

BRIDGEWATER STATE UNIVERSITY  
Athletics and Recreation Department



Intramural Sports  
Policies and Procedures

## **MISSION:**

The purpose of the Intramural Sports Program at Bridgewater State University is to provide recreation, exercise, and most of all fun to all of our participants. Intramural sports enhance the academic experience by allowing participants to gain important aspects of daily life including teamwork, respect, integrity, competition, and personal accomplishment. A variety of team based and individual events are planned ranging from regular season competition to one-day tournaments and special events. Everyone who is a part of Bridgewater State University is encouraged to play to the best of their abilities; however a win-at-all costs attitude will not be accepted. The philosophy behind Intramural Sports is to provide activities that will suit the need of the Bridgewater State Community.

## **GENERAL INFORMATION:**

- I. **Assumptions of Risk** - There are certain risks of injury that are inherent to participation in sports and recreational activities. These risks may include, but are not limited to: strains, sprains, dislocations, lacerations, bruises, broken bones, dismemberment, or even death. Maintenance of good physical health is a vital role when participating in exercise. Participants should be aware that the Commonwealth of Massachusetts does not provide medical insurance coverage and therefore all participants take full responsibility for their medical costs. The Commonwealth of Massachusetts, the Massachusetts Board of Higher Education, Bridgewater State University, the Department of Athletics and Recreation, together with their agents, officers, employees, volunteers, and representatives, from all liability claims, suits, or actions are not responsible for any mishaps that occurred while participating or watching the Intramural Sports Program at Bridgewater State University.
- II. **Health** - The Department of Athletics and Recreation believes that while participating in Intramural Sports participants should be in a positive, healthy atmosphere that provides fun and excitement to all. All participants are strongly urged to have a yearly medical examination. Bridgewater State requires that all faculty, staff, and students be covered by a health insurance plan. Please contact BSU Health Services for more information.
- III. **Injuries, Open Wounds, and Lacerations** - Whenever an Intramural Sports participant suffers a wound or a laceration where bleeding or oozing of bodily fluids appear, the competition will be stopped immediately. The participant must leave the field of play and will not be allowed to return to the game until the wound has been covered and the bleeding or oozing has completely stopped. If any blood or bodily fluids are on jerseys or clothing, participants must change before entering the game again. If necessary an EMT or 911 will be contacted. All injuries must be reported to the game officials, statisticians, or sport supervisors. All minor injuries can be handled by Intramural staff with a first aid kit. Intramural staff are only allowed to give ice, band-aids, and basic items that will aid in simple injuries. Any injury must be logged with the supervisor on duty and an accident report must be filled out. All major injuries or emergencies will be handled immediately by the supervisor in charge or the Tinsley Center Building Manager, who will call BSU Campus Police at 1-508-531-1212 or 911. Assistance will be sent as soon as possible. Medical expenses such as, but not limited to ambulance ride, doctor fees, and x-rays will be the responsibility of the participant.
- IV. **Website and Bulletin Boards** - The Intramural Sports website can be found at [www.bsubears.com](http://www.bsubears.com), click on Recreation and then Intramural Home. The Intramural Sports website will contain current information regarding entry deadlines, captains meeting dates, times, event schedules, team standings, playoff and tournament brackets, cancellations, and more information that pertains to the Intramural Sports program.
  - a. There are also Intramural Sports bulletin boards that will serve as secondary sources for intramural updates. These are located in the front stairway of the

Tinsley Center, in the gymnasium above the water fountains in the Tinsley Center, at the East Campus Center, in the Rondileau Campus Center, Kelly Gymnasium, and in each on-campus dorm. We will also post information on Facebook, Twitter, and intramural websites. Participants and teams are urged to look at the website for the latest information. Any questions of concerns should be directed to the Coordinator of Intramural Sports, Melissa Bonomo 508-531-2966 or at melissa.bonomo@bridgew.edu.

