

Viterbo University & Western Technical College

Intramural Handbook
2011-2012



VITERBO UNIVERSITY
DEPARTMENT OF
RECREATIONAL SPORTS

Western
Technical College
WELLNESS CENTER

**Viterbo University
Department of Recreational Sports
Mission Statement**

The Department of Recreational Sports (Rec Sports) is a member of NIRSA. The mission of Rec Sports is to provide recreational, health, and wellness activities for Viterbo University students, employees, and alumni that encourage healthy choices, competition, personal satisfaction, and enjoyment and promote an increasing number of participants throughout a broad scope of programming interests.

To accomplish this mission, Rec Sports:

- Provides diversity in programming and employment opportunities to meet the changing needs and interests of its users
- Maintains safe, well supervised programs to ensure opportunity for participation by all
- Promotes the development of knowledge, interests and behaviors that lead to a healthy lifestyle
- Offers programs and services at a cost that is affordable to users

**Western Technical College
Wellness Center
Mission Statement**

The mission of the Wellness Center is to provide opportunities to Western students, Western staff and other Wellness Center members to help them lead a balanced, healthy life.

Viterbo/Western Intramural Sports Program

Viterbo University and Western Technical College combine efforts to bring an Intramural/Recreational Sports program that will offer students, employees and Viterbo alumni the opportunity to participate and compete regardless of skill level or experience. Our recreational sports program promotes development of a healthy body and mind, social interaction, good sportsmanship, acquiring knowledge of lifelong leisure sports, provides an outlet for emotional and mental stress, and most importantly is fun! Competition is organized according to the type of activity: team sports, individual sports and tournaments.

Recreational Service Staff

Marci Kuhrt – Director, Viterbo Rec Sports
Amanda Meyer – Asst. Director, Viterbo Rec Sports
Cindy Kartman – Western Wellness Center Manager
Katie Ulezelski - Western Intramural Coordinator
Jordan Murray – Viterbo Intramural Supervisor

Mathy Center Hours of Operation

Monday-Thursday 6 a.m. – 11 p.m.
Friday 6 a.m. – 7 p.m.
Saturday 10 a.m. – 7 p.m.
Sunday 2 p.m. – 9 p.m.

Western Wellness Center Hours of Operation

Monday-Thursday 6 a.m.-9 p.m.
Friday 6 a.m.-6 p.m.
Saturday 10 a.m.-3 p.m. (Nov. – March only)

Intramural Sports Policies and Guidelines 2010-2011

Eligibility

Viterbo

All currently enrolled Viterbo students (graduate or undergraduate), current employees, and Viterbo alumni with a paid membership, and Plus One members are eligible to participate in all Intramural Sports Activities.

Western Technical College

All students enrolled full-time or part-time at Western Technical College and all faculty and staff employed at Western Technical College are eligible to participate in all Intramural Sports Activities. Western Technical College alumni are not eligible for Intramural Sports participation.

Spouses

Spouses of individuals who fulfill the above requirements may be allowed to play with a \$15 spousal fee per league, per season. Spousal fee will need to be paid prior to league play in accordance with registration policies.

To participate:

- A player may play with only one team within a sport league.
- There are no restrictions to the number of varsity athletes who can be on a roster. However, there are limits to the number of varsity athletes who can be playing on the court or field for a team at one time. Please refer to the rules of each sport. A varsity athlete is considered anyone who is currently on a varsity roster or anyone who was on a varsity roster the previous academic year.
- A male must participate in a Men's League if offered. A female must participate in a Women's League if offered. However, if a Women's League is not offered, then a female has the option of playing on a Men's League.

Rec Sports Staff has the right to suspend any team that willfully uses ineligible player(s). During the league play, all contests which an ineligible player participated shall be recorded as a forfeit win for the opposing team. During tournament play, the last contest in which an ineligible player participated shall be recorded as a forfeit win for the opposing team.

Leagues

**New for 2011-12, the Intramural Sports Program will be offering two different types of leagues, team and individual. Policies and procedures vary between the leagues and are defined below.

