

**Montclair State University
Intramural Sports Participants Handbook**



MONTCLAIR STATE

UNIVERSITY

**Department of Campus Recreation
&
Intramural Sports**

Montclair State University

2010-11 Intramural Sports Participant Handbook

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Section 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, learning experiences, and physical wellness while promoting teamwork and mutual respect amongst teammates. 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 Intramural Sports Participants Handbook is designed to provide team captains and participants with clear guidelines and information that will assist them during their participation in intramural sports. The Intramural Sports Program is designed to complement the academic pursuit here at Montclair State University and provide a recreational outlet to its students. Having fun is the main goal of any intramural activity.

Intramural Sports Office

The Montclair State University Intramural Sports Office is located in the Student Recreation Center on the first floor outside of the gymnasium 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

The Intramural Sports Office phone number is (973) 655-3345

Email: imsports@mail.montclair.edu

Intramural sports information, including schedules, playoff brackets, sport rules, registration information, champion listings, pictures and the calendar of events, can also be obtained by logging on to the intramural sports webpage at www.montclair.edu/campusrec/intramurals.

Bulletin Boards

The two intramural sports bulletin boards are located in the Student Recreation Center. One is located to the right of the entrance of the Student Recreation Center and the other is directly outside of the Intramural Sports Office. These boards display league and tournament schedules and brackets including dates, times, and locations of all intramural competition. These boards also include the names of intramural champions and other pertinent intramural sports information. All information posted on the intramural bulletin boards can also be viewed on the intramural sports webpage at www.montclair.edu/campusrec/intramurals.

Section II – Divisions & Leagues

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 participate 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

Section III – Eligibility

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.

Athletics Sport	Intramural Sport Equivalent	Club Sport	Intramural Sport Equivalent
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:

<u>Sport</u>	<u>Roster Minimum</u>	<u>Sport</u>	<u>Roster Minimum</u>
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.

Section IV – Entering Intramural Competition

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.
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.

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.
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.
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.

eConnect: Online Registration

1. To sign up online go to 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

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.

Section V – Team Captain

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 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.

Section VI – Intramural Sports, Sport Rules, and Schedules

Intramural Sports Offered

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

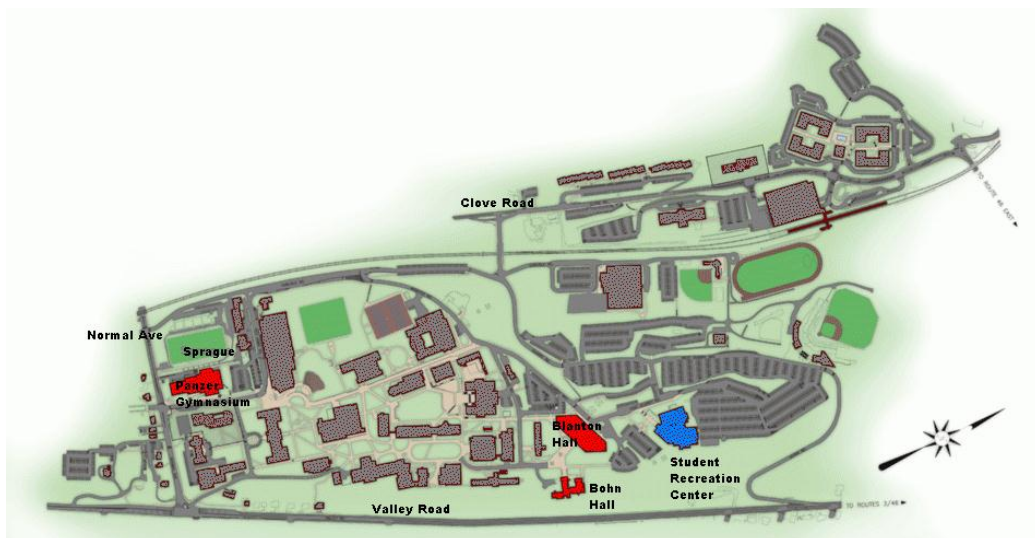
Fall A Season	Fall B Season	Spring A Season	Spring B Season
Cornhole	Racquetball	Basketball	Extreme Dodgeball
Dodgeball	Sprint Football	H2O Water Polo	Floor Hockey
Indoor Soccer	Volleyball	Wallyball	Handball
Softball	Water Basketball	Wii Bowling	Outdoor Soccer
Table Tennis	Wiffleball		Water Volleyball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

