Intramural Official's Manual
2011-2012
## Important Contact Numbers

<table>
<thead>
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<th>Contact</th>
<th>Position</th>
<th>Office</th>
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<tbody>
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**Purpose**
The Tiger Recreation - Fitness & Sports’ IM Program conducts a variety of activities designed to provide every student, faculty, and staff member with an opportunity to participate in organized individual and team sports. The program, based on competition between fraternities and independent teams, does not require the intensified training and high degree of skill associated with varsity athletics. An individual’s ability is not considered as important as his desire to enter into the true spirit of competition and good sportsmanship.

**Statement of Risk**
The intramural participant is encouraged to consider his/her personal health and physical condition prior to participation in intramural activities. Such participation involves physical exertion, fundamental skills for that sport or activity, and may involve physical contact. The participant, being aware of any conditions predisposing him/her to injury or illness, and in consideration of the inherent physical exertion and possible contact involved in intramural participation, may wish to seek the advice of a physician prior to participation or may choose not to participate at all.

**INSURANCE:** The intramural program and Tiger Recreation carries NO INSURANCE. Therefore, participants are encouraged to purchase insurance that will cover them in the case of an injury occurring as a result of participation.

**INJURIES:** The intramural staff will do everything possible to provide suitable and safe playing facilities with supervision. When available, a certified athletic trainer will supervise students in athletic training who will provide emergency care as needed. In a case of serious injury, the certified trainer's recommendation will be followed.

**PROPER ATTIRE:** All players must wear gym shoes or molded rubber cleats. No street shoes, bare feet, sandals, metal or posted cleats will be allowed. No player may wear jewelry including, but not limited to watches, bracelets, necklaces, earrings, and various body rings. Home teams will wear white shirts, away teams will wear dark. Grey is considered dark. Black shirts are NOT to be worn, as that is the color of the official’s shirts. At the start of the season captains must inform director of the color of their team uniform if applicable.

**Sportsmanship**
H-SC Tiger Recreation Intramural Sports stresses that the participants display good sportsmanship at all times. The department will not tolerate physical or verbal abuse of opponents or officials, unsportsmanlike conduct or any other inappropriate behavior, before, during or following a game or event.

Profane, inappropriate language or obscene gestures, and fighting are a direct violation of Student Conduct Code and will not be tolerated in Intramural activities. These activities will result in an automatic ejection. All violations of Student Conduct Code will be reported. In addition, Intramural Officials and Program Coordinators will impose various penalties based on the severity of the acts. If a team chooses not to share the names of individuals involved in reported incidents, the entire team will be faced with sanctions. In addition, all names on the team roster will be reported to Student Conduct along with a written report of the incident.

Any ejected player must contact the Director within 48 hours. Ejected players face a minimum one game suspension, with possible expulsion from the league and participation in other Intramural sports activities. Ejected players have one minute to leave the facility or field. If an ejected player is still within sight or sound of the official or manager the game is an automatic forfeit for his/her team.

**Alcohol is NOT allowed** at any Intramural Activity or contest. If any alcoholic beverages are observed it is an automatic forfeit and Public Safety will be contacted. Participants and/or spectators assumed to be under the influence of alcohol or other substances will be ejected from the game/removed from the premises. **Tailgating is NOT allowed!**

**Smoking is NOT allowed** at any Intramural Activity or contest.
SPORTSMANSHIP RATING SYSTEM

Intramural officials and supervisors will give sportsmanship ratings to teams after each contest. These ratings will reflect behavior before, during and after the contest.

In order for a team to qualify for tournament play they must have the required winning percentage, less than two forfeits and a “B” or better average sportsmanship rating during regular season play.

_Sportsmanship ratings will be graded A, B, C, D & F and based on the following criteria:_

**Rating A:** Excellent conduct & sportsmanship: Team members cooperate with officials and opposing team. Captain/manager calmly converses with officials about interpretations and calls. The captain/manager has complete control of teammates.

**Rating B:** Good Conduct & Sportsmanship: Team members verbally complain about some decisions made by officials and/or show minor dissension, which do not merit a technical, foul.