Team Leagues

Team leagues include: Competitive and Recreational Volleyball, Ultimate Frisbee, Competitive and Recreational Basketball, Flag Football, Badminton, Dodgeball, and Indoor Soccer.

Individual Leagues

Individual Leagues include: Bowling, Table Tennis, Billiards, Wii Tennis, and Wii Golf.

Registration

The Intramural Program uses **imleagues.com** to manage online sign-up and scheduling. **Imleagues.com** is a website designed specifically for college intramural departments. **Imleagues.com** allows teams to have customizable team pages, use message boards, and more.

An Intramural team is officially registered for their respective sport league once

1. The minimum number of eligible males and females for the respective league has been added to the team via imleagues.com.
2. The captain has completed the Captain's Training Quiz with an 80% pass rate.
3. A Forfeit Deposit has been turned in for Team Leagues (\$25 per team).

All intramural participants will be required to create an account on **imleagues.com**. **Imleagues.com** offers a live support button on all pages; please use this button if you encounter any difficulties.

To create an imleagues.com account:

1. Go to www.imleagues.com. (A link is also provided on the intramural website at both schools, www.viterbo.edu/recsports or www.westerntc.edu/wellness)
2. Click on the **"Create Account"** link.
3. Enter your information, and use your school email address (@viterbo.edu or @students.westerntc.edu), and submit.
4. You will be sent a confirmation email. Log in to **imleagues.com** by clicking the link at the bottom of the email.
5. The Western Technical College/Viterbo University school link should pop up. Click **"Join School."**

How to sign up for an intramural sport:

1. Log in to your **imleagues.com** account
2. Click on the **"Western Technical College/Viterbo University"** link.
3. The current sports should be displayed toward the bottom of the screen. Click on the sport you wish to join.
4. Choose the league you wish to participate in (competitive or recreational – if applicable)
5. You can join the sport in one of three ways:

To Register as a Team Captain

- a. Click on the **"create team"** button at the bottom of the webpage
 - i. Watch the Captain's Training Video and complete the Captain's Training Quiz with an 80% pass rate.
 - ii. Read the Intramural Waiver and check the box if you understand the waiver and agree to the terms outlined.
 - iii. Enter in your student ID number, team name, and phone number (a team logo may be uploaded and a description may be written, but both must be appropriate), then click submit.
- b. Captains can invite members to join their team in two ways:
 - i. If a student has already registered on imleagues.com: click the **"invite members"** link on the team page, search for their name, and invite them
 - ii. If the student has not yet registered on imleagues.com: click the **"invite members"** link on the team page, then click the **"can't find someone" click here to invite by email address"** link, and input the students' email address.

****Your team will not be accepted into the league until the minimum number of males and females have been accepted on your team, you have completed the Captain's Training Quiz with an 80% pass rate, and your forfeit deposit has been paid.****

Individual League Registration: When registering for any of the Individual Leagues, participants must register as a captain of the team and use their name as a team name.

To Register as a Player on a Team

- a. Find the team and captain's name on division page and request to join. You must be accepted by the captain before you are officially on the roster.
- b. Go to the captain's playercard page, view his/her team, and request to join. You must be accepted by the captain before you are officially on the roster.
- c. Accept a request from the captain to join his/her team.

Teams may add players to their rosters up to the last regular season game. Players must register on imleagues.com and be accepted by the captain by noon on the day they wish to participate. In addition to the above requirement, spouses must pay their \$15 spousal registration fee as well.

Upon the start of a competition, the Rec Sports staff will check all rosters to ensure eligibility. Players who do not appear on a team's roster will be classified as ineligible and will not be allowed to play.

To Register as a Free Agent

Any individuals that are interested in participating, but are not part of a team can register as a 'Free Agent.'

