

**Montclair State University  
Department of Campus Recreation  
Intramural Sports**



**MONTCLAIR STATE**  

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**UNIVERSITY**

**Director's & Official's Handbook**

Montclair State University  
2010-11 Intramural Sports Employee Handbook

## **Contacts**

*Asst. Director of Campus Recreation*

Keith Fonseca

*Coordinator of Intramural and Club Sports*

Carolyn Garrone

*Intramural Office*

[imsports@mail.montclair.edu](mailto:imsports@mail.montclair.edu)

973-655-3345

Ashley Garofalo

*Area Supervisor Intramural Sports*

Josh Sternlieb

*Area Supervisor Intramural Sports*

Garry Schragenheim

*Area Supervisor Intramural Officials Team*

*Student Recreation Center Main Office*

973-655-3340

*Student Recreation Center Front Desk*

973-655-3343

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## **I. Introduction to Intramural Sports**

### **Mission Statement**

Intramural Sports offers Montclair State University students, faculty, and staff the opportunity to participate in a wide variety of individual and team sports and games at various levels of competition. Intramural Sports strives to provide structured and organized programs while assisting in the fulfillment of relaxation, socialization, achievement, personal development and learning experiences, and physical wellness while promoting teamwork and mutual respect. It is the goal of Intramural Sports to provide the Montclair State University community the opportunity to participate in the sport of their choice in a fun, friendly, and safe environment.

### **Goal Statement**

The purpose of an Intramural Sport Director is to direct intramural team sports offered by the Intramural Sports Department. Director's oversee and manage a safe and pleasant atmosphere for intramural participants and assist the Intramural Sports Supervisor staff when needed. The Intramural Sports Program is designed to complement the academic pursuit of the Montclair State University and provide a recreational outlet to its students. Having fun is the main goal of any intramural activity.

### **Facilities**

**Student Recreation Center:** Located adjacent to Lot 22 and Bohn and Blanton Residence Halls it holds; a 6 lane 25 yard swimming pool, 2 racquetball courts, 2 full size basketball courts, and 2 multipurpose rooms that are used for indoor intramural sports.

**Sprague Football Field:** Located behind Panzer Gymnasium and between Normal Avenue and the Red Hawk Parking Deck. This is a full length football field that is the location of all outdoor intramural sports.

### **Intramural Office**

The Montclair State University Intramural Office is located in the Student Recreation Center on the first floor outside of the gymnasium in room 1105. The office is the primary source for intramural sports information and the location of all intramural sports staff.

Office hours: Monday - Thursday 10am-8pm  
Friday 10am-4pm

Office phone number: (973) 655-3345.

Office email: [imsports@mail.montclair.edu](mailto:imsports@mail.montclair.edu)

Intramural information can be obtained by going to the official intramural web page at [www.montclair.edu/campusrec/intramurals](http://www.montclair.edu/campusrec/intramurals).

## II. Intramural Sports Job Descriptions

### **Job Title:** Intramural Sports Official

**Position Purpose:** To officiate intramural team sports offered by the intramural sports department. Oversee and manage a safe and pleasant atmosphere for intramural participants and assist the Intramural Sports Supervisor staff when needed.

**Expectations:** To provide participants with exceptional service through displaying a strong knowledge of the intramural sport rules and policies, excellence in professionalism, maintaining a positive attitude, and always communicating in a courteous consistent manner.

### **Typical Job Duties:**

*Provide pre-game assistance for the set up of intramural sports*

- Assist in setting up equipment for the daily activities
- Assist in the signing-in of Intramural teams and verification of their eligibility
- Assist in checking facility for safety hazards

*Provide quality supervision during contests*

- Officiate the intramural contest, enforce sport rules and intramural policies, and ensure a safe environment for participants.

*Provide post-game duties for intramural sports*

- Assist in completing any forms that are required
- Assist in storing any equipment at the conclusion of the daily activities

*Position Requirements*

- Wear accepted uniform while on duty (dark shorts/sweats/pants, ref shirt, whistle, sneakers, **NO JEANS!**)
- Attend all mandatory clinics and meetings

### **Reporting Line:**

Work under the direct supervision of the Intramural Sports Directors, the Intramural Sports Area Supervisors and Campus Recreation Coordinator of Intramural and Club Sports.

### **Qualifications:**

All intramural officials must be students at Montclair State University and must attend all mandatory training sessions

### **Skills Required:**

- Thorough knowledge of the Intramural Sports Handbook
- Thorough knowledge of the Intramural Sports Official's Handbook
- A desire to acquire knowledge of the sport being officiated
- Good interpersonal skills and the ability to relate with peers
- A positive attitude

## **Job Title:** Intramural Sports Director

### **Position Purpose**

To supervise and organize intramural team, individual, and dual sports that are offered by the Intramural Sports Department. They are to oversee and manage a safe and pleasant atmosphere for intramural participants by enforcing all Intramural Sports policies and procedures.

### **Expectations**

To provide participants with exceptional service through displaying a strong knowledge of the Intramural Sport rules and policies, excellence in professionalism, maintaining a positive attitude, and always communicating in a courteous consistent manner. Intramural Sport Directors are reliable and organized persons who work well with others but are also self-motivated.

### **Typical Job Duties**

#### ***Preseason***

- Create an inventory list for all the equipment necessary for your sport
- Organize the binder for your sport on the computer and in the office with all necessary forms and paperwork
- Market sports throughout campus
- Email all past participants and inform them of the upcoming season and important dates
- Help organize and attend info sessions, open play and captains meetings
- Collect entry forms and create documents of all entries for your sports
- Get team captains to pick their schedule

#### ***During Season***

##### **Pregame**

- Call all teams by 12pm the day of game
- Print score sheets
- Arrive at field/court 30minutes before the start of the first game with all equipment
- Set up field
- Collect Montclair State University IDs from EVERY participant and have them sign the waiver

##### **Game Time**

- Bring all captains, officials, and players in for introductions and brief overview of rules two minutes before game time
- Start game ON TIME
- Keep time, score, and stats when necessary and observe officials performance
- Be sure all participants and fans are following policies and maintain a safe and positive environment
- Respond to any emergencies and provide care within training

##### **Post Game**

- Once ALL equipment is returned the participants MSU IDs may be returned
- The final game score must be recorded
- Clean the field/court
- Bring all equipment back to the Student Recreation Center

- Complete the Director's Report

#### **Office Duties**

- Update roster, standings, schedule
- Print updated schedule and hang around Student Recreation Center
- Answer emails and voice messages to best of ability or direct them to the appropriate person
- Maintain clean office

#### ***Postseason***

- Complete an inventory list for all the equipment remaining for your sport
- Take out all unnecessary papers from the binder and create an archive folder for it
- Complete a wrap-up for your sport

#### ***Other Position Requirements***

- Wear accepted uniform while on duty (dark shorts/sweats/pants, Intramural Sports shirt, whistle, sneakers, **NO JEANS!**)
- Attend all mandatory clinics, meetings, training, and in-service days
- Work office hours as assigned

#### **Reporting Line**

Work under the direct supervision of the Intramural Sports Area Supervisors and Campus Recreation Coordinator of Intramural and Club Sports.

#### **Qualifications**

All intramural directors must be currently enrolled as a student at Montclair State University and have a current CPR and First Aid Certification (can be achieved through Campus Recreation).

#### **Skills Required**

- Thorough knowledge of the Intramural Sports Handbook
- Thorough knowledge of the Intramural Sports Rules
- A desire to acquire knowledge of the sport being directed
- Good interpersonal skills and the ability to relate with peers
- A positive attitude

#### **Job Title:** Area Supervisor of Intramural Sports

#### **Position Purpose**

To organize the intramural sports program in the Department of Campus Recreation. The Area Supervisor supervises all intramural employees and helps to create a safe and pleasant atmosphere for intramural participants.

#### **Expectations**

To provide participants with exceptional service through displaying a strong knowledge of the intramural sport rules and policies, excellence in professionalism, maintaining a positive attitude, and always communicating in a courteous consistent manner. Area Supervisors of Intramural Sports are reliable and organized persons who are always encouraging to intramural employees. They have an optimistic attitude toward the future of the Intramural Sports Program.

## **Typical Job Duties**

### ***Preseason***

- Review and revise all rules, score sheets, registration forms, policies and procedures
- Create and update yearly calendar of programs and events
- Collect availability of intramural employees and schedule accordingly
- Create and carryout efficient training and in-service for intramural directors and officials
- Assign intramural directors to sport seasons
- Collect all inventory data from intramural sports directors and record it in a document
- Be sure there is a binder for each sport and check that intramural directors put in all necessary paperwork
- Create a flyer for each season and help directors market
- Organize and attend info sessions and captains meetings by making proper facilities scheduling arrangements and making copies of entry forms, rules and policies
- Help collect entry forms
- Assist directors with scheduling

### ***During Season***

- Observe intramural employees and make sure all Campus Recreation and Intramural policies and procedures are being enforced and all forms are being completed
- Check frequently that the webpage has the most up to date information
- Review and file all forms completed by Intramural Directors
- Follow up with the appropriate professional staff for any injury or incident forms
- Monitor employee performance throughout seasons

### ***Postseason***

- Collect all inventory data from intramural sports directors and record it in a document
- Collect all sport wrap-ups

### ***Other Duties***

- Continuously check phone messages and emails and respond as necessary in a timely manner
- Keep full inventory and recommend new purchases
- Serve as a liaison between student and professional staff
- Enforce employee disciplinary policy
- Create and organize new sports and events
- Assist with Weekend Tournaments
- Respond to conflict
- Hold weekly meetings to discuss how things are being done, what needs to be done, and provide employees with any important information

## **Reporting Line**

Work under the direct supervision of the Campus Recreation Coordinator of Intramural and Club Sports.

**Qualifications**

The Area Supervisor of Intramural Sports must be currently enrolled as a student at Montclair State University and have a current CPR and First Aid Certification (can be achieved through Campus Recreation).

**Skills Required**

- Thorough knowledge of the Intramural Sports Handbook
- Thorough knowledge of the Intramural Sports Rules
- A desire to promote Intramural Sports throughout Montclair State University Campus
- Good interpersonal skills and the ability to relate with peers
- A positive attitude

### III. Position Requirements & Job Duties

#### **Directors Information:**

##### **Directors Attire**

Campus Recreation Employees represent several departments and Montclair State University as a whole. Therefore uniform based attire will be enforced. Every Intramural Sports Director should look professional at all times. The department will provide a Campus Recreation Intramural Sports shirt to every director; you can purchase an extra at a fee. One whistle will also be provided. If you forget a whistle, you may purchase one from Equipment Checkout for \$5. Being on the field does not have this opportunity so makes sure your come prepared. This is also considered part of the uniform and must be with you at all times. Neatly kept khakis, black shorts or black pants shall be worn. No jeans. Enclosed tennis shoes are required at all times. Hats may not be worn and shirts must always be tucked in. Also, in the case that an official no shows, **you should be prepared to officiate.**

##### **Director's Scheduling**

It is the responsibility of each employee to inform the Area Supervisor of their availability before each semester. This includes class times, any shifts in other departments of Campus Recreation, or any time worked at another job. Informing the Area Supervisor staff will help to avoid any conflicts. The schedule will be emailed out to all employees upon completion. If you are scheduled to work and need a substitute, it is your responsibility to obtain one. Review the list of officials that will be distributed following training. Please keep in mind that a shift is still your responsibility until a substitute confirms that he/she will take it. ***The Intramural Supervisor must be informed of all substitutions.***

##### **Directors as Participants**

Many Intramural Sports Directors play intramural sports as well as direct. This is encouraged to build a good knowledge of the game, not to mention, to have fun. An Intramural Sports Director who also participates has to remember that he/she is held to a higher standard as a representative of the Intramural Sports Department and is expected to show sportsmanship above and beyond an average participant. Any intramural sports director who violates any intramural sports policy may be dismissed. An Intramural Sports Director that is ejected from an intramural contest may be dismissed. Furthermore, any Intramural Sports Director receiving an unsportsmanlike penalty during an intramural contest may be suspended. Poor sportsmanship by his/her team will be reflected upon him/her. These policies will be strictly enforced!

#### **Officials Information:**

##### **Officials Attire**

Campus Recreation Employees represent several departments and Montclair State University as a whole. Therefore uniform based attire will be enforced. Every Intramural Sports Official should look professional at all times. The department will provide a referee shirt to every official which will be located in the Intramural Sports Office. Shirts must be returned every night in order to be washed for the next days' use. Failure to return a shirt will result in a charge. One whistle will also be provided. This is also considered part of the uniform and must be with you

at all times. If you forget a whistle, you may purchase one from Equipment Checkout for \$5. Being on the field does not have this opportunity so make sure you come prepared. Neatly kept khakis, black shorts or black pants shall be worn. No jeans. Enclosed tennis shoes are required at all times. Hats may not be worn and shirts must always be tucked in.

