pts	50 pts	25/25 pts
One-day/Team event	50 pts/team	50 pts	25 pts	12/12 pts
Individual/Doubles One Day Event	5pts per indivi/pair (25 pts max)	25 pts	12 pts	5/5 pts

***Officiating BONUS POINTS:** organization can earn additional points for providing officials for: (flag football, volleyball, outdoor soccer, basketball, softball, 4v4 flag football)

-Greek Officials earn ½ point per game officiated for his/her organization (work 20 games = 10 bonus points)

The organization’s points will be awarded at the end of the sport season and they will only earn the points for an official if s/he did the following:

- 1) Attended each night of officials training clinic, 2) Received a minimum of an 85% on the rules test, 3) Did not receive any write-ups for being late, etc..., 4) Met all expectations outlined in the “Officials manual”, 5) The individual must be on the organizations fraternity/sorority roster in the greek life office

Intramural Supervisors do not count as bonus point officials and cannot earn “officiating points”

Section 9 – Intramural Scheduling

Scheduling is determined by a variety of factors including the number of teams involved, the availability of facilities and the event’s time frame. Depending on the type of activity, schedule formats may either be:

- Round robin format (pool play) followed by a single elimination tournament, or
- Single or Double elimination tournament
- *Regular leagues usually consist of a 3-5 game regular season followed by a single elimination playoff bracket.*

Intramural leagues are scheduled **Monday through Thursday**. Games usually begin at 4:30 or 5:00 p.m (depending on the league). League schedules will be posted on the IMLeagues.com website. Any schedule changes or updates will be done through Imleagues.com. It is the team’s responsibility to check their IMLeagues team page. **Sundays will be reserved for reschedules and rainouts.**

You can also download the IMLeagues app, available for all iPhone and Android devices.

Game Check-in

Teams are expected to be ready to check in with the scorekeeper or supervisor 10 minutes prior to their scheduled game time and captains are expected to be ready to meet with the game officials. Teams should be ready to play immediately following this meeting.

- Teams/players will be granted a grace period if it is stated within the sport rules. The game/match may begin at any time until the grace period has expired with time on the clock and points awarded as outlined in sport specific rules. If after the grace period the match or game has not begun it will be forfeited to the opponent. If neither team/player is prepared to play a forfeit or double forfeit will be declared.

****Exception:** If no one is there for a team at game time, it will be a forfeit**

"Let Them Play" Exception – If a team does not have enough players at the game time, a grace period may be allowed by the request of the opposing captain. This is at the sole discretion of the opposing team captain and the opposing captain shall not be pressured into making a decision one way or the other. Once the grace period is offered, the opposing captain cannot rescind. This grace period will not exceed **10 minutes**.

- The game clock (if applicable) will be started at game time, following the captains meeting.
- After the 10 minute mark has passed, the team still does not have the players required to start then the game will be forfeited.
- When the team reaches the required number of players, they must call a time-out (if applicable) to stop the game clock and get their late players checked in.
- Once the players have checked in then the game shall begin as stated by rule.
- For games that do not utilize a game clock or time-limit (volleyball, wallyball, etc.), then the penalty shall be forfeiture of the first game of the match. In these cases, the grace period shall be extended to 10 minutes.

Cancelling/Postponing Games

Due to unavoidable circumstances (inclement weather, power outages, etc.), it may become necessary to cancel or postpone intramural games. Games may also be cancelled due to poor and/or unsafe field conditions. When possible, the decision to cancel games due to inclement weather will be made at least two (2) hours prior to the start of the first game of the day. However, as is the case with most weather-related situations, a game-time decision may have to be made. When games are cancelled due to inclement weather and/or poor field conditions, the intramural fields will be closed and informal play or team practices will not be allowed.

