



# Intramural Sport Participant Handbook

## 2023-2024

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# Campus Recreation Mission

The Olympic College Recreation Department (OC Rec) is committed to providing students with a positive environment to grow, learn, and be the best version of themselves. We believe having a strong sense of balance and personal well-being leads to student success in the classroom and in life. We take a holistic and dynamic approach to programming, allowing students to pursue opportunities in recreation, sport, and fitness.

## Purpose of Intramural Sports

The purpose of the Olympic College Intramural Sports Program is to promote healthy lifestyles while also providing a structured competitive, inclusive, and diverse environment. Intramural Sports aims to provide participants with a secure and enjoyable environment, promoting fair play and good sportsmanship. In addition, the program offers employment opportunities for students which will give them experience in the sport & recreation field.

## Policies and Procedures Statement

The Olympic College Intramural Sport Participant Handbook contains the policies and procedures pertaining to the Intramural Sports Program. All participants are expected to read and understand the contents and must adhere to all policies and procedures while participating in intramural activities. Any information not found in the Intramural Sport Participant Handbook shall be referred to in the [OC Student Handbook and Code of Conduct](#). **All information contained in the Intramural Sport Participant Handbook is subject to REVIEW AND INTERPRETATION by the members of the OC Intramural Sports Staff. The coordinator has the right to change any rule or policy without notice.**

## Contact Information

<p><b>Intramural Sports Office</b> Bremerton Student Center, Building 10 Office 121 &amp; 122A <a href="mailto:OCRecreation@olympic.edu">OCRecreation@olympic.edu</a> Email for general Intramural Sports Inquiries</p> <p><b>Website</b> <a href="https://www.olympic.edu/student-life-support/recreation">https://www.olympic.edu/student-life-support/recreation</a></p>	<p><b>Jaymie Cox-Garcia</b> Program Specialist   Recreation &amp; Athletics Building 10, Room 121 360-475-7462 <a href="mailto:jcox-garcia@olympic.edu">jcox-garcia@olympic.edu</a></p> <p><b>Erica Woodside</b> Program Coordinator   Recreation &amp; Intramurals Building 10, Room 122A 360-475-7388 <a href="mailto:ewoodside@olympic.edu">ewoodside@olympic.edu</a></p>
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# How to Participate

All IM sports have a specified registration deadline date. This date indicates registration will close for the league sports that quarter, so be sure to follow the steps below to register to play. Rosters do not need to be full by this date. If your roster is not full by this date, the IM sports staff will assign you free agents to fulfill the roster requirements.

IM tournaments/seasons will require you to register in advance.

1. Visit <https://www.olympic.edu/student-life-support/recreation/intramural-sports>
2. Click on the current quarter to see IM offerings.
3. Click the “Register Now” button underneath the desired sport.
4. Complete the Microsoft form to sign up as an individual, free agent or as a team.

If you are having any issues or if you have a question, please contact the Intramural Office.

## Eligibility

Participation is limited to Olympic College students currently enrolled in the quarter that the IM sports season takes place. Sports occurring in public, outdoor spaces may be spectated by non-OC guests, but those guests cannot interfere with the staff, participants, or playing surfaces physically or verbally. A player may participate in as many IM activities as they wish, however, they may not participate on more than one team in any single league. Once a player has played on a team, they may not change teams in that league without the consent of the Intramural Coordinator.

If there are any questions about affiliate groups participating in Intramural Sports, please contact the Intramural Sports Coordinator.

### Player Eligibility Guidelines

#### Varsity and Professional Athletes:

A “Varsity Athlete” is an individual who participates in an intercollegiate contest, attends regularly scheduled practices for a span of more than two weeks, or appears on any official intercollegiate team roster. “Varsity Athletes” include those athletes that may have played at another school before attending Olympic College. For the purposed of eligibility, practice team players, red shirt players, and former varsity players are considered “Varsity Athletes.”

“Varsity Athletes” are allowed to participate in their same or related sport in the Intramural Sports program. However, there are limitations to how many student-athletes can be on a team depending on divisions and sports. Please see the specific sport rules for more information on these limitations and roster requirements. This policy is in place to protect the integrity of intramural sports - sports that are recreational in nature and inclusive of all skill levels and abilities.

