

# CAPTAIN'S MANUAL



**Berea College**

**Intramurals**

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### **Glossary**

***SPT (Sportsmanship Points Total)*** – The total number of points a team receives at the conclusion of every game they play, based on their actions. Each team begins every contest with ten (10) points. A yellow card deducts three points and a red card deducts seven points from the total. A team must have an average of seven points to qualify for the playoffs.

***Captain*** – The person who is representing and who is in charge of their team. The captain is **required** to attend the captain's meeting designated for their sport. He or she must also control his/her players on the field, while promoting good sportsmanship by their example.

***Roster*** – The paper that must be turned in, on time, in order to have that team entered into season play for that sport. Only fully completed rosters will be accepted and none will be accepted after the day of the captain's meeting.

***IAC (Intramural Advisory Council)*** – An appointed council of people consisting of students, staff and faculty. The IAC will be responsible for hearing, evaluating, and responding/acting on the actions taken place during Intramural play, programs, events, etc.

***Sportsmanship*** – Being a good sport. Understanding that a game is just a game while respecting all other individuals in the area.

***Scorecard*** – The sheet containing the score, individual statistics, referee's names and the SPT total of each team. At the conclusion of every game both captains are required to sign the scorecard verifying that the information recorded is correct.

## **Introduction**

*Welcome to the Berea College Intramural Department!*

### **Our Mission Statement:**

It is the goal of the Intramural Program to provide opportunity for each student, faculty, or staff member to participate in a variety of wellness, fitness and sports activities. Activities are designed to accommodate all levels of skill. While most events involve competition, the Intramural Program emphasizes and promotes participation, sportsmanship, social interaction, and healthy exercise.

### **What we are about:**

The intramural program offers non-competitive and competitive programs for all of those individuals interested in fun and fitness. We offer fitness in conjunction with enjoyment, excitement, and satisfaction.

The success of the intramural program depends, in large part, on team captains. The intramural program could not function without the leadership and organizational skills of captains who establish enjoyable and friendly competition. The team captain serves as the liaison between the intramural staff members and the members of his/her team or organization.

The *Captain's Manual* has been designed to provide the information necessary to fulfill the duties and expectations of a team captain. The manual contains policies and procedures that are essential for each player/coach to understand in order to participate in Berea College Intramural Program. The team captain, or individual designated to represent the captain must attend the captain's meeting (for the sport in which they are scheduled) in order to be eligible for the post-season play. The team captain should contact the associate director of the intramural program concerning questions or clarification on issues that arise.

The team captain is to promote good sportsmanship. This is a key component in the safety and success of all intramural events. Each player is to exhibit fair play and a "winning" attitude. Poor attitudes can become contagious. Therefore, positive leadership and self-control are desired from captains and participants.

The Berea College Intramural staff would like to extend our welcome and thanks to all of those individuals serving as team captains. With your assistance, we should have the most successful and enjoyable year for the intramural program in Berea College.

## Tips on Being a Good Team Captain

### KEY FACTORS

#### Recruitment

There are many Berea College students who wish to participate in the intramural program but are unaware of how to become involved. We, the intramural staff, ask team captains to introduce and include these individuals into the intramural program by adding them to your team's roster. Make sure, however, that all individuals participating for your organization or team are eligible in all aspects.

#### Requirements:

- Each individual player is only allowed to participate on one team for any given sport.
- *Your team must be compiled of members coming from your residence hall. ( Non-trad students and off-campus students may either form a team together or be posted as free agents.)*
- Every team must have a sponsor, which can include a collegium member, labor or department supervisor, or club sponsor. *Students may not sponsor a team.*
- Those eligible to take part in the B.C. Intramural Program include Berea College students, faculty, and staff.
- NO ALUMNI are permitted to participate in B.C. Intramurals.

#### Organization

Team captains need to maintain a notebook listing the names, ID's and telephone numbers of all the members of his/her team. It is the responsibility of the captain to present this information when requested by the intramural staff.

#### Communication

Duties of the team captain:

- Inform the members of his/her team of the new policies and procedures of Berea College Intramural Program.
- Responsible of the team's understanding of the special rules of the activities or events that are scheduled.
- Know which team members will be present at each contest.
- Be willing and ready to communicate with the intramural department staff as needed.
- Lead by example is a key component in being a good team captain. Actions and attitudes of captains on the field will set an example for other players, coaches, and fans.

## **Participation**

The intramural program provides the opportunity to participate in competitive and non-competitive activities for students, faculty, and staff.

## **Team Captain's Information**

The information, as detailed in the preceding pages, will be highly useful in assisting individuals who are assuming the responsibilities of team captain. The information will benefit the team and individual members, including the captain.

## **Knowledge of Intramural Resource Materials**

**Captain's Manual.** A copy of the manual will be distributed at the captain's meetings. The location of the Captain's meeting will be posted on the Intramural bulletin board as well as sent over e-mail to the student body. See captain's meeting schedule for dates and times.

**Event and activity rules and special modifications.** These will be available at the time of entry, at the captain's meeting, or in the intramural office upon request. This information is also available on our web site.

