

# LONGWOOD UNIVERSITY



# INTRAMURAL HANDBOOK

## Mission Statement

Longwood Campus Recreation is dedicated to providing outstanding fitness, wellness, recreational, competitive and social opportunities to the Longwood University community. Our focus is on promoting a wellness lifestyle to the campus through a comprehensive recreational services program, outstanding facilities and outdoor areas, citizen leadership development, and lifelong learning opportunities.

## Available Sports

Before each semester begins, Campus Recreation will post a schedule of intramural sports available for the upcoming semester on the department website. This schedule can be found at <http://www.longwood.edu/recreation/intramurals.htm>. As the sign up dates approach, each sport will be promoted through flyers, emails, mylongwood bulletins, etc. Sports can now also be found on [IMLeagues.com](http://IMLeagues.com) once you create an account (Please see sign-up process below)

## Signing Up

Registration will now take place **online** through [IMLEAGUES.com](http://IMLEAGUES.com) for each intramural sport. The sign up period for each sport is approximately 7-10 days before each sport takes place. To be eligible for a sport, the team captain must create an account, then create a team on ImLeagues.com before the end of the sign-up deadline. Then the captain must ask the other players on the team to create an account and join their team. Fees must be paid at the captains meeting or can be brought ahead of time to the Campus Recreation office located in the Health and Fitness Center, room 304. To ensure your teams registration, your team must be registered on IMLEAGUES.com before the sign-up deadline. Late team additions will be accepted at the discretion of the Coordinator of Sports Programs.

Teams will be asked for game preference times on IMleagues.com and every effort will be made to place teams in their preferred time slot; however, games may be scheduled as needed based on the number of participants.

## Team Entry Form/Roster Information

- There is no limit on roster size unless otherwise noted however, some sports (i.e.football) do require a per player entry fee to participate.
- Teams must have the minimum number of players to field a team for that sport.
- Roster names must be appropriate for others to view. If deemed inappropriate by the Coordinator of Sports Programs, name will be changed by the intramural department.
- Additions to rosters can only be made during the regular season. This must be done on IMLeagues.com by **4pm of game day**. No additions can be made during playoffs or right before the first playoff game.
- Teams must follow the eligibility requirements stated in this handbook and the information sheet passed out at the captain's meeting.
- Rosters must be complete and all fees must be paid to ensure your team is on the intramural schedule.
- Attendance at the captain's meeting is mandatory for all teams. **Failure to have a representative at this meeting will result in the team being dropped from the league and placed at the bottom of the waiting list.**

*\*\* Please be sure to keep your receipts as proof of payment. In the event that you wish to obtain a refund for your entries you will need to show this proof of payment. Payment cannot be refunded without a receipt.\*\**

## **Eligibility and Participation Rules**

- Each team member must be a current Longwood student, faculty, or staff member. Students must currently be enrolled (part-time or full-time) in on-campus classes. Students only enrolled in online classes are not eligible because the student recreation fee is not included in their tuition. Students enrolled in “hybrid” classes (half online/half on campus) are only eligible if they are paying student recreation fees.
- A faculty/staff team member must hold a membership to the Health and Fitness Center to be eligible to participate.
- Spouses of students, faculty, or staff are not eligible to participate in intramurals.
- In order for an individual to be eligible for a team in the playoffs, that individual must have played for the team at least once during the regular season.
- An individual is only eligible for one team in each division.
- A team member may be a current intercollegiate athlete, as long as they do not compete in the sport they participate in for the University.
- No person may participate in a division of the opposite gender without first obtaining permission from the Coordinator of Sports Programs.
- When an activity is not offered to both men and women (in separate divisions) or there is not enough of one gender to form a league, that gender will have the opportunity to compete with the opposite gender.
- Anyone participating in an intramural event must sign the Campus Recreation Intramural waiver (Now electronically signed when registering through IMleagues).

## **Professional Athlete Rule**

Individuals that have participated professionally in a sport may not participate in the same or alike intramural sport, activity, or event. A professional athlete is defined, but not limited to, a person who has been paid to participate in a sport; and/or a person under contract with a professional team; and/or a person included on a professional team roster; and/or a person who practiced with a professional team; and/or a person compensated for trying out for a team.