**Rating C:** Average conduct & sportsmanship: Team shows verbal dissent towards officials and/or show minor dissension’s which may or may not merit a technical foul or unsportsmanlike conduct penalty. Captain/manager exhibits minor control over teammates but is in control of himself. Teams that receive more than one technical foul/unsportsmanlike penalty may receive no higher than a “C” rating.

**Rating D:** Poor conduct & sportsmanship: Team is completely uncooperative. Captain/manager has no control over teammates or himself.

**Rating F:** Unsportsmanlike conduct: Any team causing a game to be forfeited, other than by not showing, or receives one or more ejection.

The following actions automatically merit an “F” rating:

- A player or spectator clearly associated with a team, after being warned about unnecessary roughness jeopardizes the safety of a player or official. *Some cases may result in automatic dismissal from league*

- A player or spectator clearly associated with a team is in possession of alcohol or drugs at an intramural contest. *Some cases may result in automatic dismissal from league*

- A player or spectator clearly associated with a team uses abusive language, obscenities towards an individual or verbally threatens a player or official. *Some cases may result in automatic dismissal from league*

**A team that receives an “F” rating for any of the above actions will be suspended for the next scheduled game and be charged a forfeit**

A team that receives lower than a “C” in a playoff game will automatically be eliminated.

**EJECTED/SUSPENDED INDIVIDUALS:** If a player and/or manager for any team is ejected from play for unsportsmanlike conduct, he will be suspended for the remainder of that game and the following game as well. Before any ejected/suspended individual can be reinstated, he accompanied by the team manager, must appear for review before the Director of Intramurals located in the Fitness Center in Kirby Fieldhouse. This person must make an appointment at the convenience of the Director and suspension is in effect until that meeting is scheduled.

**In the event multiple players are ejected and the penalized team cannot field the required amount of players (Ex: less than 5 for flag football) the game will result in a forfeit.**

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Eligibility

Hampden-Sydney College students, faculty/staff, and their spouses are eligible to participate in Intramural sports and activities.

Intramural teams may not seek sponsorship.

Ineligibility

1. Current varsity athletes: Individuals whose names appear on a team roster or eligibility list of an Intercollegiate athletic team at H-SC or any other four year institution, including transfer students, may not participate in a similar Intramural sport during the academic year in which they are so listed.

2. Intercollegiate athletes (this year) who have been red shirted or who have become academically ineligible, or have been excused from the team for any reason are not eligible to participate in a similar intramural sport during the academic year in which they are so listed.

**Ineligibility infractions will result in a "loss" for each game played with the ineligible player, and the team will be ineligible for the post-season tournament**

Team Entry Form/Rosters:

1. **Roster Limit:** The intramural program has no limit on roster size; however, members may only play on one team in each league. Persons playing for more than one team in the SAME LEAGUE are illegal players and will result in a forfeit for each team they are associated with.

2. **Complete Entry Forms:** Please submit completed entry forms to the Intramural Director (office located in the fitness center). Entry forms must have each participant’s full name and student ID #. Incomplete entry forms will NOT be accepted.

3. **Roster Changes:** Team Managers may alter their roster through the last week of the regular season. All changes must be approved by the Intramural Director.

***Any player addition must be done 24 hours prior to the game the added player would like to participate. Captains need to e-mail the Intramural Director (rtalman@hsc.edu) in order to add players. Players will not be allowed to add the day of the game***

***Players wishing to be dropped from a team must meet with the Intramural Director at the Director's convenience. The Intramural Director's office is located in TigeRec. This must be done by 4:30 p.m. two business days after the player plays his first game with that team. Once a player has followed the proper drop procedures, he is eligible to join any other team for the remainder of the activity. A player may be dropped from a roster one time only, during the regular season. During playoffs, players may not be dropped from rosters.***

4. **Entry Form Deadlines:** Rosters must be turned in by the deadline given. A submitted roster does not insure inclusion in a league, as more teams may apply than can be accommodated. Teams are accepted in order of receipt of roster. Late teams will be added to a waiting list.
Protests

Protests, other than those concerning eligibility, must be registered on the field of play before the next play or before the clock is restarted with the officials in charge of the game and should also be brought to the attention of the Intramural Coordinator. Protests will not be received or considered if they are based on a decision involving the accuracy of judgment of the part of the official (i.e., whether a player is "safe" or "out", "fouled" or "not fouled", etc.) If necessary an officials Time Out will be called.

