



CHRISTOPHER NEWPORT  
UNIVERSITY

**Office of Recreational Services**



**Intramural Sports**

**Captain's Guide**

## **SECTION 1: OBJECTIVES of INTRAMURAL SPORTS**

The purpose of the Christopher Newport University Intramural Sports program is to provide an opportunity for every student, faculty and staff member to take part in competitive and non-competitive recreational sport activities within the framework of educational endeavors. The program is designed to accommodate the interest of the University community and is solely for the use of the University community described above.

The objectives of the Intramural Sport Program are as follows:

1. To provide opportunities for individual development through various recreational activities.
2. To provide opportunities for social contacts and the development of lasting relationships.
3. To provide leadership and learning opportunities through participation.
4. To provide recreation for individuals, regardless of their skill ability, experience, or otherwise.
5. To provide opportunities which develop a positive attitude towards recreational services.
6. To provide on-campus employment opportunities for students in a positive learning environment.
7. To further the interest and passion of Intramurals, recreational services and all other recreational sport endeavors to the outside world.

## **SECTION 2: OBJECTIVES of the CAPTAIN'S GUIDE**

The captain's guide is a resource for all CNU Intramural participants. It provides the foundation and basis for which the CNU Intramural program is structured.

- 2.1) The captain's guide details the policies and procedures of participation in Intramural Sports at Christopher Newport University.
- 2.2) The policies and procedures in this manual are subject to review and change by the Director of Intramural Sports and Recreational Services at any time.
- 2.3) It is the responsibility of the team captain to share information discussed in the captain's guide with his/her team.
- 2.4) It is the responsibility of the participant to become educated in the rules and policies of Intramural Sports at Christopher Newport University.

## **SECTION 3: INTRAMURAL BUDGET and FINANCING**

- 3.1) The Intramural Program is financed by activity and services fees paid by Christopher Newport University students.
- 3.2) Many Intramural activities may require a participation fee which is used to finance the costs of officials, supervisors, equipment, etc.
- 3.3) The participation fee is subject to alteration by the Director of Intramurals at any time. (NOTE: At this time, participation fees are not required by the program).

## **SECTION 4: CAPTAIN'S RESPONSIBILITIES**

- 4.1) The captain is responsible to inform their team of the rules governing the specific activities, as well as the time and place they will play their games.
- 4.2) Prior to game time, the captain is responsible for signing in their team with the Intramural Supervisor (all players should check in with a valid CNU ID card 15 minutes prior to their scheduled game time).

- 4.3) Following the game, both captains must sign the score sheet to confirm that the game is recorded correctly and give official's ratings.
- 4.4) Captains are urged to notify all players and spectators that alcohol, tobacco, pets, drugs and vehicles are prohibited on all Intramural playing fields.
- 4.5) No one is allowed to participate in Intramural Sports while under the influence of alcohol or drugs.

## **SECTION 5: EQUIPMENT**

- 5.1) Jewelry (rings, watches, necklaces, ankle bracelets, earrings, rubber bands, etc.) are prohibited. Placing tape over jewelry will not be allowed.
- 5.2) Casts are prohibited.
- 5.3) Proper shoes are required; (metal cleats are prohibited).
- 5.4) Knee braces are permitted with approved protective covers (neoprene protective covers).
- 5.5) Hard bill hats are prohibited in all sports except softball
- 5.6) Pants and shorts with pockets are not allowed
- 5.7) Bandanas or any other head gear with an exposed knot it not allowed
- 5.8) Only medic-alert braces that are taped down by the Intramural Sport Supervisor on site will be allowed.

## **SECTION 6: PARTICIPANT ELIGIBILITY**

- 6.1) All CNU students, faculty, and staff enrolled in or employed by the University (full-time and/or part-time; volunteers not accepted), shall be eligible to participate in Intramural Sports.
- 6.2) All participants must present a valid CNU ID card (ID) before each Intramural game. The ID must have a visible picture and the name and ID number must be visible to the Sport Supervisor. If the Sport Supervisor cannot distinguish the picture, name or ID number the participant will be turned away. Furthermore, ID cards must have current semester stickers on them. If no current semester sticker is present, the participant will be turned away! **THERE ARE NO EXCEPTIONS.**
- 6.3) The ID should remain on-site for the duration of the game. Failure to do so may result in a team default and the players being suspended for the remainder of the sport.
- 6.4) The CNU ID card is the **ONLY IDENTIFICATION ACCEPTED** by the Intramural Sports staff. Driver's licenses, birth certificates, social security cards, etc., will not be accepted. **THERE ARE NO EXCEPTIONS.**
- 6.5) **Improper Use of Identification Procedure:**
  - 6.5)1.1. If an Intramural Supervisor determines that an individual is attempting to check-in with false identification in order to participate in an Intramural contest, the ID will be confiscated and that individual will not be allowed to play.
  - 6.5)1.2. The Intramural Supervisor will then confront the team captain. If the Intramural Supervisor determines that the team captain was aware of the individual's use of improper identification, then that team will forfeit their game and they will be dropped from the league.
  - 6.5)1.3. In addition, any individual caught trying to check-in with a CNU ID that is not their own has jeopardized themselves and the owner of the ID to disciplinary action by the University. Please see University CNU ID policy below:

Lost or damaged cards will be replaced by the **Captain's Card Office** upon the customer's request. Such replacements will be made in accordance with current policies regarding card replacement and, in most cases, the customer will be charged a replacement fee of \$10.00. This fee must be paid at the time the card is replaced.

The customer is responsible for safe-guarding his/her **Captain's Card**. Should the card become lost or misplaced, either accidentally or by theft, the University assumes no responsibility for illegitimate withdrawals from the customer's account prior to the customer notifying the **Captain's Card Office** during its normal business hours. Once the office has been notified, the account will be deactivated until the rightful owner has the card reactivated. If a card is lost or stolen and the **Captain's Card Office** is closed, notify University Police of the loss.

- 6.6) The Intramural Supervisors cannot and will not allow anyone to play without the proper identification.
- 6.7) Any individual who has played after using an invalid or false CNU ID card will immediately be suspended from all Intramural activities and their team will automatically forfeit that game and be dropped from the league.
- 6.8) It is the responsibility of the team captain to ascertain the eligibility of his/her players prior to game time.
- 6.9) A player is allowed to participate on one coed team while participating in a men's or women's league.
- 6.10) Women may participate in either the women's league or the men's league (not both).
- 6.11) A player found to be playing on two teams (one of those not being coed) in the same sport will be suspended from play in that sport for the remainder of the semester (further suspensions may be given at the discretion of the Intramural staff).
- 6.12) Once an individual has signed the TEAM ROSTER FORM of a specified team, he/she may not play for another team for the remainder of the season (**exception - see SECTION 7-ROSTER CHANGES**).
- 6.13) If a player has played on two teams, without properly going through the drop procedure (**see SECTION 7-ROSTER CHANGES**), then the first team they played for will not forfeit their games, but will lose the ineligible player for the remainder of the season. The second team which the same individual plays for will forfeit all games which that person played in and the team will be dropped from the league.
- 6.14) During the regular season, if an eligibility protest is found valid, the team will forfeit all contests which the individual played.
- 6.15) In the playoffs, if an eligibility protest is found valid, the protesting team advances, but the previous rounds remain the same.
- 6.16) Present collegiate athletes (NAIA, NCAA, junior college) and walk-ons are not eligible in their respective sports (or Intramural congruent sport or event) until the semester after their eligibility has expired. For example, a varsity football player whose eligibility expires in the fall may play Flag Football (4v4) in the spring. **HOWEVER, TEAMS ARE SUBJECTED TO THE FOLLOWING LIMITATIONS REGARDING FORMER VARSITY ATHLETES PLAYING IN THEIR INTRAMURAL CONGRUENT SPORT (see sections 6.16 and 6.17)**
- 6.17) In Varsity/Intramural congruent sports only- A maximum of two former varsity athletes are allowed to be on a single team's roster in their congruent Intramural sport or event if playing the semester following the expiration of their eligibility
- 6.18) In Varsity/Intramural congruent sports only-A team may have more than two former varsity athletes on their team's roster only if that person's eligibility has been expired for at least two full semesters (excluding summer)
- 6.19) Congruent sports include, but are not limited to:
  - 6.19)1.1. Varsity Baseball and Softball-any Intramural softball related activity
  - 6.19)1.2. Varsity Football-any Intramural flag football related activity
  - 6.19)1.3. Varsity Basketball-any Intramural basketball related activity
  - 6.19)1.4. Varsity Track and Field/Cross Country-any Intramural track and field related activity
  - 6.19)1.5. Varsity Volleyball-any Intramural volleyball related activity
  - 6.19)1.6. Varsity Soccer-any Intramural soccer related activity
- 6.20) Current sport club members may participate in their respective sport, however a maximum of 2 (total) are allowed per team in all sports except:
  - 6.20)1.1. Softball (maximum of 4 baseball/softball)
  - 6.20)1.2. 3 on 3 Basketball, 4 on 4 Flag Football, and Beach Volleyball (maximum of 1)
- 6.21) Current or former Olympic athletes are not eligible to compete in their respective sport(s).
  - 6.21)1.1. Olympic athletes are considered individuals who competed for their country in the Olympics or World Championships, not the Olympic trials.
- 6.22) Current or former professional athletes are not eligible to compete in their respective sports.