## **Sport Club Rule**

A sport club member is defined as a person who has practiced or played in a contest for a University-recognized sport club during the academic year. No more than two members of a club team may participate on one team in the same or alike sport as the club. No more than one member of a club team may participate on one dual sport team in the same or alike sport as the club.

## **Intercollegiate Athlete Rule**

Intercollegiate athletes are defined as individuals who are practicing with or competing with a team recognized by Longwood University as a varsity sport. Intercollegiate athletes are not eligible to participate in their respective sport, or a similar sport, while they are participating with the Longwood University Athletic Department. Intercollegiate athletes must be one year removed from intercollegiate athletics before they are eligible to participate in their respective sport, or a similar sport. Intercollegiate athletes may participate in intramural programs other than their intercollegiate sport at any time provided they follow all other intramural policies and procedures.

## **Ineligible Players**

- An individual participating on more teams than permitted (listed above).
- An individual who does not have a valid Longwood ID or proper membership card.
- An individual who played under an assumed name.
- An individual who has played professionally in an alike sport.

## **Protest Procedure**

Individuals who wish to file a protest must do so at the time of the incident in question. Failure to follow this procedure will result in the protest not being upheld. Judgment calls are not subject to protest. The protesting team must notify the official to suspend play and request that a supervisor be brought to the field/court to make a ruling prior to the continuation of play. If the supervisor at the site is unable to make a ruling at that time or if the team captain disagrees with the supervisor's ruling, they must immediately inform the supervisor that the contest is being played under protest and the contest shall be continued. The supervisor will then document the contest facts and file a report with the Coordinator of Sports Programs. The team captain must contact the Intramural Sports office by noon of the next business day in order to file a formal protest and to discuss the matter with the Coordinator.

If a team has a legitimate concern regarding an opposing team with ineligible players, they are encouraged to file a formal protest. Campus Recreation reserves the right to investigate the eligibility of teams and players. These investigations may result in suspension, forfeiture, and/or probation of the team and/or players. Participants are expected to help make the intramural program as fair as possible. Cooperation is much appreciated and formal protests assist the intramural staff in providing a fair and safe opportunity for all involved.

## **Sportsmanship**

The Campus Recreation Department and Intramural Sports office stress that participants display good sportsmanship at all times. Any physical/verbal abuse or unsportsmanlike conduct of opponents, officials, or spectators, before, during, or following a game or contest will not be tolerated.

Fighting, harassing, using profane/inappropriate language, or making obscene gestures are a violation of the Longwood Student Code of Conduct. These activities will result in an automatic ejection and "F" sportsmanship rating (see below). Each student participating on a team should choose his/her team members carefully, as all team members will be responsible for any disciplinary action taken by the Intramural Sports office against a team or individual for violation of the rules. The team captain is responsible for the actions of the individual members of the team as well as the spectators directly related to the team before, during, and after a game.

All ejections and violations of the Longwood Student Code of Conduct will be reported to the Assistant Director of Sports Programs. Upon review of the report, the Assistant Director may submit violations to the Longwood Honor and Judicial office.

Campus Recreation and the Intramural Sports office staff have developed the Sportsmanship Rating System with the purpose of making each individual participant responsible for his/her actions while participating in intramural events. Intramural officials and supervisors will give sportsmanship ratings to teams after each contest. These ratings will reflect behavior before, during, and after the contest.

In order for a team to qualify for tournament play, they must have the required winning percentage, less than two forfeits, and a "B" or better sportsmanship rating during regular season play.

## **Sportsmanship Rating System**

**"A" - Excellent Conduct and Sportsmanship:** Players cooperate fully with the officials and opposing team members. If necessary, the captain converses calmly with officials about rule interpretations and calls. The captain has complete control of teammates. (4 points)

**"B" - Good Conduct and Sportsmanship:** Team members verbally complain about some decisions made by the officials and/or show minor dissension, but the actions do not merit a technical foul or verbal warning. (3 points)

**"C" - Average Conduct and Sportsmanship:** Team constantly comments to the officials and/or the opposing team from the field/court and/or sidelines. The team captain exhibits little or no control over teammates or him/herself. Teams that receive one technical foul/unsportsmanlike penalty may receive no higher than a "B" rating. (2 points)

**"D" - Below Average Conduct and Sportsmanship:** Team demonstrates a lack of cooperation. The team captain exhibits little or no control over teammates and/or him/herself. (1 point)

