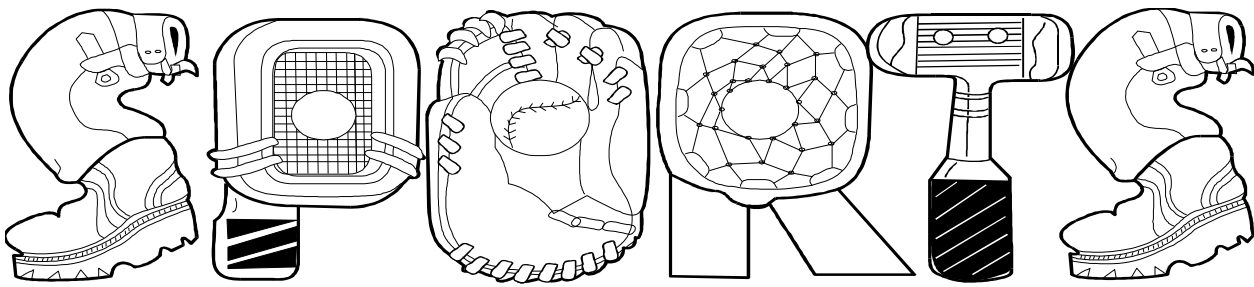


# CAMPUS RECREATION SERVICES

# INTRAMURAL



# HANDBOOK

**WESTERN WASHINGTON UNIVERSITY**

**WADE KING  
STUDENT RECREATION CENTER**

**BELLINGHAM, WA**



**INTRAMURAL SPORTS HANDBOOK  
CAMPUS RECREATION SERVICES  
WESTERN WASHINGTON UNIVERSITY**

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**NOTICE:** ANY SECTION OF THIS HANDBOOK MAY BE SUBJECT TO CHANGE AT ANY TIME AND THE DISCRETION OF THE INTRAMURAL COORDINATOR. THE INTRAMURAL COORDINATOR RESERVES THE RIGHT TO RULE ON ANY ISSUE NOT SPECIFICALLY OR COMPLETELY COVERED IN THIS HANDBOOK OR THE OFFICIAL RULES OF THE GAME.

## ADMINISTRATION

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Intramural Coordinator / Sport Clubs Advisor

### OFFICE

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### TELEPHONE DIRECTORY

<b>Campus Recreation Services</b> .....	650-3766
1. Intramural Sports	
a. Rain-out Information	
2. Sport Clubs	
3. Open Recreation	
4. Instructional Classes	
<b>Carver Gym</b> .....	650-3105
1. Women's Cage.....	650-3115
a. Information/Equipment Counter	
b. Racquetball/Handball/Wallyball Reservations	
c. Lost and Found	
2. Men's Cage.....	650-5857
a. Information/Equipment Counter	
b. Laundry	
<b>Athletic Department</b> .....	650-3109
1. Lou Parberry Fitness Center.....	650-7303
<b>Ridgeway Fitness Center</b> .....	650-2645
<b>Viking Union</b> .....	650-3450
1. Outdoor Center.....	650-6128
a. Equipment Rental	
Lakewood Facility.....	650-2900
University Police.....	650-3555
1. Police Emergency.....	650-3911

**Student Rights and Responsibilities for your reference:**  
<http://apps.leg.wa.gov/WAC/default.aspx?cite=516-23>

## WELCOME TO INTRAMURAL SPORTS

Campus Recreation Services at Western provides students, faculty, and staff the opportunity to become actively involved in an organized sports and recreation program. Services provided by Campus Recreation include intramural sports, sport clubs, open recreation, and instructional classes.

Intramural sports are competitive and recreational activities designed to encourage participation by all members in a wide variety of sports and are generally played on campus or at nearby facilities. Various local, regional, and national organizations co-sponsor several events and provide additional promotional materials, special prizes, and invitational playoff berths.

Intramurals are structured for different skill levels and are conducted in a safe, supervised environment. You do not need to be an experienced athlete to participate! Intramural Sports are open to all Western students currently enrolled, students enrolled full-time at Whatcom Community College, Northwest Indian College, and Bellingham Technical College, as well as the faculty and staff of Western Washington University. Intramural sports are a fun way to play, meet friends, learn new sports, test your physical ability, and relieve the stress of daily routine. Most activities allow you to select the days and times you play, as well as the people on your team.

We are a student organization dedicated to offering you a more rewarding collegiate experience. Many jobs and volunteer positions exist within the program which provide quality training in sports officiating and supervision, office management, and computer programming.