- 6.22)1.1. Professional athletes are considered individuals if they were on an official roster in any North American (affiliated) professional sporting league. These leagues include, but are not limited to: NFL, NFL Europe, CFL, MLB, NHL, NBA, WNBA, MISL, MLS, AVP, PGA, LPGA, WTA, ATP, etc.
- 6.22)1.2. Participants who have been affiliated with other professional sport organizations around the world will be declared eligible for all Intramural Sports.
- 6.23) A said Collegiate, Olympic, or Professional athlete as described above may appeal their eligibility status by completing an Eligibility Appeal Form available on-line or from the Director of Intramurals.
- 6.23)1.1. During the eligibility appeals process, the said participant will be considered ineligible from the sport they are requesting to play.
- 6.23)1.2. Decisions will be made on a case by case basis by the Intramural staff and the Director of Intramurals and Recreational Services.

## **SECTION 7: ROSTER CHANGES and ROSTER CAPPING**

- 7.1) A player may be dropped from a roster one time only, during the regular season.
- 7.2) Each Intramural participant may drop off their original team's roster in order to play with another team one time and one time only during the course of the semester. However, this drop may only occur if the participant has played in **only one game or less with their original team**. In addition, this drop **must take place within the first 15 days of the sport season**. After this 15 day grace period has expired no drops will be allowed.
- 7.3) The player who wishes to be dropped from a team must bring his/her CNU ID card to the Director of Intramurals and Recreational Services and state their reasons for wishing to drop off the roster.
- 7.4) Once a player has followed the proper drop procedures, then he/she is eligible to join one other team for the remainder of the activity.
- 7.5) Teams are allowed to add participants to their roster throughout the regular season and playoffs as long as that participant has not played on another team, or if they have, have completed the proper roster change procedure with the Director of Intramurals.
- 7.6) In an effort to maximize participation, the roster sizes for team sports will be capped, limiting the number of participants that can play on one team.
- 7.6)1. The total number of players on one team may not surpass that roster cap at any time during the season, even if injury, ejections or etc. occurs. In the event that an injury (and only an injury) will prevent a team from continuing to play, the team may appeal to have additional player(s) added to their roster with the written consent of the Director of Intramurals and Recreational Services. Team rosters and their corresponding roster caps are listed below (when listed an additional player is acceptable for coed competition):
  - 7.6)1.1. Basketball (3v3): 5 participants
  - 7.6)1.2. Basketball (5v5): 10 participants (10 coed)
  - 7.6)1.3. Flag Football (4v4): 6 participants (7 coed)
  - 7.6)1.4. Flag Football (7v7): 10 participants (11 coed)
  - 7.6)1.5. Soccer (Indoor): 7 participants (8 coed)
  - 7.6)1.6. Soccer (Outdoor): 10 participants (11 coed)
  - 7.6)1.7. Softball: 12 participants
  - 7.6)1.8. Volleyball (Indoor): 8 participants
  - 7.6)1.9. Volleyball (Beach): 5 participants
  - 7.6)1.10. Ultimate Frisbee (Coed): 11 participants
  - 7.6)1.11. Dodgeball (Coed): 8 participants

## **SECTION 8: UNIFORMS**

In an effort to reduce confusion for officials and opponents, team jerseys for Intramural contests will be required in all team sports. Over the years it has been proven that Intramural games proceed more effectively if both teams have uniforms (t-shirts) of contrasting colors. Therefore, the following guidelines are provided as a point of reference.