### **Official's Scheduling**

The first, and most important, requirement to getting put on the intramural sports officials' schedule is attending all mandatory pre-season training meetings. The number of shifts/hours assigned to each official per week depends on the following: number of games per week, evaluations, and availability. Evaluations will be of greater importance as sports advance into the playoffs. Throughout the course of the season, officials will be monitored and evaluated by the intramural directors. The intramural supervisors will use feedback from these evaluations to determine which officials will be selected to work during the late rounds of the playoffs, as well as during the championship games. The schedule will be emailed out to all employees upon completion. If you are scheduled to work and need a substitute, it is your responsibility to obtain one. Review the list of officials that will be distributed following training. Please keep in mind that a shift is still your responsibility until a substitute confirms that he/she will take it. ***The Intramural Supervisor must be informed of all substitutions.***

### **Dismissal of Officials**

Due to the large number of intramural officials under our employment, it is essential that each employee accept responsibility for the success of the program. If a student employee is found to be negligent in his/her duties, certain disciplinary action will be taken according to the nature of the offense. Student employees may be placed on probation, suspension, or be dismissed for any of, but not limited to, the following:

- Tardiness or leaving before completion of a shift
- Failure to report for a scheduled work assignment without notification
- Falsifying reported payroll hours
- Improper job attitude or performance
- Failure to wear proper staff clothing
- Negligent acts which endanger the safety of others or result in damage to or destruction of university property
- Being under the influence of or possessing any type of drugs or intoxicants during a shift.
- Theft of any property belonging to employees, participants, the intramural department, or the university
- Being discourteous and/or disrespectful toward participants or fellow employees
- Missing a scheduled training session or meeting without notification
- Failure to abide by the policies listed in the Intramural Sports Official's Handbook
- Failure to abide by MSU guidelines
- Violation of the law while on duty

### **Officiating Tips**

The following three factors are essential to the success of any official:

**Positioning and Mechanics** are factors appreciated in some degree by even the most difficult player. The first aspect an official should learn about working any sport is positioning. No one can call a game properly without knowing the correct position he/she is supposed to be in. An official must understand where, when, and what he/she is supposed to be looking for. The best judgment in the world is worthless unless that official is in the proper position to utilize it. Good, crisp mechanics are also essential for a top quality official.

**Judgment** involves more than just making the right call. The players try to affect your judgment by displaying rowdy tactics and abusive language. The best officials will confront this situation with poise and confidence, keeping in mind his/her primary responsibility - maintaining control of the game. Achieving good judgment for all kinds of situations takes patience and experience.

**Knowledge of the rules** is expected of every official. Rookies and veterans should devote ample time to reading and studying the rulebook. One does not need to memorize every single rule but rather understand the common sense approach for each rule. It is most important to know the spirit and intent of the rules.

Unfortunately, part of being an intramural sport official is dealing with and disciplining participants. Players and spectators will display poor sportsmanship towards opponents, directors, and most often, officials! The intramural sports department cannot tolerate any individual who insists on disobeying rules, policies, or procedures. Directors have full authority over all intramural activities. It is the decision of the director on duty, in conjunction with the officials, to rectify any given situation. The following are a few tips on how to deal with disgruntled participants and spectators:

- The officials will deal with the participants on the field, first and foremost. Spectators are more easily handled by a director. Abuse of the officials by spectators is not accepted behavior for intramural sports. Any individual who chooses to abuse the officials should be confronted and explained that his/her behavior will not be tolerated. If it continues, have them removed.
- If a participant is mad about something and it is obvious to you they do not understand the rule, explain it to them. This, often times, is done effectively a few minutes later.
- If an individual asks a question politely, answer him/her politely. If an individual screams a question at you, do not answer him/her! Only calm, sensible questions should be addressed. A natural response to a sarcastic question is a sarcastic answer. That type of question does not deserve your attention.
- Never threaten any individual with expulsion or removal from the premises more than once. After a warning, if the behavior continues, the person should be removed from the game. When giving a warning make sure you let the individual know what you want from him/her. Normally, it is a simple request to calm down and keep his/her comments to him/herself.
- It takes two people to argue. If an individual persists in disagreeing with you, ignore, warn, or eject him/her.
- There are certain actions that require an ejection. These include any physical contact, threats to harm, and/or certain words (profanities) directed at you, other officials,

directors, or profanity in general. If after an ejection a participant persists in his/her abusive behavior, the director may remove him/her from the premises. The director will give him/her 2 minutes to leave or the game will be forfeited. In extreme cases, the police may be called.

- If the individual you are having trouble with is not the team captain, go to the team captain for assistance.
- It is of utmost importance to handle all discipline problems with a cool head, making sure not to become emotionally involved. It is equally important to forget about the incident once it has passed and concentrate on your duties. Remember, as a participant's emotional level increases, your emotional level must remain the same.
- Use sportsmanship ratings as a crutch!
- Participants and spectators may be ejected before, during, and after a contest for unsportsmanlike behavior.

### **Staff Meetings**

The Intramural Sports program is constantly looking for ways to improve our programs and services, therefore we find it extremely important to share new information and perform problem solving exercises together on a regular basis. Weekly meetings are held with Intramural Sports Directors, Area Supervisors, and some professional staff. These meetings are held to discuss intramural sports, event updates, and intramural sport specific problems and concerns. Monthly employee meetings are set up with the entire staff of the Department of Campus Recreation in order to keep you posted on new developments throughout Campus Recreation and reinforce your thinking and customer service skills. Suggestions and concerns for the staff, services, and facilities are discussed. Staff meetings are mandatory to all current or future staff members.

### **Substitution Policy**

Every Intramural Sports Director provides the Area Supervisors with their availability before every new sports season. This availability is used to schedule directors for shifts so that no conflicts will occur. In the case that you need to find a substitute you must find another Intramural Sports Director who agrees to take that shift. Once an agreement to substitute that shift is made both people must fill out the IM Sub forms located on the board in the IM Office. The sub form must be signed and completed by both parties because the Supervisors will sign it. *Sometimes permanent shift changes must be made. In this case both parties must clearly state on the form that a permanent shift is being made.*

### **Disciplinary Action**

- Every employee starts off with 7 points.
- Disciplinary points will accumulate over a one semester period.
- You will be written up and then notified when you lose any points.
- After every write up, a meeting will be set up with the Supervisors and Employee to discuss the situation.
- After 7 points are lost, a meeting will be held and termination will be discussed.

### **Reasons for disciplinary points**

- (1) Dress code violation
- (1) Improper cell phone usage
- (1) Late for shift or meeting (with call)
- (2) Late for shift or meeting
- (2) Not fulfilling job duties (see handbook for job description)
- (2) Not abiding by intramural sports policies and procedures
- (3) No show (with call less than 24 hours notice)
- (3-5) Impolite or improper conduct with fellow employees or participants
- (5) No show/no call to mandatory shifts, meetings, and trainings
- (7) Intoxication or use of drugs
- (7) Fighting
- (7) Theft
- (7) Willful destruction of property
- (7) Falsifying time cards
- (7) Falsification of departmental forms
- (7) Breaking school policy
- (7) Failure to obtain or maintain a current CPR and First Aid license or certificate
- (7) Any other act which endangers the safety, health or well being of another person

Intramural Sports Employees will be subject to disciplinary write-ups even if they are not on the clock. We hold our employees to higher standard than normal patrons. Their actions as a patron affect their ability to work in our department and therefore they are subject to disciplinary reprimand.

### **Service with a Smile**

Our goal is to provide the best programs, facilities and services possible to make your job experience a success. As our front line team, you are our eyes and ears. Your supervisors will look to you to inform him or her about comments, suggestions and concerns within the sports, rules, facilities, and programs which will prove beneficial to our overall success.

Our participant's first impression relies on you, the employee. Your role is to provide quality service for the participants of Campus Recreation Intramural Sports. To do so, you will need to be familiar with the facilities, schedules, equipment, rules, policies and procedures.

## **IV. Evaluations & Incentives**

**Evaluations of Officials** will take place mid season and at the completion of the season. Officials will be general be evaluated on their onsite job duties, appearance, interaction with directors, knowledge of rules, positioning, emergency care, positive attitude, exceeding our expectations and other various topics. Officials will also have the chance to give the area supervisors feedback on their supervision.

**Evaluations of Directors** will take place mid season and at the completion of the season. Directors will be general be evaluated on their office responsibilities, on site job duties, appearance, interaction with officials, knowledge of rules, policies, procedures, positioning, emergency care, positive attitude, exceeding our expectations and other various topics. Directors will also have the chance to give the area supervisors feedback on their supervision.

### **Employee Incentive Program**

The incentive program rules will be easy-to-understand and simple. The purpose is to improve employee motivation and morale. The program is performance related. It also creates a greater sense of responsibility on the part of the employee while stimulating the employee to work harder. The program will keep employees interested and involved throughout the school calendar year. Employees will be kept current on their standings at least once a week using tables or charts. All points will be tallied once a week.

### **Point Distribution**

- Subbing
  - Director for Director, Official for Official, Office for Office, Marketing for Marketing – 10 points
  - Director for Official, Director for Marketing, Official for Marketing – 15 points
  - Weekend Subbing – 10 points
  - Emergency Subbing – 5 points (in addition to the points you'd receive above)
- RecBoard – 5 points
- Enforcing ALL Policies – 5 points
- Exceeding our Expectations & Exceptional Performance – 5 points
- Proper Competition of ALL documentation – 5 points
- “The Perfect Night – 10 points

### **Definitions of Way to Receive Points**

- Subbing: In order to receive the points in subbing for someone, the sub form must be filled out to the fullest, with a supervisors signature, at least 24 hours prior to the start if the shift.
- Emergency Subbing: An emergency sub is someone who covers for someone with less than 3-4 hours before the shift begins. In order to gain these points, a supervisors must be aware of the substitution and the sub form must be fill out within 24 hours after the completion of the shift.
- RecBoard: Attending RecBoard Meetings, Volunteering, & Chairing the events are the different ways you can receive points through RecBoard. If you attending all meetings,

you will receive 5 points for every meeting you attend. On top of that, if you volunteer or Chair an event you can receive 5 more points.

- Enforcing ALL Policies: You must enforce every policy we have in the Intramural Sports Program that you may need to. Example are, athletic attire, game time is forfeit time, payment before play, signatures on waiver, captains signature on score sheets, no jewelry, and more.
- Exceeding our Expectations & Exceptional Performance: With this one, there are many different ways you can receive points. This will be a case by case basis for points. Be creative and come up with ways that you can “WOW” us and help us out. Exceptional performance can be any situation such as handling a situation with a disgruntled patron to going above and beyond what is required in a job description.
- Only the manager on duty is allowed to record exceptional performance onto the log sheet.
- Proper Competition of ALL documentation: You must make sure ALL your paperwork is complete the night you work. This includes director’s reports, official’s reports, score sheets, and waivers. Also, if needed the injury, incident, protest, and write up forms must be filled out.
- “The Perfect Night”: If you Enforcing All Policies, Proper Completion of All documentation, Setup and Cleanup on time, and start every game on time, you can gain these points. We understand forfeits and staff members may be late however if you are to make sure the games still go smoothly and start every game on time the opportunity to gain 10 points is there.

### **Verification for Subbing**

- The program **will start on the first day** of the fall semester and spring semesters.
- The **end date** of the program will be the final date of the fall and spring semesters.
- Staff members are responsible for filling out the sub forms completely and getting a supervisor signature AT LEAST 24 hours prior to the shift.
- During final exams, staff members are encourage to cover shifts but staff members can only earn a maximum of 35 incentive points per day.

### **Verification for Points**

- Anyone can fill out & submit a Point Recognition form. Once it is submitted, the Area Supervisors along with the Coordinator for Intramural Sports will discuss the points and will determine whether or not the staff member will receive the points.
- **ALL WORK MUST BE APPROVED BY A PROFESSIONAL STAFF MEMBER or an AREA SUPERVISOR.**

### **Prize Redemption (recommended prizes and point levels)**

- 400 Points MSU Campus Recreation Track Suit with name embroidered
- 300 Points Draw String Bag Full “o” Stuff (t-shirt, shorts, water bottle, \$25 gift card to book store, coupons)

- 200 Points Campus Recreation Jacket Windbreaker
- 100 Points 2 movie tickets
- 50 points (choose any **SINGLE** item out of the bag “o” stuff)

## V. Payroll

### **Payroll**

Intramural Sports Official, Office Assistant: \$7.25/hour

Intramural Sports Director: \$8/hour.

Your paperwork will be given to you at staff orientation or training day. It is your responsibility to make sure your paperwork is completed and returned to the department. A valid photo identification (ID card, student ID card, Driver's license or passport) and social security card must be presented and copied.

Prior to being scheduled the following payroll paperwork must be **COMPLETED!**

- Campus Recreation Application
- Copy of Social Security Card provided
- Copy of Drivers License provided
- Completed W2 forms, I-9
- Upon arriving for each shift, call-in.

\*\* Before leaving from a shift, be sure that you fill out your time card to keep accurate records of how many hours you worked during your shift. **You should always keep an accurate record of the hours you work!**

Payday is bi-weekly and will be available every other Thursday at 3:30 in the payroll office 3<sup>rd</sup> floor of College Hall room 314. Your first paycheck will be delayed after the first pay period. Your last paycheck will come two weeks after you stop working. Pay periods run two weeks, Saturday through Friday. A timecard will be your responsibility to complete and hand in on time for payroll.

Intramural Sports Directors will be paid for all meetings and training sessions they attend. Directors will receive full pay for each hour they are scheduled, even if the game results in a forfeit.

### **New Employees**

Each new employee must complete the proper paperwork and have necessary ID information before payroll will begin. Direct Deposit is available through the Payroll Office in College Hall. If you are a commuter you can arrange through the Payroll Office in College Hall to have your paychecks mailed to your home. On the Tuesday of every pay week you can view your paycheck and payroll information by going to <https://wfs.montclair.edu/ehomepg.htm> and clicking on Enter Employee Self Service.

### **Calling In and Out**

Intramural Sports Employees must use the circle desk phone and call x3345. Employees will call in when they arrive and call out after they complete their job duties. Employees will leave a message on the answering machine stating their name, day, date, time in, position working, and what sport they are working (For Example, Hi this is Garry calling in for directing Basketball on Monday, June 1st at 6:30pm). You **MUST** Repeat this process when calling out. The time that

your call in and out, is the time that will go on your timecard. The area supervisors will be checking the answering machine everyday and logging your call ins and outs.

For sports that are out on the field the director will call out for everyone (They must include all the information above as well as whom their officials were). (For Example, Hi this is Ashley calling in for directing Softball on Monday, June 1st from 7pm-10pm. My Officials were Jenna D. & Steve P.)

