

Rutgers University - Camden

Intramural Handbook



Table of Contents

Important Phone Numbers/Addresses	Page 3
Intramural Handbook	Page 4
General Statement	Page 4
Registration	Page 4-5
Team Entries	Page 4
Free Agents	Page 4
Roster Regulations	Page 5
Individual Participant Eligibility	Page 5
League / Bracket Structure	Page 6-7
Schedules	Page 6
Individual Sport Rules	Page 6
Captain's Responsibilities	Page 6-7
Season Format	Page 7
Playoffs	Page 7
General Intramural Policies	Page 8-9
Individual Participant Apparel/Jewelry	Page 8
Equipment Policy	Page 8
Lost and Found	Page 8
Weather Policy	Page 8-9
Forfeits	Page 9
Administrative Policies	Page 10-12
Assumption of Risk	Page 10
Non-Discriminatory Clause	Page 10
Ethnic Intimidation Policy	Page 10
Taunting Policy	Page 11
Hazing Policy	Page 11
Student Code of Conduct	Page 12
Drug and Alcohol Policy	Page 12
Smoking/Tobacco Policy	Page 12
Discipline	Page 13-16
Intramural Sportsmanship Code	Page 13
Sportsmanship Rating	Page 13
Poor Sportsmanship Consequences	Page 13
Sportsmanship Violations and Penalties	Page 14
Intramural Fighting Policy	Page 15
Cheating Policy	Page 15
Ejection	Page 15
Protests	Page 16
Appeals	Page 16
Intramural Staff	Page 17-18
Event Coordinator	Page 17
Intramural Manager	Page 17-18
Scorekeeper	Page 18
Intramural Officials	Page 18

IMPORTANT PHONE NUMBERS/ADDRESSES

Main Office

Rutgers University Camden
Department of Athletics and Recreational Services
301 Linden Street
Camden, NJ, 08102

Athletics and Recreational Services Office: (856)225-6200
Athletics and Fitness Center: (856) 225-2740

Office Hours: Monday thru Thursday 8:30am – 5:00pm
Friday 8:30am – 5:00pm

Administration

Matthew Baumann
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INTRAMURAL HANDBOOK

The purpose of this handbook is to serve as an informative and procedural reference for students, faculty and staff who participate in intramural sports. It is the responsibility of team captains and participants to be knowledgeable of the information contained in this handbook. The regulations and guidelines within this handbook provide the basis upon which Department of Athletics and Recreational Services will guide the Intramural Program.

REGISTRATION

Team Entries

1. Check the Recreation Program Website for intramural registration dates.
http://recreation.camden.rutgers.edu/intramural_sports
NOTE: It is your responsibility to check the website for registration deadlines.
2. Organize friends, house and hall mates, and/or co-workers to form a team.
(Rutgers University-Camden Students, Faculty and Staff only)
3. Register Online at http://recreation.camden.rutgers.edu/intramural_sports:
Click on Fall Sports or Spring Sports then select team registration or free agent registration for corresponding sport.
4. Attend one of the scheduled captain meetings. Captains meetings are mandatory. If the team captain is unable to attend the captain's meeting a team member must attend one of the meetings in the captain's place.

Free Agents (Individual entered without a team) & Individual Sport Entries

Free agent registration is available for individuals who have not been able to join or find a team.

1. Free agents are expected to attend captain's meetings in order to place you with a team.
2. If there are enough free agents to field a team one may be formed.
3. Register Online at http://recreation.camden.rutgers.edu/intramural_sports:
Click on Fall Sports or Spring Sports then select team registration or free agent registration for corresponding sport.
NOTE: It is your responsibility to check the website for registration deadlines.

Roster Regulations

1. All participants must read and sign the team roster/waiver form in its entirety.
2. Rosters are capped based on individual sport. Please reference the recreational website for a complete list of intramural sports offered.
http://recreation.camden.rutgers.edu/intramural_sports

NOTE: It is your responsibility to check the website for roster rules.

3. Players who have not signed the roster/waiver form are ineligible.
4. When adding a new player, including free agents, the team captain must submit a new Team Registration Form prior to the registration deadline. The registration deadline can be found on the website under the corresponding sport.
http://recreation.camden.rutgers.edu/intramural_sports
5. **Participants may only play for one team per league.** Playing in one game declares your allegiance to that team for the remainder of that season/tournament.