- ◆ Once games are cancelled or postponed, an email/text announcement will be sent through the Imleagues.com website. An intramural staff member will notify the affected teams' captains by phone.
- ◆ During winter weather related situations, the intramural schedule of games will follow the University's schedule for evening classes – If the University cancels evening classes then intramural games will not be played. If the University decides to hold evening classes, then intramural games will be played as scheduled.
- ◆ Due to inclement weather or other unforeseeable circumstances, games in progress may also be suspended or terminated. This decision will be made by the Assistant Director of Sport Programs, Intramural Graduate Assistant or supervisor-in-charge. If time and facilities allow, suspended games will be restarted at a later date. If a suspended game is not able to be rescheduled, **each team will be given a tie**. Games that are terminated will be considered final based on the score at the time of termination or last completed inning.
- ◆ Since Campus Recreation utilizes a combination of natural and artificial playing surfaces, there may be times that games scheduled for natural grass fields are cancelled when games scheduled for artificial turf fields are still played. In these cases, **the intramural staff reserves the right to alter the schedule (switch fields) to allow priority games to be played**, as determined by the Assistant Director of Sport Programs.
- ◆ Safety of participants and staff will always be the primary consideration in the cancelling or suspending games.
- ◆ **Any canceled or postponed games will be rescheduled for Sundays or an open time slot during the week.**

Rescheduling

Games that are not affected by weather or other unforeseeable conditions/circumstances **will not** be rescheduled. Teams should not contact the intramural office requesting a game to be rescheduled.

- ◆ Every effort will be made to reschedule postponed and/or suspended games. Rescheduling is not guaranteed for league play and will depend on the availability of facilities and time remaining before playoffs.
- ◆ Reasonable accommodations for the teams affected will be made during this process, but teams should understand that time and facility availability will limit the options for reschedules. Most of the time, rescheduled games will not correspond with the teams' original game days/times.
- ◆ **Sundays are open for reschedules based on field availability**

Play-off Structure, Selection and Seeding

At the conclusion of the regular season, **all teams will advance to a single elimination playoff bracket tournament**. **The only exception is if your team finished the regular season with two unacceptable ratings**. If a team has received two unacceptable ratings, they are dropped from further competition within that sport. Playoff games can be any day, any time and generally will not correspond with a team's regular season schedule. In some sports, team may not make the playoffs due to limited space and field availability.

Teams wishing to not be placed in a postseason playoff bracket should contact the Intramural Office prior to the end of the regular season. This will avoid a forfeit or default once the playoff schedule has been published.

Tournament Structure – When a league is divided into different competitive/skill levels, two tournaments of comparable size will be scheduled, resulting in an “A” Tournament and a “B” Tournament.

- The “**A & B**” **Tournament** will be structured like a traditional playoff tournament – teams will be seeded according to their regular season performance. Higher seeds will usually get the advantage of having their first round games scheduled according to their regular season division day/time. Special attention will be given to avoid teams meeting in the first round that played in the regular season (cross-bracketing divisions).
- Leagues that are not divided by competitive/skill levels will generally have one playoff tournament. That tournament will usually follow the “A” tournament guidelines; however, certain sports may incorporate some of the principles of a “B” tournament. In rare cases where demand warrants, a league may have both an “A” and “B” tournament.

****FRATERNITY AND SORORITY TOURNAMENT**** - All Fraternity and Sorority Life teams will be eligible for Playoffs unless they finished the regular season with two unacceptable ratings. At the conclusion of Fraternity and Sorority Life Championships, we will also have a Greek vs Independent Championship match (only in league sports). Winners of that will receive Championship t-shirts.

****Based on the recreational level, a team who finishes 4-0 with a substantial point difference compared to other recreational level teams may be advanced to the “A (competitive)” level bracket.****

Tournament Selection – All teams will qualify for a postseason tournament if at the conclusion of the regular season, teams may advance to a postseason playoff tournament if the team does not receive two unacceptable ratings for their regular season. If they have received two unacceptable ratings, that team will be dropped from further competition and will not make the postseason tournament.

Tournament Seeding – will be based on teams’ regular season win-loss records, with winning percentage being used if teams do not have an equal number of regular season games. Division winners will receive the top tournament seeds, followed by non-division winners. If there are only two divisions, a cross-bracketing seeding system will be used. The Intramural Staff reserves the right to make minor adjustments to tournament seeding’s in an effort to avoid first round “rematches”, correct obvious errors in tournament seeding’s and/or advance a recreational team to the “A” Tournament even if they are not selected.