If you are subbing for someone you **MUST** say so, on the message. For example, hi this is Josh subbing as director for Lisette for Wallyball on Tuesday, June 2<sup>nd</sup> at 9pm. There **MUST** also be a completed sub form on the board, **INCLUDING** a supervisor's approval signature. If it is an emergency sub or a supervisor is not around to sign it, please call one of us so we are aware. Both people involved in the sub (the original work and sub) must approve of the sub. It is also recommended to let the director/official staffs of that shift know, so that there is no miscommunication.

Timecards will be due on Thursday nights by 9pm on the week of the pay period is ending.

If you do not call in through the phone you will not be paid, we will cross it off of your timecard.

Any payroll questions can be directed to the Intramural Sports Supervisors. Do not email the payroll staff, let us try and help you first.

### **Timecards (Attention All Employees)**

In order to get paid, timecards must be filled out completely and correctly in pen. Each facility and job duty as well as each pay rate needs a different timecard. For example; if you work Facilities and as an Intramural Director, two timecards are required. You are responsible for making sure your time card is completed correctly and signed for collection. When filling out the hourly section (middle section) of the time card please put in the dates that correspond to the day of the week. Also hours are calculated on the quarter hour. For example the 4 middle columns of the section write in the time such as: 3:00, 5:15, 7:30, or 9:45. In the last section calculate the total hours worked that day to come up with an answer in quarters. Example: 1.00, 3.25, 5.5, or 7.75. Then in the total hours spot, add up all the hours worked. Time cards are due on Thursday of the pay period no later than 8:00 pm. If you have a Friday shift, fill out your time card prior to Thursday. Pay checks are ready to be picked up on Thursday's at 3:30 in the Payroll Office, 3<sup>rd</sup> Floor of College Hall room 314.

\*\*\*There is a two week delay in the payroll process. For example, if time cards are due on July 1, then July 15 will be the pay date.

### **Working in Multiple Areas**

There are a few things for employees working in multiple areas of Campus Recreation to remember:

- It is the employee's responsibility to communicate with supervisors in each area about scheduling shifts so that conflicts don't arise.

- For each area worked in Campus Recreation a different time card will need to be filled out to account for the differences in pay rate.
- Hourly employees may not work more than 20 hours/week or 40 hours/2 week pay period.

## VI. Risk Management and Emergency Procedures

### **Risk Management**

Campus Recreation at Montclair State University is committed to the safety of its participants. Campus Recreation has formulated a risk management plan to assist in insuring a safe environment in which the risk of injury and property damage is minimized. The purpose of this section is to define risk management and briefly explain how Campus Recreation is committed to its successful implementation. A proactive approach to risk management is necessary to acquire a successful facility. Preventive supervision is promoted throughout the staffing ranks in programming as well as with the use of facilities and operation of equipment. Here at Montclair State University safety is a number one priority and most efficient to facilitate a fun, desirable leisure experience for our patrons.

Risk management, as it relates to Campus Recreation, is a function of minimizing injury and property damage via planning and controlling environments for facilitation. Negligence is the unintentional harm to others as a result of an unsatisfactory degree of care. It occurs when a person does something that a reasonable person would not do. Negligence is, therefore, the failure to use reasonable care. The aim of risk management in Campus Recreation is to provide participants with safe programs, facilities and equipment that limit and hopefully eliminate injuries and property damage.

### **Preventative Supervision**

Preventative supervision is a proactive approach to avoid harmful situations for participants and employees. Maintaining a sufficient supervision will lower injury, equipment, employee and facility situations. As we provide a service to the Montclair State community, we must ensure their time is valued and their safety is respected. Preventative supervision will allow for less time spent on minor equipment and facility failures and more time to be attending to our customer.

- **Participant:** Employees in Campus Recreation are advised to monitor the conduct of participants when rough play, foul language, or inappropriate conduct is evident. The employee is instructed to stop the activity and redirect conduct so the outcome does not become an injury. In the event a disturbance occurs before the employee was able to respond, an incident report is filed and a follow-up contact is made with the Director of Campus Recreation.
- **Facilities:** Staff is instructed to stop participation when a facility space is susceptible to causing harm. For instance, if a roof leaks, activity in that area is discontinued. If a floor is slippery from moisture or debris, activities are stopped. The employee is instructed to correct the situation and when necessary notify the Building Manager and the Director or Assistant Director of Campus Recreation.
- **Equipment:** Proper usage, as well as preventive maintenance of recreation equipment is the adopted standard of care. Experienced staff will instruct participants on how to properly use the equipment. This not only protects the participant, but also protects the other participants or the equipment itself.
- **Policies and Procedures:** Campus Recreation constantly reviews and revises where needed its policies and procedures especially related to risk management. Program policies and procedures help to process and minimize risk and liability. Administrative forms and reports must be thoroughly completed. Appropriate signage is displayed

throughout the facilities, to warn participants of inherent risk and to outline emergency procedures.

### **Accidents and/or Injury Response**

See [Appendix A](#) for a copy of all Intramural Sports Emergency Action Plans (EAP).

When an injury occurs during an intramural contest, the director should respond immediately. Officials should assist the director by giving the injured person room, clearing a path for any necessary emergency equipment, and maintaining control of other participants and spectators. Directors should not perform any type of First Aid unless they are certified to do so. Proper documentation must be filled out on-site.

### **Blood Policy**

One of the most prominent issues in today's society is Blood-Borne Diseases, in particular, HIV (Human Immunodeficiency Virus) and HBV (Hepatitis B Virus). The following is the MSU Intramural Department's policy for bleeding during Intramural Sports contests:

- If an Intramural participant is bleeding, he/she will be removed from the contest immediately.
- If an Intramural participant has blood on his/her clothing, he/she will be removed from the contest upon detection. The blood may or may not be his/her own blood. A participant who has someone else's blood on their clothing will be removed from the contest. The participant is ineligible to re-enter the contest until the clothing saturated with blood has been removed.
- Before any participant re-enters the contest, all bleeding must be stopped and any open wound or laceration must be covered.
- As an official, you should not assist in clean up of blood of any kind unless certified to do so and gloves are worn.
- Proper documentation must be filled out on-site

### **Serious Incident**

Should a serious incident, such as a fight, occur, directors will attempt to gain control of the situation, and will call Campus Police. All individuals involved in the incident are expected to remain on site until Campus Police arrive to investigate the incident. Any activities will cease until the incident has been resolved. The Assistant Director will then contact the individual within the next 48 hours to set up a meeting. The individual may not play or attend another game until they meet with the Assistant Director who will then determine the consequence based on severity of the incident.

### **Fire Response**

- When you see a fire related issue within the building, pull nearest fire alarm.
- Clear the area of all participants- be sure everyone understands that there is a fire and to leave the building/field immediately. Make sure you check all area's that you are working in. Assist any other employees to make sure the area is cleared as soon as possible.
- Once participants are cleared get out of building/area immediately and contact the proper authorities at 973-655-5222.

**Other Emergencies**

For any other emergencies (uncontrolled fighting, threatening situation or weather) call University Police for assistance immediately. Be sure to fill out the appropriate injury/incident/maintenance form.

**Professional Staff Awareness**

The Director or Assistant Director of Campus Recreation or the Coordinator of Intramural and Club Sports must be notified immediately if any of the following occur:

- Ambulance is called
- University Police are called
- There is a problem with the facility

It is very important to notify the appropriate professional staff in the case that any of these situations occur.

## **VII. Intramural Forms**

All forms can be found in the binder for every sport and should be on the field/court for every intramural competition.

### **Injury Form (light pink):**

Intramural Directors are the first ones to respond to any injuries or accidents that occur during intramural competition. After an injury situation has been resolved or more advanced medical help has arrived an Injury Report Form must be completely filled out. Injury/Accident forms are used when someone has an injury or an accident occurs. The form is very important and includes the signature of the injured indicating the cause and result of the injury/accident that is listed on the form is correct. The injured must also sign the form if the employee working indicates the need for further help, yet the injured refuses treatment. The back of the form is where witnesses provide information about the injury/accident and provide their contact information and signature. Additional sheets may be needed if there are more than two witnesses. It is very important to get all witnesses to fill out information in case a liability suit comes forth at a later date. The more witness reports the better. *See [Appendix C](#) for a copy of this form.*

### **Incident Form (pink):**

The Incident Form must be completed in the following case of any arguments, fights, theft, violations, facility emergencies, or anyone who appears to be under the influence of drugs or alcohol. Anyone who is written up on the Incident Form must see the Coordinator of Intramural and Club Sports before they are permitted to play in another intramural competition. Incident forms are used when a sportsmanship incident occurs such as an ejection, fight, threat, inappropriate use of profanity, theft, abuse, etc. occurs within Campus Recreation Facilities. The form is very important and includes the signature of the victim indicating the problem and details listed on the form are correct. The back of the form is where witnesses can provide information about the incident and provide their contact information and signature. Additional sheets may be needed if there are more than two witnesses. It is very important to get all witnesses to fill out information in case a liability suit comes forth at a later date. The more witness reports the better. *See [Appendix C](#) for a copy of this form.*

### **Disciplinary Form (green):**

Disciplinary forms are used when an employee does something against our employee policies and procedures within Campus Recreation such as showing up late for work, no call no show, not wearing proper uniform, poor customer service, etc. This form is important in order to document an employee's poor work habits. On this report, you must fill out all the information and describe the incident in as much detail as possible. This report also gives the employee a chance to document his or her side of the incident. The employee will meet with his or her professional staff member within seven days of the citation in order to discuss the incident. *See [Appendix C](#) for a copy of this form.*

### **Protest Form (white):**

Protest forms are used when a teams' captain feels an official or director misinterpreted the game rules, suspects an illegal player, or does not agree with the outcome of a particular situation. This form is very important and must be filled out clearly and accurately. Protest forms must be filled

out immediately following the play in question. Both of the team captains must write down what occurred and sign it to validate what they are saying is true. Also, the officials and director working while the incident occurred must write down their interpretation of what happened and sign it in order to validate what they said. Protest based solely on the accuracy of judgment of an official will not be accepted. The protest will be reviewed and investigated by the Intramural Sports Coordinator. See [Appendix C](#) for a copy of this form.

**Waiver Form (white with washed out hawk):**

Every participant for every team must sign the intramural sports waiver form. No one may participate without signing. This form then becomes the team's official roster. See [Appendix C](#) for a copy of this form.

**Intramural Director Report (yellow):**

After every night, the Intramural Sports Director must fill out the Intramural Director Report. This form is a record of each game directed with the teams' final scores, and any incidents or injuries, along with a brief summary of the night's events. See [Appendix C](#) for a copy of this form.

**Intramural Officials Report (white):**

After every night, the Intramural Sports Office must fill out the Intramural Officials Report. This form is a record of the different team's sportsmanship's, pinnies, Directors evaluation input, a summary of the night's events, and a self evaluation. See [Appendix C](#) for a copy of this form.

**Substitution form (orange):**

The substitution form is required to be filled out before a person is to sub for another employee. This form helps the area supervisors keep track of any changes in the schedule. This form MUST be signed by both parties and an area supervisor before the sub is made officials. Failure to complete the sub form, except in extenuating circumstance, will result in a write up if no completed on time. See [Appendix C](#) for a copy of this form.

## VIII. Intramural Participant Policies

**Leagues of participation** are utilized to provide a more enjoyable and competitive atmosphere. Leagues for men, women, and co-ed are offered to teams and individual/dual activities. Leagues are created based on the number of entries. The purpose of leagues is to break down a division (either men's, women's, or co-ed) into two groups if possible: competitive and recreational. Divisions are offered as different ways for people to participate in intramural sports. Depending on what types of things you are eligible for will allow you to play in various leagues. Each division contains different leagues pertaining to that specific division.

*Example: If there are enough entries for men's basketball two leagues will be created, a men's Red league (more competitive and skilled) and a men's Blue league (more recreational).*

Divisions of participation are created in order to have community and unity within the diverse Montclair State University campus. The Open Division is a division in which anyone with a membership to the Student Recreation Center can participate in. The Freshman Division is limited to any students who are in freshman standing. The Residential Division is broken down in the residence hall a person lives in. It also contains a commuter team. The Greek division is for any participant who is affiliated with any Greek organization on the campus of Montclair State University.

### **Break down of Leagues & Divisions:**

Greek Division: Sorority League (Women Only), Fraternity League (Men Only), & Coed League. (A sorority and fraternity may team up in a specific sport to create a coed team. The sorority and fraternity that sign up together may only enter their team into a the league once.)

*\*\*For example, Sorority A and Fraternity A are playing together in Greek Coed Dodgeball. Sorority A cannot sign up again with Fraternity B to play on another Greek Coed Dodgeball team.*

Freshman Division: Mens, Womens, & Coed Leagues

Resident Hall & Commuter League: Mens, Womens, & Coed Divisions (in order to play on the resident hall team you must be living on the floor and/or hall of the team submitted)

Open League: Mens, Womens, & Coed Division

### **Team Sports**

Red Division: Men's, Co-ed, Womens, more competitive in orientation

Blue Division: Men's, Co-ed, Womens, recreational

### **Individual Sports**

Red Division: Intermediate - Advanced

Blue Division: Beginner – Intermediate

### **Eligible Participants**

The following persons are the ONLY people eligible to participate in the Intramural Sports Program:

1. Currently registered Montclair State University undergraduate student
2. Currently registered Montclair State University graduate student
3. Montclair State University faculty and staff with Student Recreation Center Membership
4. Montclair State University Alumni with Student Recreation Center Membership

All participants must be at least 18 years of age or older.

**NCAA Athletes**

An individual MAY NOT PARTICIPATE in their specialty or equivalent sports during the same academic year in which they participated with the varsity team. Any student practicing with a team during the year is not eligible to participate in that intramural sport or that sport’s equivalent.