#### **HOW TO REGISTER/PARTICIPATE:**

- I. Schedule of Events** - Each semester an event schedule, entry deadlines, starting dates, and captains meetings are published before the start of each semester. Additional information is available periodically through the Intramural Sports website and bulletin boards. Participants will see many marketing techniques through flyers, sidewalk chalk, PowerPoint presentations, posters, table tents, Facebook, and Twitter. All dates, times, and activities are subject to change.
- II. How to enter a team / Entry Fees** - Every student must log on to Imleagues.com and register for activities. Once registered students will be able to select what sports they would like to participate in. Participants are urged to check the website for times and deadlines. Submitting an entry form does not guarantee a spot on the playing schedule. All teams must have at least one representative at the captains meeting for each event. Team entry fees and forfeit deposits will be available to pay online. Teams that do not attend the captain's meeting will not be scheduled. Payment is due by the captain's meeting or the fee will increase an additional \$10 dollars after the meeting.
- III. Free Agents** - If a participant cannot put together their own team, they may be able to participate as a free agent. Free agents must register on Imleagues.com. This will give captains of other teams to invite free agents to their team throughout the year. The office of Intramural Sports will do their best to find the free agent a team to join, however it is not guaranteed. Free agents should attend the appropriate captains meetings for the event they want to play in. This will increase their chances of getting on a team. If your team is short a few players please see the Coordinator of Intramural Sports to find out about any free agents that are available.
- IV. Entry Deadlines** - Registration deadlines are established to allow enough time to schedule league/tournament games and playoffs. In order to run a smooth and efficient program, these deadlines will be enforced. If a deadline passes please contact the Coordinator of Intramural Sports for any spaces that are available. It will be the determination of the Coordinator of Intramural Sports in order to play in the event.

#### **ELIGIBILITY:**

- I. Bridgewater State University faculty, staff, and students** - Every member of the college community is eligible to participate barring they have a valid Bridgewater State University identification card and have paid the fee in order to play. Players can only appear on one roster and if found playing for two different teams the player will be suspended for the remainder of the school year. BSU alumni are not eligible to participate in the Intramural Sports Program. All participants must bring their BSU valid ID card to every game and show the Intramural staff before signing in.  
**NO BSU ID CARD = NO PLAY.**
- II. Falsifying Identification** - Any individual/s playing under an assumed name or uses someone else's ID will be terminated from further competition in our intramural sports program for a period of one complete academic year. The individual/s will be

considered an illegal player/s and the team will receive a forfeit for every single game that individual/s played.

- III. **Disqualifications** - Players ejected from an intramural contest will receive at least a one game suspension to be served at their team's next game. Players ejected from an intramural contest must leave the game site immediately and without incident. All ejected players must meet with the Coordinator of Intramural Sports before being reinstated.
- IV. **Suspensions** - Any acts of physical abuse in a game may result in suspension not only from intramural sports for the remainder of the season and up to a maximum of one year, but also suspension from all Recreational Sports facilities and programs and possible action by the Office of Student Conduct. Striking of physically abusing an official and/or intramural staff personnel will carry a life ban from intramurals.

**The following sanctions will be administered by the Coordinator of Intramural Sports and/or the intramural supervisors and officials. The Coordinator of Intramural Sports and/or the intramural supervisors and officials reserve the right to sanction participants as they see fit. The following table provides examples:**

<b>INFRACTION</b>	<b>SANCTION</b>
• Playing under an assumed name	• Suspension from league
• Ejected players & miscellaneous infractions such as unsportsmanlike behavior, etc.	• One game (minimum)
• A team/player leaves the bench area for any reason to participate in an altercation on the field/court	• All players that left the bench area are subject to receive a one game suspension (minimum)
• Threatening behavior (verbal) toward a player, official, staff member or spectator	• Suspended intramurals for the remainder of the year (minimum)
• Player/Spectator makes racial slurs, derogatory comments, hate speech or behavior that is intimidating or threatening	• Suspended from intramurals for the remainder of the year (minimum)
• Player/Spectator makes physical contact in a threatening manner (battery) toward a player or spectator	• Suspended from participating in or watching Intramural sports for the semester (minimum)
• Player/Spectator makes physical contact in a threatening manner (battery) toward a Staff Member	• Life time suspension from Intramurals and one year suspension from CR programs

Participants who throughout their intramural career at Bridgewater State University that display a pattern of undesirable behavior may receive more severe penalties even if the infraction is the first of a particular league. Participants will be referred to the Office of Community Standards or Public Safety as necessary.