**Intramural Program Web Page.** The intramural program's home web page contains information about upcoming events, activities, pictures, and much more.

## **Communication**

Much of the success of an intramural program is dependent upon communication. The team captain must remain in contact, throughout the year, with the staff members of the intramural department and vice versa. The team captain must make sure that the correct information, in its entirety, is listed on the entry form. The captain is also responsible for notifying Berea College Intramural Department if any changes occur in the information. The assistant captain must be an individual with a telephone number different than that of the captain to assist in relaying information to the team if the team captain is unavailable.

## **Knowledge of Sports and Activity Rules**

The intramural department shall make available to every captain a copy of the Intramural Rules and Rules Modifications, which govern play for a particular sport. Intramural rules and rule modifications and official rulebook copies are available at the intramural office, or on-line.

## Schedule and Information Sources

### Information Boards

Boards are located on the ground floor of the Seabury Center (across from the weight room) as well as two locations in the Alumni Building (across from the ATM machines and then beside the steps heading to Food Service). The information boards contain:

- League schedules for current sports indicating: day/date/time/location of each contest.
- Playoff tournament brackets for current sports indicating: day/date/time/location of each contest.
- Current standings for sports
- Special programs and much more

### E-mail

Berea College Intramural Program relies heavily on communication. In society today, e-mail has become an intricate part of the information and communication process. Intramural staff may be contacted through e-mail, contact at:

1. Co-Student Directors of Intramurals:  
Nicholas Citizen: [citizenm@berea.edu](mailto:citizenm@berea.edu)  
Melissa Kennedy: [kennedym@berea.edu](mailto:kennedym@berea.edu)
2. Director of Intramurals:  
Holli Hudson: [HUDSONH@BERE.EDU](mailto:HUDSONH@BERE.EDU)
3. Intramural Advisor:  
Hannah Robuck

### Office Location

The intramural office is located on the 2nd floor of the Alumni Building (Room 205), In the Student Organization Lounge.

## Captain's Guide to Planning, Entering and Playing Intramural Sports

### Entering a Team

The time period stated, during which player entries are to be submitted to the intramural department office by a team's representative, **is the only time rosters will be accepted**. Entries **will not be accepted after the entry deadline**. The

deadline for rosters is at the conclusion of the captain's meetings for each sport. Entry forms must be completed in their *entirety and signed by the sport's supervisor* for the roster to be accepted. Failure to do so will cause the team to be excluded from that particular season of competition.

## Entry Forms

An entry form must be completed for each team. Each team must have sponsor signature in order to participate. A club/organization, residence hall, or department may sponsor a team provided a full-time Berea College employee signs the entry forms. The sponsor's name must be visible somewhere on the team jersey. **ENTRY FORMS MUST BE ACCOMPANIED WITH A SHEET THAT HAS ALL TEAM MEMBERS ID'S PHOTOCOPIED ON IT.**

Each entry form must include a team name. The intramural program holds the right to refuse any team name if it feels that the name is offensive, in any way, to other participants. Team names must be positive. **Teams do not need to have team jerseys, although each player must have somewhere on their shirt a visible number.** We strive to provide an inclusive and safe environment for all students, faculty, and staff. Berea College Intramural Program does not discriminate against any student, faculty, or staff based on race, gender, ethnicity, or sexual orientation.

## Captain's Meetings

The purpose of the captain's meeting is to provide valuable information to current captains. **Attendance is mandatory.** The information that will be given includes the intramural department mission statement, policies and procedures, conduct, game day logistics, sportsmanship rating system and rules. Any captain not present at this meeting will be required to take a written exam. The exam will test students' knowledge of the rules and procedures. Failure to take, and pass this exam with a score of at least 75% will result in the team being disqualified.

### **Captain's Meetings and Entry Deadlines for Rosters**

#### **FALL TERM**

##### **Date**

Sunday, September 18<sup>th</sup>  
Sunday, September 18<sup>th</sup>  
Sunday, October 30<sup>th</sup>

##### **Meeting**

Women's Flag-Football  
Men's Flag-Football  
Co-ed Volleyball

## SHORT TERM

Tuesday, January 10<sup>th</sup>

Co-ed Indoor Soccer

## SPRING TERM

Sunday, February 26<sup>th</sup>

Women's Basketball

Sunday, February 26<sup>th</sup>

Men's Basketball

TBA

Women R. Glover Flag-Football Tourney

TBA

Men's R. Glover Flag-Football Tourney

**Location:** All captains' meetings will be held as posted on the bulletin boards and via e-mail.

**NOTE:** Captains must attend the meeting in its entirety to earn credit for attending the meeting. Captains or team representatives who leave early **will not** receive credit for attending the meeting and must meet the previously stated requirements in order to validate their roster.

Organizations and/or dorms are invited to attend the mass meeting during the beginning of each fall semester in Baird Lounge at 8:00 pm. The exact date will be posted on the intramural program boards. If an organization and/or dorm are represented at the mass meeting, they must still be represented at the captain's meeting to be eligible to play.