An individual who has competed in professional athletics is eligible to compete in any IM sports. However, if an ex-professional wants to participate in the sport that they were a professional in, they can submit an eligibility protest, which the IM staff will use to determine your eligibility to participate in that sport. An ex-professional

athlete is defined as a person who is or has been compensated monetarily for participation in an organized athletic activity. Teams may not have more than 1 former professional athlete on their roster.

Below is a table of what OC Intramurals Staff consider the same or similar sports:

<b>VARSITY/PROFESSIONAL SPORTS</b>	<b>INTRAMURAL SPORTS</b>
Volleyball	Volleyball
Basketball	Basketball
Baseball and Softball	Softball
Baseball and Softball	Dodgeball

**Competing on more than one team:**

A player who is otherwise eligible may participate on one team per league (open [rec or comp], co-ed, men’s, or women’s) respectively for the same sport per season. For leagues that offer more than one competitive or recreational division, a participant may only compete in one of the divisions.

*For example:* There are 2 co-ed recreational volleyball leagues, you can only choose one of those leagues to play in.

Once a player has played on a team, they may not change teams in that league without the consent of the Intramural Coordinator.

**Playoff Eligibility:**

To compete in the playoffs, an individual must have competed with the team at least once during the regular season. Once a team’s roster is full, a team’s roster will be locked, and no names may be added. Unforeseen circumstances will be handled by the Intramural Sports Office staff on a case-by-case basis. For information on playoff eligibility, see page 13.

**Ineligible Player**

A player is considered “ineligible” if they have not been cleared to play due to lack of ID verification, lack of completed waivers, or they are suspended for sportsmanship issues. For more information regarding sportsmanship issues, see page 12-13.

If a team uses an ineligible player in league play, all games or contests in which the ineligible individual participated will be forfeited to the opponents, regardless of the outcome. The ineligible player may be suspended for the remainder of the activity season and/or the academic year. In elimination tournament play, the team will be disqualified from their respective position in the bracket at the time the legal protest is honored.

The ineligible player, and any other responsible participants, will be suspended from play.

**League Eligibility**

**Single Gender:** Designed for competition between teams that consist of participants of the same gender identity. If a league does not run due to low participation numbers, single gender teams or individuals will have

the opportunity to participate in the other gender's league. If single gender registration numbers are high, competitive and recreational divisions may be offered.

All participants play however they identify. If the gender in which you identify has changed, please contact the Intramural Sports office. Non-binary participants are more than welcome to participate in single gendered leagues.

**Co-Ed:** Designed to give identifying males and identifying females the opportunity to participate together in a team or dual activity. Players may participate on one co-ed team and one single gender/open team.

All participants play however they identify. If the gender in which you identify has changed, please contact the Intramural Sports office. Non-binary participants are more than welcome to participate in co-ed leagues and will not be counted towards the co-ed ratio.

**Preseason:** A one-day tournament before the scheduled season. Men's, Women's, and Co-Ed divisions may be available. This tournament will also serve as training for the officials.

**Free Agent:** Anyone who has a desire to participate in any OC Intramural Sports but does not have a team to play with may register as a free agent. Free agents will be placed on teams who do not have enough players on their roster. If enough free agents sign up, separate team may be created entirely of free agents.

## **Player Identification**

**Valid Identification:** Participants must present a valid, physical OC Student ID card with the current quarter sticker on it to the Intramural Sports staff before the beginning of every season. Any player who does not have their ID will need to retrieve a new card from OC Security office (Bldg.4) before their first game/contest and present it to the intramural staff.

If the Intramural Sports staff deem that a participant is attempting to check in with false identification, the ID will be confiscated, and the player will be ineligible to participate until the matter can sufficiently be resolved with Campus Safety.

The use of someone else's ID is a violation of the [College's Code of Conduct](#) and will result in punishment from OC Intramural Sports and the Community Standards Office.

**All participants must be signed up and listed on the registration form with a completed waiver prior to participation.**

## **Team Captain Responsibilities**

Behind every successful Intramural Sports team is a team captain who is committed to learn all they can about the Intramural Sports program, the sport itself, as well as to represent their team whenever necessary. Listed below are some of the duties and responsibilities of a team captain:

- Register team through Microsoft Forms prior to the advertised deadline. All leagues and tournaments will be filled on a first come, first serve basis.
- Ensure that your team will have the minimum number of required players to play (confirm with your players prior to selecting a day/time).