- V. **Intercollegiate Team Members** - Intercollegiate athletes or anyone who is on a roster submitted by the Athletics Department may participate in Intramural Sports barring they filled out a student-athlete participation form and had it signed by their head coach. Forms can be found in Tinsley 203. Athletes are strongly encouraged to check with their coaches and trainers to gain their approval prior to participating.

Please remember there are certain rules on maximum varsity players per team with certain sports.

- VI. **Club Sport Members** - Club Sport members are allowed to participate at any time during Intramurals. They are advised to also check in with their coach or team captain to make them aware of the situation. There may be a limit of club sport members per team roster.
- VII. **Penalties** - Any team or individual found guilty of violating the eligibility rules shall forfeit any game or event. The Intramural staff will determine an individual's eligibility to engage in future contests.

#### **ROSTERS:**

- I. **Adding Players to Roster** - In an effort to reach as many participants as possible, teams may add players to their roster up until their second game or event provided the new player meets all the eligibility requirements. Team rosters freeze at the end of the team's second event in which they will no longer be able to add more players. There will be a certain deadline day for each individual sport.
- II. **Team Participation** - An individual may play on one team and one team only during a league, or tournament. The only exception to this rule is if a player has not participated in any contest for their original team. Participants will let the Coordinator of Intramural Sports know and a final vote will be made. As soon as one game is played the player will remain playing with that team for the rest of the event or league.
- III. **Online Roster** - Any team that has signed up for a particular sport must sign their entire team up online at [Imleagues.com](http://Imleagues.com). Please provide a BSU email address. This is crucial that teams do this or they may not be able to participate in the event.

#### **TEAM CAPTAIN'S RESPONSIBILITIES:**

- I. **What is a Team Captain?** Each team entering an intramural activity must have a designated captain. Captains must be playing members listed on the official team roster. The captain should be interested in the welfare of the Intramural Program as well as that of his/her team. He/she should be capable and the responsible person who will serve as a liaison between the Intramural sports office and the team. The role of the captain is crucial to the success of the Intramural Program. Captain's responsibilities are but not limited to:
  - 1. Attending mandatory captain's meetings before the start of each Intramural sport. These meetings will have information on rule changes, schedules, etc.
  - 2. Being familiar with the Intramural Sports handbook rules and policies and also of the sport they will be participating in.
  - 3. Maintaining fair-play among their team.
  - 4. Checking the Intramural website for important information regularly. Please use [Imleagues.com](http://Imleagues.com)
  - 5. Promptly responding to the Intramural staff concerning schedule changes, eligibility inquiries and player ejections.
  - 6. Representing the team in the case of a rule discrepancy.
  - 7. Checking their email often for any information that has been passed along by the Intramural staff.
  - 8. Keeping their contact information up to date.
  - 9. Notifying the Intramural Sports office if their team cannot make a game or event at least 24 hours in advance via email.
  - 10. Submitting a COMPLETE and correct roster online.
  - 11. Maintain communication with their teammates regarding any information about contests.
  - 12. Verify game results at the end of each contest.

- II. Contest Rules** - Rules and regulations are designed for the safety and protection of the participants. Every participant should understand that participating in intramural sports is a privilege not a right and they are responsible for their own behavior. All contests shall be governed by Intramural rules adopted from NIRSA, NCAA, and the Bridgewater State University Recreation Department. All rules will be made available to each participant online at the Intramural website (bsubears.com).

**FORFEITS:**

- I. Definition of a Forfeit** - A forfeit is when any team or individual fails to appear for any scheduled contest. Similarly, a forfeit will result when a team does not have at least the minimum amount of players needed to start the game. GAME TIME IS FORFEIT TIME. THERE IS NO GRACE PERIOD. It is recommended that teams arrive at least 15 minutes prior to the start of each game in order to allow time to sign in and warm-up. All forfeited games will count as a loss and an appropriate scoring system will give the other team the win.
- II. Rules on Forfeits** - Forfeited contests waste time and resources and detract from the overall satisfaction of all parties involved in the Intramural program. Upon registering for any Intramural event, participants are making a season-long commitment to attend all regularly scheduled contests so please make sure your team is committed to playing before you sign up.
- III. Forfeit Fees** - At the time of registration, each team is required to pay the registration fee of \$15 dollars. This is a required fee and teams will not receive this money back. Teams will also have to pay a \$15 dollar forfeiture fee. If the team does not forfeit any games throughout the season the forfeiture deposit will be refunded online.
- IV. Maximum Forfeits / Dropped from Play** - If a team or individual forfeits one game they will lose \$10 of their forfeiture fee money. If a team forfeits two or more games they will lose all of their forfeiture fee money and be removed from the league. This policy will be strictly enforced. If there are any questions in regard to the forfeit policy, please contact the Coordinator of Intramural Sports.

