



# **Intramural Sports Handbook**

Central Texas College provides a recreational opportunity for students, faculty and staff to participate in a variety of team and individual sports through the Intramural Sports Program. Only current students, faculty and staff of Central Texas College may participate. A schedule of events and activities for the fall and spring semesters will be posted on the online calendar of events and at the CTC Physical Education Center (gym), bldg. 151.

The following handbook provides guidelines for participation in the program. All guidelines must be adhered to and will be enforced.

## **Participation/Liability**

Participation in the Intramural Sports Program is completely voluntary. Each individual who takes part in any intramural sports activity does so at his/her own risk and must assume the responsibility for his/her own health and safety. Central Texas College and the Intramural Sports Program accepts no responsibility and shall not be liable for any injury or other irregularity resulting from participation in any activity or from the use of any recreational facility by the program or the schools.

## **Entry Procedures**

1. Anyone interested in signing up for a particular sport may download the correct team roster sheet or individual entry form from the intramural web page or pick one up at the gym. The form must be filled out completely and accurately and returned to the intramural sports coordinator at the gym. No online submissions or e-mails will be accepted.
2. Each team member must legibly print their name, social security number and phone number on the roster sheet. Each team member must also have a valid, current student I.D. card.
3. Return the completed roster or entry form to the intramural sports coordinator at the gym before the designated entry deadline.
4. Captains or any designated team representative must attend the mandatory coaches' meeting during which procedures, policies and relevant information will be discussed. Meeting dates will be indicated on the online calendar of events and bulletin board at the gym.
5. Be sure to check both the calendar and bulletin board for important information such as game times or scheduling changes.

## **Free Agents**

Individuals who have not signed up with a team but are interested in playing a particular sport may become a free agent. Such individuals should stop by the CTC gym and register using the free agent form. Free agents may be recruited by other individuals or already existing teams. The names on the free agent registration will be made available to team captains who are interested in recruiting players.

Free agents are encouraged to attend the captains' meetings and make themselves known to captains who are in need of players as well as contacting other free agents to possibly form a team of their own.

Registering as a free agent does not guarantee placement on a team.

## **Team Captains**

Team captains serve as the official liaison between the team and the intramural sports staff. It is the captain's responsibility to ensure all team members are fully informed about matters concerning his/her team. Each captain is required to attend the mandatory captains' meeting held prior to the start of each season. The meetings are an important source of information concerning each sport including rules/rule changes, scheduling, playoff information and recruitment of free agents. Each team must be represented at the meeting. The date and time of each meeting will be posted on the online calendar of events and on the bulletin board in the gym.

The duties of the captain include:

1. Accurately complete the team entry/roster form with the name, social security number and phone number of each team member.
2. Attend mandatory meeting captains' meetings.
3. Be familiar with the rules of eligibility and ensure all team members meet those requirements.
4. Be knowledgeable about the rules of play for the designated sport and to educate team members regarding these rules.
5. Notify team members of the date, time and location of all games and ensure the team does not forfeit these games. Captains as well as team members are encouraged to check the online calendar of events and the gym bulletin board for scheduled games.
6. Promote fair play and good sportsmanship and manage the conduct of the team and its spectators at all times during intramural contests.

### **Scheduling and League Play**

Intramural sports activities will be held on Fridays unless otherwise noted. Schedules for regular season play will be based on the number of entries and will consist of a round robin format. Season-ending tournaments will be held for each league and consist of a single-elimination format.

### **Tournaments**

Tournaments may be held throughout the year for a variety of sports and will be based on the number of entries. Tournament play may consist of either round robin, single or double-elimination format.

### **Attire and Equipment**

For participation in a team sport, each team is encouraged to have some type of dress that provides uniformity in color (i.e. matching jerseys) for each team member. In the event teams do not have uniforms of one distinguishable color, all players will be required to wear jerseys provided by the Intramural Sports Department.

All participants are required to wear proper or appropriate footwear and personal equipment for competition.

1. Participants may not play barefooted or in socks.
2. Regulation rubber-soled cleats, plastic cleats, turf shoes and tennis shoes are permissible for outdoor play on the intramural field. Metal cleats, spikes, combat boots or hiking boots, sandals or loafers may not be worn.
3. Regulation non-marking tennis shoes, basketball shoes or court shoes are required for participation in all indoor intramural sports.
4. Participants may wear soft, pliable pads or braces to protect an injury. Braces made of any hard material or metal will not be permitted for safety reasons. Under no circumstances will players wearing a cast or splint be allowed to participate.
5. The intramural sports staff reserves the right to ban the use of any equipment that may be considered dangerous to participants.
6. The intramural sports staff reserves the right to refuse the wearing of any jerseys or uniforms that may be considered offensive.

