



***Intramural
Participant Handbook***



SUNY New Paltz Wellness and Recreation: Intramural Participant Handbook

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Welcome to SUNY New Paltz and our Intramural Program. Whether you're a recreation veteran or a first-time participant, we think you can find plenty of opportunities to get involved with our Intramural program. This handbook should answer many questions you have about the program. Any other

information not covered in the handbook can be obtained by contacting the Intramural Office.

Through participation in the Intramural program, different individuals receive different benefits. Some want to fiercely compete, while others want to relax and enjoy time with friends. We hope every participant will be able to accept and recognize these differences, while continuously displaying good sportsmanship and the ability to lose and win with grace.

Our multi-faceted program offerings incorporate individual, dual, and team activities. All students, faculty, and staff are eligible to participate in our program. Program offerings will be modified as participant needs and interests change.

The spirit and interest in Intramural participation is high. By reading this handbook, you can learn more about signing up as an individual or with a team. The more you know about our program, the more successful you'll be participating in it.

SUNY New Paltz Wellness & Recreation Mission Statement

The mission of the SUNY New Paltz Wellness & Recreation program is to provide a variety of recreational opportunities for the Campus community and to expand the knowledge of and the participation in wellness and recreation. Our programming will aspire towards generating interest, growing involvement and consistent retention among our participants. We will continuously develop programs which foster healthy lifestyles, sportsmanship, and teamwork and encourage a commitment to a lifetime of wellness and recreation.

To achieve this, the Wellness & Recreation program will:

- Provide wellness offerings: Health Assessments, Personal Consultations, Personal Training, Wellness Workshops, Aquatic offering, racquetball, and tennis courts, Group Fitness classes, and wellness facilities access.
- Provide Intramural offerings for men and women in any and all areas of interest
- Provide Outdoor Pursuits adventure opportunities: ski trips, paintball, ice climbing, camping, hiking, rock climbing, and mountain biking.
- Provide open recreational opportunities by access to wellness and recreation facilities: racquetball courts, tennis courts, fitness rooms, gyms, recreation equipment rentals, rock climbing wall, pool, indoor and outdoor track.

Intramural Office: 206 Elting Gym
Joseph Deck: Coordinator of Intramurals
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<http://www.newpaltz.edu/recreation/>

A. All Levels and Divisions

- All Intramural participants must show their valid NP I.D. at each contest in order to play (even if it means your team will have to forfeit that game).
- Every student is eligible to play on all or any the following within each sport:

1. Male participants are only allowed to play on one men's division team.
2. Female participants are only allowed to play on one women's division team.
3. Both male and female participants are also allowed to participate on one co-rec team in addition to their men's or women's team.

B. To be Eligible

- A team member must be a SUNY New Paltz student. The Wellness and Recreational Department defines a student as any individual who is currently enrolled (part-time or fulltime)(undergraduate or graduate) at SUNY New Paltz and is registered with the university registrar.
- A team member may also be a member of SUNY New Paltz Faculty and Staff. The Department of Recreational Sports defines Faculty and Staff as all current faculty and staff, as well as visiting professors, at SUNY New Paltz who are paid through the university payroll department.
- In order for an individual to be eligible for the playoffs, that individual must have played for that team at least once during the regular season. However, the same individual cannot be on two different playoff rosters.
- A team member may be a former intercollegiate athlete.
- A team member may be a current intercollegiate athlete, as long as they don't compete in their particular sport.

C. Ineligible Player

- An individual participating on more teams than permitted (listed above).
- An individual who does not have a valid NP I.D.
- An individual who played under an assumed name.
- An individual who has played professionally in an alike sport.

D. 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, under contract with a professional team, is included on a professional team roster, practiced with a professional team, and/or compensated for trying out for a team.
- Former professional athletes may participate in an alike sport after a minimum of 5 years of non-professional participation passes.