**PROTESTS:**

- I. No Protests Rule** - No protests shall be entertained which concern judgment calls on the part of an official. The Coordinator of Intramural Sports believes in the Intramural staff and support them 100% on judgment calls.
- II. Rule Interpretation** - Games which are protested over the interpretation of the rules which are upheld by the Coordinator of Intramural Sports with the belief that the infraction had a direct effect on the final outcome of the game possibly could be played over. If a participant or team has a concern with a rule, they must set-up a meeting with the Coordinator of Intramural Sports and discuss the problem in a professional manner.
- III. On-Site Procedure** - The on-site Intramural Supervisor will make the final decision on any rules, policies, or mishaps during the event. If the protesting party is not satisfied with the decision the supervisor made they may speak with the Coordinator of Intramural Sports as long as they were respectful to the staff working the event. Respect Intramural staff at all times. Failure to abide by these terms results in a suspension from intramural sports. If the Coordinator of Intramural Sports feels the captain, team, or individual was disrespectful in any way the team will face consequences and will not be able to protest any problem that may have been raised.

**SCHEDULING OF CONTESTS:**

- I. Leagues** - Every attempt will be made to schedule the same amount of games per team pending space availability and time constraints. Playoffs for leagues will be

single elimination and usually will consist of the top six or eight teams depending on space and time available. In order to make the playoffs, teams must finish with a sportsmanship rating of 3.0 or higher throughout the regular season. This means if your team finishes undefeated and have a sportsmanship rating of 2.0 you will not make the playoffs. A minimum of four teams is required in order to run a league. All scheduling is done by the Coordinator of Intramural Sports. The schedules will be posted on imleagues.com after the captain's meeting.

- II. Tournaments** - Most tournaments throughout the year will be double elimination, however depending on outside factor they may be single elimination. Participants are urged to check the website for specific instructions on what events are single and double elimination tournaments. Most tournaments will require teams to play more than one game per day. Team captains should pay detailed attention to the brackets in order to find out when their team is scheduled to play. A minimum of four teams is required to run a tournament.
- III. Postponement / Cancellations / Weather** - Every effort will be made to reschedule cancelled or postponed games as best as space and time permits. However, we may not be able to reschedule all contests. If the weather appears to be a concern please check the Intramural website, IMLeagues, or our social media site for updates. In the event of a cancellation the captain will be notified via IMLeagues and/or social media sites and it is their job to relay the message to the rest of their team. If the University is closed all programmed intramural activities shall be cancelled. If the University is closed but the Tinsley Center is open or plans to open later in the day, Intramural activities may still take place. If there is a delay in the University opening, all Intramural events will go on as scheduled.

#### **OFFICIALS:**

- I.** The Department of Athletics and Recreation encourages students from diverse backgrounds to consider employment opportunities with the Intramural Sports Program. Experience is not necessary, but we do prefer people who enjoy being around sports. What is necessary is the desire to learn and participate. Intramural officials will be required to attend training sessions, which may include: clinics, meetings, and rules examinations, observation of games, evaluation, and feedback.
- II.** Intramural Sports Officials are Bridgewater State University students. They take on a very important and difficult task. Their role is to produce a healthy atmosphere for all competitors. Therefore, it is the responsibility of the participants to respect the judgment of each official. The Coordinator of Intramural Sports will make every effort to get the best possible officials for each contest. Any student who believes they can work in the Intramural Department should contact the Coordinator of Intramural Sports.