- **It shall be considered a gross violation of the sportsmanship code if a team intentionally loses a game or does not compete in good faith in an attempt to avoid being placed in a stronger play-off tournament.**

Section 10 – Forfeits/Default Policy

Forfeit Fees

Teams assessed a forfeit will be charged a forfeit fee. The amount of the fee varies from sport to sport and is based on factors such as length of game, amount of staff required for the game, etc. A second forfeit by a team will result in the team being removed from the league **and an additional** forfeit fee being assessed. This includes forfeits resulting from, but not limited to:

- Not having enough players to start a game – Game time is forfeit time (*see exception*)
 - 10 minute grace period is warranted for various sport tournaments/leagues
- Not having enough players to continue a game due to players being ejected/disqualified
- Being assessed a forfeit (disqualified) by the officials or game supervisor for unsportsmanlike conduct, excessive physical play, fighting, etc.
- Teams that receive an unacceptable rating (depending on infraction) may be subject to a forfeit fee
 - Teams that receive 2 unacceptable ratings will be dropped from competition and will be subject to a forfeit fee

Forfeit Fee Tiers

\$30.00 – Basketball, Flag Football, Soccer, Softball

\$20.00 – 4-on-4 Football, Kickball, Ultimate Frisbee, Volleyball, Water Polo

\$10.00 – Individual/Dual Sports, Wallyball; Second forfeit in same day for team sports, Weekend tournament forfeit

Payment Instructions

Forfeit fees must be paid within 1 week or prior to the teams next game.

- **Ex. If a participant's team forfeits a game on Tuesday, and that person has another game on Thursday, they will be ineligible to play on Thursday until that fee is paid.**
- **Teams must bring payment t**

If a team does not pay the forfeit fee prior to their deadline, the team's remaining schedule will be cancelled and the team will be removed from the league.

NOTE: This does not forgive fee(s) owed.

Forfeit fees are collected at the front desk of the CPA. Teams assessed a forfeit fee must come to the CPA and make payment before they can play in their name game/event.

Unpaid Fees – Teams with an outstanding fee at the time play-off brackets are drawn will not be placed in a tournament bracket. Teams are still responsible for any fees resulting from forfeits during the playoffs. **All players** on the team will be ineligible to participate in any intramural activity until **all fees** are paid.

The team captain is ultimately responsible to the Intramural Program for any fees owed. The captain may have a hold placed on their IMLeagues account and not allowed to register for any further intramural event until the fee is paid. If a team still has outstanding fees after the last week of classes, the team captain may have a hold placed on their grades, transcripts and registration until all fees are paid.

Defaults

A default is an un-played game that results in a loss for the defaulting team, but does not require the payment of a forfeit fee. A default does not affect a team's playoff status. Defaults may be granted in two situations:

1. A team may request a default if circumstances prevent them from fielding the minimum number of players to start a game. The captain or assistant captain must come to the Intramural office in person or notify the Intramural office email from the team captain's school email account. Phone calls will no longer be accepted. The default must be requested prior to the default deadline:
 - **Game Day Mon-Thurs:** 3:00 p.m. the day of the game
 - **Game Day Sunday:** 12:00 p.m. Friday (if there are games)
2. A team no longer has the minimum number of players and is unable to continue a game due to player injury.

Teams are allowed one (1) default per season. Two (2) defaults will result in a forfeit for the team and the forfeit fee being assessed. An additional default may be granted for the play-offs without penalty provided the team captain meets the deadline requirements set forth above.

Teams that have a forfeit and a default on their regular season record shall not be eligible for a play-off tournament.

Section 11 – Protest Procedure

From time to time there may be grounds for a team to protest a game, match or official's ruling. The following procedures should be followed at such times.

- ◆ **Teams may not protest the judgment call of an official.** Only protests concerning player eligibility or misinterpretation of a playing rule will be considered.
- ◆ **Player eligibility** – Player eligibility can be protested throughout the season or tournament. Those intending to protest the eligibility of a player are encouraged to state their intent to the supervisor prior to the start of a game or match. Protests after a game shall be directed to the Assistant Director for Sport Programs or Graduate Assistant(s).
- ◆ **Rule Interpretation** – If a team wishes to protest the interpretation of a rule, the captain must register a verbal protest with the head official prior to the next play. The head official will notify the supervisor who will record all information pertinent to the game. When possible, the protest will be ruled on immediately before any further playing action occurs. NOTE: If there is no verbal protest prior to the next play, the team loses its right to protest.
 - If the ruling of the official is upheld, the team will be charged a time-out and play will resume immediately. If a team loses a protest and does not have any time-outs remaining, they will be assessed a technical foul (or

equivalent) for delay of game.

➤ If the team's protest is upheld, the team will not be charged with the time-out.