- 8.1) Teams will have the opportunity to select a team color during the registration process of the sport.
- 8.2) Once a color is selected for a division, it may not be duplicated by another team in the same division.
- 8.3) White and other colors that could be perceived as white will not be allowed, however all other colors will be permitted. **WHITE SHIRTS ARE ONLY TO BE USED AS ALTERNATES!**
- 8.4) If a dark color is selected, similar dark colors (i.e. black and navy) will not be allowed in the division.
- 8.5) The team is required to have all players wear the **same shade of color** to every game. For example, red and maroon are not the same shade of red
- 8.6) All teams will also be required to bring an alternate white jersey to each game.
- 8.7) Just prior to game time, the Intramural Supervisor will determine if a conflict exists regarding jersey colors.
  - 8.7)1.1. The team in violation of the policy will be asked to wear their alternate (white) jersey or be defaulted.
  - 8.7)1.2. If both teams are in violation of the policy, the team listed on the right of the printed schedule will be required to wear their alternate jerseys.
  - 8.7)1.3. In the event they do not have an alternate shirt, that team will default unless their opponent opts to wear their alternate jersey.
  - 8.7)1.4. If this should occur the game cannot be protested due to jersey colors.
- 8.8) **Numbering of shirts:** all sports require participants to mark a number 3" high on the back of their shirt.
  - 8.8)1.1. This number must be visible to the Intramural staff.
  - 8.8)1.2. This number must not be taped on the shirt.
  - 8.8)1.3. This number cannot be a fraction, decimal or triple digit number.
  - 8.8)1.4. No team members can wear the same number.
- 8.9) Soccer: The sport of soccer requires each goalie to have a different color shirt than his/her teammates and opponents.
- 8.10)** During playoffs, teams will continue to use their regular season jersey color. However, because of the large number of teams in the playoffs, "jersey color conflicts" are sure to arise. If a conflict exists, the team listed on the bottom of each bracket is responsible for the alternate white jersey.

## **SECTION 9: PROTESTS**

Only protests based on questions of player eligibility and rule interpretation (when misinterpretation affects the outcome of the game) will be accepted.

- 9.1) Protests which challenge the accuracy of a judgment call made by the officials or Intramural Supervisors will not be accepted.
- 9.2) The team captain must make any protest involving rule interpretation to the Intramural Supervisor at the time of which the incident in question occurs. Once a situation has passed, however, it is no longer subject to change or protest.
- 9.3) Any team protesting the eligibility of a player(s) must follow the appropriate steps of the eligibility protest procedure (**SEE SECTION 9.7**).
- 9.4) During the regular season, any team found to be using an ineligible player will forfeit all games which that individual played and subsequently forfeit their season.

- 9.5) In the playoffs, if an eligibility protest is found valid, the protesting team advances, but the previous rounds remain the same.
- 9.6) During the playoffs, any team protesting the eligibility of a player must do so by Noon (12 PM) the day following their last playoff game.
- 9.7) Eligibility Protest Procedure:
  - 9.7)1.1. STEP 1: The protesting team/individual must provide the name of the individual in question.
  - 9.7)1.2. STEP 2: The protesting team/individual must provide a copy of the current/former athlete's roster in which they participated.
  - 9.7)1.3. STEP 3: The Director of Intramurals and Recreational Services will oversee the protest procedure and all decisions will be made on a case by case basis.
  - 9.7)1.4. STEP 4: All regular season protests must be filed before 12pm the day following the end of the regular season. During the playoffs, any team protesting the eligibility of a player must do so by Noon (12 PM) the day following their last playoff game.

## **SECTION 10: APPEALS**

Once a decision has been made by the Director of Intramurals, the individual(s) involved may appeal this decision to Intramural Sports and Recreational Services Review Board.

- 10.1) **Intramural Sports and Recreational Services Review Board:** This board will be composed of student members of the intramural staff appointed by the Director of Intramurals.
  - 10.1)1.1. This appeal must be in writing and brought to the Director of Intramurals and Recreational Services' office within 24 hours of the initial decision.
  - 10.1)1.2. If an Appeal is made, the individual(s) involved will not be allowed to participate until a final decision has been determined.

## **SECTION 11: EJECTIONS**

The Intramural Program reserves the right to eject any individual, team or spectator who interrupts the flow of a game in any manner.

- 11.1) Ejections may occur before, during, or after any contest.
- 11.2) Any ejected player(s) must leave the playing area and facility immediately.
- 11.3) If the player refuses to leave within 3 minutes, the game will be forfeited.
- 11.4) All ejected players must meet with the Director of Intramurals and Recreational Services before they are permitted to participate in any future Intramural contests.
- 11.5) If an ejected player does not meet with the Director of Intramurals and Recreational Services by 12:00 noon the day of their next scheduled contest, then the team will forfeit that game and will be dropped from further competition.
- 11.6) **PLEASE READ THE PARTICIPANT CONDUCT POLICY AND SUSPENSION GUIDELINES AT THE END OF THIS DOCUMENT FOR FURTHER INFORMATION**

## **SECTION 12-DEFAULTS**

A default is an un-played game that is recorded as a loss but is not considered a forfeit. A team may receive a one time default if they are unable to attend a game. There are two ways a team may default a game:

- 12.1) The first way is to contact the Office of Recreational Services and notify the office assistant by 5pm, the day before their scheduled contest that they can not play the game.
- 12.2) The second way to obtain a default is if a team arrives at the game site with at least one player. That player or players will need to sign in to claim the default.
- 12.3) A team which defaults a second time in the same sport will be dropped from the league.