#### **SPORTSMANSHIP:**

- I. Team Members** - Every team is responsible for the conduct of its players and fans. Any conduct that is rude or judged as detrimental to the participants, program, or any particular contest may result in a loss of the contest, suspension of the individual player, suspension of the entire team, or further disciplinary action.
- II. Code of Conduct** - All Bridgewater State University students are subject to a Code of Conduct outlined in the BSU Student Handbook. The Department of Athletics and Recreation will follow and vigorously enforce all sections of the code to ensure that all participants feel welcome and enjoy the benefits of a recreational activity.
- III. Vandalism** - Deliberate destruction of University property will not be tolerated. All incidents will be reported to Campus Police.

**IV. Alcohol / Drug / Tobacco Policy** - If any participant is suspected to be under the influence of drugs or alcohol by the Intramural staff or any Athletics and Recreation worker the entire team will forfeit. The individual will be automatically suspended for the remainder of the school year and will likely face further penalties by Bridgewater State University and/or Campus Police. Smoking and any other tobacco use is strictly prohibited in all BSU facilities including outdoor fields.

**V. Sportsmanship Rating System and Discipline Policy-**

**4 points = "A" – Awarded to a team**

1. Players cooperate fully with the officials about rule interpretations and calls.
2. The captain has full control of his/her teammates.
3. Team members and spectators were respectful of opponents and officials and encouraged each other's efforts.

**3 points = "B" – Awarded to a team**

1. Team members and spectators are respectful of opponents and officials except for one or two minor incidents which may or may not merit a warning from the game officials or supervisor.
2. A team may have received verbal warnings and could improve in some areas (language, attitude toward officials and scorekeepers, respect for equipment).
3. Team defaults a game.

**2 points = "C" – Awarded to a team**

1. Team members or spectators are disrespectful of opponents or officials on a number of occasions which may or may not warrant a penalty.
2. Captain exhibits minor control over his/herself and his/her teammates and spectators.
3. Teams receiving multiple warnings or having a player ejected for an unsportsmanlike act should receive no higher than a "C" rating.

**1 point = "D" – Awarded to a team**

1. Teams constantly comment to the officials and/or opposing teams from the field and/or sidelines.
2. The team captain exhibits little or no control over teammates or himself/herself.
3. Majority of individuals on this team are disrespectful of opponents or officials on a regular basis.

**0 points = "F" – Awarded to a team**

1. Team is completely uncooperative and out of control before, during, or after intramural sports contest(s).
2. Team captain (spokesperson) exhibits poor control over self, the team, and/or the spectators.
3. Multiple ejections or blatant unsportsmanlike conduct that endangered participants, fans, officials, or supervisors.
4. Team fails to cooperate / comply with intramural sports administrative staff / University officials while performing their duties; falsely represents or withholds any requested information.
5. Team forfeits a game.

**A team which receives an "F" rating or has been determined by Intramural Staff must have their captain meet with the Coordinator of Intramural Sports to**

**be eligible to play their next contest. If no meeting is set-up the team will be banned from league play the meeting is carried out.**

#### **MISCELLANEOUS**

- I. Athletic Attire** - Proper athletic attire must be worn during all Intramural activities. This means comfortable clothing that does not hinder movement. Hats are prohibited from play except for softball. Please do not wear any clothes that have discretionary words on them or show too much skin.
- II. Footwear / Shoe Policy** - Participants may not wear sandals, flip-flops, Vibram FiveFingers or play barefoot while participating in Intramural sports. NO metal cleats are allowed. Please wear shoes that do not endanger other players. No black soled shoes during indoor play.
- IV. Jewelry Policy** - Jewelry is not to be worn by any participants for safety reasons. Any jewelry that is deemed to be inappropriate must be removed before a participant can play.
- V. Champions** - If a team wins a league they will be awarded an intramural champion shirt. All players who are on the active roster and played in at least half of the regular season games as well as the championship game will be awarded a shirt. If a team receives a 1 "D" or a 0 "F" for their sportsmanship during the championship game, they will not be awarded the intramural champion shirt.
- VI. Clean-up** - Please clean up after your game. Each member of the team should make sure the area is clean before they leave. Any bottles, tape, bags, etc, please throw away in the trash. Please pick-up and return pinnies and equipment to Intramural staff. Make sure the captain has signed the score sheet to verify the score and sportsmanship rating. Failure to clean up your team's area may affect your sportsmanship rating.

**\*\*All Intramural policies and procedures are subject to change\*\***