### Rosters and Roster Additions

- Rosters may not be changed after the conclusion of the captain's meeting.
- The first and last names of those participating in any game must be listed on the game's scorecards to constitute the team's roster.
- The captain is responsible for ensuring that each scorecard, including the recorded roster, is complete and accurate.
- Players must be listed and checked by an official to have been considered as having participated in that game.
- Teams assume the responsibility for confirming that an individual is eligible to participate according to intramural rules.
- All rosters must be printed with legal names. *No nicknames are allowed.*

### Looking for a team/Looking for a player - - Free Agent Board

Individuals who are looking to join a team may go to the intramural office (located at the lower level Alumni Building) and fill out a free agent sheet. These individuals will then be placed on the free agent board outside the intramural office. Teams looking for individuals may recruit these players to play on their teams. The team sponsor's approval is required. **REMEMBER: Teams must**

**consist of players in your dorm only, so each dorm should have a free agent board as well.**

Free agents are encouraged to attend the Captain's Meetings for the sport in which they are interested in participating. Players who are serving as free agents will have the opportunity to place their name on a roster during the Captain Meeting.

*It is the responsibility of the team captain to ensure that the free agents are eligible to participate on their team.*

## **Playoffs**

Teams that participate in the league activities will be placed in the single elimination tournament playoff bracket following regular season play.

The guidelines are as follows:

- A team whose captain or designated representative has attended the captain's meeting for that sport, or has completed the exam with a 75% passing grade.
- A forfeit counts as a loss for the forfeiting team. If a team forfeits two or more times during the season they are not eligible for, nor shall be scheduled in the post-season play.
- During the regular season a team who has failed to return equipment and has not paid for its replacement will not be allowed to participate in the playoffs until the outstanding issue is resolved. During the playoffs or in tournament play, a team who has failed to return equipment and has not paid for its replacement will be withdrawn from continued play if the outstanding issue is not resolved by the team's next scheduled game. If a team does not resolve issues involving equipment by the end of the sport, a hold credit may be placed on the team captain's (or other responsible party's) student account.

## **Scorecards**

The scorecard is the official record of the score, rosters, and SPT scores.

The first and last names of a team's current roster will be **printed** on the scorecards.

The score, as noted on the scorecard, shall be considered final unless a protest has been lodged.

The team captain or captain designee has the responsibility of ensuring:

- The score is correct.
- The correct winner has been noted.
- The roster is correct and complete, i.e. all team members who participated in that game are listed on the scorecard and have been checked by an official.

*By signing the scorecard, the captain indicates that the scorecard is complete and accurate.* Should the scorecard not be signed, the captain assumes the responsibility.

## **Conduct**

Good sportsmanship benefits everyone. Games, contests, events and activities are more enjoyable when all the participants exhibit good sportsmanship. One person demonstrating poor behavior can make an otherwise fun experience much less enjoyable. A team displaying poor behavior can be a cause for concern.

The team captain will be expected to set a positive tone for his/her team. The team captain will be held accountable for the behaviors and actions of team members and spectators in association with their team.

The intramural program will not tolerate improper conduct directed towards sports officials, supervisors, staff members, players, or spectators. Improper conduct includes, but is not limited to:

- Verbal or physical abuse
- Attempting to fight
- Fighting
- Verbal or physical threats
- Physically attacking another individual
- Cheating

Individuals or teams engaging in improper conduct, as determined by any member of the intramural staff (student or professional) shall be subject to disciplinary action.

## **Sportsmanship from A to Z**

**A**ccept and abide by the decisions of the event or activity officials.

**B**e a good “host” to your opponents and treat them as your guests.

**C**ooperate with the coach, players and spectators in trying to promote good sportsmanship.

**D**o unto others, as you would have them do unto you.

**E**ncourage your players to play hard but fair.

**F**ollow the rules of the event or activity at all times.

**G**ood Sportsmanship is the “Golden Rule” in action.

**H**old meetings before the season to encourage organization members and spectators to display proper conduct.

**I**ntervene to let others know that ethnic and sexist jokes, racial and religious slurs, and trash talk will not be tolerated.

**J**udgment calls on the part of the officials are not subject to question or discussion.

**K**now, understand and appreciate the rules of the event or activity.

**L**ose without excuses; win without boasting.

**M**odel language and behavior that is non-biased and is inclusive of individuals regardless of ethnicity, race, religion or sex.

**N**ever criticize players or coaches for the loss of a game.

**O**pposing coaches, participants and spectators should be respected at all times.

**P**rovide opportunities for informing organization members of their responsibility in upholding the standards of sportsmanship.

**Q**uestioning an official's call or making negative comments about an official is unacceptable behavior.

**R**ecognize and show appreciation for an outstanding play.

**S**hake hands with opponents prior to the contest; shake hands following the game and tell them "nice game."

**T**each sportsmanship and demand that your players be good sports.

**U**se organization leaders to help develop a sportsmanship program.

**V**ictory celebrations are not be permitted at the playing areas (fields, courts, etc.)

**W**ork cooperatively with officials and other personnel so that events and activities can be conducted efficiently.

**X**ercise self-control. Be a good example for players and spectators.

**Y**elling, booing, or heckling an official's decision is unacceptable behavior.

**Z**ero in on Sportsmanship - - it's priority NUMBER ONE!

## **Officials**

The game officials will conduct a brief pre-game conference with team captains prior to each game beginning. The pre-conference is held primarily to establish start-of-play direction, to discuss basic procedures, and to remind teams about sportsmanship. The pre-game conference will not include a discussion or explanation of the rules. Concerns and questions regarding rules, policies and procedures should be clarified at that sport's captain's meeting or by intramural staff members prior to the game or contest.