Individual Participant Eligibility

The following criteria establish requirements for individual intramural participation:

1. Rutgers University-Camden student, faculty, or staff.
2. Participants must possess a valid Rutgers University-Camden Identification card. Rutgers University-Camden I.D. cards will be requested for verification by an Intramural Manager, Official, or Scorekeeper prior to each intramural contest. A player who cannot produce an R.U.I.D. card will not be permitted to play. **Any team using an ineligible player will forfeit the contest in question.**
3. Students who are a member of a NCAA team or sport club team, he/she may not participate in the corresponding intramural sport. Student-athletes who are listed on the official NCAA or Sport Club roster as of the first game of the season are ineligible.
4. Alumni or external members are not eligible to participate.

LEAGUE / BRACKET STRUCTURE

League structure which includes the number of games and game brackets will be determined by the Intramural Coordinator based on facility availability, time allotment for games and activity schedules. **Registered teams must be able to play any time the league/tournament/game is scheduled.** Efforts may be made to accommodate team requests for specific preferences when possible, however the team will receive a forfeit if accommodations cannot be made.

1. The total number of teams may be capped based on individual sport. Please reference the recreational website for a complete list of intramural sport rules. http://recreation.camden.rutgers.edu/intramural_sports

NOTE: It is your responsibility to check the rules for total number of teams allowed to participate in that intramural sport.

Schedules

Schedules will be posted on the recreation website typically on the Friday or Monday after the captain meetings take place. Schedules are discussed at captain meetings for each sport. Playoff schedules are predetermined and listed at the bottom of the regular season schedule. Schedules are subject to change.

Individual Sport Rules

Intramural rules are available at the captains meeting and online at http://recreation.camden.rutgers.edu/intramural_sports. Each sport has its own set of rules that must be reviewed by all participants. Intramural sport rules will reflect the specific sport rules of National Intramural and Recreational Sports Association when possible.

Captain's Responsibilities

It is the responsibility of all captains to educate team members of all Intramural Policies and Procedures. Team captains are expected to meet the following guidelines:

1. Attend one of the mandatory captain's meetings.

NOTE: If the team captain is unable to make either of the captain meetings, a representative from the team must attend one of the meetings in his/her place. A registered team will be automatically disqualified if the team captain and a representative from the team cannot attend one of the meetings in his/her place.

2. Act as the liaison between Department of Athletic and Recreation and all team members.
3. Ensure that all players have registered with the Intramural Manager or Staff by providing their valid Rutgers University Camden I.D. card before the start of the game.
4. Complete Intramural roster/waiver form with participants' signatures for the individual sport.
5. Represent your team in communications with officials and supervisors.
6. Educate your team members regarding the consequences of poor sportsmanship for both individual and team.
7. Manage the behavior of all team members and spectators.
8. Inform team members of the [Student Code of Conduct](#).
9. Inform any ejected players that they must promptly leave the facility in which the competition is being held. **Failure to leave the facility will result in a team forfeit.**

Season Format

The amount of games and the format of each league/tournament are dependent on the following factors:

1. Number of teams
2. Availability to facilities

Typically the regular season will consist of a round robin format, followed by playoffs.

Playoffs

Playoffs for each sport are typically single-elimination. Playoffs seeding are based on win-loss records. In the event there is a tie based on win-loss record, the following criteria will be used as tiebreakers:

1. Head to Head record
2. Flip a coin if Head to Head record does not decide seeding
3. Only members of the winning team's roster will receive an Intramural Championship T-Shirt.

**Only members listed on the registered team roster.*

GENERAL INTRAMURAL POLICIES

Individual Participant Apparel/ Jewelry

1. Proper athletic footwear must be worn while competing; **cleats with metal studs, five-finger shoes, open-toed shoes, sandals and boots are prohibited.** Athletic footwear facility policies are in effect at each respective site during intramural competition.
2. The wearing of jewelry is not permitted during intramural competition. In addition, jewelry may not be covered by tape or band-aids. Medical tags are permitted as long as they are taped down.
3. The Department of Athletics and Recreation is not responsible for any lost, damaged or stolen items. Do not take valuables to intramural contests and leave them unattended.

Equipment Policy

All intramural equipment is the property of Rutgers University-Camden and the Department of Athletics and Recreation. Any damage to equipment must be paid for by the participant responsible for the damaged equipment. If the participant fails to pay for the damages, a hold will be placed on their account.

1. Equipment that is not returned by a team may result in team expulsion from intramurals for the academic year and a hold will be placed on their account until equipment is returned.
2. Abuse of equipment or intramural facilities will result in the individual or team's ejection from the game or league.

Lost and Found

Items found on intramural fields or in the gymnasium will be returned to the Fitness Center Front desk. Lost items may be claimed during regular business hours.