- ◆ **The Assistant Director of Sport Programs will rule on all protests.** If the Assistant Director is unavailable, the supervisor-in-charge may rule on any protest of rule interpretation. If the team disagrees with the ruling of the supervisor, a written appeal may be made to the Assistant Director by noon the following day.

Section 12 – Sportsmanship

Team ratings are: **ACCEPTABLE - UNACCEPTABLE - SEASON ENDING**

A team is responsible for the actions of the individual team members and spectators related to it. The team manager's efforts in assisting officials/staff to calm difficult situations and to restrain troubled teammates are key to controlling team conduct. Intramural sports officials and/or supervisors/graduate assistant shall determine acceptable and unacceptable team ratings. **Appeals for unacceptable ratings will not be recognized.** The Assistant Director of Sport Programs will determine season ending ratings. The Intramural Sports staff also reserve the right to review any rating given to a team. Regardless of the division or league, teams displaying good sportsmanship and receiving an acceptable rating throughout the league will be eligible for playoffs.

Acceptable Sportsmanship Rating Behavior

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

-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 ETSU Campus Recreation facilities and equipment.

Unacceptable Sportsmanship Rating will be given as a result of the following:

-Any player that is ejected for unsportsmanlike conduct.

-Any technical fouls for unsportsmanlike conduct and/or multiple unsportsmanlike penalties given (two unsportsmanlike situations in one game result in forfeiture of the contest).

-Participants/Spectators who continually complained about officials' decisions and displayed dissention. Complaints include both verbal and nonverbal behavior. Excessive arguing between opposing teams/spectators might also lead to an unacceptable rating.

-Team captain (spokesperson) exhibited little control over his/her team and spectators conversed in a dissenting manner with officials about rule interpretations/calls and did not cooperate. Did not provide information requested by any intramural sports official/staff while performing duties.

-Team members did not meet eligibility requirements for participation in the ETSU Intramural Sports Program. See IM Handbook Packet- Eligibility

-Team members played with participants who were on the outstanding ejection list or had been suspended from participation in the Intramural Sports Program.

-Public indecency, vulgarity, or obscenity.

-Individuals/teams played after the consumption of alcohol/drugs. If the contest has begun when this is discovered, the player(s) will be immediately removed from the facility, and the contest could be forfeited to the opponent.

-Physical abuse by participants/spectators in the form of fighting and/wrestling with an opponent and/or teammate which occurred before, during, or after an Intramural Sports contest.

-Any threatening behavior (verbal and/or nonverbal) to any ETSU Intramural Sports or Campus Recreation employee, participant, or spectator which occurred before, during, or after an Intramural Sports contest.

-Damage to or destruction of any ETSU property or ETSU Campus Recreation facilities or equipment.

-Any violation of the ETSU Student Code of Conduct.

Consequences of Unacceptable Rating

- Team is suspended until the captain/manager meets with the Assistant Director of Sport Programs/GA(s). It is the captain's responsibility to email intramurals and schedule a meeting with the Assistant Director of Sport Programs/GA(s). A team is ineligible for any intramural sport competition until this meeting occurs.

- Regardless of the length of the season or tournament, two unacceptable ratings will be equivalent to a season ending rating, and the team will automatically be dropped from further competition and a forfeit fee will be assessed.

Season Ending Sportsmanship Rating Behavior

-Team was uncooperative and out of control before, during, or after intramural sports contest(s).

-Team captain (spokesperson) exhibited poor control over self, the team, and/or the spectators.

-Multiple ejections or blatant unsportsmanlike conduct that endangered participants, fans, officials, or supervisors occurred.

-Team failed to cooperate/comply with intramural sports administrative staff/University officials while performing their duties; falsely represented or withheld any requested information.

-A team received a second unacceptable rating in the same sport or activity.

-A season ending sportsmanship rating cannot be appealed or protested.

-Teams were unable to continue play and the contest was stopped before its scheduled conclusion.

-Teams receiving an unacceptable sportsmanship rating in tournament will be eliminated from further competition regardless of the contest's outcome.

Consequences of a Season Ending Sportsmanship Rating

-Team will be automatically dropped from any further intramural sports competition.

-Future eligibility in the ETSU Intramural Sports Program of all team players will be reviewed.

Section 13 – Discipline

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

Ejections

Any person/participant who is ejected from a game as a result of unsportsmanlike conduct is required to leave the confines of the playing area within a timely manner. This is usually measured by one minute, however the game supervisor may allow slightly more time if they feel it is appropriate or necessary. Ejected players must leave sight and sound of the facility. Failure to do this will result in a forfeit for their team and Campus Police being called.