- a. Click on the **"Join as Free Agent"** button at the bottom of the webpage
- b. Read the Intramural Wavier and check the box if you understand the waiver and agree to the terms outlined.
- c. Enter in your student ID number, the click submit

Free Agents are not guaranteed to be placed on a team, and it is suggested that they attempt to register on a team. They can do this by messaging captains of already registered teams, or creating a team with other free agents.

All schedules, announcements and rules are available online at the Western Technical College/Viterbo University school link on imleagues.com.

Captain's Training

Through imleagues.com, every captain must watch the Captain's Training Video and complete the Captain's Training Quiz with an 80% pass rate.

Forfeit Deposit

In order to participant in any Team Intramural League, teams will be required to turn in a \$25 Forfeit Deposit prior to the first night of league play. Forfeit deposits can be dropped off at any Intramural Registration Help Station or the Final Forfeit Deposit Collection. Please see Imleagues.com.com or school websites for times. Cash (exact change only) and check are accepted. Checks can be made out to Mathy Center or Western Wellness Center. The Western Wellness Center Member Services Desk and the Mathy Welcome Center **will not** accept forfeit deposits.

At the completion of the Intramural sport league, if the team does not forfeit a competition during the course of the season, the \$25 Forfeit Deposit will be returned. The Forfeit Deposits must be picked up by the Intramural team. Teams have 14 days from the completion of the league to pick up Forfeit Deposit. If the Forfeit Deposit has not been picked up within this time period, the \$25 Forfeit Deposit will be kept by the Western/Viterbo Intramural program.

If the team forfeits or is removed from the league (removed by choice or at the discretion of the Recreational Service Staff), the \$25 Forfeit Deposit will be kept by the Western/Viterbo Intramural program.

Each team will be allowed a certain number of forfeits before the team is removed from the league. The number of forfeits will be determined depending on sport and size of league. This determination will be made after scheduling is complete, and will be communicated before the first night of league play.

Individual Intramural Leagues are not required to pay a forfeit deposit. Bowling participants will be required to pay a weekly \$2 fee for lane rental.

Forfeits/Defaults

Default Policy

Any team knowing in advance that they will be unable to play a regularly scheduled contest is provided the opportunity to default (not play this contest). In order for the contest to be considered a default, the team captain must contact the Intramural Sports Office or league coordinator by 5:00 p.m. on the business day prior to their contest. Weekend/Monday requests must be made by 12:00 noon on the preceding Friday.

Default vs. Forfeit: A team that legally defaults will receive a loss in the league standings, not a forfeit. A default does not result in the loss of a team's forfeit deposit.

Forfeits

Games will be started on time! Teams are expected to be ready to play at game time. Any team failing to report to participate at the scheduled starting time shall forfeit to their opponent. If both teams fail to report to participate, each team shall be credited with a forfeit and the game shall not be rescheduled. This applies to special events as well.

Winning by Forfeit: In order for a team to receive a win by forfeit, it must have the minimum number of players required to begin according to the rules of the sport present at the scheduled location and at the scheduled time "ready to play."

Limit of Forfeits: Each team will be allowed a certain number of forfeits before the team is removed from the league. The number of forfeits will be determined once league scheduling is complete for that particular sport. If the team forfeits, the \$25 Forfeit Deposit will be kept by the Western/Viterbo Intramural program.

Captain's Responsibilities

Each team or individual entering an intramural activity must have a captain. The captain's responsibilities include but are not limited to:

- Ensuring complete and accurate team information on the roster as well as keeping the roster up-to-date.
- Making sure that all members of the team are eligible to participate according to the Intramural Sports Policies & Procedures.
- Watch the Captain's Training Video and complete the Captain's Training Quiz with an 80% pass rate.
- Notifying team members of playing schedules/schedule changes.
- Ensuring that adequate number of players from roster is available to play each night and the adequate number of players arrives on site 15 minutes before game time.
- Communicating with one of the Recreational Sports Staff by 5:00 p.m. on the business day prior to their contest if there will not be adequate individuals from your roster to play. If appropriate notice is

given, the team will receive a default. It will not be counted as a forfeit. Weekend/Monday requests must be made by 12:00 noon on the preceding Friday

- Representing the team in the case of protests.
- If a team is suspended for any reason, it is the captain's responsibility to represent their team in a meeting with the Assistant Director or Intramural Coordinator in order to regain eligibility.
- Promoting fair play and a positive atmosphere at contests.
- Responsible for their players conduct before, during, and after each Intramural contest. Similarly, they are responsible for the conduct of their team's fans.