*Only one member of the team is allowed to be present at the pre-game conference, the team captain or the designated team captain if the team captain is not there.*

Prior to the contest beginning, officials will also be checking the validated ID's of each player. Players should have their ID's at the game site and be prepared to present those ID's to the officials.

Teams and individuals are expected to respect the decisions made by officials. Players and/or spectators who abuse (either verbally or physically) Intramural Officials will be subject to disciplinary action. ***Only the team captain OR designated captain shall converse with the officials in a proper and respectful manner during a game.*** Politeness toward the officials shall be reciprocated.

### **Health and Injuries**

The members of each team are to be made aware of Berea College Intramural Department's policy concerning health and injuries.

***Participation is on a voluntary basis.*** However, in the event of an injury, all injured participants should seek medical attention at Health Services or Berea Hospital (if serious injuries occur). The Berea College athletic training department does not provide treatment for intramural injuries. A completed Accident Report form must be signed by a team sports supervisor in order to be a valid claim. It is the responsibility of the student to follow through with the medical claim with the college Health Services.

### **Policies and Procedures**

The purpose of the policies and procedures developed by Berea College Intramural Program is to assure a safe environment for students, faculty, and staff. The rules are designed to serve as a guide for enjoyable participation by all. It is essential that participants adhere to the rules. The end result will be a better intramural program and playing environment for everyone. It is the responsibility of the team captain to be sure that each member of the team is eligible to participate in the intramural program. Restrictions concerning ineligibility may be found in the appropriate section of the captain's manual.

### **Rules Governing Eligibility**

*Eligibility concerns are to be directed to the Director or Associate Director for the sport in question.*

### **General Considerations**

All currently enrolled students, faculty and staff with validated ID's are eligible to participate in the intramural program.

*There will be no roster changes after the conclusion of the captain's meeting for each sport.*

For seasonal sports, an individual, to be eligible to represent a team in the playoffs, must play in at least two regular season non-playoff contests. ***NOTE: The name of the participant must be recorded on the scorecard.*** For tournaments, an individual must play in one game prior to the semi-finals matches in order to be eligible to play in the semis and finals. The person is not considered to have played in the game unless his/her name is listed on the game's scorecard and they have been checked-in by an official.

Before a contest, event, or activity, all members of the team must present their validated, photo ID to the official. The official will then verify the participant's identity and write it on the scorecard. Those players listed on the scorecard and verified by an official are considered to have participated in that contest. Should a participant arrive at the contest after it has started, the *responsibility lies within the participant* to have his or her identity verified by the official during a stoppage of play. If the individual arrives after the conclusion of the first half, they are ineligible to participate in the contest. Should an official not verify a player, that individual will be considered an ineligible player.

***An individual can represent only one team in any given sport.***

#### **Intramural Forgotten ID Policy**

All members of a team must have a picture validated ID card. If a player forgets his or her ID, the following procedure must be followed:

1. The player must present a form of pictured ID (i.e. state driver's license, state identification, etc.) to the sport supervisor.
2. The sport supervisor will list the individual on a sheet of paper containing other individuals who forgot their ID's.
3. The participant will then be eligible to play when the sport supervisor alerts the head official that he/she is eligible.
4. The sport supervisor will then check the student's identity on a sheet of ID's that each team will have. ***If the student in question is not recorded to be on that team it will result in a loss of seven (7) SPT Points for the violating team as well as loss of the game by forfeit.***

#### **Intercollegiate Athletes**

Any person who has practiced, participated in tryouts, or competed with an intercollegiate squad for more than 10 days cannot compete on an intramural team in that sport or in a related sport during that academic semester.

An intercollegiate player who becomes ineligible (i.e. scholastic, disciplinary, etc.) cannot, during that period of ineligibility, participate in an intramural sport in his/her respective or related sport.

An individual barred from intercollegiate athletics because of professionalism shall be barred from those intramural activities in which he/she has broken amateur relations. A professional shall be defined as an individual who participates for livelihood.

The intramural staff reserves the right to bar from, or limit the competition of any participant of varsity or professional caliber who may not be participating in varsity sports or playing as a professional.

## **Rule Infractions**

### **Ineligible Player**

Any individual who plays while ineligible according to Berea College Intramural Program Rules and Procedures shall be suspended from:

- Intramural participation in the sport in which the violation occurred and for the remainder of that sport's season (and/or)
- Intramural participation in all sports during the term in which the violation occurred (and/or)
- Intramural participation in the sport or in all sports for a length of time as declared by the Intramural Advisory Council

***Definition of a Suspended Player:*** An individual who has been suspended from participation in one or more aspects of the intramural program for reasons of rule infractions, unsportsmanlike behavior or otherwise.