## **SECTION 13-FORFEITS**

Game time is forfeit time! Each team is responsible for arriving at the playing area and ready to play at least 15 minutes before game time. This includes having all players signed-in with proper identification.

- 13.1) If a team or contestant fails to be ready at the time the contest is scheduled, the Intramural Supervisor in charge shall declare the contest forfeited by that team.
- 13.2) The team receiving the win must fulfill the requirement for a legal team and may not elect to play that team.
- 13.3) If the playing conditions are deemed safe, the team may use the site to practice until 15 minutes prior to the next contest.
- 13.4) Teams who forfeit a game for any reason will be dropped from the league.

## **SECTION 14-GAME/EVENT CANCELLATIONS**

During inclement weather, only the Intramural Supervisor at the site or the Director of Intramurals can cancel games.

- 14.1) Do not assume the game will be canceled, as the weather is very unpredictable.
- 14.2) It is your responsibility as the captain to make sure your team is ready to play at game time.
- 14.3) Canceled games during the regular season will not be rescheduled, and both teams will receive a tie.
- 14.4) Playoff games that are canceled will be rescheduled as soon as possible.
- 14.5) **Lightning Policies**
  - 14.5)1.1. Based on a study published in the Journal of Athletic Training, we have decided to implement a lightning policy. If we hear thunder within 30 seconds of seeing the lightning, games will be postponed. All participants must leave the playing area and seek shelter until the supervisors deem the area safe for play. Games will resume 30 minutes after the thunder and lightning have moved away.
- 14.6) ALL INFORMATION REGARDING CANCELLATIONS WILL BE POSTED ONLINE. DO NOT PHONE THE OFFICE.

## **SECTION 15- LEAGUES OFFERED**

- 15.1) Women's leagues are for any female student, faculty, or staff member, regardless of their skill level. Teams playing in this league will have a regular season followed by a single-elimination playoff. The winner of this league will receive a championship T-shirt.
- 15.2) Men's leagues are for any male student, faculty, or staff member, regardless of their skill level. If a women's league for a sport cannot be generated, women's teams are allowed to compete in the men's division under the male rules and regulations. Individual female participants are allowed to compete on a men's team if they see fit, but may not compete on a men's and a women's team. Teams playing in this league will have a regular season followed by a single-elimination playoff. The winner of this league will receive a championship T-shirt.
- 15.3) Coed leagues offer men and women with varying skill levels an opportunity to participate on the same team. All students, faculty and staff members, regardless of their skill level, are eligible to participate in this league. If a women's league for a sport cannot be generated, women's teams are allowed to compete in the coed division under the coed rules and regulations. This league will have a regular season followed by a single elimination playoff. The winner of this league will receive a championship T-shirt.

15.4) Registration Cap- Due to the confines of the Intramural budget and lack of facility space, sport leagues will be capped during the Registration Period limiting the number of total teams that may register. Teams that are not allowed to register during the Registration Period will be placed on a waiting list for that sport and may compete when and if spots become available.

15.5) Waiting List- In the event that a team tries to register after the registration period has expired and/or all the available spots for that sport have been filled, the remaining teams will be placed on a waiting list for that sport.

Teams from the waiting list are added to the league when a spot opens up via forfeit or 2<sup>nd</sup> default or when disciplinary conduct removes a team from the league.

This newly added team will take over the overall record of the team they replaced so as to not disrupt league standings. However, they will be awarded full sportsmanship points for the weeks they did not play.

If the new team did not attend the Captain’s Meeting for that sport, they will be required to go through the presentation before they are eligible to participate.

**SECTION 16-PLAYOFFS**

All teams who play in the appropriate leagues, meet the Sportsmanship criteria (see Sportsmanship) and do not forfeit a game during the regular season will be eligible for the playoffs.