Note: MSU NCAA team members should obtain permission from their coaches before participating in any and all intramural sports.

**MSU Sport Club Members**

Sport Club members are eligible for participation in their equivalent sport, but are limited to one member per intramural sport team.

**Professional Athletes**

Any individuals who have played a sport professionally are ineligible to participate in that sport or its equivalent.

**Sport Equivalents**

List below are the following athletic teams and club sports teams that have an equivalents in regards to Intramural Sports. If you play on any of the following athletics teams, you are not allowed to play on the equivalent intramural sport. If you play on any of the following club sport teams, you are only allowed ONE club sport member per roster. If your team ignores these rules, you are subject to forfeiting any games they play in and/or suspension from the league.

<b>Athletics Sport</b>	<b>Intramural Sport Equivalent</b>	<b>Club Sport</b>	<b>Intramural Sport Equivalent</b>
Baseball	Softball	Ice Hockey	Floor Hockey
Basketball	Basketball	Volleyball	Volleyball
Football	Sprint Football	Baseball	Softball
Soccer	Indoor & Outdoor Soccer		
Volleyball	Volleyball		

**Multiple Team Participants**

Although participants are not limited to the number of intramural sports they can compete in, participants may not play on more than one team in a given league (men's, women's, co-ed) of a sport. They may however play on two teams in the same sport but in a different league.

*Example: A participant may play on both a men's team and a co-ed team. However, this individual may not play on a Men's Red team and a Men's Blue team or two Men's Red teams.*

After entering a contest, a player may not transfer to another team. An individual is considered a member of the team they play for first. If a team is removed from a league for any reason, the members of that team become ineligible to participate in the remainder of that sport season. If it is discovered that an individual has played for multiple teams in a league, both teams may be subject to forfeiture of the contests in which the individual competed. If a person is found participating on a different team, other than their original team during the playoffs, both teams will be subject to forfeiture of their postseason contests. The participant will also be unable to continue play with any team for the remainder of the season.

### **Team Roster**

In order to participate in any intramural contest, each player must present their current, valid Montclair State University ID to get on the roster. They must also pay the intramural sports pass fee in the Student Recreation Center's Main Office. The official roster, however, is those who have also signed the waiver.

**IMPORTANT: All participants must sign a waiver to participate in ANY intramural sport activity. Players can sign a waiver at the field/court. A player will not be allowed to participate without signing a waiver. If he/she attempts to and succeeds in participating in a contest before signing the Waiver Form that team will forfeit the game and their playoff eligibility.**

### **Number of Players**

Any submitted roster may only contain a maximum of twelve players. The minimum number for each sport shall be the regulation number of individuals who may actually participate at any one time for the activity involved. Players may be added to a roster any time during regular season but once playoffs begin the roster is final and no one else can be added. The minimum number of players on a roster will vary for each sport as follows:

<b>Sport</b>	<b>Roster Minimum</b>	<b>Sport</b>	<b>Roster Minimum</b>
Basketball	5	Racquetball *	1 or 2
Cornhole*	1 or 2	Softball	10
Dodgeball	6	Sprint Football	5
Extreme Dodgeball	4	Table Tennis*	1 or 2
Floor Hockey	5	Volleyball	4
H2O Basketball	5	Wallyball	4
H2O Volleyball	4	Wiffleball	3
Handball	5	Wii Bowling*	1
Indoor Soccer	6	Wii Boxing*	1
Inner tube Water Polo	6	Wii Golf*	1
Outdoor Soccer	7	Wii Tennis*	1 or 2

**All eligibility violations will be reviewed by the Coordinator of Intramural & Club Sports and/ or Assistant Director of Campus Recreation, and may result in forfeiture and loss of future intramural privileges.**

\*Sports with an asterisk are individual and dual sports only. The roster minimum and maximum are the same.

### **Team Entries/ Individual and Dual Sport Entries**

The following are the steps necessary to enter in intramural sports competition:

1. Registration forms can be picked up in the Intramural Sports Office, at the preseason Intramural Information Session or Open Play, or on the intramural sports webpage at [www.montclair.edu/campusrec/intramurals](http://www.montclair.edu/campusrec/intramurals).
2. Registration forms must be completed with all necessary information turned in to the front office of the Student Recreation Center before the registration deadline. Every individual must pay the IM Pass fee before competing in any intramural competition. Registration is also available online. *See below page 11 for more information.*
3. Captains will choose their schedule according to what we have available. Captains are responsible for choosing their teams' schedule that best fits their team. Captains must pick up and scheduling form and complete it. They must then go to the Intramural Sports Office after they have registered in order to pick their schedule. Scheduling will be done on a first come first serve basis. Any team captain that does not sign their team up for a specific schedule will be placed in any time slot available once scheduling has come to a close. Captains will receive a print out on the spot of the schedule they choose. Captains are responsible for informing team members of game dates/times and procedures.
4. The captain, co-captain, or a team representative must be present at the mandatory captains meeting. All captains meetings will be held in the Main Gym of the Student Recreation Center and dates for meetings can be found on the intramural sports calendar on the intramural sports webpage at [www.montclair.edu/campusrec/intramurals](http://www.montclair.edu/campusrec/intramurals).

### **Free Agent Entries (Player without a team)**

Players who do not have a team are encouraged to participate in the Intramural Sports Program. These players can join an already existing team or the intramural sports staff will place them on a team with other free agent players. Any person interested in participating but is unable to create a team of their own should follow these steps:

1. Free agents can pick up a registration form in the Intramural Office, at the pre-season Intramural Information Session or Open Play, or on the intramural sports webpage at [www.montclair.edu/campusrec/intramurals](http://www.montclair.edu/campusrec/intramurals).
2. Registration forms must be completed with all necessary information and the IM Pass fee must be turned in to the front office of the Student Recreation Center before the registration deadline.
3. The player must be present at the mandatory free agent meeting. All free agent meetings will be held in the lounge outside of the Intramural Sports Office of the Student Recreation Center and dates for meetings can be found on the intramural sports webpage at [www.montclair.edu/campusrec/intramurals](http://www.montclair.edu/campusrec/intramurals).

4. Intramural staff will create a free agent team or free agents may be picked up by other teams who need players.
5. Players receive an intramural sport schedule via email. The schedule can also be viewed on the intramural sports webpage at [www.montclair.edu/campusrec/intramurals](http://www.montclair.edu/campusrec/intramurals).

### **eConnect: Online Registration**

1. To sign up online go to [www.msueconnect.com](http://www.msueconnect.com)
2. All members of the Student Recreation Center are already entered into the database. You DO NOT need to create a new account. If you are using this site for the first time, you click on retrieve login information. Type in your MSU email address. You will then receive an email containing your user name and password. The email will contain names of people on your team as well as your name a few times.
3. Choose one client barcode, login ID and account pin all under one of your names. Log on to eConnect. Once you sign in, you'll see a list called Current Client List. Your name should be there with an asterisk next to it. If it DOES NOT have an asterisk next to it you must try another login ID and account pin until you find the one with your name as the main contact.
4. Once you're signed in you can then go ahead and sign up. Click on Register and follow the steps to pay your IM Pass fee.

For more information, see our website at [montclair.edu/campusrec/eConnect/IM\\_Registration.html](http://montclair.edu/campusrec/eConnect/IM_Registration.html)

### **Hot Hand: Intramural Sports Mobile Updates**

When participants register for Intramural Sports, they are opting into our Mobile Updates by Hot Hand updated. Hot Hand is a mobile website that can be accessed on and mobile web.

Participants will receive updates via text message. Any users can opt out at any point.. We will have different groups available that you can opt in to receive updates about.

### **Responsibilities**

Each team entering an intramural sports activity must have a captain and co-captain.

The success of the Intramural Sports Program depends largely on the leadership qualities and interests of the team captain. Team captains organize teams and individuals for competition in intramural leagues prior to the beginning of each season. These individuals will be accountable for their team and should be capable and conscientious persons who will serve as the liaison between the Intramural Sports Office and his/her teammates. The following are specific responsibilities of every team captain:

1. Enter his/her team and pay entry fee in the desired sports on or before the announced closing date.
2. Attend or send a designated representative to the mandatory captains meeting held before every season.
3. Be familiar with all rules, schedules, policies, and procedures of the Intramural Sports Program and pass this information along to team members so they are ready for game time.
4. Take complete responsibility for the eligibility of his/her team members. The eligibility requirements are listed in this handbook. *(See page 7 for eligibility requirements)*

5. Make sure entire team has signed the waiver, has a Montclair State University ID and is in proper attire for game time.
6. Keep in close and frequent contact with intramural staff. Check email frequently.
7. Check intramural webpage at [www.montclair.edu/campusrec/intramurals](http://www.montclair.edu/campusrec/intramurals) for information regarding his/her teams' activities and schedules.
8. Only the captain may address an official on matters of interpretation and/or for information during a contest. All players need to respect the decisions of game officials. There will be additional consequences for other teammates disputing calls. (*See Page 14 for Sportsmanship Ratings*)
9. Represent his/her team at all meetings for which he/she is asked to be present.
10. Maintain a good sportsmanship rating throughout the regular season and playoffs. This means the captain must promote good sportsmanship to all teammates and spectators.
11. In an event of an incident or accident, captains are responsible to make sure all teammates involved stay to fill out proper documentation.

As a player, the team captain is held to a higher standard. Team captains should set an example for their teammates by playing within the spirit of the rules and exhibiting an elevated level of sportsmanship. In addition, team captains should address player conduct situations and incidents involving their teammates before intramural officials must step in to deal with the situation. Before, during, and after game time captains are responsible for the behavior of their teammates and spectators.

## **IX. Intramural Game Policies**

### **Intramural Sports Offered**

The seasons are broken down so that during each semester there will be two seasons.

<b>Fall A Season</b>	<b>Fall B Season</b>	<b>Spring A Season</b>	<b>Spring B Season</b>
Cornhole	Racquetball	Basketball	Extreme Dodgeball
Dodgeball	Sprint Football	H2O Water Polo	Floor Hockey
Indoor Soccer	Volleyball	Wallyball	Handball
Softball	Water Basketball	Wii Bowling	Outdoor Soccer
Table Tennis	Wiffleball		Water Volleyball
Wii Boxing	Wii Golf		Wii Tennis

### **Sport Rules**

Each intramural sport has its own set of rules. These rules combine NIRSA (National Intramural and Recreational Sports Association), collegiate, and high school rules along with additional Montclair State University intramural staff rules. A handout of all rules for a specific sport will be available at all captains meetings, in the Intramural Sports Office, and on the intramural sports webpage at [www.montclair.edu/campusrec/intramurals](http://www.montclair.edu/campusrec/intramurals).

### **Game Locations**

All indoor sports will be held in the Student Recreation Center gymnasium, racquetball courts, or pool. All outdoor sports will be held at Sprague Field.

### **Game Procedures**

1. All participants should arrive at the playing field/court at least 15 minutes prior to the scheduled game time with Montclair State University ID and proper playing attire.
2. Participants should check in with the on-site intramural director immediately to turn in their Montclair State University ID and sign the waiver form.
3. For games where a jersey number is necessary it is important to give the intramural director or scorekeeper that number before the start of the game.

### **Equipment and Jersey Checkout**

Any participants wishing to use intramural equipment for warm-ups must present a Montclair State University ID card to the intramural director. Individuals are held responsible for all damaged, lost, or stolen equipment. Intramural Pinnies will be used in games where jersey numbers are required. The team captain must go to Equipment Checkout before the start of the game to retrieve a bag of pinnies for their team. Failure to return pinnies and/or damage pinnies will result in a charge on the captain's account.

### **League Schedules**

Days and times of league play are determined by court and field availability. Participants are given the opportunity to choose their schedule. Once the captain has registered him/herself and paid his/her IM Pass fee they can go to Intramural Sports Office and choose a schedule that fits their team. League play is structured to accommodate students' schedules, therefore, the team captain will choose the league that would accommodate his/her team the best. Teams will be guaranteed four regular season games, a fifth one on the weekend if they wish and one playoff

game assuming that they do not forfeit and have the accepted sportsmanship rating to enter playoffs.

**The Intramural Sports Program will play all scheduled games unless the webpage specifically states they have been postponed.**

### **Tiebreakers**

*Regular Season:* If a tie should occur during regular league play, the outcome of the game will stand as a tie.

*Playoffs:* If a tie should occur during playoff competition, the game will go into overtime play as determined in the specific rules of each sport. The game will be played until a winner is declared.

### **Forfeits and Defaults**

*NOTE: Entry forms are a contract with the Intramural Sports Program to the effect that the individual or team will be scheduled for competition, and that the individual or team will be ready to play at the scheduled date, time, and location. Please honor this contract.*

If, for some reason, your team cannot avoid forfeiting a scheduled game, common courtesy **REQUIRES** that the intramural staff be notified well in advance of the scheduled playing time. Games lost by forfeit or default will not be rescheduled for any reason.

- Intramural contests will begin at the scheduled game time. Game time is determined by the official's or supervisor's watch/clock on each field/court. In case of an unavoidable delay (i.e. weather or overtime match), the starting time may be adjusted at the discretion of the on-site supervisor.
- **Game time is forfeit time – NO EXCEPTIONS!!!**
- The minimum number of players must be present and ready to play at the scheduled time in order to avoid a forfeit.
- If both teams scheduled to play fail to appear, both shall be given a forfeit.
- Continued unsportsmanlike conduct or unnecessary roughness may result in the forfeiture of a contest. Intramural sports directors and supervisors have the authority to forfeit any contest.
- Using an ineligible player will result in a forfeit.
- If, for some reason, your team cannot avoid forfeiting a scheduled game, common courtesy **REQUIRES** that the intramural staff be notified well in advance of the scheduled playing time. If a team cannot make a scheduled game but calls the intramural staff by 3pm the day of the game. If the game is a Friday game, you must contact the intramural staff by 3pm on the Thursday before. For a Sunday game, you must contact the intramural staff by Friday at 3pm. This will result in a default resulting in a loss and decreased sportsmanship. Games lost by forfeit or default will not be rescheduled for any reason.