## **Awards**

Intramural Champion t-shirts will be awarded to tournament winners of each intramural sport. The number of t-shirts distributed will be the number of eligible team members listed on the championship team's roster. In addition, each individual team member's name will be inscribed on a plaque for inclusion on the Intramural Sports Wall of Fame.

## **Policies and Procedures**

It is the responsibility of each intramural sport participant to know and understand the existing policies and rules of the Intramural Sports Department. Ignorance of any intramural policy is not an excuse for failure to comply. The Intramural Sports Dept. reserves the right to put into immediate effect any new rulings regarding intramural sports, but before doing so, will properly inform team captains of any changes.

## **Participation and Eligibility**

All team captains are responsible for verifying the complete eligibility of their own players prior to their participation in a sport.

1. Any cases of ineligibility called to the attention of the intramural sports staff will be investigated according to the rules of eligibility.
2. Students of Central Texas College who are enrolled in one or more hours of resident schoolwork are eligible for participation. Students who enroll for the current semester and then drop their class(es) are no longer eligible to participate.
3. All faculty and staff of either Central Texas College are eligible to participate.
4. Students enrolled only in correspondence courses are not eligible to participate.
5. A valid student or faculty/staff ID card must be presented to be eligible to participate. No ID – No play – No exceptions!
6. Each participant must be listed on the team entry/roster form. Any roster additions must be made prior to participation. The deadline for adding players to a roster is the last game day of the regular season. Players must have played in at least one regular season game to be eligible to participate in the playoffs.
7. A participant may only play on one team for a particular sport. The first team played on will be considered that person's team. Any subsequent participation on another team constitutes the use of an ineligible player. No player may be dropped from one roster and added to another team's roster once that player has participated in a game. In the event a player's team is dropped from competition without having played a game, he/she can appeal to the intramural sports coordinator to be placed on another team.
8. To be eligible for the playoffs, a player must have participated in a minimum of one regular season game with that team. A player's name must appear on the entry form/roster prior to the last regular season game. If a game is forfeited, all players present, and otherwise eligible, will be considered participants for that game.
9. Teams may not play ineligible players even with mutual agreement of both teams.
10. The penalty for using an ineligible player or for a team using player under an assumed name shall be:
  - a) The team shall forfeit all games in that sport in which the ineligible player participated. In the event a player participates for more than one team, the second team for which the ineligible player participated shall forfeit all games in which the ineligible player participated. Any team knowingly using an ineligible player or plays a person under an assumed name may be denied participation in that sport for the remainder of the season.
  - b) The offending player shall be suspended from further participation in that sport and possibly from participation in all other intramural sports for the remainder of the semester and/or academic year.

## **Participant Conduct**

The importance of winning should never become so overriding that players lose sight of appropriate behavior. The playing field is not a venue for physical or verbal abuse by the players or spectators. Failure to display an acceptable degree of sportsmanship will render a participant ineligible from further participation in any intramural sport or activity. These decisions lie solely with the intramural sports coordinator.

The team captain is responsible for the actions of any player on his/her team as well as the spectators of that team. The conduct of all players before and after the game is as important as conduct during the game.

## **Misconduct and Ejections**

Participants and spectators who choose to follow unsportsmanlike behavior before, during and after a contest, whether directed toward an opponent, an official or spectator for the opposing team may be ejected from that contest. Examples of unsportsmanlike conduct which will result in ejection include vulgar or abusive language, obscene hand or body gestures, unnecessary roughness, excessive technical fouls, fighting, inciting a fight, flagrant actions toward an opponent, official, staff personnel or opposing fans. Any player, coach or spectator who is ejected from an intramural contest for unsportsmanlike conduct is automatically suspended from all intramural activity until official reinstatement. Any ejected person is subject to the following sanctions:

1. Any individual addressing a staff member, official or opponent in an unsportsmanlike manner shall be immediately ejected from the game and the facility. Any individual who does not cooperate with the staff and does not leave the facility immediately will be subject to further disciplinary action.
2. The minimum suspension for any ejection is one game in the activity from which the person was ejected plus a three-month probationary period. The period of suspension will be dependent upon the severity of the incident. A second offense during the probationary period will result in (at minimum) the immediate suspension of further participation in that sport.
3. During the period of suspension, the individual may not participate in any intramural activity until the suspension is lifted.
4. Any player, coach or spectator who threatens, strikes or physically abuses any intramural staff member or official will be immediately suspended from all participation for a minimum of one year. Such actions will be referred to the police and the physical education department chairperson for review. Any further disciplinary action may be pursued if warranted. Any and all types of verbal and/or physical abuse toward any staff member or official will not be tolerated under any circumstances.
5. Any player, coach or spectator who willfully causes the destruction of or damage to equipment or venue belonging to the Intramural Sports Dept. shall be held responsible for all subsequent damages and any costs associated with repairs or replacement.

Any player, coach or spectator who is ejected from an intramural contest for fighting shall be subject to the following sanctions:

1. Physical contact with intent to intimidate or harm a staff member, official, opponent or fan shall result in a minimum of one-year suspension from all intramural sports activities. This also includes an attempt to strike, even though there may not be contact.
2. If the instigator(s) can be identified, involvement in a fight shall result in a minimum one-year suspension from all intramural sports activities. "He/she hit me first" and "I was just defending myself" are not acceptable excuses for fighting. Participation in a fight is considered to be any player, coach or spectator that enters the field or court during the fight.
3. Any team, its individual players and associated spectators which are involved in a "team" fight (most or all of the team members or spectators present) will be immediately suspended from further participation in that sport. This is the minimum period of suspension and may be increased depending on the severity of the incident. Leaving the bench or sideline area will also cause the team(s) to forfeit the contest and be placed on disciplinary probation for one year. A team will include all participants listed on the roster at the time of the fight. Members that are not present will not be subject to suspension.

## **“Extramural” Events**

Any instance of misconduct or poor sportsmanship by an individual or team representing Central Texas College at “extramural” events such as flag football, softball and other such tournaments will result in participation sanctions for that individual or team within the CTC intramural sports program, in addition to any sanctions imposed at the “extramural” event. Any individual who has been ejected from play during the current intramural season or is currently on probation may be subject to restriction from participating in “extramural” events.

## **Reinstatement Procedures**

To be reinstated, an ejected participant must meet with the intramural sports coordinator as soon as possible following the ejection. The period of suspension for any person shall be determined by the intramural sports coordinator. No individual will be reinstated prior to a personal visit with the coordinator.

## **Postponements and Rescheduling**

The Intramural Sports Dept. is willing to facilitate the rescheduling of a game only when extraordinary circumstances occur. Postponements and rescheduling of contests are extremely rare.

1. A valid reason must be presented to postpone a regularly scheduled contest. Group social functions and organization meetings are NOT considered valid reasons. An absence of team members must be a result of a scheduled school function that involves a majority of all team members.
2. A scheduled contest may be postponed only through the unanimous agreement of both teams and the Intramural Sports Dept. If all parties cannot agree on a new time, the originally scheduled game time will stand. Requests for rescheduling are not valid until final approval has been granted by the intramural sports coordinator. If two teams postpone a scheduled game without such approval, both teams shall be credited with forfeits.
3. Tournament and playoff games must be played as scheduled. No postponements will be considered.
4. The Intramural Sports Dept. will determine when climactic conditions justify postponements and will contact team captains regarding any rescheduling of these contests.

## **Inclement Weather Policy**

Postponements and/or rescheduling of intramural games due to inclement weather may be made in an effort to protect the safety of the participants and the quality of our playing fields. Decisions concerning game changes due to inclement weather will be made as soon as possible on the day of the scheduled activity.

## **Alcohol and Tobacco Policy**

The possession and/or consumption of alcohol or drugs are prohibited at campus sports facilities at all times. Therefore, alcoholic beverages or drugs will not be allowed at any program or activity sponsored by the Intramural Sports Dept. This policy applies to all intramural sports participants, as well as coaches and spectators. Any participant or spectator who is under the influence of alcohol or drugs will not be allowed to participate in any intramural sports activity and will be required to leave the facility immediately. Violators will be subject to disciplinary action. The intramural sports coordinator and/or officials will have the responsibility and authority to make decisions regarding participation by a participant, coach or spectator.

Smoking is not permitted at campus sports facilities at any time. Therefore there will be no smoking on, around or near the intramural playing fields or courts. This policy applies to all players, coaches, spectators and other participants.