- Represent, or see that the team is represented, at any mandatory intramural sports captain's meetings, sportsmanship/disciplinary hearings, and/or protest situations.
- Ensure that players are checked-in at the playing site no later than 15 minutes prior to contest start time with proper attire/equipment.
- If your team has a first-time participant or a player who didn't attend the preseason meeting, ensure they have their OC Student ID to show IM Staff prior to play. They cannot participate until this ID is verified.
- Be familiar with rules, schedules, policies and procedures of the OC Intramural Sports and pass this information along to all team members.
- Inform, educate, and stress to all players and spectators affiliated with your team the importance of demonstrating good sportsmanship prior to, during, and following all scheduled contests. All participants and spectators should refrain from verbally or physically abusing other participants, the game officials, or the OC Intramural Sports staff.

### **Captains' Meetings**

For designated IM leagues, there are mandatory, brief, important informational sessions that cover rules, policies, changes, schedules, and other event-specific details. One captain (or another team member) must attend that sport's mandatory pre-season captains' meeting. **THESE MEETINGS ARE MANDATORY.** For individual sports, there will be a mandatory preseason meeting required for all participants.

## **Participant Safety**

### **Assumption of Risk**

Participation in the programs offered by OC Campus Recreation is voluntary. Therefore, OC Campus Recreation will not assume the burden of doctor bills, hospital costs, etc., for a person injured while participating in any of the programs. Before participating in an Intramural sports activity, the individual must sign a Waiver and Acknowledgment of Risk and Hold Harmless Agreement for OC Campus Recreation Activities. Signing of the waiver will be done prior to the first competition.

Intramural Sports staff are trained and equipped to handle basic first aid situations. These staff members will serve as first responders in any medical emergency. Intramural Sports Staff can restrict any individual from playing based on the seriousness of an injury.

### **Injury and Blood Rule**

When an Intramural Sports Staff member observes that a player is bleeding, has an open wound, or has blood on their uniform, the player will be directed to leave the game. The injured player is not to return until the bleeding has stopped, the open wound is covered, and the bloody uniform is changed or cleaned. The game may resume without the injured player at the discretion of the Intramural Sports Staff.

### **Injured/Sick Player Policy**

If someone on your team becomes injured or sick, please contact the Intramural Program staff at [OCRecreation@olympic.edu](mailto:OCRecreation@olympic.edu) or 360-475-7388, a minimum of 24 hours before your next scheduled game to inquire about replacing the injured player on your team. Referring to an injured player, a doctor or Athletic Trainers note may be required for a participant to be cleared to return to play. Intramural Sports Program staff has the authority to determine if an injured player will be allowed a substitute. There are limitations when it comes to who can substitute during tournament play. Once the injured individual becomes approved to play again, any substitute that was added will then be removed from the team roster.

## **Game Cancellation/Inclement Weather**

Intramural Sports activities are subject to cancellation due to unsafe conditions. This may include inclement weather (rain, snow, etc.) and subsequent poor field conditions, or unforeseen circumstances, which may occur in both indoor and outdoor facilities that create unsafe playing conditions (i.e., roof leaking on basketball floor or a major injury). The Intramural Sports Staff will make all decisions regarding playability and safety of facilities. **Assume games are on unless you are contacted by the Intramural Sports Office. All decisions will be made 4 hours before the scheduled game time. Game cancellations will be at the discretion of the Intramural Sports staff on-site.**

1. In cases when weather forces the halt of a contest in progress, the specific rules of that sport will determine if the game is considered official. Please refer to the individual rules governing each sport to determine at what point the contest becomes official.
2. For outdoor sports, in the event of lightning or thunder, the following will occur:
  - Games in progress are stopped and canceled (unless they have reached the official game point) if the Intramural Sports Staff sees lightning or hears thunder.
  - If the required 30-minute wait time following the last sighting of lightning or from hearing of thunder in order to clear play is not completed prior to the start of the next game, then ALL games will be canceled for the night.
3. If possible, games will be rescheduled if game cancellation due to weather/campus closures occur.