**"F" - Poor Conduct and Sportsmanship:** Team is completely uncooperative. Captain has no control over teammates and/or him/herself. Any team causing a game to be forfeited, other than by not showing, or receives one or more ejections will receive an "F" rating. (0 points)

*\*\*Any team that receives an "F" rating will be asked to have their team captain meet with the Assistant Director of Sports Programs within 48 hours of the infraction to determine the team's eligibility to play their next contest. Failing to meet within the 48 hour time frame will result in the team forfeiting their next game and the team will be charged a forfeit fee\*\**

## **Ejected Players**

Ejected players face a minimum one game suspension, with possible expulsion from the league and limited participation in other intramural sports activities. Ejected players have one minute to leave the facility or field. If an ejected player is still within sight or sound of the official after one minute, the game will automatically be forfeited by his/her team. Any player that has been ejected from an event must schedule a meeting with the Coordinator of Sports Programs. This meeting will be scheduled at the convenience of the Coordinator and the player will be suspended from play until that meeting is held.

## **Playoff Sportsmanship**

Any team that receives lower than a "B" rating in the playoffs will forfeit that game regardless of the outcome and will be eliminated from the playoffs.

## **Awards**

Intramural t-shirts will be given as the championship award in every intramural activity offered throughout the academic school year. The t-shirts will be handed out at the game site on the night of the championship contest.

The number of t-shirts awarded is based on each individual sport and the number of participants who are needed to participate in that sport. If a team needs more than the number of shirts awarded, individuals on the team may purchase additional shirts in the Intramural Sports office the day following the championship game.

## **Officials Evaluations**

Teams will be given the chance to give officiating crews a rating after each game. The following scale will be used to rate the officials:

"A" - Excellent; "B" - Good; "C" - Average; "D" - Below Average; "F" - Poor

**"A" - Excellent:** Officials kept control of the game, made the appropriate calls, and explained answers clearly when asked by the players. Great Job!

**"B" - Good:** Officials kept control of the game, but made some questionable calls. Overall consistency of the calls and explanations were good.

**"C" - Average:** Officials showed some control and calls were questionable, but consistent for the most part. Overall consistency was fair, but some improvement is needed.

**"D" - Below Average:** Officials showed little control of the teams and there was little consistency in the calls that were made. Officials had a hard time explaining calls and/or seemed confused.

**"F" - Poor:** Officials had no control and calls were not consistent. Officials did not explain calls if asked and/or were unapproachable.

## **Equipment Policies**

- Knee braces made of hard unyielding material are illegal unless covered with at least ½ inch closed-cell slow recovery rubber or other material of the same minimum thickness and having similar physical properties (i.e., Lenox Hill Sport Sleeve or Neoprene Sleeve).
- Jewelry cannot be worn during play.

## **Equipment Rental**

Campus recreation will no longer rent equipment for organized tournaments or practices. However we would love to collaborate with your organization to run philanthropy events. Please contact the Campus Recreation main office with questions at 434-395-2356.

## **Defaults/Forfeits**

It is recommended that individuals or teams scheduled to play at a specific time appear at the designated site at least fifteen minutes prior to that time. Failure to arrive within 10 minutes after the scheduled game time will result in the Intramural Supervisor declaring the game forfeited and the individual/team ready to play will be declared the winner. If both teams fail to appear, a double forfeit will be declared. If a double forfeit occurs in the first round of a double-elimination tournament, both teams that forfeited will be eliminated from the tournament completely.

A “default” is defined as giving advance notice that the team will not participate in a scheduled game/event/match. For example, if the team is aware that they will not have enough players at game time, that team could use a default. By using a default, the team automatically forfeits the game and the game is considered a loss. However, the forfeit fee is waived when using a default. If an individual/team plans to use a default, a representative of the team must notify the intramural office by 5p.m. the day before the game/event/match. If notice is not given by 5p.m. the day before, the game will be considered a forfeit. Each team is allotted **one** default per sport. All other defaults or forfeits will result in the forfeit fee being charged to the individual/team.

### **Forfeit Fee**

A forfeit fee of up to, but not exceeding, \$20.00 will be assessed for any team that fails to show for a scheduled event. This fee may be waived at the discretion of the Coordinator of Sports Programs. Teams who do not pay their forfeit fee to the Campus Recreation office before their next scheduled game will not be eligible to play any intramural sport until the fee is paid. Teams may also be subject to forfeit fees for the remaining games of any sport that they are scheduled to play if their fee is not paid.