Formal protests must be received within 24 hours of the game in question to be considered.

The Intramural Coordinator will rule on all formal protests after gathering as much information as possible from the team captains and game officials. All protest decisions made by the IC will be final.

Forfeits and Defaults

1. Forfeits

Negotiating forfeits must be done with the IM Coordinator, not the officials. Team Managers will be notified if their team has a recorded forfeit. Forfeits will be recorded if a team shows up past the scheduled playing time, or if misconduct (before, during, or following a game or an event) leads to a forfeit. Forfeits may be determined following a match if there is a report of team or individual misconduct.

If a team or contestant fails to appear at the appointed place (according to the official’s time piece) of the scheduled time for a contest, the game officials will forfeit the game to their opponents. If both teams fail to appear, a forfeit will be charged against each team.

Teams, which arrive at a scheduled contest with less than a full team, may have the option of playing shorthanded. The game will be recorded as a forfeit and may lead to the team being dropped from the league.

Teams will be excluded from tournament play if they show two “failure to appear forfeits” **Note: Action taken on a case by case basis**

2. Defaults

A default occurs when a team captain contacts the Intramural Director one business day in advance to inform him that their team will be unable to attend their contest. The game is recorded as a loss but no further action takes place. This may take place once per sport.
Schedule and Postponements
In league tournaments, postponed contests shall be played at any time agreed upon by the two-team managers and the Intramural Coordinator. *Regular season games will NOT be rescheduled*

Games are played, regardless of rain or snow, unless unsafe weather conditions present themselves. You can view the day’s game schedule and field status by visiting the Tiger Rec IM webpage or contact the Intramural Director if unsure. Games cancelled due to poor weather conditions will not be rescheduled. Tournament games cancelled due to poor weather conditions will be rescheduled by the following day, time permitting. If a tournament game cannot be rescheduled due to time and weather constraints, the team with the best record based on win-loss percentage and points scored will advance.

What to do in the event of inclement weather

Rainout/Cancellation decisions are made no earlier than 3:00 pm on game day. Your Team Manager should call the Intramural Director (223-7066) AFTER 3pm to inquire the status of the day’s games. Cancellations will result in WINS for both teams. NO rescheduling of regular season games will take place unless approved by the IM Director. Check specific sport rules for games cancelled while in progress.
INTRAMURAL OFFICIAL’S JOB DESCRIPTION

An Intramural sports official is the foremost individual in the Intramural sports program. Persons selected for these positions must demonstrate above average knowledge of the rules and officiating procedures of the game, be capable of controlling difficult game situations, and, without bias, be able to enforce the rules of the game.

Reporting
Intramural official’s report to the supervisor on duty. If necessary, Ricky can be reached by cell (804) 337-9803 or in his office directly at 223-7066. If Ricky cannot be reached then leave a message.

Official’s Duties Include:

1. Be very familiar with Tiger Recreation Policies, and rules of the particular sport.
2. Attend all training seminars and meetings.
3. Dress in appropriate attire, including official TigeRec intramural ref shirt.
4. Be a minimum of 10 minutes early for scheduled match.
5. Inform players and team managers of intramural policy when necessary.
6. Organize team managers and begin play at game time of the scheduled game.
7. Organize pick-up games when possible in the case of forfeits.
8. Have team manager from winning team sign score sheet.
10. Be assertive in handling hostile situations.
11. Work together with other referees. Always publicly support a decision made by a fellow referee.
12. Keep and record the score of the game on score sheets provided.
13. Make sure all Tiger Recreation equipment is returned neatly, and in proper condition to the equipment room.
14. Report any missing equipment to Intramural Director.
15. Locate a substitute if unable to work a scheduled shift AND inform Intramural Supervisor and/or Director of substitution. Obtain and return necessary keys.
16. Fill out time sheets and turn in by the last day of each month, if it falls on a weekend please turn in on the Friday prior to the weekend.
GENERAL INFORMATION & GUIDELINES

Equipment and Uniform
All IM Officials must wear the required staff t-shirt that clearly distinguishes them from the participants. All officials are expected to behave and dress in an appropriate manner.

