

# HWS Recreation Intramural Sports Policies & Procedures

## Mission Statement

The Department of Recreation strives to offer quality programs and services for participants to maximize their daily activity, enhance their knowledge on the value of health and fitness, and improve their overall quality of life.

The HWS Recreation Intramural Sports Program looks to foster an inclusive environment that encourages sportsmanship, teamwork, and healthy competition, and promotes physical/social well-being.

## Participant (s) Health & Safety

### Assumption of Risk:

Many intramural and recreational activities adhere to the possibility of accidents or injuries. HWS Recreation Department is not responsible for accidents or injuries that may occur. Participation is voluntary; therefore, participants will assume responsibility for their own health and safety.

### Accidents and Injuries:

In the event an accident or injury does occur where medical attention is needed call HWS Campus Security (315) 781-3000 (non-emergency) & (315) 781-3333 (emergency). Student or professional staff on duty is responsible for responding to the emergency and completing an incident report describing the injury and accompanying circumstances.

First-Aid kits are located in various intramural sport equipment netted bags and at the front desk. Ice can be retrieved at the front desk or in the Elliot Varsity House, athletic training room.

AEDs are located on the first floor of Bristol Field House: 1) along the right-side wall to the main entrance of the building, adjacent from the front desk, 2) on the south-east corner wall of the facility

All HWS Recreation professional staff and various student positions are certified in Adult CPR/AED and have been trained in departmental emergency policies & procedures (see below).

### **Three Levels of Care**

#### 1. Serious Life-Threatening Injury to a Person:

- Respond to emergency. Make sure the scene is safe prior to determining the injured/ill person's level of responsiveness/conscious
- For serious life-threatening injuries and illness call 911
  - Campus Safety/Student EMS should also be notified (ext. 3000 & 3333)
- First-Aid kits and AEDs are located throughout the building
- First responder monitors person's condition and may provide care in accordance with their health & safety training & certifications.
  
- Incident report form should be completed by the HWS Recreation student or professional staff who first responded to the situation.
- If HWS Recreation professional staff is not on site during the time of the injury, student staff must brief professional staff immediately after responding to the incident.

#### 2. Less Threatening Injuries:

- Make sure the scene is safe prior to determining the injured/ill person's level of responsiveness/conscious



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- If the injured/ill person permits assistance, determine the level of care and contact Campus Safety/Student EMS.
- If viable move the injured/ill person to a safe and comfortable area until further help arrives. First responder monitors person's condition and may provide care in accordance with their health & safety training & certifications.
- Incident report form should be completed by the HWS Recreation student or professional staff who first responded to the situation.
- HWS Recreation student and professional staff is not permitted to transport injured/ill person off site.

### 3. Minor Injuries:

- Make sure the scene is safe prior to determining the injured/ill person's level of responsiveness/conscious
- First responder monitors person's condition and may provide care in accordance with their health & safety training & certification. Incident report form should be completed by the HWS Recreation student or professional staff who first responded to the situation.
- Discretion and caution are to be used in advising the injured person regarding their return to activity.
- Supervisors should keep a record of their comments to those returning to play. Written verification, noted on the incident report form.

### Alcohol and Drug Policy:

Consumption of alcohol or drug use by any participant or spectator is prohibited at all HWS Recreation Intramural Sports events and venues. Disciplinary action will take place against any party who violates this policy.

### Bloodborne Pathogen Policy:

If a participant is bleeding or has blood on his or her clothing/uniform, he or she will be asked to leave the game until the bleeding has been stopped, the wound has been covered, and clothing has been changed.