- 16.1) The size of the playoff field will be determined during the regular season and will vary per semester and per sport.
- 16.2) Due to facility space issues and participation issues the size of many of the playoffs may be limited. If this occurs, only teams that achieve a (to be determined based on the number of teams) winning percentage will be asked to compete in the playoffs.
- 16.3) Playoff Seeding- Teams will be seeded for the playoffs using the following formula:  
 Teams will be seeded for the playoffs according to the strength of their playing schedule and their sportsmanship rating. Teams will receive points for each victory and lose points for each loss according to their opponent’s final winning percentage. Sportsmanship averages for each team will then be added to this total. Teams that finish the regular season with a perfect 5.0 sportsmanship average will receive an additional 3 point bonus. This final point total will be their strength of schedule rating and will be used to determine their seed in the tournament. If a tie exists, the following tie break method will be used: 1) head to head competition 2) sportsmanship average 3) coin toss. The following table will be used in seeding teams for the playoffs:

Opponent's final winning percentage	Points for a victory	Points for a loss
.000-.099	1	-9
.100-.199	1	-8
.200-.299	2	-7
.300-.399	3	-6
.400-.499	4	-5
.500-.599	5	-4
.600-.699	6	-3
.700-.799	7	-2
.800-.899	8	-1
.900-1.000	9	-1

## **SECTION 17- SPORTSMANSHIP**

The Intramural Sports Program expects all participants to conduct themselves in a sportsmanlike manner.

- 17.1) In order to be eligible for the playoffs, a team must accumulate a 4.0 average in sportsmanship for the regular season (based on the 5.0 scale below).
- 17.2) During playoffs, a score of at least (4) will guarantee advancement for the winning team. A winning team with a sportsmanship rating less than 4 will be reviewed by the Intramural Staff to determine if they advance.
- 17.3) Following the game, officials evaluate and issue sportsmanship points to all teams. The breakdown of points is as follows:
- 17.4) **Points Description**

- 5 Normal Game: Questioning an official on rule interpretation only.
- 4 Some static: Some questioning of judgment or repeated complaints. No infractions issued.
- 3 Difficulty: Repeated questioning of judgment. Unsportsmanlike call, technical foul or yellow card issued.
- 2 Harassment: Multiple unsportsmanlike calls, technical fouls (not on the same participant), yellow cards or spectators harassment of the officials.
- 1 Ejection: Any ejection, whatever the cause. Red card issued.
- 0 Forfeit or fighting: Includes threatening an employee. If involved in a fight your team could be removed from the league for the remainder of the season. Red card issued.

## **SECTION 18- OFFICIAL'S RATING**

The Intramural Sports Program offers captains the option to tactfully and politely evaluate officials after the end of their contest. Captains will be asked to rate officials based on the following scale.

### **18.1) Points Description**

- 5 Officials had superior game control. They displayed comprehensive rule knowledge and exhibited excellent professionalism and effort.
- 4 Officials had good game control. They displayed satisfactory rule knowledge and exhibited good professionalism and effort.
- 3 Officials had fair game control. They displayed average rule knowledge and exhibited acceptable professionalism and effort.
- 2 Officials had poor game control. They displayed below average rule knowledge and exhibited inadequate professionalism and effort.
- 1 Officials had unacceptable game control. They displayed unacceptable rule knowledge and exhibited intolerable professionalism and effort.
- 0 No game control. No rule knowledge. No professionalism and effort.

## **SECTION 19-OUTSTANDING INTRAMURAL PARTICIPANT AWARD**

Each semester students will be allowed to nominate a fellow participant whom they believe exemplifies the best of sportsmanship and skill on the Intramural field. Nomination forms are available on-line. They must be submitted to the Director of Intramurals and Recreational Services for review.

## **SECTION 20-AWARDS**

The champion in all Intramural events, in all leagues (men's, women's, coed) will receive a championship t-shirt. The distribution of t-shirts will be limited to at-most, roster cap size for that sport or when the roster cap by a team has not reached, the amount of players on their team. A minimum of four teams must register for a sport in order for the Award system to take effect.

## **SECTION 21- PARTICIPATION and LIABILITY**

Participation in Intramural Sports activities is completely voluntary. These activities intrinsically involve risks of physical injury greater than those encountered in daily life, and by taking part in sports and other activities, participants acknowledge and assume risks inherent therein. The Intramural Sports Program does not carry accident or injury insurance to cover participants in sports activities. Therefore, all students are strongly urged to purchase health insurance before participating in any activity. In addition:

- 21.1) Intramural Program does not provide athletic trainers.
- 21.2) Should an injury occur, the Intramural supervisor will treat to the best of their ability and then refer participants for additional medical attention as necessary.
- 21.3) In the event of a head injury, the injured participant must receive written permission from a physician before engaging in further participation
- 21.4) Participation in Intramurals is at the participant's own risk. Participants will be asked to sign and must sign a **Release, Hold Harmless and Conduct Agreement** prior to participation in any Intramural activity

## **SECTION 22-EMPLOYMENT**

Officials: The Intramural sports program will train students to be officials in the following sports: basketball, flag football, softball, soccer (indoor and outdoor), dodgeball. No experience is necessary.