Game Locations

The locations of games are noted on each schedule. The Student Recreation Center is located adjacent to Lot 22 and Bohn and Blanton Residence Halls and is the host of all indoor sports. The two racquetball courts host Racquetball, Wallyball, Extreme Dodgeball, and Table Tennis. There are also two basketball courts in the gymnasium that hold Basketball, Dodgeball, Floor Hockey, Handball, Indoor Soccer, Wiffleball and Volleyball. Water sports such as H2O Volleyball, H2O Basketball and Innertube H2O Polo are held in the 25 yard pool. All Wii sports such as Wii Bowling, Wii Boxing, Wii Golf, and Wii Tennis are held on the first floor of the Student Recreation Center. The games are played on the Wii system next to Equipment Checkout and the Intramurals Sports office. All outdoor sports are played on Sprague Football Field. Sprague Football Field is located on Normal Avenue behind Panzer Gymnasium. Outdoor sports such as Outdoor Soccer, Sprint Football, and Softball are held on 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.

Playoffs

All teams entered into the playoff bracket must compete in regular season play with no forfeits and no more than one default, attend the mandatory captains meeting, and maintain a sportsmanship rating total of a 7 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.

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.

Section VII – 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 in 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.

Section VIII – Rescheduling/Postponement

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 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.

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

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. If a team reviews the original schedule and cannot make a game the team may request one game change prior to the start of the season. Change requests must be made to the Intramural Area Supervisor or Intramural Sports Director by emailing imsports@mail.montclair.edu. **This does not guarantee the request will be approved.**

Playoffs

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. 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.

Section IX – Protests

Protests based solely on the accuracy of judgment on the part of an official will not be considered. Should a team captain wish to protest it must be done by filing a protest form with the on-site director immediately following the play in question. Below is a copy of a Protest Form.

**Montclair State University
Intramural Sports
Protest Form**

GAME SITUATION AT TIME OF INCIDENT

Sport:	Location:	Score:	Time & Date:
Period/Game/Inning:	Time Remaining:	Time Outs Remaining:	Team in Possession/At Bat:

INVOLVED TEAMS

Protesting Team Captain:	Team:	Phone:	Email: @mail.montclair.edu
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Statement:

Opposing Team Captain:	Team:	Phone:	Email: @mail.montclair.edu
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Statement:

Section X – 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.

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**

Section XI – Weekend Tournaments

The 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. 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.

Section XII – Health and Safety

Assumption of Risk

Participation in the Intramural Sports Program is voluntary which means that the individuals assume all responsibility for their own health and safety. The risk of injury is inherent in many of the recreational sport activities offered by the Intramural Sports Program. Therefore, it is strongly recommended that individuals intending to participate in intramural sports should, for their own protection, have a physical examination to determine if they are physically able to participate, be fully aware of inherent risks involved in that sport, and have medical insurance to cover expenses incurred in the event of injury.

Drug and Alcohol Use

Any participant or spectator under the influence of alcohol or illegal drugs, or who brings alcohol or illegal drugs to a game or event will be ejected from the facility and may face university judicial charges. Additionally, the use of tobacco products is strictly prohibited.

Section XIII – Emergency Response Procedures

Office Cancellations

Games may be postponed due to weather. The Intramural Sports Office will reschedule games if possible. The decision to postpone due to weather will be made after 3:00 p.m. on the scheduled game day. To check on game cancellations check the intramural webpage at www.montclair.edu/campusrec/intramurals or call the Intramural Sports Office at 973-655-3345.

On-site Postponements/Cancellations

In some cases, games may be canceled by the on-site Intramural Sports Director if inclement weather occurs during play. If this should happen, teams will receive an email and/or phone call if the game is to be rescheduled.

Lightning

The on-site Intramural Sports Director will follow the “30/30 Rule” when lightning is visible. The 30/30 Rule states that people should seek shelter if the "Flash-To-Bang" delay (length of time in seconds between a lightning flash and its subsequent thunder), is 30 seconds or less, and that they remain in shelter until 30 minutes after the final clap of thunder. After 30 minutes passes without any signs of lightning, play may be resumed if time allows.