## Rules & Regulations

All sports league rules can be found on HWS Recreation webpage  
[http://www.hws.edu/studentlife/wellness\\_intramurals\\_rules.aspx](http://www.hws.edu/studentlife/wellness_intramurals_rules.aspx)

Or

On the main page to that specific sport on our app IMLeagues as well at the [Handbooks & Manuals](#) tab in [IMLeagues.com](#)

### Team Registration, Team Name, & Finalizing Roster:

Teams can be created through using the online software program IMLeagues. One person (the team captain) is responsible for creating a team. Students must create an IMLeagues profile in order to join and receive an invite request to play for a team. [www.imleagues.com/HWS/Registration](http://www.imleagues.com/HWS/Registration)

It is in a team's best interest to use proper judgement when selecting their team's name. The HWS Intramural Sports Program does encourage teams to think creatively; however, also has the right to



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change any team name that is considered inappropriate or offensive. If a team cannot decide upon a team name, the Intramural Sports Program will choose one randomly.

A roster will be deemed final after a team's final regular season game. If a team chooses to make updates to their roster after online registration has been completed, the captain of the team must email added and deleted names to [Recreation@hws.edu](mailto:Recreation@hws.edu). The only time a team may add a player to their roster after the deadline is at the discretion of HWS Recreation Director or Assistant Director.

An individual can only be added to one roster per sport league. HWS Recreation Intramural Sports Program will review rosters; if a person is assigned to play on two teams, that person will be notified and asked to choose one team to be a part of and be removed from the other roster.

## Free Agents:

Individuals who are independently seeking to participate in a sports league are considered free agents. These individuals can do so by creating an IMLeagues profile and ask to join a team, sign-up as a free agent for a team to pick up. If there are enough free agents expressing interest in participating in a sports league the Intramural Sports Program will formulate a free agent team.

The Intramural Sports Program will actively contact team captains to try to see if they are willing to accept any free agents to their roster in order to attempt to give free agents a chance to play in that particular offering.

HWS Recreation does not randomly assign free agents to a team.

## Nomad Rule:

A team may add a "nomad" player or players who are not currently rostered on the team to avoid a forfeit and play competitively. A team may use nomads when they have less than the surface maximum number of rostered players present at game time. A team may only pick-up a maximum of 2 Nomad players to compete in a contest and allow for it to count. If they have to pick-up more than 2 then the game may still be played but the results will be records as a forfeit victory to the team that had their roster present and ready to play. To start a game, the required number of rostered players needed varies per sport).

## Eligibility Guidelines:

All participants must have a current, valid college ID card, and be a full-time matriculated undergraduate or graduate student, faculty or staff member of HWS. HWS Recreation Intramural Sports Program checks ALL rosters at the beginning of each season.

All activities are open to both male and female unless stated otherwise.

Divisions included, open, co-rec, and Hobart student leagues/tournaments and William Smith student league/tournament. A participant can be a member of more than one team if teams are in different divisions or sport leagues. (Example-a student can participate in open-flag football and co-rec soccer).

- Open: Any Hobart or William Smith student may participate
- Co-Rec: Requires a certain number of Hobart and William Smith students to be on a team roster and actively compete on game days.



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- Statesmen: Hobart Student -Only Hobart students may participate
- Hérons: William Smith Student-Only William Smith students may participate

A participant is not eligible to play in an intramural sports league or tournament if he/she/they practices with or competes as a member of a varsity or junior varsity team in that specific sport during that academic year. All teams' rosters will be checked with HWS athletics team rosters.

A person who has attained professional status in a particular sport may not compete in that sport or any related sports at the Intramural level.

If teams are caught playing with an ineligible person(s) the team will receive a forfeit and the ineligible person(s) will be asked to remove him or herself from the Intramural Sports Program. If a team is caught a second time violating this rule the team could be removed from the league or tournament.

## Game Day:

All teams schedule to compete on a given day will be sent reminder email through IMLeagues. Team captains do NOT have to confirm they are competing on game day; however, through IMLeagues will need to forfeit two hours before game time.