Weather Policy

The Intramural Coordinator will make all decisions regarding weather related postponements. Information pertaining to weather related cancellations will be provided for participants in the following manner:

1. Cancellation decisions will be made prior to the event. Cancellations will be posted on the Intramural Page of the Recreation Website.

- a. http://recreation.camden.rutgers.edu/intramural_sports
 - b. The Intramural Coordinator will send an email to team captains. It is the team captain's responsibility to notify their team.
2. Postponed intramural contests will not be rescheduled if field space and season/tournament length do not permit.
 3. In the event that games are not rescheduled during the regular season, the game will result in a **"TIE"** for both teams.

Decisions related to game stoppage due to adverse weather conditions during an intramural competition will be determined as follows:

1. Intramural Coordinator or Manager will make the final stoppage of play decisions.
2. Result will be **"WINS"** for both teams. (regardless of score)
 - a. If a game is stopped in the first half of play.
 - b. If a game is stopped before the top of the fourth inning of play.
3. Result will be a **"WIN"** for one team and a **"LOSS"** for the other team.
 - a. Game score will be used to determine a winner and a loser after the first half of play is complete.
 - b. Game score will be used to determine a winner and a loser at the start of the fourth inning.

Forfeits

In the event of a forfeit, the Captain of the forfeiting team must notify the Intramural Coordinator 24 HOURS in advance via email.

Forfeit penalties are as followed:

1. First forfeit without notification: One Loss and deduction of 1 point on Season Sportsmanship Rating Average. (Affects Playoffs)
2. First forfeit with notification: One Loss
3. Second forfeit with or without notification: **Expulsion from the league.**

Forfeits are defined as:

1. Failure to attend game/match.
2. Not meeting the roster requirement for each sport 10 minutes after game time.

ADMINISTRATIVE POLICIES

Assumption of Risk

Department of Athletics and Recreation will not accept responsibility for injuries sustained while participating in Intramurals, Sport Clubs, Special Events, Group Fitness, or Informal Recreation activities. Medical costs are constantly rising, and the expense of an unforeseen accident can seriously delay or even destroy a student's academic career. The Department of Athletic and Recreation hopes that all students are protected against such a misfortune, and strongly suggest that students not currently covered by a health and accident insurance policy obtain that coverage as soon as possible. Additionally, participation in intramural activities is on a voluntary basis. Prior to participating in any intramural activity, all team members must read and sign the waiver section on the Intramural Registration Form.

Non-Discriminatory Clause

The Department of Athletics and Recreation is committed to providing recreational opportunities to all students. Discrimination in any activity is strictly prohibited on the basis of race, color, sex, sexual orientation, national origin, age, handicap, marital status, religion, or veteran status. For additional information please refer to the Student Code of Conduct at:

<http://studentconduct.rutgers.edu/university-code-of-student-conduct>

Ethnic Intimidation Policy

The Intramural Program is committed to providing activities and programs that are open to all people and free of discrimination. If you feel that you have been the victim of intimidation or harassment please:

1. Report the incident to the Assistant Director, Program Coordinator and/or supervisor on duty at the intramural activity.
2. Personally report the incident to the Program Coordinator or Assistant Director of the Department of Athletic and Recreation the next business day.

Whenever an individual at Rutgers University is charged with one of the applicable criminal offenses, and the infraction is committed with "malicious intent" towards a particular race, color, religion, or national origin of another individual or group, the offense shall be reported by the officers of the University to the appropriate law enforcement agencies. Rutgers University will fully cooperate with these agencies in investigating and prosecuting the offender.

Taunting Policy

The following policies pertain to taunting:

1. Taunting includes any actions or comments by participants, coaches or spectators which are intended to bait, anger, embarrass, ridicule, or demean other. Examples of taunting include but are not limited to; “trash talk” defined as verbal communications of a personal nature directed by a participant to an opponent by which is likely to provoke an altercation.
2. Taunting also includes physical intimidation outside the spirit of the game including “in the face” confrontation by one player to another and standing over a fallen player.
3. Intramural Officials are directed by Department of Athletic and Recreation to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending participant or captain from the day of competition. Additionally, the offender shall be subject to disciplinary actions from Department of Athletic and Recreation which may involve expulsion from the Intramural Program.
4. A warning shall be given to both teams by game officials prior to the game.
5. Spectators will receive one warning for taunting. Spectators who continue to taunt players, officials, or other spectators are subject to ejection from intramural competition and will be asked to leave the premises.

Hazing Policy

The hazing of a student at Rutgers University-Camden is strictly prohibited.