Suspensions

Automatic Suspension – Any player, coach, or spectator who is ejected from an Intramural Sports contest as a result of unsportsmanlike conduct will be automatically suspended from all further intramural activities until officially reinstated. Ejected individuals and team captains are required to meet with the Assistant Director of Sport Programs/GA's to discuss the incident prior to reinstatement.

Whenever a meeting with the Assistant Director of Sport Programs is required, it is the responsibility of the ejected player to contact the Assistant Director/GA's to set up a meeting for potential reinstatement (The IM Office will send out an e-mail discussing the ejection, but the participant must set up the meeting)

Mandatory Minimum Suspension – After meeting with the Assistant Director, ejected players may be required to serve a mandatory minimum one-game suspension. Depending on the severity of the incident, this suspension may be lengthened and include loss of recreational privileges at the CPA and other Campus Recreation sponsored activities and possible referral to the Assistant Dean of Students.

Extent of Suspensions – Suspensions can extend to, and include, a lifetime ban from the Basler Center for Physical Activity and all Campus Recreation activities!

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

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 Public Safety, possible criminal charges, and the case will be sent to the Assistant Dean of Students for review. Please be aware that any and all types of verbal and/or physical abuse toward any staff member of Intramural Sports will not be tolerated under any circumstances.

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.

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.

Intent to Injure - Any player who is determined by the game officials or game supervisor to have deliberately attempted to injure another player will be immediately ejected and receive an indefinite suspension from all Intramural and Campus Recreation activities. The player will be required to meet with the Associate Director for Sport Programs and Director of Campus Recreation. The Assistant Director and Director will determine the length and extent of the suspension.

Falsification of Identification / Identity Theft - It is University policy that an individual (including spectators) be in possession of their ID card at all times and must show their ID to a University official upon request. The fraudulent possession or use of another individual’s card may result in the confiscation of the card and other campus actions. Any individual who participates or attempts to participate using another individual’s ID card will result in suspension from further participation for the individual(s) and possibly the team. The incident will also be submitted to the Office of Judicial Affairs for review.

Willful Facility/Equipment Damage

Any player, coach, or spectator who willfully/deliberately damages facilities and/or equipment will be ejected. The individual will be billed for the cost of all damages. The individual(s) will receive a hold on all grades, transcripts and registration until the bill is paid. In addition to financial responsibility for the damages, the individual(s) will be subject to further disciplinary action through Campus Recreation, the Office of Judicial Affairs and/or Public Safety.

Reinstatement and Probation

Before reinstatement, any ejected participant(s), teams/organizations must submit a written request for reinstatement. This request should include an outline of the events surrounding the ejection, the individual’s actions that led to the ejection, and assurances as to how this type of behavior will be avoided in the future. The letter should be professionally written, include proper punctuation and be free of grammatical errors. This letter shall be submitted to the Assistant Director prior to the participant’s next game/match. It is the responsibility of the suspended player to make sure this requirement is met.

Upon submission of a satisfactory request for reinstatement and completion of their suspension, a suspended player will be reinstated. A reinstated player will automatically be placed on probation through Campus Recreation for the rest of the school year. If it is considered to be late in the school year (i.e. after Spring Break) then the probationary period may carry over into the following fall semester. If, during this probationary period, the individual is ejected from another intramural game, they will be required to serve a minimum three (3) week suspension. Additional disciplinary actions may be taken if deemed appropriate, including a longer intramural suspension, loss of CPA privileges and/or referral to the Office of Judicial Affairs.

NOTE: Any instance of participant misconduct and/or disciplinary action may be referred to the Office of Judicial Affairs, the Department of Public Safety with charges (student judicial and/or criminal) being sought in some instances, or other ETSU department. The ETSU Department of Public Safety is a full law enforcement agency with ability to file criminal charges and the authority to arrest.

Any individual who has been ejected from an intramural event is not eligible until he/she meets with the Assistant Director of Sport Programs. **This includes ejections from the previous school year(s).**

***If a person on the “outstanding ejected player list” participate before clearing his/her punishment he/she will be suspended from intramurals for a minimum of 4 active sport weeks. This is in addition to the punishment for getting ejected.** The “outstanding ejected” list is available at the Intramural Sports office for captains to check. It is suggested that all team captains check this list prior to the start of the season. It is NOT the responsibility of the intramural sports office to inform captains of previous sports “outstanding ejected players” who could be participating or did participate on his/her team.