## **Forfeits**

All activities require each team to have the minimum number of required players present, all players checked in with the Intramural Sports Supervisor, and all players ready to compete by game time. Any team failing to be “ready-to-play” at the scheduled starting time shall forfeit to their opponent.

A forfeit will be declared at game time if no one from the team has showed or 5-minutes after game time if at least one member of that team is checked in. If after 5 minutes, the team does not have the minimum number of players ready to play, the team will forfeit. As soon as the minimum numbers of players have arrived, the game will commence.

This policy is important due to having to schedule games back-to-back to allow as many teams as possible to sign up. Games run late and we want to keep everything on time.

A forfeit will result in a sportsmanship rating of 1. If two teams forfeit against each other, the game will result in a tie, unless one team forfeits before the other.



# Defaults

If you know your team will not be able to make it a scheduled game, you must default. In order for the game to be considered a default, the team captain should:

- Send an email to the Intramural Sports email at [OCRecreation@olympic.edu](mailto:OCRecreation@olympic.edu) or the Coordinator of Intramural Sports from your OC student email account notifying them that your team has elected to default by 5:00pm the day-of the game or 48 hours in advance.
  - If your game is on a Sunday, you will be required to let the office know before 5pm the Friday before your game.

Defaults during the regular season will not count as a loss if the contest would have been canceled due to inclement weather or unsafe playing conditions. Defaults during the playoffs will not count as a loss if the contest would have been canceled due to inclement weather or unsafe playing conditions and will be rescheduled if possible. If either team cannot make the rescheduled contest, they will need to default again.

A default will result in a sportsmanship rating of 3.

## What is the difference between a forfeit and a default?

**Forfeit:** A forfeit occurs when a team does not compete in a game they were scheduled for due to no-showing, not having the minimum required number of players, having an ineligible player compete or it being the team's second default of the season. A forfeit does count as a loss for the team and will impact the team's loss record.

**Default:** If the team captain knows 48 hours in advance that they will not be able to field a full team, they may email [OCRecreation@olympic.edu](mailto:OCRecreation@olympic.edu) with their team's name and game information to request a default for the game. Defaulted games do not impact a team's loss record and only one is allowed per team, per season.

# Protests

Participants may file a protest only on the misinterpretation of the rules or player eligibility. No protest can be made on an official's judgment.

## Rule Interpretation Protest

All rule interpretation protests must be made by the protesting team's captain in the presence of the officials, Intramural Sports staff present, and the opposing team's captain at the time and place of the incident. The protest must be made immediately following the incident. Questions pertaining to interpretation of rules on the part of activity officials must be resolved at the time the interpretation occurs and prior to the next live ball. If the team continues to play, the protest will not receive consideration. The following steps should be followed:

1. If a team/participant feels the official has made a misinterpretation of a rule, the team captain shall calmly and immediately inform the official that they wish to have a ruling on the interpretation by the Intramural Sports Supervisor in charge.
2. No protest that involves the judgment of the activity official(s) shall be upheld after the contest. However, protest involving the judgement activity of the official(s) during the contest will be heard by

all officials working that game plus intramural staff when possible. The judgment of the official is final. This also includes Intramural Staff when necessary.

- **Example:** One foot in-bounds while in possession of the ball constitutes a legal catch in flag football.
  1. Case 1: An official rules a pass incomplete because the “player did not have two feet in-bounds.” This is a rules misinterpretation, which CAN BE protested.
  2. Case 2: An official rules a pass incomplete because the “player’s first foot landed on the sideline.” This is a judgment call, which can NOT be protested.
- 3. If corrections are necessary, an Intramural Sports staff member shall rule immediately. Error in interpretation by the Intramural Sports staff is subject to a formal written protest.
- 4. If the team captain still does not agree with the decision of the Intramural Sports staff member, an email should be written to the Intramural Coordinator in the presence of the Intramural Sports staff. The Intramural Sports staff may then assist the team in completing the email with all pertinent game information (score, time, possession, etc.).
- 5. The game will continue from this point forward “under protest” and the opposing team shall be notified.