## TO CANCEL A GAME VIA IMLEAGUES:

1. Go to the sport in IMLeagues.
2. Click on your team/access your team's page.
3. Find the game you wish to forfeit/cancel and click on it.
4. Find the blue cancel button toward the upper middle part of the page and click on it.
5. Type in your reason for forfeiting/cancelling the game and click submit. (This is important to fill out accurately as your reasoning will be factored in should your team face elimination from the sport via the forfeit policy.)

Notifications will automatically be sent to opposing teams when another team forfeits on game day.

For sports where officials need to be able to tell teams apart, captains will be prompted to pick a color when registering their team. That is the color the team must wear for all matches/games. Failure to do so will result in their team having to wear pinnies. If both teams fail to wear their assigned color a coin toss will be used to determine who wears the pinnies.

To ensure games start promptly, teams are required to show up 10 minutes prior to scheduled game time to check in with a coordinator.

At the completion of each game teams need to make sure they dispose of all trash.

## Rescheduling, Cancellations, & Forfeit's:

There is no rescheduling of games! If a team is unable to compete, the game is forfeited, and their opponent will receive the win (if the opposing team was ready to play). In the event both teams are unable to compete, the game will be cancelled, neither team will be penalized. If a team fails to give notification that they must cancel a game, they will be removed after 2 times. Teams failing to give notification and/or cancelling the game via IMLeagues will receive a sportsmanship score of 2.5. Teams that give at least a 2-hour notification and/or cancel via IMLeagues will receive a sportsmanship score of 3.5. If a team cancels half of their scheduled games (even with advanced



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notice) they could be removed from the league/tournament. Teams that win via a forfeit/cancellation will receive a sportsmanship of 5.0.

Captains of teams through IM Leagues are ONLY required to note cancellation of games 2 hours before game time. No game day confirmation is needed (it is assumed teams can play their scheduled game times).

If HWS is closed due to bad weather, holidays, or other related reasons then all intramural contests are cancelled for that day

A game may also be cancelled at HWS Recreation discretion, and all teams will be notified in advance.

Again, any game cancelled by a team for any reason is considered a forfeit

## Playoffs:

Playoffs occur at the conclusion of each sport season. During playoffs, teams are seeded against each other in a single elimination tournament based upon the team's regular season record, team sportsmanship, and forfeits. The size of the league and available space and time may also play role; in addition, the number of teams that will be entered into the playoffs.

## Awards:

Intramural Championship T-shirts are awarded to each intramural champion team or individual. Additional prizes **may** be awarded to participants whose actions and behaviors best support HWS REC's mission and enhance the culture of our Intramural Sports Program.

## Coordinators & Referees/ Captains:

Coordinators, referees, and captains are responsible for making sure games run efficiently and safely. For example, no drinking or smoking is taking place, or disrespectful behavior towards all parties involved with intramural program. Coordinators and referees should notify HWS REC professional staff immediately of any accidents or injuries that may occur or any if a person or teams behavior becomes disruptive.

Coordinators are responsible specifically for the following...

1. Set-up/take down of playing fields
2. Check-in Teams
3. Keeping score & uploading final score in IMLeagues
4. Making sure referees show up for their schedule shifts and assist with set up/take down
5. Making sure games begin as close as possible to their schedule start time
6. Finalizing and recording team sportsmanship ratings after each game (w/assistance of refs)
7. Making sure area where games are played is clear of trash or belongings at the end of each night
8. Assist in the general planning and implementation of Intramural offerings.

Referees are responsible for the following....

1. Assist coordinators with setting up and taking down equipment for fields.
2. Ensuring games are run smoothly and fostering an inclusive environment.
3. Making sure area where games are played is clear of trash or belongings at the end of each game
4. Provide sportsmanship scores for each team competing to coordinator at the end of each game



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5. Ensuring that a risk assessment of the playing surface is conducted before games start and communicate with coordinators and/or professional staff if they have any concerns.