An individual who further participates while suspended shall be immediately barred from any participation in Berea College Intramural Program. They will be held accountable to the IM Advisory Council, and shall receive no less than a one-year suspension from participation in *all aspects* of the intramural program.

### **Team Use of Ineligible and/or Suspended Player**

A forfeit will result as a consequence for any team using an ineligible or suspended player.

A team may be dropped from the sport season(s) in which it uses an ineligible individual and from all intramural program participation for use of a suspended individual.

A team using an ineligible and/or suspended individual during the regular season will not be allowed to participate in the playoffs.

A team using an ineligible and/or suspended individual during the playoffs will be disqualified from further participation in the playoffs.

## **Cheating**

Any player or captain found cheating may be disqualified from the intramural program for the duration of his/her college career or any part according to Berea College Intramural Program Rules and Procedures. They shall also be subject to the same sanctions as listed for “Team Use of Ineligible and/or Suspended Player” Page.

Teams having individuals who cheat while participating for that team will be subject to the same sanctions as listed for “Team Use of Ineligible and/or Suspended Player” above.

Some examples of cheating as applied to the above are

- Participating under an assumed name
- Fraudulent use of any form of ID
- Participating for more than one team in the same sport
- Misrepresenting a score
- Participation following suspension from intramural participation
- Violation of the “Rules and Procedures” of Berea College Intramural Program
- Inclusion on a team of a former intercollegiate member or alumni

## **Enforcement**

The intramural program staff is responsible for enforcing the “Rules and Procedures,” and any additional aspects not specifically covered within.

In addition, the Advisory Council Chairperson(s) may, based on the available information, decide that an incident warrants further disciplinary action. Such actions are subject to the individual(s) and/or team(s) to the “Disciplinary Procedures” of Berea College Intramural Program.

## **Protests**

Protests should seldom occur. However, if a team or individual feels that the rules in a game or match have been administered unfairly, that team or individual may protest that particular event, providing the protest procedures adheres to the following guidelines.

### **Types of Protests**

#### **Rule Interpretations**

*Protests based on misinterpretation of the rules must be made by the team captain or team captain designee only.*

The protest must be made to a game official at the time when the alleged misinterpretation occurs and prior to the next live ball. In the case of protesting the last play of the game, the official protest must be submitted prior to the

protesting team leaving the field or court of play. The official will explain the rule interpretation at the time of protest.

If the team captain or designee is dissatisfied with the explanation of the ruling, a formal protest may be filed. **The protesting team captain or designee must verbally state to the game official(s) that the team is playing the remainder of the game under protest.** The game officials will notify both teams that the game is being played under protest, and so note the fact on the scorecard.

*Note:* A protest based on an official's judgment call is not allowed under any circumstances.

### **Eligibility**

Any team concerning eligibility *in a contest in which the protesting team participated* must be lodged with the official by the end of the game and before either team completely leaves the game area.

When protesting eligibility, a team must protest the eligibility of a specific individual. Entire teams cannot be "blanketed" by a protest; each individual must be protested separately.

*Note:* No more than three individuals may be protested at one time for a fee of \$20.00. Additionally, a separate form must be submitted for each protested individual. Two formal protests require two separate forms.

Eligibility violations occurring in league play must be protested before league play ends, and cannot be protested during playoffs.

*Note:* If your team lodges an eligibility protest against an individual(s), the eligibility of all members of your team will also be checked.

### **Submitting a Protest**

All protests must be submitted in writing using the official protest form. Forms may be obtained, at the intramural office, located in the ground floor of the Alumni Building.

Protests are to be submitted between 9:00 AM and 4:30 PM the next working day following the alleged violation.

*Note:* Only the captain, or designee, of a team participating in the game in question may submit the protest.

The individual filing the protest must present a pictured and validated student ID. The ID will be photocopied and filed with the protest.

### **Protest Fee**

A \$20.00 protest fee is due with the written protest. The fee will be returned if the protest is upheld. The fee, however, will be forfeited if the protest is denied.

### **Rules Interpretation Upheld**

Upon a rules interpretation protest being upheld, the contest will be replayed from the point of protest and at a day, date, time, and location as determined by the intramural sport supervisor in conjunction with the team captains.

Officials will make detailed note at the point of the protest, including: telling time, score, etc. Only players that were officially playing in the game the first time are allowed to play in the replay. If a team member was not present in the first competition, he/she is considered not present in the replay.

### **Eligibility Protest Upheld**

Upon an eligibility protest being upheld, all contests in which the illegal player participated shall be forfeited to their opponents. Should an eligibility protest be upheld during playoffs, the team that used an illegal player must forfeit out of the playoffs.

### **Intramural Protest Board**

The Intramural Protest Board consists of the Director of Intramurals and two members of the intramural staff, the Associate Student Director and one more individual. The protest board investigates the protest and renders a decision. Upon making a final decision, the protest board will notify all parties involved.

### **Forfeits**

The team captain is responsible for notifying all team members of the day, date, time, and location of the scheduled contests. Teams are to be at the playing area a minimum of fifteen (15) minutes prior to the scheduled game time.