E. Intercollegiate Athlete Rule

- Members of intercollegiate athletic squads are defined as individuals who are practicing with or competing with a respective athletic squad. (Included in this rule are red-shirt athletes and practicing proposition 48 athletes).
- Members of intercollegiate athletic squads are not eligible for intramural competition for that particular sport while in season.
- In activities with separate divisions for men's and women's competition, no person may participate in a division of the opposite gender without first obtaining permission from the Coordinator of Intramurals. 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.

F. SPECIAL NOTE TO ALL TEAMS

- Teams that think their opposing team has ineligible players are highly encouraged to file a formal protest. (Please see protest procedure page for details).
- Your help making the intramural program as fair as possible is very much appreciated, and your formal protests assist the intramural staff in providing you a fair and safe opportunity.

G. ROSTER INFORMATION

- A legal roster must have:
 1. The minimum number of players to field a team for that sport.
 2. A legible name and university ID numbers for each player on team.
 3. No more than 20 players on the team.
- If a player's name, ID number, and/or identification picture is unable to be read, that player will not be added to your team's roster.
- A legal ID number consists of the number that is in bold print on each player's NP ID.
- Additions to rosters may be made only during the regular season. No additions can be made during the playoffs or right before your first playoff game.
- **NO Additions to rosters may also be done at the intramural fields/courts during the regular season. All roster addition must be made by filling out the Roster Addition Form and handed in to the Intramural Office 24 hours prior to the scheduled game.**
- The Wellness and Recreation Department reserves the right to investigate the eligibility of teams and players. These investigations may result in forfeiture, probation and/or suspension.
- Your team must follow the ELIGIBILITY requirements stated in the intramural handbook and the Captain's Manual passed out at the CAPTAIN'S MEETING.

H. Protest Procedure

- Individuals who wish to file a protest must do so by the following specified times:

Flag Football: Before the start of the second half or at the time of the incident in question.

Basketball: Before the start of the second half or at the time of the incident in question.

Soccer: Before the start of the second half or at the time of the incident in question.

Volleyball: Before the start of the second set or at the time of the incident in question.

Dodgeball: Before the start of the second game or at the time of the incident in question.

Street Hockey: Before the start of the 3rd Period or at the time of the incident in question.

Softball: Before the start of the third inning or at the time of the incident in question.

Field Hockey: Before the start of the second half or 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. 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 of Intramurals. The Intramural Sports staff encourages teams to protest if they think an opponent is playing with an ineligible player!! The Wellness & Recreation Department reserves the right to investigate the eligibility of teams and players. These investigations may result in suspension, forfeiture, and/or probation.

I. Team Sportsmanship

- The Sportsmanship Policy is an objective means for assessing the behavior of teams through an Intramural Sports season. Each team receives a rating from the game officials, scorekeeper, and site supervisor for each game they play. The game rating reflects the behavior of the team and its' spectators collectively. The policy is designed to place responsibility for sportsmanship on team members. Team Captains will be held responsible for the behavior of their team's players and spectators.

- Sportsmanship Rating Procedure

The purpose of the Sportsmanship rating is to provide common ground for participants and Intramural Staff to ensure that good sportsmanship occurs in Intramural Sports. Following each contest the officials, scorekeeper, and site supervisor rate team behavior.

- Sportsmanship Rating will be based on the following grading scale:

Category	Score	Attitude	Sportsmanship Criteria
True Spirit of Competition	4.0	Excellent	Players cooperate fully with the Intramural Staff as well as their opponents about rule interpretation and calls. The captain also has full control of team and spectators. The team has winning and losing in perspective and their conduct in all ways provides an example for the league and the programs.
Very Good	3.75 to 3.25	Very Positive	Team show good sportsmanship, full, cooperation with officials, treat opponents with respect, obvious good attitude, no warnings, ejections, yellow cards or unsportsmanlike penalties or technical fouls. A team will receive a 3.5 if a team forfeits against them.
Acceptable	3.0	Positive	Team members show cooperation however some verbally complainants about some decisions made by the officials and/or show minor dissension which may or may not warrant a yellow card. The captain however is in control of his team and spectators. Teams that receive one yellow card will receive no higher than a 3.0 rating. A team will receive a 3.0 if you default a game.
Below Acceptable	2.5 to 1.5	Negative	Team shows continuous verbal dissent toward officials and/or the opposing team which may or may not warrant a yellow card. Captain exhibits minor control over self, team, or spectators. Teams receiving multiple yellow cards will receive no higher than a 2.5 rating. A team will receive a 2.0 if they forfeit a game.