***\*\*Please note that a financial hold will be placed on the team captain's student account for any unpaid forfeit fees.\*\****

### **Rescheduling**

Contests scheduled during regular season league play will not be rescheduled. If there are scheduling problems, teams should use their one allotted default. If weather and time permits, games canceled due to inclement weather during the regular season will be rescheduled. If a participant has questions about rescheduling, please call the Intramural Sports office at 434-395-2316.

### **Captain's Responsibilities**

The team captain is a vital link between the individuals participating in a sport and the Intramural Sports staff. For this reason, any person assuming the role of a team captain is expected to uphold the following responsibilities:

- Inform all players of the game time and location, including checking the playoff schedules the first day of posting and every day following competition.
- Make sure that all members of their team present a valid Longwood ID prior to the start of every game. ID's are required at all intramural events and should be presented each time an individual plans to participate in an event.
- Represent each member of their team, including when discussing rule interpretations and calls with the umpires/officials.
- Be familiar with all rules, schedules, policies, and procedures of the Intramural Sports office and passing this information along to all team members.
- Assist the Intramural Sports staff with the implementation of the sportsmanship policy and stressing its importance to each participant.
- Communicate with the Intramural Sports office throughout the season about any problems or concerns that may be occurring at the competition site.
- Make sure that all members of their team are eligible to play in an intramural contest. This includes verifying that a person is a student, faculty, or staff member at Longwood and having full knowledge that each member is playing on a legal number of teams.
- Represent his/her team by cooperating with the supervisors at the site concerning any protests, incidents, or accidents that may occur as well as working with the Intramural Sports office staff.

## **Team Member Responsibilities**

Each person who decides to participate in an intramural event assumes responsibility as an individual participant. These responsibilities are as follows:

- Know their team's game time and location.
- Be at the competition site prior to the start of every contest making sure that his/her name is properly recorded on the scorecard as well as on the Release of Claims form.
- Bring a valid Longwood ID to all intramural competitions. ID's are required at all intramural events and should be presented each time an individual plans to participate in an event.
- Be familiar with all rules, schedules, policies, and procedures (including the sportsmanship and eligibility policies) of the Intramural Sports office.
- Cooperate before, during, and after competitions with the intramural sports supervisor/officials on site.

## **Injuries**

Participation in the intramural sports program is completely voluntary and each participant is required to sign the Waiver and Assumption of Risk form prior to competing in any intramural sponsored activity (now completed online when registering). Participants must be aware that all intramural activities intrinsically involve great risk and by taking part in these activities they acknowledge and assume the risks inherent therein.

The Intramural Sports department assumes no responsibility and shall not be held liable for any injury or other irregularity resulting from participation in an activity or by the use of any recreational facility used by the department.

## **Alcohol and Drug Policy**

In accordance with Longwood University policy, alcohol consumption and drug use prior to or during an intramural sports contest is prohibited. The Intramural Sports staff strictly enforces a zero tolerance policy regarding alcohol and drugs during all intramural sports contests. Consequences for this violation may include, but are not limited to, being ejected from the game, being banned from participating in intramural sports activities, and being referred to the Office of Honor and Judicial Programs. Longwood Police will be contacted for any event that involves a violation of the alcohol and/or drug policy.

## **Health and Fitness Center Rules**

All intramural events that take place in the Health and Fitness Center fall under the same rules and policies noted in the Campus Recreation Member Handbook.

## **Lancer Park Rules**

- Unauthorized usage of the Lancer Park Fields is prohibited.
- Lancer Park is a tobacco and alcohol free area.
- Food and chewing gum is prohibited on the artificial turf field.
- Appropriate footwear is required. Rubber cleats, turf shoes and athletic shoes are appropriate. Metal spikes, bare feet and sandals are prohibited.
- Be courteous to the next group. All equipment (goals, benches, etc) should be moved off of the playing area to the sidelines and all trash should be removed from the field (water bottles, athletic tape, etc).
- Notify Campus Recreation at 434-395-2356 of any field hazards or maintenance issues.

## **Campus Recreation Contact Information**

Address:

Student Health and Fitness Center  
Longwood University  
201 High St.  
Farmville, VA 23909

Main Office: 434-395-2356

Front Desk: 434-395-2488

Campus Police: 434-395-2091

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