Intramural Participant Sign-in

- Upon entering the Mathy Center for an intramural event or program, each intramural participant must show his/her valid Western ID or scan his/her valid Viterbo ID at the Welcome Center. If a staff or student does not have his/her ID card, admittance to the Mathy Center will be refused. Once upon entry of the Mathy Center, the participant must show his/her ID card to the site supervisor, and the site supervisor will then check the participant off on the Intramural sign-in sheet. If the person's name does not appear on the roster, the individual is not eligible to participate until registered.
- Upon entering the Wellness Center for an intramural event or program, each intramural participant must show his/her valid Western ID or Viterbo ID at the sign-in table. The Wellness Center staff will then check the participant off on the Intramural sign-in sheet. If the person's name does not appear on the roster, the individual is not eligible to participate until registered.
- Upon arriving for an intramural event or program located somewhere other than the Mathy Center or the Western Wellness Center, each intramural participant must show his/her valid Western or Viterbo ID to site supervisor and sign in under his/her team. If the person's name does not appear on the roster, the individual is not eligible to participate until registered.

Spectator Policy

- Spectators who are not current Viterbo users will not be allowed to attend any intramural event at the Mathy Center.
- There will be no spectators allowed in the Western Wellness Center.
- For intramural events taking place in a location other than the Mathy Center or the Wellness Center, please refer to a Recreational Sports Service staff.

Mathy Center Building Access

- All current Viterbo students, employees and paid alumni and plus one members have full access rights to Mathy Center facilities and all recreational programs.
- All current Western students, staff and spouses who are intramural participants have limited access to the area in which the intramural activity is taking place (i.e. gymnasium, bathrooms, and welcome center).

Viterbo University reserves the right to limit access to its facilities and programs.

Western Wellness Center Building Access

- All current Western Wellness Center members have rights to the Wellness Center
- All current Viterbo intramural participants, Western students who are not members of the Wellness Center, and spouses, will have access to the gym area only and should enter the Western Wellness Center Gym through the doors located off of parking lot A.

Intramural Participant Rules

- Appropriate attire is to be worn at all times while using the facility
- Shirts and shoes must be worn at all times
- Sports-bras, bathing suit tops, halter tops, etc. are not acceptable
- Clothing with inappropriate logos or advertising are NOT permitted in the Mathy Center (i.e. alcohol, tobacco)

In addition, the following rules must be followed when participating in the Mathy Center Gyms

- No dunking or hanging on the rims
- Only athletic-type shoes may be worn in the gymnasium
- No food or beverages are permitted in the gymnasium
- Please refrain from using profanity in the Mathy Center

Protests

All protests must be registered immediately with the site supervisor. A protest is not complete until a written version of the protest is submitted to the Recreational Service Staff at either Viterbo or Western by 12:00pm (Noon) of the day after the game in question. If it is not received by noon on the following day it will be rejected. For weekend games, the deadline is 12:00pm (Noon) on Monday following the game.

Protests will be handled as follows:

1. All protests will first be dealt with by the Supervisor on site.
2. If you disagree with the on-site decision, you may appeal with the Recreational Service Staff at either Viterbo or Western. Protests must be submitted in writing.
3. Games altered by valid protests will be replayed, if possible, from the point of the game where the protest occurred.
4. Viterbo Rec Sports reserves the right to decide all protests logged for contests occurring at Viterbo sites.

Code of Conduct

The code of conduct exercised by the Viterbo/Western Intramural Program is the Student Code of Conduct established by the respective school. If either the Viterbo University or Western Student Code of Conduct is violated, the incident will be reported to the Student Development Staff of the appropriate campus. The Student Development Staff of the pertinent campus will follow the disciplinary actions set forth by the respective campus's discipline process. Please refer to the Viterbo University and Western Technical College's Student Code of Conduct for more information.