Poor	1.25 to 0	Adverse	Team constantly comments to officials and/or opposing team from the bench, field, or sidelines. The team captain exhibits little or no control over self, team, or spectators. A team which receives one red card (player ejected) will receive no higher than a 1.25 rating. A team causing a game to be forfeited due to this type of behavior, or receives multiple red cards, will receive a 0.0 rating.
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• A team must finish the regular season in that sport with at least a 3.0 average in the Sportsmanship Rating in order to be eligible to make the playoffs.

J. Individual Sportsmanship:

• Any player who is ejected (Red Card) or receives two Yellow Cards (= to Red Card), in the same game, will not be eligible to participate in their team's next scheduled contest. It is recommended that these individuals contact the intramural sports office to distinguish, based upon the ejected player's actions, whether or not further action may be taken.

• Individual points for sportsmanship will be assessed as follows:

- Red Card = 2 Points**
- Yellow Card = 1 Point**

• Any participant earning three (3) points will be placed on probation for the remainder of that semester. When a player is on probation this upgrades every card received by that player during the probation period. For example, if a player on probation should receive a yellow card then that player must serve a one game suspension. Also, if a player who is on probation should receive a red card then they are either suspended for the rest of the semester or suspended indefinitely. Any participant earning four (4) points will be suspended for the remainder of that semester and for the next semester.

• **Note: Points do carry over throughout the years.**

• An individual receiving yellow card(s) in consecutive games will face possible suspension (depending on severity of infractions) from competition in the next scheduled contest, and placed on probation for the remainder of the sport's season.

K. Playoff Sportsmanship:

• A team participating in the playoffs must receive a 3.0 or higher for sportsmanship to be eligible to continue in the playoffs. If a team receives below a 3.0 that team WIN or LOSE will be out of the playoffs. If the team in fact won their game, then the losing team will be asked to continue into the next round.

• The Wellness and Recreation Department reserves the right, based upon players actions, to enforce any additional penalties against players receiving Red/Yellow Cards throughout both regular season play and the playoff tournaments.**

L. Awards

• Intramural T-shirts will be given as awards for the Champions in every intramural activity offered throughout the academic school year. The Champion T-shirts will be handed out at the site the night of the championship contest.

• A participant/team may win an award for each singular event won, as long as at least two participants/teams are involved in the event.

- Only those participants for the team at the championship game will be eligible to receive the Champion T-shirt.

M. Registration Process

- Registration for intramural activities begins during the first 10 days of each semester at the Intramural Office located in room 206 Elting Gym.
- Some sports starting mid-semester will have registration periods 2 weeks prior to the start of the league.

N. Team Entries: It is the responsibility of each team captain/manager to enter his/her team using the following procedure:

- Know when each registration deadline is and be sure to register prior to this date.
- Fill out a team registration form for each team and sport either on paper or online.
- Pay Forfeit Fee for each registered team using cash or check
- Attend the mandatory captains meetings for all team sports in order to pick up intramural schedule. Failure to have a representative at this meeting will result in that team losing their forfeit fee as well as being ineligible to play in the playoffs.

O. FREE AGENTS for Team Sports:

- Know when each registration deadline is and be sure to register prior to this date.
- Fill out a free agent registration form for each team and sport either on paper or online.
- Be sure to come prepared with schedule conflicts. On the free registration form please mark the times you are available to play along with your skill level and from there you will be placed on a team that is playing at a time that fits with your schedule.
- If an individual wishes to participate with a friend, simply write that person's name on the free agent registration form in the space provided. The person indicated will also have to fill out a free agent registration form.
- Attend the mandatory captains meetings for each sport in order to pick up intramural schedule

P. Individual/Dual Activity Entries:

- Know when each registration deadline is and be sure to register prior to this date.
- Fill out an individual registration form for each sport. Make sure you fill out when you are available to play as well as your skill level on the individual registration form.
- Attend the mandatory captains meetings for each sport in order to pick up intramural schedule and contact list.