**Two defaults** by the same team in one season will prohibit a team to be scheduled for playoffs. **One forfeit** by a team will result in a sportsmanship rating of a 0 and the team will not be permitted into playoffs.

**One default and one forfeit** will also prohibit a team from entering playoffs due to the decreased sportsmanship rate received.

### **Postponements**

Due to field schedule changes because of Montclair State University varsity athletics, or unsafe playing conditions such as weather concerns, games may be postponed by the Intramural Sports Office. Team representatives are responsible for checking their email and the intramural webpage at [www.montclair.edu/campusrec/intramurals](http://www.montclair.edu/campusrec/intramurals) or calling the Intramural Sports Office at 973-655-3345. Games that are postponed by the intramural staff may not be automatically rescheduled. Team captains will be notified via email or phone call of the new date and time of the game.

### **Rescheduling**

During regular season, the intramural staff will not automatically reschedule games. League games are usually unable to be rescheduled due to time and field space constraints, unless extreme circumstances prevail. Defaulted and forfeited games will not be rescheduled for any reason. Team captains must check with teammates about availability and possible conflicts before signing up for a league.

### **Playoffs**

All teams entered into the playoff bracket must compete in regular season play with no more than one forfeit or default, attend the mandatory captains meeting, and maintain a sportsmanship rating total of a B or better concluding regular season. The playoffs will use regular season record and statistics to determine seeding.

All playoff divisions will be single elimination. Tournament games will be played at different times other than a team's regular season availability. Therefore, teams should be prepared to play at anytime. The playoff schedule will be sent via email and can be viewed on the intramural website. All captains should check tournament brackets immediately when they are posted and direct any questions or game conflicts to the intramural staff. If the game conflict is a first round game the captain must contact the intramural staff within 24 hours of the bracket posting. If it is another round of the playoff tournament the intramural staff must be notified 24 hours before the game time

Since the post-season tournament asks that participants play on nights that may not match their availability, the intramural sports office understands that conflicts may occur. The office will make every attempt to reschedule a tournament game.

In order to request a playoff game to be rescheduled the team captain must contact the intramural staff via phone 973-655-3345 or email [imsports@mail.montclair.edu](mailto:imsports@mail.montclair.edu). If the game conflict is a first round game the captain must contact the intramural staff within 24 hours of the bracket posting. If it is another round of the playoff tournament the intramural staff must be notified 24 hours before the game time. It is at this time that the intramural staff will contact the opposing team to confirm a time change. In any rescheduling, if the opposing team is unable to reschedule, the team requesting the change of game must either make an attempt to play at the scheduled time or declare a forfeit/default.

## X. Sportsmanship Ratings

### **Sportsmanship**

Good sportsmanship is vital to the conduct of each intramural sport. All participants and spectators are expected to behave in a mature, sportsmanlike manner, regardless of the heat of competition. A team captain is responsible for the actions of all individual members and spectators directly related to his/her team. Teams and individuals are equally responsible for insuring proper conduct before, during, and after the contest.

### **Ratings**

Each team is given a sportsmanship rating of A, B, C, D, or F by the on-site Intramural Director at the conclusion of each game. Officials will collaborate with the director to grade teams following intramural competitions. In order for a team to enter into the playoff tournament their sportsmanship rating must be a B average or better.

Sportsmanship rating is based on the following criteria:

- 4 (A) Excellent Conduct and Sportsmanship: Players cooperate fully with officials and other team members. The team captain calmly converses with officials about rule interpretations and calls and has full control of teammates and fans.
- 3 (B) Good Conduct and Sportsmanship: Players verbally complain about some decisions made by officials or show dissention which may or may not warrant a warning. Teams who receive a warning from officials or directors may not receive a rating better than a B.
- 2 (C) Average Conduct and Sportsmanship: Team shows verbal dissent towards officials and or opposing team which may warrant a warning. Team captain has minor control over team and/or fans but has control over him/herself.
- 1 (D) Below average Conduct and Sportsmanship: Team consistently comments to officials and/or opposing team from the playing surface or sideline. Team captain has little or no control over teammates, fans, or him/herself. Player ejection(s). Teams which receive a player ejection can receive no higher than a D rating.
- 0 (F) Poor Conduct and Sportsmanship: Team is completely uncooperative. The team captain has no control over teammates, fans, or self. Any team causing a game to be forfeited or receives multiple player ejections shall receive an F rating.

Technical fouls as well as any other detrimental conduct assessed by officials and directors will result in a one grade demerit from a team's rating. Verbal abuse, fighting, and any other unsportsmanlike conduct will result in a more severe demerit in the grade rating as well as possible ejection and suspension.

Participants and fans are expected to use sportsmanship during any intramural event. In the event that an individual acts in an unsportsmanlike manner, the official or director has full authority to take action as they see necessary to keep the game in control and protect the safety of all participants. During the playoffs, any team who receives a sportsmanship rating of an F will be eliminated from the playoffs.

Participants are responsible for all trash left on the field or around the court. If there is any trash left and seen by the Intramural Staff, the team's sportsmanship will be affected.

## **Individual Suspension**

Once an individual is accused of any of the following, they will have to complete an incident form with the on-site Intramural Sports Director. The Coordinator of Intramural and Club Sports or Intramural Area Supervisor will then contact the individual within the next 48 hours to set up a meeting. The individual may not play or attend another game until they meet with the Coordinator of Intramural and Club Sports or Intramural Area Supervisor. The following are reason for an individual to be suspended:

- Any player who is ejected from a game is **AUTOMATICALLY** ineligible for the next game and, if warranted, more than one game.
- Any player involved in a fight will be suspended and depending on the situations severity there could be a referral to the Dean of Students. **Under no circumstances will fighting be tolerated.**
- Any player exhibiting poor sportsmanship before, during, or after a competition
- Any player who verbally or physically threatens or intimidates an intramural staff member
- Any player or spectator who physically contacts an intramural staff member
- Any player or spectator exhibiting wanton disregard for intramural equipment
- Any player or spectator exhibiting wanton disregard for intramural policies
- Any player or spectator ignoring the Montclair State University's **No Alcohol Policy**
- Any player or spectator violating Montclair State University Code of Conduct. The Montclair State University Code of Conduct can be found at [www.montclair.edu/deanstudents/studentconduct/codeofconduct.html](http://www.montclair.edu/deanstudents/studentconduct/codeofconduct.html).

## **Team Suspension**

Once a team is accused of any of the following the captain will have to complete an incident form with the on-site Intramural Sports Director. The Coordinator of Intramural and Club Sports or Intramural Area Supervisor will then contact the team captain within the next 48 hours to set up a meeting. The team may not play or attend another game until the captain meets with the Coordinator of Intramural and Club Sports or Intramural Area Supervisor. The following, along with the above reasons for individual suspension, may be reason for a team to be suspended:

- Team violating Intramural policies and/or rules
- Team failing to control the actions of their players, bench personnel, team captain, and spectators
- Team failing to properly identify their players
- Team ignoring Montclair State University's **No Alcohol Policy**

## **XI. General Intramural Sports Information**

### **Attire**

For all participants, “recreational” attire is required. This includes but is not restricted to gym shorts, t-shirts, non-marking sneakers, sweatshirts, sweatpants, swimsuit, etc. Intramural participants are restricted from competing in denim (jean shorts/pants), industrial boots, or any other clothing deemed by the onsite director to be harmful to the participant, opponents, facility, etc. **Jewelry may not be worn during any intramural competition.** All jewelry must be removed prior to the start of the game or the individual will be removed from the game until it is removed.

### **Withdraw Policy**

A team/free agent may withdraw from a league only before the first day of regular season begins or due to extenuating circumstances once the season play has began. Common courtesy requires the captain/player to clear all withdraws with the Intramural Area Supervisor as soon as the decision is made to withdraw from the league. After season play has started, even if a request to withdraw has been made this does not mean there will be a refund of the entry fee.

### **Refund Policy**

Refunds will only be given on two circumstances:

1. If a team/free agent withdraws from the league prior to the first day of regular season play, they will be charged a withdrawal fee. Withdrawal fees are as follows:  
Individual registration - Withdrawal fee \$10
2. If the Intramural Sports Program cannot gain enough participation to create a league or division in that sport or needs to cancel a league for any reason.

**Intramural Weekend Tournaments** are one day tournaments organized by the intramural staff. Each tournament is either an individual or team event. The tournaments will run throughout the semester and participants can attempt to win the tournament and win a Weekend Tournament Champion shirt.

### **Registration**

A Weekend tournament registration form can be found in the Intramural Sports Office or on the intramural webpage at [www.montclair.edu/campusrec/intramurals](http://www.montclair.edu/campusrec/intramurals). In order to participate, a registration form and fee must be turned in to the Main Office or Intramural Sports Office by the registration deadline and the participant must show up at the date and time of the tournament. For team tournaments only the captain must turn in the team registration form and their entry fee but the team roster must be completed on the registration form and all others on the team must pay IM Weekend fee before they may compete.

Before the start of each tournament every person who is participating in the event must sign in and sign a waiver. A brief captains meeting will also be held before team tournaments to review rules of the game and intramural sports policies and procedures.

### **Prizes**

At the end of every tournament, a winner will be declared. The winning team or participant will receive an IM Weekend Tournament Championship shirt.

## **XII. General Responsibilities**

### **Preseason**

Once you know which sport you are working for any given season it is important to follow these few steps in order to insure a successful season:

- Create an inventory list for that sport by counting equipment necessary from the intramural closet and in the office. This includes pinnies when appropriate. Let area supervisor know the final count.
- Organize the binder for your sport and make sure it contains the following:
  - Incident Forms
  - Directors Report Forms
  - Score sheets
  - Waiver Forms
  - Employee Contact List
  - Captain Contact List (once available)
  - Injury Forms
  - Protest Forms
  - Playoff Brackets (once available)
  - Game and Employee Schedule (once available)
  - Team Rosters (once available)
- Organize your sport in the Intramural Sports folder on the computer desktop with the following:
  - Captain Contact Sheet
  - Officials Contact Sheet
  - Standings
  - Score sheet
  - Roster
  - Schedule
  - Playoff Bracket
  - Wrap up
- Market sports by tabling in the Student Center during the registration period and hanging flyers around campus
- Write an email to all past participants and inform them of the upcoming season, registration deadlines, info session dates, captains meeting date and all sports being offered
- Help organize info sessions and captains meetings by having copies of sport rules, intramural sports policies and procedures, entry forms, and receipt books
- Attend info sessions and captains meeting to explain all rules and policies, become familiar with participants, collect entry forms, and make participating in intramural sports an enjoyable experience
- Collect entry forms as they come in to the main office and intramural office and add teams and captains to documents on computer desktop folder. Keep all entries organized and enter them into the computer in a timely manner. Add captains to contacts in email address book on [imsports@mail.montclair.edu](mailto:imsports@mail.montclair.edu).
- Schedule teams according to time slots picked on entries.

### **During Season**

The following must be completed for every game:

#### ***Pregame***

- Call all teams playing during your shift, by 12pm on the day of the game.
- Print amount of score sheets necessary for games that evening, add names from roster to score sheet before printing (when available).
- Call in. Arrive at field/court 30 minutes before the start of the first game with all equipment for game play, stopwatch, first aid kit, binder, pen, official's time cards, and whistle.

- Set up field. Lay out bases or cones, raise basketball nets, turn on field lights, and turn on scoreboards. *See Appendix C for instructions.*
- Collect ALL Montclair State University ID's from EVERY participant and have each sign the waiver if they have not done so. If it is necessary to hand out pinnies or equipment be sure to put the pinnie or ball number next to the players name. All names must be on the score sheet.

### ***Game Time***

- Bring all captains, officials, and players in and introduce the intramural sports staff then discuss things like jewelry, fouls, out of bounds lines, keeping the game clean and fun and that the captain is the only person permitted to talk to an official.
- Start game ON TIME! If a team isn't ready at the start, game time is forfeit time.
- Keep time, score, and statistics when necessary and be conscious of the mood of the game so things stay safe and in control. If something seems out of control you may talk to the captains or call the game. It is also your decision to call a game because of a mercy rule.
- Be sure all participants and fans are following policies and maintain a safe and positive environment
- Enforce all rules and policies and respond to any conflicts or emergencies.

### ***Post Game***

- MSU IDs may be returned to participants as the equipment is returned. Make note of anything missing or damaged.
- Give the official their time card to fill out and then collect it back
- Clean the field/court and leave it as it was found
- Return all equipment to the appropriate place in the Student Recreation Center
- Complete the directors report

### ***Next Day Office Duties***

- Update roster, standings, schedule on the computer and print out an updated copy for the binder
- Print the updated schedule and hang it on the two intramural sports bulletin boards in the Student Recreation Center
- Answer emails and voice messages to best of ability or direct them to the appropriate person

## **Postseason**

The following are the steps necessary to conclude a season before preparing for the next preseason:

- Collect an inventory list of equipment for that sport by counting everything necessary that is in the intramural closet in the gymnasium and in the office. This includes pinnies when appropriate. Let area supervisor know the final count.
- Remove all old papers from the binder so that it is clean and ready for next season.
- Write a wrap-up for your sport which includes: # of participants(men, women), # of teams (men, women, co-ed), # of forfeits, # games played, winning teams, and an officials evaluation

**Other Responsibilities**

- Market, plan, and attend Saturday Tournaments and record points each week
- Monitor webpage so that the most current information is visible
- Make phone calls to team captains for any game changes, cancellations, or rescheduling
- Maintain a clean and organized office area

### **XIII. Procedure for Inclement Weather**

#### **Before game time**

**\*DO NOT CANCEL BEFORE 3:00 PM for an 8:00 PM game**

1. If it has been raining all day and shows no sign of stopping
2. If it has been raining all day and the field is too wet to play on (i.e. there are puddles, large mud slicks)
3. If school or classes are cancelled
4. If there is snow covering the field

#### **During the game**

1. It begins to rain heavily
2. It begins to rain and although it might be light players are sliding all over the place
3. Any lightning

#### **Cancelling before game time**

Go out to the fields to see if they are playable. If possible this should be done approximately 2 hours before the games are scheduled to start. We want to play so make sure there is NO possibility of playing before you cancel.