## Player Eligibility Protest

This type of protest is for a team that feels a member (or members) of the opposing team is participating illegally (i.e., The team has more than the allowed amount of varsity athletes on the roster, a player using another person’s ID). In the event of this type of protest, the player(s) whose legality is being questioned will be permitted to play, with the understanding that if they are found to be participating illegally, the team in violation of this rule will forfeit the game. This type of protest must be filed with an Intramural Staff member or at the Intramural Sports Office by 5:00PM the day following the contest. An individual participating under an assumed name (or identification) in the Olympic College Intramural Sports program is ruled ineligible for Intramural Sports participation for the remainder of the academic quarter and their team is placed on probation. **Note: When protesting eligibility, a team must protest specific individual(s). Entire teams cannot be “blanketed” by protest.** *It is the responsibility of all teams and team captains to monitor the eligibility of their team as well as their opponents.*

## Alcohol & Other Drugs Policy

In accordance with college policy, the use of alcohol, drugs and tobacco (including vaping) is prohibited in all college buildings and state vehicles. Consequences for this violation of the rules may include but are not limited to removal from the intramural sports contest, involvement of Campus security, and/or referral to the Community Standards Office. The Intramural Sports staff has ZERO TOLERANCE for alcohol and drug use during organized play. Teams, spectators, and individual players may not have alcohol or other drugs on any intramural playing site. Teams may be held responsible for violation of this policy by spectators. **If an entire team is drinking or using drugs on site, or if the Intramural Sports staff suspects a team has been drinking or using other drugs that team will forfeit its scheduled game and will be suspended from intramural sports competition. A meeting will be set up with the Intramural Sports leadership staff to discuss future sanctions.**

# Accommodation Policy

It is the goal of the Intramural Sports staff to accommodate our participants' needs whenever and wherever we possibly can. Intramural Sports exists for the students of OC, as they are the ones who drive the program. If our staff can accommodate a request without sacrificing safety, integrity, or fair play, we will do our best to work out a solution. Comments, questions, and concerns regarding inclusive policies can be submitted via email to [OCRecreation@olympic.edu](mailto:OCRecreation@olympic.edu) or to the current Intramural Sports Coordinator. These requests will be considered in conjunction with the Student Disability Services office.

## Player Conduct & Sportsmanship

### Team Name & Uniforms

Each team must provide a school-appropriate name during the registration process. The Intramural Sports leadership staff reserves the right to change names that are deemed inappropriate, offensive, contain profanity, related to drugs or alcohol, or are not within the spirit of good sportsmanship. The staff may also change names that are duplicates to avoid confusion (ex: No Game Today). When a team name is changed, it will be changed to "Team [Captain's last name]" Ex. "Team Smith".

Teams are more than welcome to request a name change before they play in their first game. To avoid confusion, we do not change any names once the first game is played (unless deemed inappropriate).

Intramural Sports staff will provide jerseys or pinnies for all sports requiring teams to differentiate from the opponent. Teams may use personal jerseys that are matching, appropriate, and, if applicable, have distinct numbers. If you are unsure if a team name or uniform will be acceptable, please contact the Intramural Sports office.

### Unsportsmanlike Conduct

Players shall not commit acts of unsportsmanlike conduct and may be subject to ejection as staff deems necessary. This includes, but is not limited to, arguments with officials and staff by any player, coach, manager, or spectator (flagrant fouling, fighting, etc. before, during or after a contest). Each level of unsportsmanlike conduct is defined as follows:

- Level 1: Threats, verbal abuse or use of inappropriate language toward other participants, spectators, or Intramural Sports Staff, mistreatment of Olympic College Intramural Sports facilities, equipment, or supplies
- Level 2: Intentionally pushing, tripping, spitting on or flagrantly fouling another individual will automatically require a submission to the Community Standards Office.
- Level 3: Any physical altercation with another individual (i.e., striking, kicking, and biting) initiated with malicious intent. Will automatically require a submission to the Community Standards Office.

\*Level 1 and 2 if extreme in nature will elevate to a level 3. Level 3 will automatically require a submission to the Community Standards Office.