Forfeits are to be avoided if at all possible. They are detrimental to the program and to team participation. The scheduling of each intramural game, activity and event requires facility arrangements, personnel and equipment assignments, time dedicated by other participants. If a team fails to carry out its obligation to play, the time and effort of many individuals has been wasted. ***Avoid forfeits.***

The following procedures will be observed with regards to forfeits.

### **Team Sports**

A team not ready to play, or failing to appear at the designated day, date, time and location of the scheduled contest forfeits the contest.

*Note:* Refer to specific sport rules for modifications to this policy

A scorecard must be completed and officially noted as a forfeit by the on-site sport supervisor. In order to be credited for the forfeit “win” the opposing team of the contest must list on the scorecard the team members present and this must be above the minimum number of players required to have.

A team may waive the right to forfeit and wait for the opposing team to arrive. If 10 minutes after the scheduled game time pass, and the minimum numbers of players required for the other team has not arrived, the team present must accept the forfeit. Should the opposing team arrive before the 10-minute limit, and should the team entitled to the forfeit agree to play, then the contest will be played. The time lost will not be made up. If a team waives their right to a forfeit, they may not rescind their decision and take the forfeit after the match begins.

Upon a team forfeiting two games, that team loses the opportunity for placement in the playoff bracket.

In a tournament, if a team forfeits one game they are disqualified for the remainder of the tournament and the opposing team is given the win.

### **Disciplinary Forfeits**

The intramural program has the authority to forfeit a team's games during a sport if the team fails to adhere to the policies and procedures of the intramural program. This includes, but is not limited to:

- Use of an ineligible, suspended, or illegal player.
- Physical or verbal assault of a participant by a team member.
- Physical or verbal assault of an intramural program staff member by a team member.
- Failure to return equipment checked out to a team member.

## **Advisory Procedures**

Individuals participating in Berea College Intramural Program are expected to conduct themselves within the boundaries of sportsmanship and fair play as well as within the rules, policies, and procedures of the program. Ensuring the integrity of the program (be its rules, safety, or enjoyment) is a high priority for the intramural staff. In cases where individual or team conduct violates these principles, disciplinary action will result.

### **Causes**

Individuals or teams will be subject to disciplinary action in any of the following cases:

- Cheating
- Verbally or physically abusing other participants
- Threatening other participants
- Violating any other Berea College Intramural Program rule, policy or procedure.

*Note:* Participant, as used in the above context, is described as any individual involved in any aspect of an intramural contest, activity, or event. Officials, supervisors, and staff

of the intramural program, *as well as spectators*, are all considered part of the contest, activity or event.

### **Actions**

1. Any incident, MAJOR OR MINOR, must be followed by a written Incident Report to be submitted for review to the Advisory Council Chairperson.
2. The intramural sport supervisor handles most minor incidents occurring on the fields or courts. However, if an incident cannot be resolved at this level, it will be directed to the Advisory Council Chairperson for special attention.
3. For incidents warranting special attention, the Advisory Council Chairperson will contact the individual(s) or team(s) involved and informs them of the infractions that occur from such inappropriate conduct. The chairperson will ask the individual or representative of the team to plead guilty or not guilty to the charges.
  - a. *In cases whereby an individual or team pleads no contest to the charges, the chairperson shall take appropriate action based on precedents set within the intramural program. Any action taken shall be effective immediately. In cases where a precedent may be set by the case, the chairperson has the authority to conduct a hearing only for the purpose of discussing the appropriate penalty.*
  - b. In cases whereby an individual or team pleads no contest to the charges, the chairperson shall schedule a hearing to take place at the next regularly scheduled meeting of the Intramural Advisory Council (IAC). The individual or team is considered suspended until the time of the hearing.
    1. The hearing shall be conducted by the Chairperson of the Advisory Council and heard by *at least four members of the IAC* (composed of representatives from faculty, staff, and students). Should a conflict of interest arise involving a member of the IAC (i.e. a member ruling on incidents involving a member of his/her own organization or team); the chairperson will disqualify the member in question from voting.

The procedure for the disciplinary hearing is as follows:

- (1) Introductions of all present (3 minutes max).
- (2) Reading of incident report.
- (3) Response by intramural program personnel.
  - (a) By sport supervisor (3 minutes max)
  - (b) By official #1 (3 minutes maximum)
  - (c) By official #2 (3 minutes maximum)
  - (d) By official #3 (3 minutes maximum)

- (e) By intramural program staff member, if present at incident (3 minutes max)
  - (4) Response by accused (5 minutes maximum).
  - (5) Response by witness(es)
    - (a) By accused witness #1 (3 minutes maximum)
    - (b) By accused witness #2 (3 minutes maximum)
    - (c) By intramural program witness #1 (3 minutes maximum)
    - (d) By intramural program witness #2 (3 minutes maximum)
  - (6) Questions of accused by board (5 minutes maximum)
  - (7) Questions of Berea College Intramural Program Sport Supervisor and/or Staff Member (5 minutes maximum)
  - (8) Statements by Advisory Council Chairperson. (5 minutes maximum)
    - (a) Penalty possibility, based on precedents, if guilty.
    - (b) Notification procedure.
    - (c) Appeal procedure, if guilty.
    - (d) Thank-you's and clearing of all participants from room with exception of board.
  - (9) Board renders a decision.
2. Penalties imposed based on past procedures may range from verbal warnings to probation, suspension, or to permanent dismissal from the intramural program.
- (1) Any penalty imposed shall be effective the date of the hearing.
  - (2) Penalties imposed on individuals shall be based on the initial "guilty" or "not guilty" plea. Charges arising from findings during a hearing and the subsequent penalties shall be dealt with at a separate hearing.