Alcohol, Tobacco, and Other Drugs Policy

No person (player or spectator) will be permitted to participate in an intramural contest or activity under the influence of alcohol or illegal substance.

Alcohol, tobacco, and all illegal substances are prohibited from intramural play and any Viterbo facility, Western facility, playing field, and/or locations other than the Viterbo or Western campuses.

Team Names and Uniforms

The Intramural Sports program reserves the right to change any team name that is deemed inappropriate or offensive to participants (including profanity, sexually explicit, or references to alcohol, tobacco, or other drugs). Please use proper judgment when selecting names and uniform artwork, our goal is a pleasant, fun

atmosphere for everyone competing. If you are unsure if a team name will be accepted, call the Assistant Director or Intramural Coordinator and ask.

Sportsmanship

Integral to the philosophy of Viterbo/Western Intramurals is that good sportsmanship and fair play are vital aspects of Intramural competition. It is necessary for the successful operation of the program that individuals display proper conduct in all instances. The Sportsmanship Rating System is intended to be an objective scale by which teams' attitudes and behaviors can be assessed. The rating system will be used to aid in the determination of team rankings and eligibility to participate in the season ending Championship Tournament. A team's continuous poor sportsmanship rating may result in disciplinary action by the Professional Personnel of Viterbo and Western.

All teams are required to have a sportsmanship average of a 3 in order to remain in the league. If a team falls below a 3, the captain will be required to meet with either the Assistant Director or Intramural Coordinator and the team will be placed on probation. During probation, the team will have 1 week to get their sportsmanship average above a 3 or they will be removed from the league. If a team falls below an average of a 3 twice during the season they will be removed from the league. If a team is removed from the league, they automatically lose their forfeit deposit.

On each night of league play, every team will **collectively** rate their opponents on their sportsmanship after each game. After a team has decided on a rating, it must be reported to the site supervisor to record on the score sheet. Behavior before, during, and after a contest is included in each rating. In addition, the site supervisor will give a sportsmanship rating to each team. The Rec Sports staff reserves the right to review and/or change any sportsmanship rating given.

If a game is not played due to a default, the team that legally defaults a game will receive a 5 for a sportsmanship rating, and so will their opponent. If a team forfeits a game, they will receive a 1 for a sportsmanship rating and if their opponent qualifies for a win by forfeit as previously defined, they receive a sportsmanship rating of a 5.

Each team captain is responsible for educating ALL players and spectators affiliated with his/her team about the sportsmanship policy; however, it is the responsibility of all team members to control the conduct of its own team members and fans.



The rating scale will consist of a simple 5 point scale. The scale will appear as follows on the score sheet:

Team Sportsmanship Rating				
1 = poor / 3 = average / 5 = exceptional				
1	2	3	4	5

The following guidelines will be used in formulating a rating. Behavior before, during, and after a contest should be considered.

5 = Exceptional: Positive comments and encouragement for all teams; were prompt; clean competition, played fairly, good, hard effort, and teamwork; didn't blame teammates or opponent for bad plays and mistakes; abided by rules; resolved any conflicts calmly and with an open-mind; acknowledged good plays made by others and accepted bad calls gracefully; treated teammates, opponents, Rec Staff, and the game itself with respect; accepted winning and losing graciously; and there were handshakes and congrats at the end of the game.

4 = Good: Some positive comments and encouragement for all teams; were prompt; clean competition, played fairly most of the time; good, hard effort, and teamwork most of the time; didn't blame teammates or opponent for bad plays and mistakes; abided by rules most of the time; resolved any conflicts calmly and with an open-mind most of the time; acknowledged good plays made by others and accepted bad calls with some grace; treated teammates, opponents, Rec Staff, and the game itself with respect most of the time; accepted winning and losing with some grace; and there were handshakes and congrats at the end of the game.