1. If you deem the field unplayable, cancel games for the night. Once this is the decision you CANNOT change your mind!!!
2. Contact the Area Supervisors immediately to inform them games are cancelled
3. Send out an E-mail to inform all teams games are cancelled for the night and will be rescheduled shortly. Call ALL captains whose team was scheduled to play and inform them games are cancelled.
4. Reschedule games if possible and send out an E-mail of updated schedule.
5. Post the new schedule on the two bulletin boards in the Student Recreation Center. An updated schedule should also be placed in the binder. DO NOT remove old schedules.

## XIV. Court/Field Setup & Clean Up Instructions

### **Washing and Drying Intramural Pinnies**

Washing Directions:     **Step 1:** Put on gloves while handling all pinnies being washed.  
                                  **Step 2:** Blue controller should be on setting 03  
                                  **Step 3:** Check that green light is ON so new wash cycle can be started  
                                  **Step 4:** Put the towels in washer: Lysol the Empty Bins  
                                  **Step 5:** PRESS 0-3 for washer program and then START

Drying Directions:       **Step 1:** Once washer is finished move towels from washer to an empty dryer  
                                  **Step 2:** Dryer setting should be on Delicates/Low Heat  
                                  **Step 3:** Remove pinnies from dryer, fold, and return to proper place

### **Turning On and Off the Lights at Sprague Field**


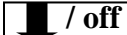
Turning Lights On:       **Step 1:** Walk to the near side of the field closest to the maintenance building past the porta potty and the stairs and right against maintenance building to the gray box.  
                                  **Step 2:** Put in the combination lock combination **7-17-39**.  
                                  **Step 3:** Turn the black handle to open  
                                  **Step 4:** Pull open the box door  
                                  **Step 5:** Turn the switch on the top left that says ZONE 1 FOOTBALL LIGHTS from OFF to ON  
                                  **Step 6:** Close the box and turn the black handle down

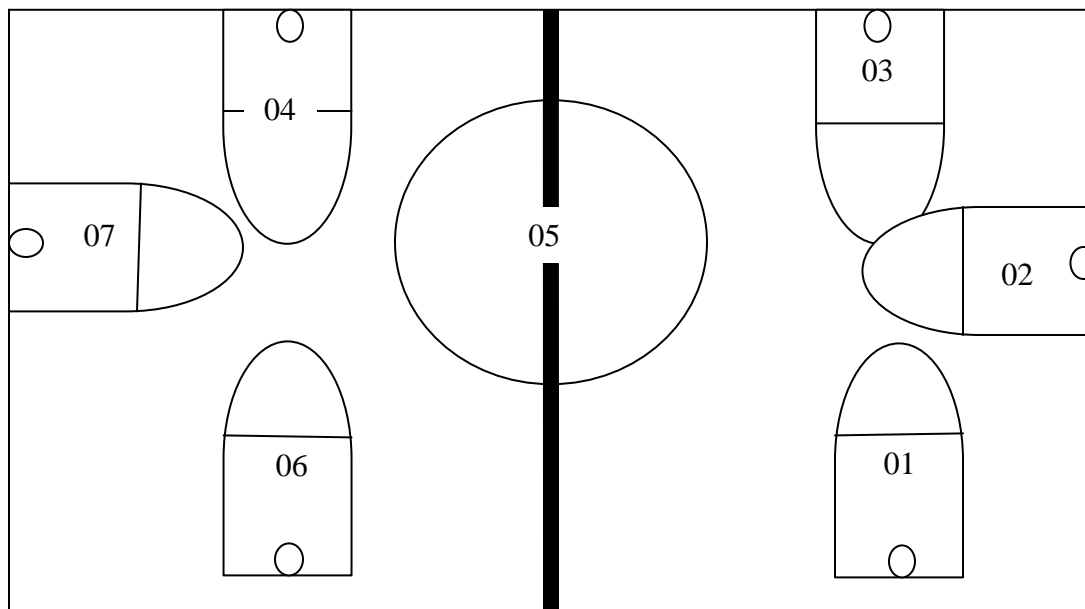
Turning Lights Off:      **Step 1:** Go to the gray box on the maintenance building  
                                  **Step 2:** Open the box  
                                  **Step 3:** Turn the switch on the top left that says ZONE 1 FOOTBALL LIGHTS from ON to OFF  
                                  **Step 4:** Close the box and lock the combination lock.



### Raise and Lower Hoops and Curtains

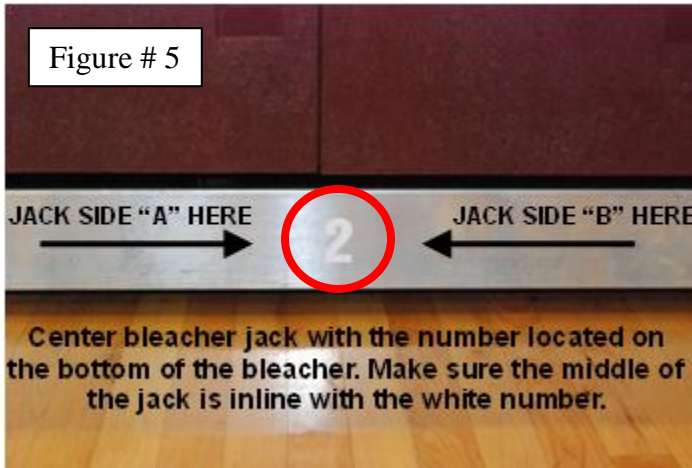
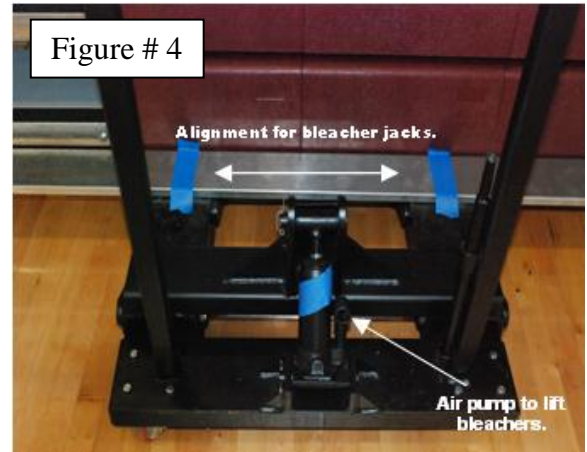
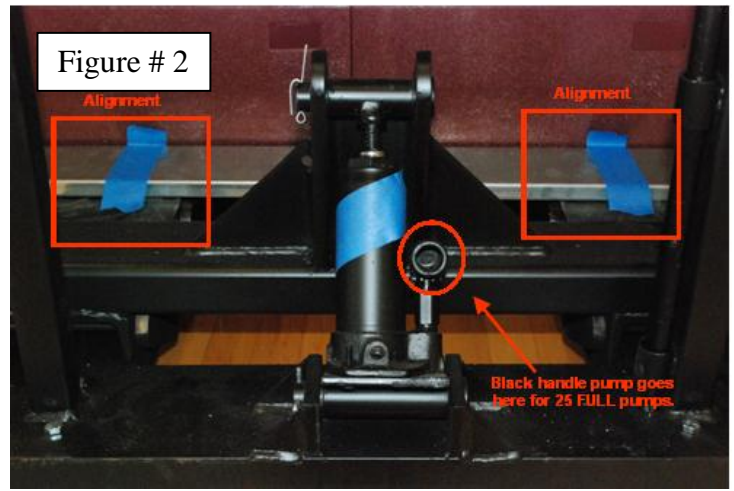
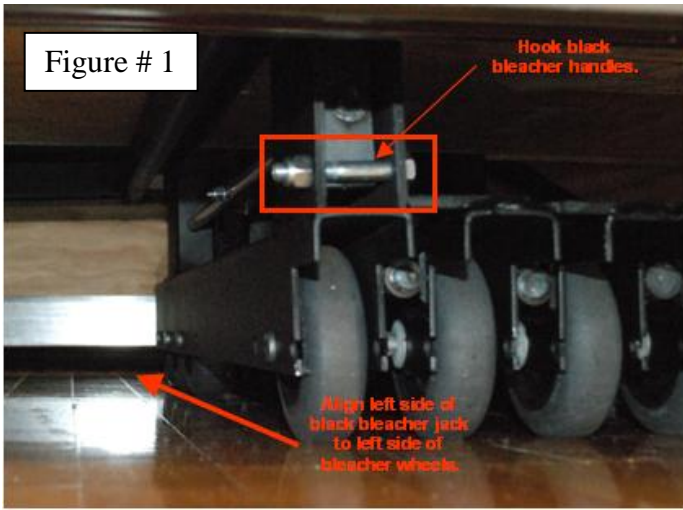
For certain sports and activities there will be a need to raise and lower hoops or curtain. The process of doing so is:

1. Go to the key pad located left of the intramural office windows in the gymnasium
2. Type the code **0 0 0 0**
3. You will see a green light when you hit the fourth **0**
4. Hit backstop on the top right
5. Each hoop and curtain has an individual code 01; 02 ... type in the code for the respective hoop
6. Press and hold the  / **on** or  / **off**



## Bleachers

- All bleacher procedures require two people in order to complete.
- Pulling bleachers out:
  1. Pull silver bottom rail up and look underneath for 3/8" silver bolt above each set of front wheels as shown in Figure #1. Look for "white square" on bottom of rail.
  2. Place the hook in the black T-handle securely over each bolt.
  3. Once you both are ready, pull evenly together until bleachers are completely out and locked. You will hear a clicking noise when they are fully extended.
  4. Unlock black T-handles and store them away.
  5. Put up silver hand rails into press into locking position. They should have the loop side pointing down as shown in Figure #6.
- Stacking bleacher together:
  1. Pull up on aisle handrails and lay them down centered in aisle. Do not lay them on seats.
  2. Pull silver bottom rail up and look underneath for 3/8" silver bolt above each set of front wheels as shown in Figure #1. Look for "white square" on bottom of rail.
  3. Place the hook in the black T-handle securely over each bolt and pull up to disengage locking mechanism.
  4. Once you are both ready, push evenly together until bleachers are completely stacked back together.
  5. Unlock black T-handles and store them away.
    - When putting bleachers out or in, it is VERY important that you stay together. If they bleachers get stuck and will not continue to go in the directions you want them to go, put them back where they were and start again. They will not go the direction you want them to go in if you and your partner do not stay together.
- Moving Bleachers:
  1. Center each bleacher jack with number on the bottom rail as seen in Figures #2-5.
  2. Lift up silver bottom rail and push bleacher jacks all the way in until they make solid contact with rear frame support.
  3. Using black pump handle make sure bleeder screw is tight (screwed clockwise) before pumping.
  4. Place black pump handle into jack cylinder as shown in Figure #2.
  5. Pump both sides in unison for 25 FULL pumps as seen in Figure #2
  6. Once the bleachers are elevated two persons can slowly pull or push the bleacher in whichever direction you want them to go.
  7. Once the bleachers are where they need to be, using the black pump handle pump and in unison slowly turn the bleeder screw counter clockwise releasing the pressure until the bleaches are completely lowered. (See Picture #2 below)
  8. Pull the bleacher jacks out and store them away.
    - You can only move the bleachers when they are stacked together.
    - You can only move the bleachers from the front.
    - The wheels must be in between the jack.