The intramural sports program is truly your program and welcomes your suggestions and comments regarding activities, facilities, and personnel. A determined effort is made to provide services which are responsive to your recreational interests. This handbook describes policies and procedures which establish a framework for reasonable decision-making regarding the administration of the program. We require that all participants read this handbook and agree to be governed by its rules and regulations. Welcome to your Intramural Sports Program!

## FOREWORD

This publication was produced with the assistance and support of the student intramural staff of Campus Recreation Services at Western Washington University.

### I. LEAGUE AND TOURNAMENT STRUCTURE

The intramural sports program is designed to match the talent and ability of all participants in a variety of team, individual, and dual sports. However, it is also a total program working toward the determination of the best teams in each activity, the champions of each division, and the best all-around athletes. Leagues are generally composed of different divisions of team competition including a regular season and a playoff tournament. Tournaments are generally single-elimination or double-elimination formats. Special events and sponsored activities usually range from one day to several day competitions.

## II. DIVISIONS OF PLAY

- A. Men's - Open to all male students, faculty, and staff members who meet the specific eligibility requirements of intramural play.
- B. Women's - Open to all female students, faculty, and staff members who meet the specific eligibility requirements of intramural play.
- C. Co-Rec - Open to all students, faculty, and staff members who meet the specific eligibility requirements of intramural play. Competition in this division consists of 50% male and 50% female participation.

## III. POLICIES AND PROCEDURES

In order to ensure that all intramural participants are officially eligible for competition, the intramural staff will check all participants' current ID before each game. If ID is not available, they will not be allowed to play. If this causes a loss or forfeit for the team, no make-up game will be granted.

### A. ELIGIBILITY REQUIREMENTS

1. STUDENT - all students, graduate or undergraduate, currently enrolled at Western. The following students are eligible to play intramurals only if the student is registered full time: Whatcom Community College, Northwest Indian College and Bellingham Technical College.
2. FACULTY/STAFF - all currently employed WWU faculty and staff members may participate in intramural play.
3. **VARSIITY ATHLETES - Individuals who are participating in any collegiate varsity level sport are ineligible for intramural competition in their sport for one full year following the last time they played or were listed on the team's roster. EXAMPLE: A varsity football player who played during the 2003 playing season cannot play intramural flag football until after the 2004 playing season. Varsity athletes that are not practicing or in their season can participate in intramural competition as long as it is not the sport they turn out for. This rule applies to all intercollegiate squad members, community college athletes, red-shirts, and those practicing with the team. No more than one (1) FORMER college varsity athlete may participate on a team in their related sport, and that intramural team they play for must be in the competitive league. Campus Recreation Services suggests all varsity players that want to participate in intramural competition check with their coaches.**
4. SPORT CLUB MEMBERS - No more than one (1) member or former member of a WWU sport club may participate on the same team in their sport or related intramural activity. The intramural team they play for must be in the competitive league. Sport Club members may participate in unrelated intramural sports without restriction.

5. PROFESSIONALISM - Individuals who have competed in a formal manner without amateur status and/or have received any form of compensation are ineligible to participate in that sport or related intramural activity.
6. SUMMER ELIGIBILITY - To compete during the summer quarter, an individual must either be enrolled in at least one (1) credit at WWU, NWIC, WCC, BTC, or be a faculty/staff member of WWU. Family members/significant others over the age of 18 are welcome during the summer quarter. Teams must consist of at least 50% student, faculty, or staff members to be eligible for play.
7. ALUMNI - Western Alumni are NOT eligible to play intramural sports. You must be currently enrolled for classes to be eligible.

INDIVIDUALS AFFECTED BY INTRAMURAL ELIGIBILITY RESTRICTIONS ARE ENCOURAGED TO SUBMIT A FORMAL APPEAL IN WRITING AND IN PERSON TO THE INTRAMURAL COORDINATOR PRIOR TO THE START OF THE ACTIVITY.

## B. RULES AND REGULATIONS

1. TEAM ROSTER - Players must clearly register their name, student ID number, and telephone on the appropriate team roster or entry form and submit it to the Campus Recreation Services to be eligible for competition. Rosters must be fully complete with the minimum number of participants before it can be turned in. Players may be added to the team roster through the last week of the regular season. Failure to have a complete roster makes a team ineligible for playoffs. Placing a name on a game score sheet does not make a person eligible to participate.