Q. Defaults/Forfeits

- **GAME TIME IS FORFEIT TIME!** It is recommended that individuals or teams scheduled to play at a specific time must appear at the designated site at least fifteen minutes prior to that time. Failure to arrive before the scheduled game time will result in the Intramural Supervisor declaring the game forfeited and the individual/team ready to play the winner. If both teams fail to appear, a double forfeit will be declared.
- If the team knows that they are not going to have enough players at game time, that team could use what we call a "default." Each team is allotted one "default" per season. If an individual/team plans to use their

"default", they must notify the Intramural office at least 24 hours prior to the scheduled game.

R. Captains 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 has a number of responsibilities he/she is obligated to.
- Informing all players of the game time and location. This includes checking the playoff schedules the first day of posting and every day following competition.
- Making sure that all members of their team present a valid NP ID prior to the start of every game. NP 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 and be the only one to discuss rule interpretations and calls with the umpires/officials.
- Be familiar with all rules, schedules, policies, and procedures of the Intramural Sports Office and pass this information along to all team members.
- Assist the intramural sports staff with the implementation of the sportsmanship policy and stress to each participant its importance.
- Be at the site at least 15 minutes prior to the start of every contest in order to be sure the team roster is recorded on the scorecard and that any necessary equipment is checked out.
- Communicate with the intramural sports office throughout the season about any problems or concerns that may be occurring at the site.
- Making sure that all members of your team are eligible to play in an intramural contest. This not only includes whether or not they are a student or faculty/staff member at SUNY New Paltz but also 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 with the intramural sports staff the day following such occurrences.

S. Team Member Responsibilities

- The intramural sports staff is very proud to offer a wide variety of activities for the SUNY New Paltz Community to participate in. However, each person who decides to participate in an intramural event assumes some responsibility as an individual participant. These responsibilities are as follows:
- Knowing their team's game time and location.
- Be at the site at least 15 minutes prior to the start of every contest in order to be sure that his/her name is properly recorded on the scorecard. NP 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.
- Cooperating before, during, and after competition with the intramural sports supervisor/officials on site.

T. Cancellations

- In the event of a cancellation the captain will be notified by a phone call first. If no one answers a message will be left. The captain will also receive an email notifying them that the games have been cancelled.

- Games will be cancelled at the discretion of the Coordinator of Intramurals as well as Intramural site supervisors. Games may be cancelled because of rain or snow, as well as lightning.
- If a game is cancelled the Intramural Department will try its best to reschedule games, however due to field space limitations we can not guarantee that regular season games will be rescheduled.

U. Injuries

- Participation in the intramural sports program is completely voluntary and each participant is required to sign the release of claims form prior to competing in any intramural sponsored activity. 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.

V. Alcohol, Drugs, and Tobacco

- Alcoholic beverages, drugs, and tobacco are prohibited on or near the playing fields and courts during intramural activities. Officials, players, or spectators who show evidence of current or previous alcoholic consumption or drug use will be required to leave the playing area and are subject to ejection. Any teams, including identified spectators, having alcoholic beverages at an intramural game site are subject to being charged with a forfeit, and possible removal from the program. Additionally, the Artificial Turf field further restrictions on certain products that are prohibited on the playing surface. Please refer to Turf Field Policies for a list of prohibited items.

W. Footwear, Pets, and Jewelry

- Shoes with metal cleats are not allowed in any intramural sports. In addition, participants will not be permitted to participate without shoes in any sport where there is contact or player interaction between opponents on the field or court.
- Additionally, pets are not allowed within the confines of the Intramural playing fields. Jewelry such as bracelets, necklaces, piercings, and other items deemed potentially harmful by Intramural Supervisors are not permitted during any sport.