Rutgers University defines hazing as an act that is an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization.

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent or consent of participants.

Hazing can arise in the intramural arena perhaps more readily than with the general student body. The Athletic and Recreational Services department has a zero tolerance policy for hazing. Participants found to have engaged in hazing will face serious consequences as would any person(s) who condones or allows it.

Student Code of Conduct

Intramural participants are required to abide by all University Student Code of Conduct guidelines. Based on Intramural policies the Student Code of Conduct is in effect while participating in intramural competitions. Each intramural participant should review the entire Student Code of Conduct. For a complete listing of student on behavior, the entire document can be found on the web at:
<http://studentconduct.rutgers.edu/university-code-of-student-conduct>

Drug and Alcohol Policy

In accordance with the Rutgers University Policy any drug and alcohol use will be reported to the University Disciplinary Committee. The policy can be found in its entirety on the web at:
<http://studentconduct.rutgers.edu/university-code-of-student-conduct>

Pursuant to University-wide Drug and Alcohol Policy revisions of June 2003, the Department of Campus Recreation will enforce and abide by the following:

“The use, possession and/or under the influence of any form of alcohol or drugs at a Department of Athletic and Recreational event (intramurals, sport clubs, informal recreation, etc.) is prohibited. An individual involved in violation of this policy will be written up and referred to Campus Safety Services for possible University Disciplinary Committee or criminal action. The student will also be suspended from current recreational activity as determined by the Department of Campus Recreation pending the disposition of the disciplinary review. Alcohol/drugs are prohibited in/at any of the recreational facilities.”

Smoking/Tobacco products

Smoking and the use of any tobacco products is strictly prohibited at all recreational areas. Violators will be asked to leave the premises.

DISCIPLINE

Intramural Sportsmanship Code

Intramural participants are expected to exhibit good sportsmanship. Good sportsmanship requires respect for opponents, spectators, intramural staff, and administration. In order for the Intramural Program to succeed, all competitors must abide by the rules of the game and the rulings of the officials. Competitors who do not cooperate jeopardize not only their own eligibility, but that of their team. The following scale will be used by Intramural Managers to rate sportsmanship during intramural contests:

Sportsmanship Rating

4- Excellent Conduct and Sportsmanship:

Players cooperate with the IM staff and other team members. Team captain calmly converse with the IM staff about interpretation of calls, as well as exhibits control of their teammates.

3- Good Conduct and Sportsmanship:

Team members complain about some decisions made by IM staff and/or show minor dissension.

2- Average Conduct and Sportsmanship:

Teams show verbal dissent towards IM staff and/or opposing team. Team captain exhibits minor control over teammates.

1- Below Average Conduct and Sportsmanship:

Teams constantly commenting to the IM staff and/or opposing team from the field and/or sidelines. Team captain exhibits little or no control over teammates or themselves.

0-Poor Conduct and Sportsmanship:

Team is completely uncooperative. Team captain has no control over teammates and/or themselves.

Poor Sportsmanship Consequences

1. Teams receiving below a 2 sportsmanship rating will lose match regardless of outcome. Team Captain will meet with the Program Coordinator before participating in the next intramural competition.
2. Teams receiving below a 1 sportsmanship rating will lose match regardless of outcome and be disqualified from the season/tournament. Team Captain will meet with the Program Coordinator before participating in another intramural activity.
3. Teams with less than a 2 sportsmanship rating in the playoffs will automatically be disqualified regardless of outcome.

Sportsmanship Violations and Penalties

The following grid provides the type of violation and penalty for unsportsmanlike conduct during intramurals:

	Official Intimidation Penalties	Fighting/ Roughing Penalties	Discretionary Penalties	Intent to Injure with Force
One Game Suspension	Constant baiting and/or taunting	Excessive aggression	Other unsportsmanlike conduct	
Two Game Suspension	Verbal abuse/ obscenities	Excessive force	Repeat offences	
Three Game Suspension	Excessive verbal abuse/ obscenities	Instigator	Overly aggressive Post game incidents	
Out of League	Physical crowding	Physical abuse Third person involvement	Travesty to the game Abuse to intramural staff	Not causing injury (1 year suspension)
Out of All Intramural Activities	Contact with, spitting at or chasing official Physical Intimidation Threatening verbal abuse	Individuals leaving bench/sideline	Causing intentional injury	Causing injury (unlimited suspension)

Intramural Fighting Policy

The Department of Athletics and Recreation will not tolerate fighting. Individuals involved in violations of Rutgers University-Camden fighting policies will automatically be referred to the Rutgers University Disciplinary Committee. To ensure appropriate behavior, students should refer Student Code of Conduct.