## **Notification**

For any disciplinary penalties imposed by the intramural program against an individual due to his/her inappropriate actions, a written notification will be made within 48 hours of the declared sanction. Specific starting dates and ending dates will be stated. The procedure for appealing a penalty will be stated in the notification letter.

## **Appeal Process**

1. Decisions of the Advisory Council may be appealed. Appeals should be submitted, in writing, to the chairperson of the Advisory Council. The appeal must be sent through campus mail or hand delivered no later than *seven days* after the date on the notification letter.
2. Any individual or team involved in an appeal process will remain under the penalty imposed until the time the appeal hearing is held to determine whether or not the appeal is won or lost.
3. The appeal shall be issued to Berea College Intramural Program Director, where she shall hear the appeal and render the decision of the appeal. The chairperson of the Advisory Council will present the appeal.

## **Enforcement**

1. The intramural program staff and the IAC chairperson are responsible for enforcing the rules, policies, and procedures, and for the investigation of any reported incidents.
2. It is illegal for an individual or team, while under suspension, to participate in any intramural program function. Team managers are responsible for ensuring that suspended individuals do not participate. Failure to comply may result in action being taken against the team manager and/or team.
3. The intramural program expects full cooperation from individuals, team managers, and team members in enforcing rules, policies, and procedures, and in the investigation of incidents. In the event of a lack of cooperation or intentional deceit, the Advisory Council chairperson has the authority to take action against an individual, team, the team manager, and/or team members until the matter is resolved.
4. A decision made on the field can also be placed in judicials. Just because a decision has been placed on an individual by the IAC it does not mean that a charge cannot be placed on the same individual in judicials.
5. Penalties range from the minimum (a one half game suspension) to the maximum penalty of a lifetime suspension. The intensity of the punishments varies with the offense. The IAC or IAC chairperson will decide the level of penalty.

## **Intramural Advisory Council (IAC)**

The Intramural Advisory Council (IAC) has been formed to assist the director and staff members of the Berea College Intramural Program with the development and promotion of all aspects of the program. The role of the IAC will be that of recommending and advising. The functions will also include serving as the Intramural Program Advisory Council.

The IAC shall be comprised of two co-chairs, which will be made up of Berea College staff. The rest of the board will feature two faculty members, two staff members and two students. Members of the IAC should be knowledgeable of, interested in, and understand the concepts of the intramural program and its policies. The intramural program director will appoint council members to appear on an as needed basis.

The members will remain appointed to the IAC for two years. The terms will be staggered so that three terms expire each year. Should a vacancy occur from causes of completion other than the completion of the appointive term, the chairperson will make an inter appointment. In no event will more than two terms consecutively except that, should a member be appointed to fill an unexpired term of one year or less, that member shall also be eligible for the additional full term.

While serving in the capacity as the Advisory Council for the intramural program, members must rule on incidents that have occurred during intramural contests, events, or activities that are of a serious nature. The chairperson shall convene the Advisory Council (*minimum of four members*) to hear and subsequently rule on such incidents. Should a member of the IAC be required to rule on such an incident involving an individual with the same organizational or team affiliation, the chairperson will disqualify that IAC member from voting on that particular incident.

The IAC will meet in accordance with the schedule of meetings the chairperson must submit for approval to the council at the start of each term. The schedule shall include at least two meetings in each of the fall and spring semester, or as deemed necessary by the IAC chairperson. A quorum for the meeting will consist of a majority of members.

All IAC meetings shall be open to the public. IAC Advisory Council hearings, however, are closed to the public with the exception of the participants involved in a particular incident.

Voting will be taken by a majority vote of the members present at the meeting.

## Sportsmanship

The intramural program staff is interested in providing a safe, fair, and enjoyable environment during all intramural contests. Unsporting behavior generally causes games to become unfair, unsafe, and less enjoyable. In order to maintain the proper playing environment, the “Sportsmanship Rating Policy” has been established and is in effect at all regular season and playoff games.

### Method of Rating

The officials will rate each team preceding each contest. This rating will be marked on the scorecard and approved by the sport supervisor. Teams may see ratings by checking on the ratings board outside the intramural office on the day following the contest. Officials have been instructed *not to comment to teams about ratings*. Therefore, teams are advised not to approach officials to question a rating.

In all cases sport supervisors and the intramural program staff may provide input that may raise or lower the rating. Ratings become official upon conclusion of the sport or upon completion of any pending disciplinary matters.