Section 14 – Emergency Action Plans (Intramural Fields/Field Complex)

Emergency Action Plan

Intramural Field Complex

Tornado:

- All patrons need to exit Intramural Field Complex (if time allows) and go to the Field Complex Building. They can chose to go to their vehicles and go home, but we encourage them to take cover inside the Field Complex Building. They need to get into the building safely and calmly, find a sturdy wall to take cover and use their hands or equipment to cover their heads.
- **There should be NO one leaving the building until all clear has been sounded.**
- Once the severe weather has passed, in an orderly and polite manner, instruct the people to the exit the Intramural Field Complex.
- If there is not enough time to go to the CPA please get as many patrons as possible in the restrooms **and storage rooms** of Intramural Field Complex

Lightning:

- When a thunderstorm is approaching, the Field Complex Attendant or intramural student staff will be in charge of monitoring the weather radar and lighting detector and staying in contact with the CPA Front Desk, Intramural Graduate Assistants, and the Assistant Director of Sport Programs.
- When lightening and/or thunder are noticed a student assistant should check the lightning detector and see if lightning has occurred within 3-8 miles away or less (I suggest downloading WeatherBug).
- If the storm is within the 3-8 mile distance the Field Complex Attendant or intramural student assistants will make the decision to clear the fields and delay open rec or intramural games for 30 minutes.
- **All patrons should stay away from swinging the bats and/or sitting on the bleachers during lightning delays. Please seek shelter inside.**
- Any time lightning strikes the time will reset to the 30-minute period before patrons will be allowed back on to the playing fields.
- The Intramural GA’s and Assistant Director of Sport Programs will make any and all important decisions concerning this matter.

Fire:

- When the fire alarm sounds, calmly and quickly ask patrons and employees to quit their activities.
- All patrons and employees will need to exit Intramural Field Complex safely and calmly through the main entrance of the Complex.
- Survey your area and be sure everyone is away from the fire and do not return back until you have been given the “all-clear” to do so.

Lockdown:

- Upon direction/instruction/signal of the ETSU Gold Alert and/or Emergency Notification System, that there is a lockdown on campus, you should immediately ask patrons to quit practicing and get off of the fields. The front office staff should inform the Field Complex Attendant and/or Intramural Supervisor of an immediate lockdown. The Graduate Assistant(s) of Intramural/Clubs and Assistant Director of Sport Programs should also be notified.
- Lock all doors and turn off all lights.
- Move all patrons and workers to the restrooms, garage, or concession stand. Turn off the room lights, lock all the doors and barricade to the extent possible.
- Once everyone is in place, they should remain still, quiet, and silence cell phones or devices that can generate noise.
- Do not answer the door for anyone. Unless they have a key...they don't get in.
- Do not leave area until you have been notified that an "all-clear" or "resume normal operations" message has been given.
- **We cannot force patrons to stay. If they must, or choose to leave, ask them to completely exit the Intramural Field Complex.**

Active Shooter:

- Upon direction/instruction/signal of the ETSU Gold Alert and/or Emergency Notification System, that there is a lockdown on campus, you should immediately ask patrons to quit practicing and get off of the fields. The front office staff should inform the Field Complex Attendant and/or Intramural Supervisor of an immediate lockdown. The Graduate Assistant(s) of Intramural/Clubs and Assistant Director of Sport Programs should also be notified.
- Lock all doors and turn off all lights.
- Move all patrons and workers to the restrooms or concession stand. Turn off the room lights, lock all the doors and barricade to the extent possible.
- Once everyone is in place, they should remain still, quiet, and silence cell phones or devices that can generate noise.
- Do not answer the door for anyone. Unless they have a key...they don't get in.
- Do not leave area until you have heard that an "all-clear" or "resume normal operations" message has been given.
- **We cannot force patrons to stay. If they must, or choose to leave, ask them to completely exit the Intramural Field Complex.**

If you are in a secured area and see or suspect a violent incident occurring, you can use your cell phone or the telephone to call 911 or 423-439-4480 to relay your specific location (i.e. your building name and office, room, or area/field you are located). Where possible, identify the number of people at your location, report injuries if any, and most importantly describe the assailant(s) – what they look like, what they are wearing, the direction they are traveling, and type of weapon(s) they have.