Captains are responsible for the following...*Captains or co-captains are the designated spokesperson for each team. When individual players or teams have concerns regarding program policies, league & tournament rules, or intramural staff decisions (i.e., officiating), captains are responsible for respectfully communicating these concerns with HWS REC intramural and professional staff.*

1. Registering teams using IMLeagues
2. If required communicating team “colors” to intramural staff for game days
3. Updating rosters within the first two weeks a league begins.
4. Replying to the IMLeagues email if their team is not able to compete on game day.
5. Making sure teams are following HWS Recreation Intramural Sports policies & procedures and taking appropriate action if they are not.

## Sportsmanship Policy:

Intramural teams at the end of each game will be rated on a scale of 0-5 (0-Fighting, 1-unacceptable, and 5-excellent) on sportsmanship. Scores are evaluated weekly to ensure HWS Recreation Intramural Program is maintaining their mission of a fun, healthy, safe, and inclusive environment for all participants.

HWS Recreation sportsmanship rating system is designed to be an objective scale by which team’s overall attitude and behavior can be assessed during an intramural game and throughout the season, including playoffs. Behavior before, during, and after intramural game is included in this rating.

HWS Recreation Administrative Staff, and Intramural Coordinators and Referees will make collective decisions on team sportsmanship ratings. Protests or appeals of a team’s sportsmanship rating will not be recognized. All parties mentioned have the authority to warn, penalize, eject, or suspend players or teams for poor sportsmanship.

It is important to note that one individual’s behavior can affect a team’s final sportsmanship rating.

## Sportsmanship Rating System:

1. Each team will be given a sportsmanship rating by staff members.
2. A team must have an average score of 3.5 or higher to be eligible to earn any awards associated with that sport and could forfeit their ability to participate in playoffs
3. Special game situations: A team winning a game by way of a forfeit shall receive a score of 5. A team losing a game by way of a forfeit shall receive a score of 2.5 unless they give advance notice in which case, they will receive a 3.5

SCORE	PLAYER/TEAM ACTIONS	CAPTAIN ACTIONS	TRASH	ACTIONS BY I STAFF
5 (Excellent)	Very respectful of IM staff, opposing players, and teammates. Games start on time; language was inclusive & non-offensive.	Respectfully communicates with IM staff to understand the rules and officiating decisions. Has strong relationship with team members and is able to anticipate/resolve conflict efficiently & effectively	No trash left behind	No actions were taken

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<b>4 (Good)</b>	May vocally question some calls, but move on quickly, no major trash talk or curse words, game starts on time	Very much in control of self and mostly in control of team doesn't help intervene right away but before becoming an issue	Very little trash	1-2 minor warnings where play doesn't stop but officials got annoyed or had to tell players to knock it off
<b>3 (Moderate)</b>	No aggressive arguing with staff/teams makes a decent number of vocal comments about officiating, game started late	Good control of self but little control over team on minor issues and only intervenes to keep something from become major issue	Some trash	2+ minor warnings or 1 stoppage of play warning
<b>2 (Poor)</b>	Constantly verbally questioning calls, trash talking other teams, excessive cursing	Little control of self or team intervenes as a last resort to keep game going (captains must meet with Assist. Direct before next game or it will be a forfeit)	Lots of trash	2+ minor warnings & 1 stoppage of play warning
<b>1 (Unacceptable)</b>	Ejections of players, constant verbal dissent, constant trash talk, excessive cursing	Little control of self and no control of team doesn't intervene at all (captains must meet with Assist. Director before next game or it will be a forfeit)	Lots of trash	Several minor warnings or 2+ stoppage of play warnings
<b>0 (Fighting)</b>	Physical altercations, threatening comments, game gets too physical without actual fights breaking out	No control of self or team (All players must meet with Assist. Director before they are permitted to play any Intramurals)	Lots of trash	Game ended for sportsmanship reasons

Based upon team sportsmanship ratings HWS Recreation Administrative staff can conduct a meeting with team captains or individual players if it is believed to be necessary