Tennis shoes or gym shoes are required while officiating. Appropriate dress is also required which consists ideally of black pants or shorts, however do not feel you need to go out and buy anything. As long as your dress is professional and permits physical activity, you will be fine. One whistle is provided during your career as an intramural official, so DO NOT lose or forget it for your shift, as this is a required tool for the job. If you do lose it you’ll have to purchase your own.

Payroll
Working as an Intramural Sports Official is a great way to earn some extra money. However there is one catch. YOU MUST FIRST BE IN THE HAMPDEN-SYDNEY COLLEGE PAYROLL SYSTEM. If you have worked for the College at all, you are in the system and all you need to do is fill out a “hire card.” If you have not worked for the College at any time then you are not in the system. In order for officials to be paid they must 1) sign the score sheet of the game they are working, 2) sign their timecard at the end of the month. If you are not on the score sheet then you will not be paid.

Work-Study
If you qualify for this program, which you will be informed by financial aid, you can work for the department as part of your financial aid package. If you are qualified and interested in this program, please visit the financial aid office in order to obtain the required payroll packet and materials.

Scheduling
Provided that you are on the H-SC payroll, you will be scheduled to officiate. The schedule will be emailed to you on a weekly basis. The schedule will be made according to the availability sheets that you fill out. Please indicate if and when your team plays intramural sport(s) so that you do not get scheduled to work at the same time you play.

If one is unable to work their scheduled shift it is one’s responsibility to find a replacement and notify the TigeRec Director. A phone list of all officials for your specific sport will be emailed out. A copy of the phone list will also be in the binder. It will be located in the equipment bag, which will be in the nightly supervisor's possession. Be sure to indicate a change in the schedule once a replacement has been found (this is the original officials responsibility!)

*If a change in your availability occurs during the season, come in and talk with the IM Director and work it out.*
Emergency/Injury Procedures

In the event that an emergency should occur and no medical personnel are present, the following guidelines should be followed by campus recreation staff:

1. A staff person should identify himself or herself. If the victim is conscious, legally we must ask permission to assist the victim. (The law assumes that an unconscious person would give consent.) A manager/supervisor should stay with the individual at all times. He or she should attempt to reassure the person and protect the individual from personal bodily harm, as well as prevent injury to self or others. The senior staff person will assume control of the situation and issue further orders as needed.

2. If needed, a second staff member will call 911 and give the following information:
   a. Phone # of emergency location
   b. Title of location (building name, specific room)
   c. Site-specific entrance instructions for ambulance driver
   d. Brief description of the injury/emergency
   e. After 911 has been called, a staff member will notify Campus Safety and Police (ext. 6164).

3. The individual should be monitored at all times. This will include:
   a. Checking a heart rate, noting the regularity and strength of each heart beat.
   b. Check for medical ID bracelet/necklace
   c. Observing skin color and breathing pattern
   d. Maintaining open airway
   e. Establishing unresponsiveness and initiating CPR if properly trained to do so.
   f. Before the individual is transported (if conscious) give the EMT’s as much info as possible regarding individual’s:
      i. Name, age, medical considerations (if known), home phone emergency numbers (the attending physician will call the family)

4. Once the individual is transported, the senior staff person in charge should:
   a. Assume responsibility for personal belongings. Remember to respect individual’s privacy, and do not disclose information to others regarding the event.
   b. Absolutely NO comments regarding the incident should be made to bystanders/media etc.
      Fill out an Incident Report and give to the Intramural Manager.

Contacts Incase of an Emergency

1. Only speak to authorities or medical personnel in the case of an accident.
2. Follow any instructions from the authorities.
3. Contact Ricky:
   Office 223-7066
   Cell (804) 337-9803

Additional Phone Numbers:
Tiger Recreation Front Desk: 223-6699
Campus Police: 223-6164
Health Insurance Portability and Accountability Act

All information Tiger Recreation collects about individuals is governed by the Health Insurance Portability and Accountability Act and the Family Educational Rights and Privacy Act. This information is privileged. Participants will be asked about medical conditions or injuries that could affect their safety or performance, but they are not obligated to reveal any of this information.

Employees should not disclose or use information gathered by Tiger Recreation for personal reasons, nor should employees gather any information from participants for their personal information while working for Tiger Recreation.