Injuries

Injuries may occur during intramural competition. All Intramural Sports Directors are certified in CPR/AED and First Aid. Fully equipped medical kits are available at every intramural event. An injury/accident report is filed for each injury/accident. This is kept on record in the Student Recreation Center.

Minor Injuries

Intramural Sports Directors will assess the injury on-site and give the proper medical attention to the best of their abilities based on their training. Intramural Sports Directors are not authorized to diagnose injuries; however, they are charged to provide an appropriate standard of care for the injured individual. They may make recommendations based on the injured individual’s condition, including taking advantage of services provided by the Wellness Center or Campus EMS.

Serious Injuries

Some injuries are too serious to be handled on-site and students may be advised to seek professional attention. The intramural sports staff reserves the right to call EMS or seek professional medical attention when they feel it is in the best interest of the health and safety of the injured individual. Intramural Sports Directors are not authorized to diagnose injuries; however, they are charged to provide an appropriate standard of care for the injured individual. They may make recommendations based on the injured individual’s condition. Examples of these types of injuries may include, but are not limited to, loss of consciousness, serious head injury, severe bleeding, seizure, heart attack, stroke, spinal injury, and suspected break/fracture.

Bleeding

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 Montclair State University Intramural Sports 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.

Serious Incident

Should a serious incident, such as a fight, occur, supervisors 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 and the proper incident forms must be filled out. Any activities will cease until the incident has been resolved. The Assistant Director of Campus Recreation 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 of Campus Recreation who will then determine the consequence based on severity of the incident.

Section XIV – General Information

Attire

“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.
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.

Proposal for New Activities

Students are given the opportunity to introduce new activities to add to the Intramural Sports Calendar of Events. Approval will be based upon the philosophy of the program, facilities required, student interest, the cost of equipment, personnel needs, and safety considerations. All proposals can be sent to the intramural sports email at imsports@mail.montclair.edu.

Employment

The Intramural Sports Office provides paid work opportunities for Montclair State University students as sports officials, intramural directors, office assistants and scorekeepers. Application forms are available in the Intramural Sports Office or Student Recreation Center Main Office. Previous experience as an official is desired but not required. Training clinics are offered before the start of each sport in order to teach the required skills. None of these employment opportunities prevent participation in intramural sports.

Omissions

In cases where policies are not outlined in this handbook, the Assistant Director of Campus Recreation and intramural sports staff reserve the right to use common sense, fairness and the “spirit of the Montclair State University Intramural Sports Program” in providing interpretations on the policies and procedures contained within.

Section XV – FAQ

What are Intramural Sports?

- Intramural Sports is a program designed to offer opportunities for participation in a wide variety of sports and activities at the collegiate level. Many students have played sports at the high school or recreational level, and Intramural Sports affords the opportunity to stay active in sports without the time commitments or skill level of the varsity player. We offer various leagues, tournaments, and activities throughout the academic year that can be found on the intramural sports webpage: www.montclair.edu/campusrec/intramurals.

Who can play intramural sports?

- Any Montclair State University student (undergrad, graduate), alumni, faculty, and staff.
- Any faculty, staff, and alumni member participating will need to be a member of the Student Recreation Center.

Can I play intramural sports if I won a varsity letter in college or a member of a club team?

- An individual may not participate in their specialty or equivalent sport during the same academic year in which they participated with the Montclair State University varsity team.
- Limits are placed on Club Sports participants to preserve the integrity of our Intramural Sports Program. Only one club sport member can play on a team in their equivalent sport.
- If a player has played on any MSU Athletic team and they no longer do, they **MUST** wait one FULL year to date before they can participate in their sport equivalent.

How much does it cost to play?

- The Intramural Sports Program has an IM Pass fee of \$10 per player per team. We also have a semester pass which costs \$35. They can then participate in as many teams they are eligible for. Entry forms can be found in the Intramural Sports Office, at the preseason Intramural Information Session or Open Play, and on the intramural sports webpage at www.montclair.edu/campusrec/intramurals.