Emergency Action Plan

Intramural Fields by CPA (Front Yard/Side Yard)

Tornado:

- All patrons need to exit the Front/Side Yard fields and go to the CPA or Basement Storage facility. They can choose to go to their vehicles and go home, but we encourage them to take cover inside the CPA or Basement Storage facility. They need to get into the building safely and calmly, find a sturdy wall to take cover and use their hands or equipment to cover their heads.
- **There should be NO one leaving the building until all clear has been sounded.**
- Once the severe weather has passed, in an orderly and polite manner, instruct the people to the exit the CPA/Basement Storage facility.
- If there is not enough time to go to the CPA please get as many patrons as possible in the Basement Storage facility.

Lightning:

- When a thunderstorm is approaching, the sport club officers or intramural student staff will be in charge of monitoring the weather radar and lightning detector and staying in contact with the CPA Front Desk, Intramural Graduate Assistants, and the Assistant Director of Sport Programs.
- When lightening and/or thunder are noticed a student assistant should check the lightning detector and see if lightning has occurred within 3-8 miles away or less (Suggest downloading WeatherBug).
- If the storm is within the 3-8 mile distance the sport club officer or intramural student assistants will make the decision to clear the fields and delay open rec or intramural games for 30 minutes.
- **All patrons should stay away from any outside activity. Please seek shelter inside the CPA or Basement Storage facility.**
- Any time lightning strikes the time will reset to the 30-minute period before patrons will be allowed back on to the playing fields.
- The IM Student Supervisors, Intramural GA's, and Assistant Director of Sport Programs will make any and all important decisions concerning this matter.

Fire (Outside – stay away from poles, trees, or anything than can fall)

- When the fire alarm sounds, calmly and quickly ask patrons and employees to quit their activities.
- All patrons and employees will need to exit Intramural Front/Side Yard Complex safely and calmly through the main entrance of the Complex.
- Survey your area and be sure everyone is away from the fire and do not return back until you have been given an “all-clear” to do so.

Lockdown:

- Upon direction/instruction/signal of the ETSU Gold Alert and/or Emergency Notification System, that there is a lockdown on campus, you should immediately ask patrons to quit practicing and get off of the fields. **The front office staff should inform the Sport Club Officers and/or Intramural Supervisor of an immediate lockdown. The Graduate Assistant(s) of Intramural/Clubs and Assistant Director of Sport Programs should also be notified.**
- Lock all doors and turn off all lights (if you cannot evacuate from the lockdown)
 - If you cannot evacuate, please run to Basement Storage and lockdown
- Turn off the room lights, lock all the doors and barricade to the extent possible.
- Once everyone is in place, they should remain still, quiet, and silence cell phones or devices that can generate noise.
- Do not answer the door for anyone. Unless they have a key...they don't get in.

- Do not leave area until you have been notified that an “all-clear” or “resume normal operations” message has been given.
- **We cannot force patrons to stay. If they must, or choose to leave, ask them to completely exit the Intramural Field Complex.**

Active Shooter:

- Upon direction/instruction/signal of the ETSU Gold Alert and/or Emergency Notification System, that there is a lockdown on campus, you should immediately ask patrons to quit practicing and get off of the fields. **The front office staff should inform the Sport Club Officers and/or Intramural Supervisor of an immediate lockdown. The Graduate Assistant(s) of Intramural/Clubs and Assistant Director of Sport Programs should also be notified.**
- Lock all doors and turn off all lights (if you cannot evacuate from the lockdown)
 - If you cannot evacuate, please run to Basement Storage and lockdown
- Turn off the room lights, lock all the doors and barricade to the extent possible.
- Once everyone is in place, they should remain still, quiet, and silence cell phones or devices that can generate noise.
- Do not answer the door for anyone. Unless they have a key...they don't get in.
- Do not leave area until you have been notified that an “all-clear” or “resume normal operations” message has been given.
- **We cannot force patrons to stay. If they must, or choose to leave, ask them to completely exit the fields for others safety.**

If you are in a secured area and see or suspect a violent incident occurring, you can use your cell phone or the telephone to call 911 or 423-439-4480 to relay your specific location (i.e. your building name and office, room, or area/field you are located). Where possible, identify the number of people at your location, report injuries if any, and most importantly describe the assailant(s) – what they look like, what they are wearing, the direction they are traveling, and type of weapon(s) they have.