Cheating Policy

Any player found cheating will be suspended from the Intramural Program for a total of one calendar year. In the event of gross violations the participants may be permanently prohibited from participating in intramural activities.

Examples of cheating include:

1. *Participating under an assumed name*
2. *Participating while currently under suspension from the Intramural Program*
3. *Participating for more than one team*
4. *Fraudulently using another person's ID*
5. *Misrepresenting scores*

Ejection

1. Any player or coach receiving an ejection must meet with the Intramural Coordinator before participating in the next intramural competition.
2. Penalties for ejection may include suspension and/or probation for a period of one game up to an entire academic year.
3. A player may submit an appeal for his/her suspension; however, that player may not participate in any intramural competition while the appeal is in review.
4. In the case of extreme misconduct, team and/or individuals will be referred to the University Disciplinary Committee.

Protests

Protests must be made by the team captain. Protests may not be made on an official's judgment or call during a contest. **(A team may not protest an official's call during participation)**

Protests will be reviewed for the following reasons:

1. Failure to impose the correct penalty for a given violation
2. Matters of eligibility

Procedure to lodge a protest:

1. The team captain **must email the protest by 12:00pm the next business day** to the Intramural Coordinator.
2. Written protests should include the following: captain's name, team name, sport, game date, time and location of game, and specifically what you are protesting.
3. If this process is not followed, the protest will be void.

Appeals

The appeal process exists to ensure that rulings or disciplinary actions taken against Intramural teams or individuals are equitable. The person/council/committee to which a decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) or circumstances surrounding the specific case. As with any appeal, the person/council/committee may decide to lessen the penalty, uphold the previous decision, or increase the penalty levied by the staff or council.

Appeal recommendation is reviewed and decided upon by the Intramural Coordinator. The Department of Athletic and Recreation has final decision on all intramural appeals.

PHOTO RELEASE POLICY

During participation in Rutgers University - Camden activities and events, students and student products are often photographed, videotaped, and/or audio taped. The purpose of these materials is to showcase student work and participation. They may be published in various materials in order to inform the community and other interested parties about Rutgers University - Camden. The materials may also be posted on any Rutgers University - Camden websites.

By participating in Rutgers University - Camden events, you authorize the University to use the materials in whole or in part, in any manner that they deem appropriate, including any reproductions thereof. You also waive any right you may have to inspect and/or approve the material, and release the University from any and all liability which could result from its use. You expressly agree to indemnify and hold the producer's and the University harmless from any and all claims, damages, or causes of action, including attorney's fees and expenses, relating to the broadcast or exhibition of all or any portion of your appearance.

INTRAMURAL STAFF

Event Coordinator

Responsibilities of the Event Coordinator include:

1. Schedule and coordinate the operation of all intramural sports.
2. Resolve intramural disputes.
3. Determine playoff tie-breaking seeding.
4. Structure playoff brackets.

Intramural Manager

The following responsibilities are assigned to the Intramural Manager:

- Chair captains meetings.
- Organize the event and direct teams.
- Ensure that good sportsmanship is practiced at all times.
- Supervise participants and intramural staff at events.
- Determine staff's responsibilities for event (assign refs and scorekeepers).
- Understand all rules in order to answer questions for interpretation (The Intramural Manager may not overturn a call made by the official).
- Ensure that Emergency Procedures are followed.
- Complete all Incident and Accident Reports.

- Serve as liaison between Department of Athletic and Recreation and individual team captains.
- Collect RUIDs from participants, and check names against the score sheets to confirm player eligibility.
- Rate team sportsmanship and intramural staff performance.
- Inform Program Coordinator of the outcome.

Scorekeeper

The following responsibilities are assigned to the Intramural Scorekeeper:

- Understand all rules in order to answer questions for interpretation (The Intramural Manager may not overturn a call made by the official).
- Maintain scores on scoreboard and score sheet.
- Complete injury and/or incident reports if Intramural Manager is not present.
- Maintain team captains RUID until he/she has signed off on the score report, sportsmanship report, and official evaluation. Give forms to the Intramural Manager when finished.

Intramural Officials

The following responsibilities are assigned to the Intramural Officials:

- Wear proper attire (ref shirt, dark pants/shorts, sneakers, flags, whistle, etc.).
- Understand all rules in order to field questions and ensure proper implementation of the rules.
- Control sportsmanship during intramural activities.
- Complete injury and/or incident reports when needed.
- Complete sportsmanship rating form for each team.
- Maintain game clock and team possession when needed.