How do I get involved with intramural sports?

- Entry forms are available on the intramural webpage at www.montclair.edu/campusrec/intramurals, in the Intramural Sports Office located in the Student Recreation Center, and at the Intramural Information Sessions.
- Turn in entry form and fee by deadline listed for each sport.
- Captain must attend the mandatory captains meeting.
- eConnect is available online at MSUeConnect.com. Participants may sign up online but must pay by credit card.

What do you win?

- Championship t-shirts are awarded to all intramural champions and other prizes may also be included.

What are the team captain's responsibilities?

- Each captain for an intramural sports team is responsible for scheduling his/her team during the scheduling period, attending the captains meeting, and communicating with all of his/her team members so that each player knows when and where the team is scheduled to play. Captains are also responsible for knowing and informing their team members of the intramural sports rules, policies, and procedures. Before, during, and after game time captains are responsible for the behavior of their teammates and spectators.

What is the Captain's Incentive Program?

- **As a captain, you have many responsibilities. As a way of showing our appreciation for your hard work, there is a way for you're to earn points and win different prizes. The points accumulate just over the semester. They do not carry over. For more information go to the intramural sports page at www.montclair.edu/campusrec/itramurals.**

How do I find out when my team is playing?

- Once a captain registers him/herself as captain. They then must go to the Intramural Sports Office to choose a schedule that best fits their team. Once the captain has scheduled the team, they will receive a print out of the schedule on the spot. It is then their responsibility to make sure their team is aware of when their games are.
- When a participate registers, they are opted into our mobile website by Hot Hand and will receive updates.
- Intramural staff will not supply information regarding intramural game times over the phone. Schedules will be posted on the bulletin boards located in the Student Recreation Center.

What if I know my team cannot show up for a game?

- If you know that your team will not be able to make the game, the captain must call 973-655-3345, by 3pm on the day of game. This is called a default and your team will be charged a loss but not a forfeit fee. Only the team captain may utilize this option. Please check for schedule conflicts before the start of the season.
- **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 an F and the team will not be permitted into playoffs. The team can reenter into the playoff bracket by paying a \$10 forfeit fee but will still receive a lowered sportsmanship rate for the game.
- **Two forfeits** by the same team in one season will prohibit the team from entering the playoffs entirely and they will not be able to pay the forfeit fee to reenter.
- **One default and one forfeit** will also prohibit a team from entering playoffs due to the decreased sportsmanship rate received.

Where do we play?

- The location of games should be noted on your schedule. Indoor sports are held in the Student Recreation Center. Outdoor sports will be held on Sprague Field.

How can I find out about game cancellations and rescheduling?

- Game cancellations and postponements will be posted on the webpage at www.montclair.edu/campusrec/intramurals along with emailed to the captains directly. The team captain may also call the Intramural Sports Office at 973-655-3345.
- On the entry forms, participants can opt in to receive text message updates about Intramural Sports.

Where can I find the rules for my sport?

- Rules for all sports are posted on the intramural webpage at www.montclair.edu/campusrec/intramurals and will be available at the captains' meeting and in the Intramural Sports Office.

I don't have a team. Can I still participate?

- Those individuals who do not have a team to join may place themselves on our free agent list by filling out an entry form at the preseason info session or getting a form from the Intramural Sports Office or the webpage at www.montclair.edu/campusrec/intramurals.

What divisions are there?

- There are 4 different divisions you may be eligible for which include the Freshman, the Greek, the Resident Hall, and the Open division. All divisions are broken down into 3 different leagues which include men's, women's, and coed except for the Greek division. The Greek division only contains a men's and women's league for each sport.

Do I need to bring anything to my games?

- In order to participate, you must bring your current MSU ID and have a membership with the Student Recreation Center. If you are a student, you automatically have a membership. Alumni, Faculty and Staff must purchase a membership in the Main Office of the Student Recreation Center. For more information, call the Main Office at x3340.
- You must also be in proper athletic attire with no jewelry on.
- Participants MUST pay their IM Pass fee before they participate in the Intramural Sports competition.
- Equipment is available for all the sports we offer. You can bring your own equipment if you would like. The Intramural Director reserves the right to not let you use it in the competition.