## Appendix A: Intramural Evaluation Sheets

### Officials Evaluation Sheet

#### Intramural Sports Officials Evaluation form

Official:	Supervisor:
Sports Officiated:	Date:

	Poor	Average	Good	Excellent
<b>Appearance:</b>				
Appear 30 minutes before the game to help setup				
Dressed appropriately				

	Poor	Average	Good	Excellent
<b>Knowledge:</b>				
Knows and understands the rules				
Knows and understands proper officiating mechanics				
Knows and understands the basic strategy of the game				

	Poor	Average	Good	Excellent
<b>Application</b>				
Applies rules correctly				
Assures player safety				
Gives appropriate signals				
Demonstrates accurate judgment (getting calls right)				
Proper positioning				
Demonstrates decisiveness				
Demonstrates proper emphasis on calls and signals				

	Poor	Average	Good	Excellent
<b>Game Management</b>				
Starts games promptly and on time				
Pre Game meetings				
Keeps up with game play (hustle)				
Demonstrates poise and control				
Communicates with partner				
Shows a positive attitude toward the game and toward the people involved				

# Summary of Evaluation:

Appearance:

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Knowledge:

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Application:

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Game Management:

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Officials Comments:

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Area Supervisor Signature\_\_\_\_\_

Date\_\_\_\_\_

Official Signature\_\_\_\_\_

Date\_\_\_\_\_

**Directors Evaluation Form**

**Intramural Sports Directors Evaluation form**

Director:		Supervisor:		
Sports Directed:		Date:		
	<b>Poor</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
<b>Appearance:</b>				
Arrives 30 minutes before game time to setup & prepare for night				
Dressed appropriately				
	<b>Poor</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
<b>Knowledge:</b>				
Attends all mandatory trainings & meetings				
Knows & understands the rules, policies and procedures				
Knows & understands responsibilities for the night				
Knows & understands the basic strategy of the game				
	<b>Poor</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
<b>Application</b>				
Applies rules correctly				
Assures player safety				
Demonstrates accurate judgment (getting calls right)				
Proper positioning				
Demonstrates decisiveness				
Displays confidence in calls				
Demonstrates proper emphasis on calls and signals				
Promotes Sports & Tournaments				
Understands office responsibilities				
	<b>Poor</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
<b>Game Management</b>				
Starts games promptly and on time				
Pre Game meetings				
Keeps up with game play (hustle)				
Demonstrates poise and control				
Anticipates Game Situations				
Communicates & Supports Officials Staff				

Responds to emergencies & provides proper care				
Shows a positive attitude toward the game and toward the people involved				
Exceeds expectations & job requirements				

## Summary of Evaluation:

Appearance:

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Knowledge:

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Application:

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Game Management:

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Directors Comments:

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Area Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Area Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Director Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix B: Emergency Action Plans (EAP)

### Emergency Action Plan (EAP) Intramural Sports Student Recreation Center Gymnasium

1. **The Intramural Director recognizes that someone needs immediate help.**
  - a. The Intramural Director recognizes emergency on gymnasium court 1 or 2.
2. **The Intramural Director activates the EAP.**
  - a. The Intramural Director will direct the official to blow the whistle and stop play.
  - b. The Intramural Official will clear all participants off to the side of the court and ask them to remain on the side (as witnesses).
3. **The Intramural Director will follow general procedures for emergencies that occur on the gymnasium court 1 or 2.**
  - a. Depending on the emergency the Intramural Director will size up the scene, assess the situation, and provide appropriate care.
4. **Safety team members assist in the emergency.**
  - a. The Intramural Official will radio the Building Manager and **clearly** says, "Attention, Attention: There is an emergency in the gymnasium court (Identify which court: 1 or 2); EMS is needed. Please bring AED. Do you copy?"
    - i. Building Manager should reply, "Copy. Circle Desk, please call Montclair State EMS."
    - ii. Circle Desk should call x5222 and notify MSU EMS of the emergency in the gymnasium and then radio the Building Manager informing him/her MSU EMS has been called.
  - b. The Building Manager should arrive to the court with the appropriate equipment and assist the Intramural Director as needed.
  - c. Continue care for the victim as needed until EMS arrives and assesses the situation.
5. **The chain of command is notified.**
  - a. The Building Manager calls the Coordinator of Intramural Sports and/or the Director of Campus Recreation from their cell phone in the gymnasium.
6. **Witnesses are interviewed.**
  - a. The Building Manager will collect statements from the patrons in the gymnasium and both Intramural Director and Intramural Officials.
7. **Reports are completed.**
  - a. Injury/Accident report is **completely** filled out.
8. **Equipment is checked.**
  - a. All equipment used in the rescue is checked and returned to correct position.
9. **Corrective action taken.**
  - a. Any situation that may have contributed to the incident is corrected before the facility is reopened or as soon as possible. If needed, restrict access to any unsafe area.
  - b. If the gymnasium court was cleared during the rescue the Coordinator of Intramural Sports or the Director of Campus Recreation **MUST** give the "ok" to reopen it.
10. **Follow-up staff discussion.**
  - a. The Coordinator of Intramural Sports and/or the Director of Campus Recreation will set up a meeting with all parties involved in order to debrief the situation.

**Emergency Action Plan (EAP)**  
**Intramural Sports**  
**Student Recreation Center Pool**

1. **The Lifeguard recognizes that someone needs immediate help.**
  - a. The Lifeguard recognizes an emergency in the water or on land.
2. **The Lifeguard activates the EAP.**
  - a. *Water:* The Lifeguard will signal the emergency by blowing their whistle 3 times and point at the victim.
  - b. *Land:* The Lifeguard will signal the emergency by blowing their whistle 2 times and point at the victim.
3. **The Lifeguard follows the general procedures for emergencies that occur in the water or on land.**
  - a. Depending on the emergency, the Lifeguard will size up the scene, assess the situation and perform the appropriate rescue/provide appropriate care.
4. **Safety team members assist in the emergency.**
  - a. The secondary lifeguard radios the Building Manager and **clearly** says, "Attention Attention: There is an emergency in the pool; EMS is needed. Please bring the AED. Do you copy?"
    - i. Building Manager should reply, "Copy. Equipment Check out please bring 5 towels to the Pool."
    - ii. Circle Desk should call x5222 and notify MSU EMS of the emergency in the pool and then radio the Building Manager informing him/her MSU EMS has been called.
  - b. The secondary lifeguard clears the pool **immediately** and asks all patrons to remain on the deck (to be witnesses). The Intramural Director may take over clearing the pool to allow the secondary lifeguard to help the primary.
  - c. The Building Manager and Intramural Director will stay with the patrons on the deck while the secondary lifeguard assists the primary with appropriate rescue (if needed). The secondary lifeguard should bring all appropriate equipment to where the primary lifeguard is headed.
  - d. Continue care for the victim as needed until EMS arrives and assesses the situation.
5. **The chain of command is notified.**
  - a. The Building Manager calls the Aquatics Coordinator, Coordinator of Intramural Sports and/or the Director of Campus Recreation from their cell phone on the pool deck.
6. **Witnesses are interviewed.**
  - a. The Building Manager or Intramural Director will collect statements from the patrons on the deck and both lifeguards.
7. **Reports are completed.**
  - a. Injury/Accident report is **completely** filled out.
8. **Equipment is checked.**
  - a. All equipment used in the rescue is checked and returned to correct position.
9. **Corrective action taken.**
  - a. Any situation that may have contributed to the incident is corrected before the facility is reopened or as soon as possible. If needed, restrict access to any unsafe area.
  - b. If the pool was cleared during the rescue the Aquatics and Coordinator of Intramural Sports or the Director of Campus Recreation **MUST** give the "ok" to reopen it.
10. **Follow-up staff discussion.**
  - a. The Aquatics, Coordinator of Intramural Sports and/or the Director of Campus Recreation will set up a meeting with all parties involved in order to debrief the situation.

**Emergency Action Plan (EAP)**  
**Intramural Sports**  
Sprague Field

- 1. The Intramural Director recognizes that someone needs immediate help.**
  - a. The Intramural Director recognizes emergency on Sprague Field.
- 2. The Intramural Director activates the EAP.**
  - a. The Intramural Director directs the official to blow the whistle and stop play.
  - b. The Intramural Official clears all participants off to the side of the field and asks them to remain on the bleachers (as witnesses).
- 3. The Intramural Director will follow general procedures for emergencies that occur on Sprague Field.**
  - a. Depending on the emergency the Intramural Director sizes up the scene, assesses the situation, and provides appropriate care.
- 4. Safety team members assist in the emergency.**
  - a. The Intramural Director tells the Intramural Official to call (973) 655-5222 and notify MSU EMS of the emergency on Sprague Field and then inform the Intramural Director MSU EMS has been called.
  - b. The Intramural Official then calls the Circle Desk x3343 at the Student Recreation Center to notify them of the incident. The Circle Desk should then notify Building Manager and Professional Staff member.
  - c. The Intramural Official brings all appropriate equipment to where the Intramural Director is located with the victim.
  - d. The Intramural Official is then responsible to open the gate on the Normal Avenue side of Sprague Field where the athletic vans are located. The combination is 27-01-23.
  - e. Continue care for the victim as needed until EMS arrives and assesses the situation.
- 5. The chain of command is notified.**
  - a. The Intramural Official radios the Building Manager to inform them of the situation details.
  - b. The Building Manager then calls the Coordinator of Intramural Sports and/or the Director of Campus Recreation from the main office phone in the Student Recreation Center.
- 6. Witnesses are interviewed.**
  - a. The Intramural Official will collect statements from the patrons in the gymnasium and the Intramural Director.
- 7. Reports are completed.**
  - a. Injury/Accident report is completely filled out.
- 8. Equipment is checked.**
  - a. All equipment used in the rescue is checked and returned to correct position.
- 9. Corrective action taken.**
  - a. Any situation that may have contributed to the incident is corrected before the facility is reopened or as soon as possible. If needed, restrict access to any unsafe area.
  - b. If Sprague Field was cleared during the rescue the Coordinator of Intramural Sports or the Director of Campus Recreation MUST give the "ok" to reopen it.
- 10. Follow-up staff discussion.**
  - a. The Coordinator of Intramural Sports and/or the Director of Campus Recreation will set up a meeting with all parties involved in order to debrief the situation.

**Emergency Action Plan (EAP)**  
**Intramural Sports**  
**Student Recreation Center Racquetball Courts**

- 1. The Intramural Director recognizes that someone needs immediate help.**
  - a. The Intramural Director recognizes emergency in racquetball court 1 or 2.
- 2. The Intramural Director activates the EAP.**
  - a. The Intramural Director will radio the Building Manager and **clearly** says, “Attention, Attention: There is an emergency in the racquetball court (1 or 2); EMS is needed. Please bring AED. Do you copy?”
    - i. Building Manager should reply, "Copy. Circle Desk, please call Montclair State EMS.”
    - ii. Circle Desk should call x5222 and notify MSU EMS of the emergency in the gymnasium and then radio the Building Manager informing him/her MSU EMS has been called.
  - b. Clear the other players off to the side and ask them to remain in the court (as witnesses).
- 3. The Intramural Director will follow general procedures for emergencies that occur on the racquetball court 1 or 2.**
  - a. Depending on the emergency the Intramural Director will size up the scene, assess the situation, and provide appropriate care.
- 4. Safety team members assist in the emergency.**
  - a. The Building Manager should arrive to the court with the appropriate equipment and assist the Intramural Director as needed.
  - b. Continue care for the victim as needed until EMS arrives and assesses the situation.
- 5. The chain of command is notified.**
  - a. The Building Manager calls the Coordinator of Intramural Sports and/or the Director of Campus Recreation from their cell phone in the racquetball court.
- 6. Witnesses are interviewed.**
  - a. The Building Manager will collect statements from the patrons on the deck and the Intramural Director.
- 7. Reports are completed.**
  - a. Injury/Accident report is **completely** filled out.
- 8. Equipment is checked.**
  - a. All equipment used in the rescue is checked and returned to correct position.
- 9. Corrective action taken.**
  - a. Any situation that may have contributed to the incident is corrected before the facility is reopened or as soon as possible. If needed, restrict access to any unsafe area.
  - b. If the racquetball court was cleared during the rescue the Coordinator of Intramural Sports or the Director of Campus Recreation **MUST** give the "ok" to reopen it.
- 10. Follow-up staff discussion.**
  - a. The Coordinator of Intramural Sports and/or the Director of Campus Recreation will set up a meeting with all parties involved in order to debrief the situation.

**Emergency Action Plan (EAP)**  
**Intramural Sports**  
Student Recreation Center Intramural Sports Office

- 1. The Intramural Director recognizes that someone needs immediate help.**
  - a. The Intramural Director recognizes emergency in the Intramural Sports Office.
- 2. The Intramural Director activates the EAP.**
  - a. The Intramural Director will radio the Building Manager and **clearly** says, “Attention, Attention: There is an emergency in the Intramural Sports Office; EMS is needed. Please bring AED. Do you copy?”
    - i. Building Manager should reply, "Copy. Circle Desk, please call Montclair State EMS.”
    - ii. Circle Desk should call x5222 and notify MSU EMS of the emergency in the gymnasium and then radio the Building Manager informing him/her MSU EMS has been called.
  - b. Clear the other players off to the side and ask them to remain in the court (as witnesses).
- 3. The Intramural Director will follow general procedures for emergencies that occur in the Intramural Sports Office.**
  - a. Depending on the emergency the Intramural Director will size up the scene, assess the situation, and provide appropriate care.
- 4. Safety team members assist in the emergency.**
  - a. The Building Manager should arrive to the office with the appropriate equipment and assist the Intramural Director as needed.
  - b. Continue care for the victim as needed until EMS arrives and assesses the situation.
- 5. The chain of command is notified.**
  - a. The Building Manager calls the Coordinator of Intramural Sports and/or the Director of Campus Recreation from their cell phone in the intramural office.
- 6. Witnesses are interviewed.**
  - a. The Building Manager will collect statements from the patrons on the deck and the Intramural Director.
- 7. Reports are completed.**
  - a. Injury/Accident report is **completely** filled out.
- 8. Equipment is checked.**
  - a. All equipment used in the rescue is checked and returned to correct position.
- 9. Corrective action taken.**
  - a. Any situation that may have contributed to the incident is corrected before the facility is reopened or as soon as possible. If needed, restrict access to any unsafe area.
  - b. If the office was cleared during the rescue the Coordinator of Intramural Sports or the Director of Campus Recreation **MUST** give the "ok" to allow employees in it.
- 10. Follow-up staff discussion.**
  - a. The Coordinator of Intramural Sports and/or the Director of Campus Recreation will set up a meeting with all parties involved in order to debrief the situation.



**Refusal of Care:** I, the injured party, have been advised that I may have a medical condition(s) which may require an examination by a doctor. At this time, I am refusing care and advice given by the personnel listed on this form and require no further care from the Campus Recreation Department and Montclair State University.