### Ejection Procedure

Any player, coach, or fan ejected from an Intramural Sports game for any reason must leave the facility immediately after information is obtained by an Intramural Sports staff member. Failure to leave the area may result in forfeiture of the game by the team associated with the ejected person(s) and/or the contacting of Campus Safety & Security. Any participant, coach, or fan that is ejected from an OC Intramural Sports contest is **immediately ineligible** from further Intramural Sports activity and potentially all Campus Recreation programming until they meet with an Intramural Sports leadership staff member. The individual will be contacted to schedule an appointment promptly by the Intramural Sports Office to review their behavior. Individual suspensions are effective only after meeting with the administrative staff (i.e., no self-imposed penalties). Cases involving physical abuse of or between participants and/or spectators and Campus Recreation staff will be referred to the Community Standards Office and Campus Safety & Security.

## **Sportsmanship Ratings**

The Sportsmanship Rating System is intended to be an objective scale by which teams' attitude and behavior can be assessed throughout the regular season and the playoffs. Behavior before, during, and after an Intramural Sports contest is included in the rating. The team captain is responsible for educating and informing all players and spectators affiliated with their team about the system. Furthermore, the team is responsible for the actions of the individual team members and spectators related to it.

At the conclusion of each contest, the Intramural Sports staff and officials present will assign each team a Sportsmanship rating based on a grading scale of "1-5". These assignments are nonnegotiable and will not be changed after being entered by IM staff.

### **5 pts- Above and Beyond Conduct and Sportsmanship:**

- Player's work to create a fun, inclusive, and welcoming space for everyone on the field/court. They keep a positive attitude and ensure their pace is clean after their game.
- These teams embody what Intramural Sports strives to be through good sportsmanship and friendly competition.
- They show no descent towards any of the intramural sports staff or participants and go above and beyond what is asked of teams.

### **4 pts- Good Conduct and Sportsmanship:**

- Players cooperate fully with the officials and Intramural Sports staff.
- The captain is the only player to converse about rule interpretations and calls and does so in a polite and respectful manner.
- The captain also has full control of their teammates.
- Team is respectful to their opponents, officials, scorekeepers, spectators and Intramural Sports staff.

### **3 pts- Average Conduct and Sportsmanship:**

- Team members complain about decisions made by the officials and/or show minor dissention.
- Team members show minor disrespect to someone involved in the contest.
- Team did nothing too horrible, but they didn't go out of their way to be respectful and sportsmanlike.
- *Teams who default will receive a 3-sportsmanship rating.*

### **2 pts- Below Average Conduct and Sportsmanship:**

- Team shows verbal dissent towards officials and/or the opposing team.

- Captain exhibits minor self-control and little or no control over their team.
- Penalties/warnings had to be (or should have been) given for behavior or unsportsmanlike play.

### **1 pts- Poor Conduct and Sportsmanship:**

- Players constantly comment to the officials and/or opposing team from the playing area or sidelines.
- Team captain has no self-control and no control over their team's actions.
- Campus Safety & Security had to be (or should have been) called. Game was ended by intramural staff due to team behavior.
- Players are blatantly disrespectful or harmful to other players and/or staff.
- *Teams who no show (A forfeit)*

## **Playoff Eligibility**

**In order for a team to be eligible for playoffs, a team must have an average sportsmanship rating of 3.0 or higher** and attend any required captain's meetings (if applicable). During the playoffs, teams are expected to receive a sportsmanship rating of 3.0 or higher in all games. Any team receiving a 1.0 or 2.0 may be asked to meet with Intramural Sports leadership staff the following day to discuss their rating. A decision will be made as to whether or not the team will continue in playoffs regardless of a win or a loss. If the team does advance after meeting with the staff, they must receive a 3.0, 4.0, or 5.0 in all their remaining games to continue. Any team receiving a 1 could be eliminated from playoffs immediately.

For playoff qualification, the following criteria will be taken into consideration in specified order: winning percentage, sportsmanship rating (must have an average sportsmanship of a 3.0 to be included in the playoff bracket), point differential (final), head-to-head results. Playoffs may be played in 2 separate brackets if there are enough qualifying teams.

All qualifying teams are subject to change based on the opinions of the Intramural Sport staff. No team is guaranteed a spot in the playoff bracket.

## **Intramural Facilities/Locations**

Intramural Sports' take place in a few locations within campus. Be sure to read over each sport's rules to know where most (if not all) of your games will be hosted.

Listed below are our facilities and addresses associated with those facilities:

- Gym
  - Building 10
- Bremerton Student Center (BSC) Commons
  - Building 10