- 22.1) Please follow these steps to become an Intramural official:
  - 22.1)1.1. STEP 1: Attend the Clinic I (classroom portion of the training). Students will be versed in the rules of the game, Intramural policies, payroll procedures, and will take a rules test.
  - 22.1)1.2. STEP 2: Attend the Clinic II (field portion of the training). Students will actively participate in officiating practice games and go through various on-site stations.
- 22.2) Sports Supervisor: The Intramural sports program will periodically advertise for students to be employed as sports supervisors. These students will be primarily responsible for on-site supervision of intramural activities. Officiating experience is encouraged and preference will be given to students who have worked with the program as officials.

## **SECTION 23: CAPTAIN'S CUP**

CNU residence halls and the CNU Greek system may compete for the Captain's Cup each year. The Captain's Cup is a points race between these organizations. In order to be eligible for the Captain's Cup competition organizations must. See Captain's Cup page for a complete description of rules and eligibility.

## **SECTION 24: FREE AGENCY**

All person(s) that do not have a team and wish to compete in Intramurals sports should attend the Captain's Meeting for that respective sport. Teams of free agents will be put together at the conclusion of the meeting. If attempting to become a free agent during the season, the participant must fill out a free agent form on-line and submit it to be added to the free agent list. The free agent list is for use by everyone to add players or find substitutes, or for other free agents to form teams together.

## **SECTION 25: RESCHEDULES**

The Office of Recreational Services will attempt to reschedule post season games if at all possible. No reschedules will be granted for regular season contests. In the event that your team needs to reschedule its playoff game, the team captain must contact the office at least 48 hours before their scheduled game time. Due to facility availability and other considerations, requests cannot always be honored but attempts to accommodate will be made.

# Christopher Newport University

## Intramural Sports

### Participant Conduct Policy and Suspension Guidelines

Throughout the year, numerous situations result in players, bench personnel, spectators and/or teams (from hereafter referred to as “participants” in this document) being ejected from Intramural Sports contests. Participants are required to sign a TEAM ROSTER FORM before playing in any Intramural event and this “Release, Hold Harmless and Conduct Agreement” is used to educate and exemplify the policies of the program and should be seen as a contract between the participant and the Intramural Program to behave in an acceptable manner.

The “Participant Conduct Policy and Suspension Guidelines” are a reference for the range of suspensions that will be issued if participants are ejected from an Intramural contest. Ejections may be a result of confrontations between players, spectators and/or staff, damage to Intramural equipment or a violation of inherent rules of the game and/or University policy. Since all cases cannot be described in detail, examples noted in various categories are provided. The range of suspensions are based on the minimum which the participant will receive up to a maximum penalty (which on most cases is permanent suspension).

- Be advised that when ejected, participants must leave the vicinity of the venue **within 3 minutes** of the ejection and are not allowed back on the premises until the events are completed for the day. Failure to abide by this policy will result in further ejections and possible forfeiture of their team. **IT IS THE CAPTAIN’S RESPONSIBILITY TO REMOVE THIS PARTICIPANT. IF A CAPTAIN IS EJECTED, THE TEAM IN QUESTION MUST ELECT A NEW CAPTAIN FOR THE REMAINDER OF THAT GAME AND SEE TO IT THAT THE EJECTED PLAYERS LEAVE THE VICINITY.**
- Ejected participants are ineligible to play in any Intramural event until they hold a “conduct meeting” with the Director of Intramurals and Recreational Services to discuss the situation. During this meeting, they should conduct themselves in a professional and acceptable manner. **THE TEAM ON WHICH THE EJECTED PARTICIPANT PLAYED ON IS ALSO SUSPENDED FROM PLAY UNTIL THIS MEETING TAKES PLACE. IF THE EJECTED PLAYER FAILS TO HOLD THIS MEETING, THEIR TEAM WILL BE REMOVED FROM COMPETITION. IT IS THE PLAYER and the TEAM CAPTAIN’S RESPONSIBILITY TO GET THIS MEETING SCHEDULED IN A TIMELY MANNER.**
- During the “conduct meeting” the ejected participant will be given the chance to explain his/her behavior. The Director of Intramurals and Recreational Services will formulate a decision on the case based on the participant’s behavior during the meeting. In most cases, the participant will face a suspension (the guidelines and length of suspensions are provided below). In severe situations, the case will be forwarded to Judicial Affairs for review.
- **SUSPENSIONS ARE FROM ALL INTRAMURAL ACTIVITIES, NOT JUST THE SPORT IN WHICH THE EJECTION TOOK PLACE.**
- During ejections which occur within The Freeman Center, participants may face suspension from that venue. The Director of The Freeman Center will consult on all matters regarding conduct issues in this facility.
- This policy is enacted to provide a safe playing site for all Intramural participants and employees. Intramural sports are a privilege at Christopher Newport University, not a right. Participants should conduct themselves in a well-behaved manner at all times and should **ALWAYS PUT SPORTSMANSHIP AT THE HIGHEST OF PRIORITIES FOR THEMSELVES and THEIR TEAM’S CONDUCT.**