The power of the officials ratings exists prior to, during and following all contests to which that official is assigned, and extends to all persons on, at, or near the playing site. Supervisors may amend any rating for inappropriate conduct by a team or its spectators before, during, or after the contest. Intramural staff members may amend a rating, at any time, for inappropriate conduct, use of an illegible player, use of a suspended player, and/or inaccuracy in reporting.

### General Rating Criteria

Each team begins an intramural game with a total of 10 Sportsmanship Points, based on the conduct of the team for the duration of the event. During the course of the contest, teams may lose points if their behavior deteriorates. *It is possible for a team to receive a sportsmanship rating below zero.* The following is the list of items for which points shall be deducted or awarded:

- For each **Yellow SPT card** (Sportsmanship Points Total) a team receives, three points will be deducted. This includes a second yellow card to the same individual, which shall appear as a deduction of six points (three points for each card).
- For each **Red SPT card** a team receives, seven points will be deducted.

- The use of an ineligible player will result in a seven-point deduction for each ineligible player used in the contest.
- The use of a suspended player will result in a 10-point deduction for each suspended player used in the contest.
- Forfeiting a contest shall result in a seven-point deduction.
- The officials may subtract up to two points for minor unsportsmanlike conduct that does not result in the issuing of a card.
- At the discretion of the officials and the supervisors, one point may be returned to the team's sportsmanship score for exemplary team conduct for containing one individual team member in a single incident of unsportsmanlike behavior. ***In no case shall a team receive a total higher than 10 sportsmanship points for a game or match.***

### **Sportsmanship Rating Cards (SPT Cards)**

Yellow and red SPT cards may be issued to players, coaches, spectators or any other person at or near an intramural event.

In sports that employ a card system, and in other sports that have technical infractions, such infractions do not always require the issuing of a sportsmanship card. For example, a yellow card in soccer for entering the field without permission of the referee would be a game yellow card not a "sportsmanship yellow". In basketball, playing without a number on the line-up would be a technical foul, but nothing more.

The intent of this system is NOT to punish a player twice for the same infraction.

Captains should review the list of "General Sportsmanship Criteria" with their teams. We further remind them that they are responsible for the conduct of all persons associated with the team, including all spectators. Cards issued for infractions by non-players are issued to the team captain.

### **General Sportsmanship Criteria**

Applicable for all sports for both Red and Yellow Cards

These are guidelines only, and the issuing of Sportsmanship Cards is left entirely to the discretion of the officials, supervisors, and staff members of the intramural program.

#### **Yellow Cards (3-point SPT deduction)**

- Incidental or non-directed foul or profane Language
- Taunting an opponent/ trash talk
- Obscene gestures
- Arguing or dissenting with officials or supervisors (verbal abuse)
- Intentionally delaying the Game
- Non-physical interference by spectators
- Use of alcohol by spectators during contests
- Acts which may indirectly cause injury or delay the Game

### **Red Cards (7-point SPT deduction)**

- Foul or profane language directed at an opponent, official, teammate, supervisor, spectator or IM staff
- Use of alcohol by players prior to or during a contest
- Persisting in unsportsmanlike acts following a Sportsmanship Yellow Card
- Physical contact with an official
- Fighting
- Threatening and/or verbal abuse of an official
- Intentionally Injuring or Attempting to Injure an Opponent
- Physical interference by spectators

### **Captain's Meeting**

The Captain's Meeting for most sports has a value of ten (10) Sportsmanship Points if the team captain, or designee attended the meeting in it's' entirety. Teams failing to be represented at the captain's meeting will receive seven (7) points if they complete and return, within one day, the missed captain's meeting exam.

Should a team fail to attend the captain's meeting and does not complete and return the missed captain's meeting exam within one working day of the scheduled captain's meeting that team will receive only one (1) point for the captain's meeting requirements.

### **Playoff Requirements**

In order to participate in playoff games a team must meet the criteria listed below:

- The team must earn the equivalent SPT Point Total. An average of (7.5) points is required to make the playoffs.
- The team may not participate if they receive a zero (0) rating in any regular season game. This applies to all sports.
- The team must not have forfeited twice during the regular season.
- All other criteria found in the Captain's Manual must be met.
- **Once in the playoffs, a team must receive seven (7) points or higher in each contest in order to advance to the next round.**

In any playoff game, including the championship, *should a team's actions cause that team to receive a SPT rating of less than seven (7), the game is immediately discontinued*, the opposing team will be declared the winner of the game, and the declared winner will advance to the next round of the playoffs. However, the declared winner must have a SPT rating of at least seven (7). If neither team in a playoff game qualifies for the next round based on SPT points, a buy shall be entered into that slot.

### **Special Situations**

- Contests, which are not played due to inclement weather, power failures, or other special reasons, will result in 10 participation and Sportsmanship points for both teams.

- A team winning a game by default or forfeit shall receive 10 points
- A team losing a game by default or forfeit shall receive 3 points
- A player receiving a second “Sportsmanship Yellow Card” in the same contest is deemed to have been ejected from that game; and must sit out the next contest.
- A player receiving a “Sportsmanship Red Card” is ejected from that game; and must sit out the next contest.