**Signature of Injured:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Witness of Refusal:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Campus Recreation Personnel:** \_\_\_\_\_ **Title:** \_\_\_\_\_



WITNESS 1		
Printed Name	Address	Phone
Signature		Email
Account of What Happened		
_____		
_____		
_____		

WITNESS 2		
Printed Name	Address	Phone
Signature		Email
Account of What Happened		
_____		
_____		
_____		



*I, the injured party, herein certify that the information set forth above is true and correct to the best of my knowledge.*

**Signature of Injured:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Campus Recreation Personnel:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Office Follow-up recommended?  yes  no

OFFICE DATA	Date of Follow-Up:	Staff Person:
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Follow-Up Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Form Completed By (print clearly): \_\_\_\_\_

Incident Report

**MONTCLAIR STATE UNIVERSITY  
DEPARTMENT OF CAMPUS RECREATION INTRAMURAL SPORTS**

**INCIDENT REPORT**

Day/Date: \_\_\_\_\_ Location/Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Participant: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ MSU ID Number: \_\_\_\_\_ MSU Status: \_\_\_\_\_

**Parties Involved:**

IM Director/Supervisor: \_\_\_\_\_ Other Staff: \_\_\_\_\_

Team 1 Name: \_\_\_\_\_ Captain: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Team 2 Name: \_\_\_\_\_ Captain: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

<p><b>Nature of Incident:</b></p> <p><input type="checkbox"/> Argument    <input type="checkbox"/> Sexual Misconduct    <input type="checkbox"/> Damaged/Lost Equip.    <input type="checkbox"/> Fight    <input type="checkbox"/> Theft</p> <p><input type="checkbox"/> Threatening Behavior    <input type="checkbox"/> Trespassing    <input type="checkbox"/> Physical Abuse    <input type="checkbox"/> Verbal Abuse</p> <p><input type="checkbox"/> ID Violation    <input type="checkbox"/> Vandalism    <input type="checkbox"/> Policy Violation    <input type="checkbox"/> Other</p>
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**Notifications:**

Area Supervisor: \_\_\_\_\_ Contacted: Yes No Time: \_\_\_\_\_

Dept. Supervisor: \_\_\_\_\_ Contacted: Yes No Time: \_\_\_\_\_

Campus Security: \_\_\_\_\_ Contacted: Yes No Time: \_\_\_\_\_

Director of Campus Rec: \_\_\_\_\_ Contacted: Yes No Time: \_\_\_\_\_

**Description of the Incident in FULL detail: (fully describe the events, actions and conditions of the incident)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Witness Statement:**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ MSU ID#: \_\_\_\_\_

Explain what happened.

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**Witness Statement:**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ MSU ID#: \_\_\_\_\_

Explain what happened.

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**Witness Statement:**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ MSU ID#: \_\_\_\_\_

Explain what happened.

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**Staff Member Witness Statement:**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ MSU ID#: \_\_\_\_\_

Explain what happened.

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**Party Involved Statement:**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ MSU ID#: \_\_\_\_\_

Explain what happened.

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**Party Involved Statement:**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ MSU ID#: \_\_\_\_\_

Explain what happened.

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**Party Involved Statement:**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ MSU ID#: \_\_\_\_\_

Explain what happened.

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**Party Involved Statement:**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ MSU ID#: \_\_\_\_\_

Explain what happened.

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**Follow – Up Meeting**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

<b>Persons Attending:</b> _____	<b>Title:</b> _____
_____	<b>Title:</b> _____
_____	<b>Title:</b> _____
_____	<b>Title:</b> _____

**Resolutions of the Meeting:** \_\_\_\_\_

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Disciplinary Form

**Montclair State University Campus Recreation**  
**Employee Disciplinary Action Form**

Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Person Writing up Employee: \_\_\_\_\_ Title: \_\_\_\_\_

**Area Working**

\_\_\_\_\_ Fitness Attendant      \_\_\_\_\_ Intramural Referee/Umpire      \_\_\_\_\_ Lifeguard/Swim Instructor

\_\_\_\_\_ Circle Desk Attendant      \_\_\_\_\_ Intramural Director      \_\_\_\_\_ Office Assistant

\_\_\_\_\_ Group X Instructor      \_\_\_\_\_ Party Staff      \_\_\_\_\_ Equipment Checkout

\_\_\_\_\_ Building Manager      \_\_\_\_\_ Equipment Upkeep      \_\_\_\_\_ Personal Trainer

\_\_\_\_\_ Late for Shift      \_\_\_\_\_ Late for Shift (with call)      \_\_\_\_\_ No Show/No call

\_\_\_\_\_ No Show (with call)      \_\_\_\_\_ Cell Phone/Computer Usage      \_\_\_\_\_ Uniform

\_\_\_\_\_ Customer Service      \_\_\_\_\_ Job Duties      \_\_\_\_\_ Policies and Procedures

\_\_\_\_\_ Fraudulent Time Card      \_\_\_\_\_ Breaking School Policy      \_\_\_\_\_ Sleeping on Job

\_\_\_\_\_ Conduct Detrimental to Campus Recreation      \_\_\_\_\_ Failure to attend Mandatory Meeting

Description of Incident (by Student Supervisor or Professional Staff Member): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Comment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Disciplinary Meeting

I, \_\_\_\_\_, understand that I have been cited for a violation of the conditions of my employment with Campus Recreation. I understand that this document serves as a notice that my employment with Campus Recreation is now subject to disciplinary action, suspension, and/or possible termination. I also understand that I have the opportunity to discuss this incident with my Professional Staff Supervisor (within seven days of citation).

\_\_\_\_\_  
Employee Signature      Date      Student Supervisor Signature      Date

\_\_\_\_\_  
Professional Staff Signature      Date

**Follow – Up Meeting**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

<b>Persons Attending:</b> _____	<b>Title:</b> _____
_____	<b>Title:</b> _____
_____	<b>Title:</b> _____
_____	<b>Title:</b> _____

**Meeting Minutes:** \_\_\_\_\_

\_\_\_\_\_

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**Resolutions of the Meeting:** \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, agree that I must abide by the "Resolutions of the Meeting." In accordance with the *Disciplinary Action Agreement* that I signed as a condition of my employment, I agree that should I fail to comply with these resolutions, my employment with Campus Recreation is subject to further action, including suspension and termination. I do so knowingly and willingly.

_____	_____	_____	_____
Student Employee Signature	Date	Professional Staff Signature	Date

Protest Form

**Montclair State University  
Intramural Sports  
Protest Form**

**GAME SITUATION AT TIME OF INCIDENT**

<b>Sport:</b>	<b>Location:</b>	<b>Score:</b>	<b>Time &amp; Date:</b>
<b>Period/Game/Inning:</b>	<b>Time Remaining:</b>	<b>Time Outs Remaining:</b>	<b>Team in Possession/At Bat:</b>

**INVOLVED TEAMS**

<b>Protesting Team Captain:</b>	<b>Team:</b>	<b>Phone:</b>	<b>Email:</b> @mail.montclair.edu
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**Statement:**

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**Signature:**

**Date:**

<b>Opposing Team Captain:</b>	<b>Team:</b>	<b>Phone:</b>	<b>Email:</b> @mail.montclair.edu
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**Statement:**

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**INVOLVED STAFF**

<b>Statement of Director</b> Director (Print): _____ Signature: _____
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<b>Statement of Official #1</b> Official #1 (Print): _____ Signature: _____
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<b>Statement of Official #1</b> Official #1 (Print): _____ Signature: _____
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## Waiver Form

Captain: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Co-Captain: \_\_\_\_\_ Men's Women's

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Co-ed

Team Name: \_\_\_\_\_ Sport: \_\_\_\_\_

**Montclair State University – Campus Recreation**  
*Intramurals*

**IMPORTANT: You must read and sign this waiver and release agreement prior to participating in your first game in the Intramural Sports League.**  
I, the undersigned participant, request permission for myself to participate in the Intramural Sport Leagues. These leagues are sponsored by Campus Recreation, thru the Department of Recreational and Health Enhancement Services.

I consent to participate in the activity and acknowledge that I fully understand my participation may involve risk of serious injury or death, including losses which may result not only from my own actions, inactions or negligence, but also from the actions, inactions or negligence of others, the condition of the facilities, equipment, or areas where the activity is being conducted, and/or the rules of play of this type of activity. I understand that if I have any risk concerns, I should discuss them with the activity coordinators and staff before I sign this document and before the activity begins.

I certify that I am in good health and have no physical condition that would prevent my participation in this activity. Furthermore, I agree to use my personal medical insurance as a primary medical coverage payment in accident or injury occurs. I consent to emergency medical treatment in the event such care is required.

I agree that photographs, pictures, slides, movies, video or other media coverage of me may be taken in connection with my participation in the activity without compensation from the State of New Jersey, Montclair State University, the Department of Recreational and Health Enhancement Services, Campus Recreation, its auxiliary organizations, and the officers, employees, volunteers, and agents of each of them (all of which are hereinafter, the Event Holder and Facility Owner) and consent to the use of photographs, pictures, slides, movies, videos, or other media coverage for any legal purpose.

Knowing and understanding the risks involved with participation in the activity, I hereby voluntarily and willingly assume responsibility for all risks and dangers associated with my participation in the activity. I agree I am financially responsible for any losses resulting from my actions during this activity.

In consideration of my participation in the activity, I hereby waive all claims or causes of action against the Event Holder and Facility Owner arising out of my participation in the activity and hereby release the Event Holder and Facility Owner from all liability in connection therewith except such loss or damage which was caused by the sole negligence or willful misconduct of the Event Holder and Facility Owner.

I have read this release agreement and understand the terms used in it and their legal significance. This release is freely and voluntarily given with the understanding that right to legal recourse against the Event Holder and Facility Owner is knowingly given up in return for allowing my participation in the activity. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators and assigns.

NAME –PRINT	CWID	TEAM	SIGNATURE	DATE
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				
8. _____				
9. _____				
10. _____				
11. _____				
12. _____				
13. _____				

Intramural Director Report

MONTCLAIR STATE UNIVERSITY  
DEPARTMENT OF CAMPUS RECREATION

INTRAMURAL SPORTS DIRECTOR REPORT

DIRECTOR: \_\_\_\_\_ SPORT: \_\_\_\_\_ DAY/DATE: \_\_\_\_\_

Injuries? Yes No | Ejections? Yes No | Protests? Yes No | Forfeits? Yes No

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**OFFICIAL'S CORNER:**

Official 1: \_\_\_\_\_ Evaluation Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Official 2: \_\_\_\_\_ Evaluation Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Official 3: \_\_\_\_\_ Evaluation Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Official 4: \_\_\_\_\_ Evaluation Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Topics for Discussion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**GAME RESULTS:**

Time	Team 1	vs	Team 2	Result
1 : _	_____	vs	_____	_____
2 : _	_____	vs	_____	_____
3 : _	_____	vs	_____	_____
4 : _	_____	vs	_____	_____
5 : _	_____	vs	_____	_____
6 : _	_____	vs	_____	_____
7 : _	_____	vs	_____	_____
8 : _	_____	vs	_____	_____
9 : _	_____	vs	_____	_____
10 : _	_____	vs	_____	_____

Sportsmanship Reports: \_\_\_\_\_

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\_\_\_\_\_

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Provide a DETAILED summary of the day/night:

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**PROTEST:**

Form completed on site? Yes No Reason: Eligibility, Rule Discrepancy, or Other \_\_\_\_\_

Description of Protest: \_\_\_\_\_

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**INJURIES:**

Name of injured: \_\_\_\_\_ Team Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital? Yes No Time Injury Occurred: \_\_\_\_\_ Injured Body Part: \_\_\_\_\_

Name of injured: \_\_\_\_\_ Team Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital? Yes No Time Injury Occurred: \_\_\_\_\_ Injured Body Part: \_\_\_\_\_

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Weather & Field/Court Conditions \_\_\_\_\_

First Aid Supplies or Equipment Lost, Damaged or Needed: \_\_\_\_\_

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**SPECIAL NOTES:** \_\_\_\_\_

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Intramural Officials Report

MONTCLAIR STATE UNIVERSITY  
DEPARTMENT OF CAMPUS RECREATION

**INTRAMURAL SPORTS OFFICIAL'S REPORT**

Official: \_\_\_\_\_ Sport: \_\_\_\_\_ Day/Date: \_\_\_\_\_

**Sportsmanship Reports:**

Team: \_\_\_\_\_ Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Team: \_\_\_\_\_ Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Team: \_\_\_\_\_ Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Team: \_\_\_\_\_ Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Team: \_\_\_\_\_ Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Team: \_\_\_\_\_ Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Team: \_\_\_\_\_ Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Team: \_\_\_\_\_ Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

**Sportsmanship:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Were all the pinnies returned to their proper bags and in good condition? Yes No (if no, explain what is wrong with the pinnies, and which team signed out the bag)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director: \_\_\_\_\_ Evaluation Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

Director: \_\_\_\_\_ Evaluation Grade: \_\_\_\_\_ Notes: \_\_\_\_\_

**Topics for Discussion:**

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**Provide a summary of your night:**

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**Self Evaluation: (rate yourself 1-4)**

1=Poor    2=Average    3=Good    4=Excellent

**Dressed appropriately:** \_\_\_\_\_

**Gave appropriate signals:** \_\_\_\_\_

**Demonstrates accurate judgment calls:** \_\_\_\_\_

**Demonstrates proper emphasis on the calls:** \_\_\_\_\_

**Proper positioning:** \_\_\_\_\_

**Communication with partner and director:** \_\_\_\_\_

**Overall Rating:** \_\_\_\_\_ (1-4)

**Special Notes:**

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**Substitution Form**

**Montclair State University  
Department of Campus Recreation  
IM Staff Substitute Form**

Permission to change a shift is required prior to the date the shift change will occur. A change of shift form needs to be filled out prior to the shift. Submit one form per change. **Both signatures must be completed prior to turning in the shift change form, which indicates that there is an agreement between the two workers.**

<b>ORIGINAL</b>	<b>PLEASE PRINT</b>	<b>SUBSTITUTE</b>
Name: _____	Name: _____	
Date of Shift Change: _____	Date Form Submitted: _____	
Hours of shift _____ to _____	Sport: _____	
Total Hours Worked by Substitute: _____		
Signature of Original Worker: _____		
Signature of Substitute Worker: _____		
Signature of Supervisor: _____ Date: _____		