3 = Average: Few positive comments and encouragement for all teams, but nothing negative; clean competition, played fairly most of the time; adequate teamwork and effort inconsistent; generally abided by rules; demonstrated few of the good sportsmanship behaviors listed above but no dissent; accepted winning and losing; there were handshakes and congrats at the end of the game; some concerns about conduct and attitudes.

2 = Not so Good: Demonstrated few of the good sportsmanship behaviors listed above; no positive comments and encouragement for both teams, some negative comments criticizes teammates; some bad language; was not on time; delay of game; bad attitude; teamwork and effort inconsistent; slow to comply with rules; had some difficulty winning and losing with grace; there were handshakes and congrats at the end of the game but with a sour attitude; several concerns about conduct and attitudes.

1 = Very Poor: Demonstrated none of the good sportsmanship behaviors listed above; many negative comments, verbal harassment of opponents, foul or abusive language; intimidation taunting of opponent; fair play lacking; not teamwork and poor effort; resistant; no respect for teammates, opponents, Rec Staff, and the game itself; ungracious about winning and losing; holds grudge or anger after game; serious concern about conduct and attitudes; and there were no handshakes and congrats at the end of the game.

Disqualified/Ejected Players

A player disqualified from the game for conduct must leave the area/complex after speaking with an Intramural Site Supervisor IMMEDIATELY, and will be declared ineligible for play in ANY Intramural Sports activity until he/she has submitted a letter requesting reinstatement and has met with either the Director or Assistant Director of Rec Sports and/or the Wellness Center Manager or Intramural Coordinator. The player shall be suspended for no less than one game. The suspension will not begin until after the suspended person has met with either the Director or Assistant Director of Rec Sports and/or the Wellness Center Manager or Intramural Coordinator. Failure to leave the area/complex may result in disqualification of the captain, or forfeiture of the game. Any second occurrence of unsportsmanlike conduct by a team may result in that team eliminated for the remainder of the season.

A team which participates with an ejected player in a regular season game shall forfeit that game.

Regaining Eligibility

To regain eligibility, the ejected player must prepare a typed statement detailing the events that took place; drop off a copy of the statement and set-up an appointment with one of the Recreational Service Staff to discuss the matter. Even if it is the last contest for their team, the ejected person's suspension will continue until the person meets with one of the Recreational Service or Wellness Center Staff. Final judgments are retained by the Recreational Service or Wellness Center Staff at the location where the incident occurred.

Tournament

Eligibility

Due to the size of some leagues, not all teams may be eligible to participate in the season ending championship tournament. The number of teams eligible for championship night will be determined after league play has been scheduled. In order to be eligible to participate in the season ending championship tournament night, teams must have a sportsmanship average of a 3 at the completion of week 4. Teams will be notified via email of their tournament eligibility.

Seeding

Tournament seeding will be determined based on the following scale.

1. Teams will be ranked in order based on their wins and losses.
2. If there is a tie between teams, the team with the higher sportsmanship average will get the higher seed.
3. If a tie remains, the team with the most points for and least points against them will get the higher seed.
4. If a tie still remains, the team that won in a head to head competition will receive the higher seed.

Awards

In each league, t-shirts will be awarded to the championship team. In order for a player to be eligible for a championship t-shirt, he/she must have been on the roster of the championship team and participated in at least one game.

Schedule Change or Cancellation Notification

Intramural Sports makes every effort to play all activities as regularly scheduled. In the event that your team's schedule changes due to a default/forfeit, weather cancellation, or another extenuating circumstance, team captains will receive notification via imleagues.com through an email message, and if set up, a text message. There will also be a league announcement located on the league page on imleagues.com.

Cancellation of Outdoor Activities

Rainouts will not be determined until 3:00 p.m. each day. Team captains will receive notification via imleagues.com through an email message, and if set up, a text message. There will also be a league announcement located on the league page on imleagues.com. Intramural Sports will not call participants to inform them games are cancelled due to weather.