## SUSPENSION GUIDELINES

### Category A Offense: Administrative Infractions

**Description:** This includes ejections based on administrative infractions and/or all non-physical offenses, which are inherently illegal in the sport and diminish the quality of sportsmanship in the Intramural contest. They are two divisions in this category: simple and stringent. Examples of simple infractions include, **but are not limited to:** Tying a flag belt (flag football); Fake tag (softball); Slide tackle (indoor and outdoor soccer). Examples of stringent infractions include **but are not limited to:** competing in Intramural Sports under the influence of drugs or alcohol; using another persons CNU ID card to attempt to participate in Intramural Sports.

Category	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Simple Administrative Infraction	1-2 weeks	2-4 weeks	4 weeks-Permanent Suspension
Stringent Administrative Infraction-Alcohol/Drug Related	Permanent Suspension	***	***
Stringent Administrative Infraction-False Use of Identification	Remainder of Semester or 4 weeks (whichever is longer) -Permanent Suspension	Permanent Suspension	***

### Category B Offense: Accusations of cheating and/or unfair officiating due to racism, prejudice, bigotry or otherwise. Sexual harassment towards Intramural employee/participant.

**Description:** Accusing Intramural employees of condoning and/or providing an unfair Intramural contest based on the belief that an employee is acting in a manner in which civil rights are being violated. Any verbal abuse that is seen as sexually motivated towards an employee or participant.

Category	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
B	2 weeks-Permanent Suspension	Semester-Permanent Suspension	Year-Permanent Suspension

### Category C Offense: Verbal Abuse towards a participant or Intramural employee.

**Description:** This includes ejections for verbal acts of fighting, violence and/or threats of bodily harm towards a participant or Intramural employee.

Category C Violation Description	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Verbal abuse/threatening physical harm towards participant	2 weeks-Permanent Suspension	4 weeks-Permanent Suspension	Semester-Permanent Suspension
Verbal abuse towards Intramural employee	4 weeks-Permanent Suspension	Semester-Permanent Suspension	Permanent Suspension
Threatening physical harm towards Intramural employee	4 weeks-Permanent Suspension	Year-Permanent Suspension	

**Category D Offense: Physical abuse towards a participant or Intramural employee**

**Description:** Ejections for unsportsmanlike conduct of a physical nature directed towards other participants or Intramural employees.

<b>Category D Violation Description</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Aggressive physical behavior without contact (towards participants)	4 weeks-Permanent Suspension	Semester-Permanent Suspension	Permanent Suspension
Unintentional/Minimal aggressive physical behavior (towards participants)	2 weeks- Permanent Suspension	4 weeks- Permanent Suspension	Semester-Permanent Suspension
Aggressive physical behavior with contact (towards participants)	Semester-Permanent Suspension	1 year-Permanent Suspension	
Incidental physical behavior (conflict or not) with Intramural employee	2 weeks-Permanent Suspension	Year-Permanent Suspension	
Intentional physical contact with Intramural employee	Semester-Permanent Suspension	Year-Permanent Suspension	

**Category E Offense: Damage to Recreational Services/Athletics' facility, property and/or equipment.**

Players may be responsible for the cost of the damage and such behavior may result in suspensions from Christopher Newport University recreational/athletic facilities.

<b>Category E Violation/Description</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Damage to Intramural/recreational services facility, property, equipment	3 weeks-Permanent Suspension	4 weeks-Permanent Suspension	Semester-Permanent Suspension

**SECTION 10: APPEALS (ADDENDUM FROM THE CAPTAIN'S GUIDE)**

Once a decision has been made by the Director of Intramurals and Recreational Services, the individual(s) involved may appeal this decision to Intramural Sports and Recreational Services Review Board.

- 10.2) **Recreational Services Review Board:** This board will be composed of student members of the Intramural staff appointed by the Director of Intramurals and Recreational Services.
- 10.2)1.1. This appeal must be in writing and brought to the Director of Intramurals and Recreational Services' office within 24 hours of the initial decision.
- 10.2)1.2. If an Appeal is made, the individual(s) involved will not be allowed to participate until a final decision has been determined.