*Co-Rec games, on court male/female player ratio: 3 on 3 Basketball- no more than 2 women 2 men. 7 on 7 Flag Football- must be 4 women and 4 men. 11 on 11 Soccer- 5 women and 5 women, Goalie can be either Gender. Volleyball--no more than 3 women or 3 men. Softball--no more than 5 women or 5 men on the field. If not playing with the full amount of players, you can only have one extra man/ woman on the field of play (not including goalies in soccer and floor hockey). For more information please reference the individual sport rule book.*

Along with the team roster, each member of the team must complete the Hold Harmless Agreement. Every player on your team must fill out Hold Harmless Agreement (see section XV of this handbook) before playing in a contest.

2. PLAYING ON MORE THAN ONE TEAM - A player may compete on as many teams as desired (i.e. men's/women's and co-rec). Only 25% of a team can form another team. Individuals will need to decide which team they will play for if scheduling conflicts arise during the regular season or during playoffs. ONCE YOU HAVE PLAYED FOR A TEAM, YOU CAN NOT SWITCH TO ANOTHER TEAM.
3. Use of an assumed name is an honor code violation. Any team using a player with an assumed name will automatically forfeit the contest(s) and will receive an unacceptable sportsmanship rating. Both the player and team are disqualified from further competition until they have met with the Intramural Coordinator.

4. PLAYOFF ELIGIBILITY - To compete in the playoffs, an individual must have played in at least one (1) regularly scheduled game for the team he/she intends to represent (full name must appear on the game score sheet and roster). Forfeit games may be counted if the individual was present. Only team members who were at the final play-off game are eligible to receive the intramural championship T-shirt.
5. PROTEST PROCEDURES—While all officials try their best, mistakes do occur. A protest will be considered ONLY if it involves a question of proper procedure, player eligibility, or error in the interpretation of a rule. Any questions which concern the judgement of an official or activity supervisor ARE NOT adequate grounds for protest.
  - a. During an intramural contest, if a question is raised as to the proper interpretation of a rule of that activity, it is the RESPONSIBILITY OF THE TEAM CAPTAIN of the offended team to IMMEDIATELY (before the ball is again put in play) ask the officials for a clarification.
  - b. If the clarification does not resolve the issue, it is the RESPONSIBILITY OF THE TEAM CAPTAIN of the offended team to IMMEDIATELY REQUEST the officials in charge of the contest to call an intramural supervisor to the scene to settle the issue.
  - c. If the team captain is not satisfied that proper procedures have been followed and/or that a rule has been correctly interpreted after the intramural supervisor has made their ruling, it is the RESPONSIBILITY OF THE TEAM CAPTAIN of the offended team to IMMEDIATELY DECLARE that from that point on the contest is being played under protest. All pertinent information should then be RECORDED AND INITIALED BY BOTH TEAM CAPTAINS AND OFFICIALS on the back of the game score sheet.
  - d. The captain of the protesting team must then submit a formal protest in writing and in person to the intramural coordinator by the end of the next business day. A protest fee of \$10.00 must accompany the protest. The protest fee will be refunded if the protest is upheld.
  - e. Decisions rendered by the intramural coordinator concerning protests are final. Games in which a protest is upheld **may** be replayed from the POINT OF PROTEST. In any contest in which there are legitimate double protests, one shall nullify the other and the game will stand.
  - f. The intramural staff reserves the right to handle any eligibility violations and/or rules and regulations compliance without formal protest.
6. FORFEITS - GAME TIME IS FORFEIT TIME!!!

Teams are strongly encouraged to arrive early at the scheduled game site to check-in and prepare for the game.

  - a. While game time is forfeit time, one of the goals of our program is to avoid forfeits whenever possible.

If one team is ready at game time and the other is not:

1. The team ready to play can choose to win the game by forfeit; or
  2. The team can choose to grant their opponents a 10-minute grace period. If the required minimum number of players arrives within the 10-minutes, the game will be played and recorded as an official game. NO EXCEPTIONS ARE PERMITTED TO THE 10-MUNITE GRACE PERIOD. The length of the first period will be shortened according to the lateness of the new start time.
- b. A double forfeit may be recorded if neither team is fully represented.
- c. Game officials will not officiate once a forfeit is declared.

Teams that forfeit twice during the regular season will become ineligible for the playoffs.

Forfeits may also be declared by the intramural staff for policy violations (eligibility, unsportsmanlike conduct, etc.).

**Forfeit Fees** - Each team in a league will be charged a forfeit fee in addition to the entry fee. If your team does not forfeit you will get your fee refunded. If your team forfeits only once you will be refunded half the fee. If your team forfeits more than once, your fee will not be refunded. **To retrieve a refund, the team captain must come to the Campus Recreation Services Office in the Wade King Student Recreation Center before the last day of the quarter in which your team played, and fill out the proper paperwork.** The process for a refund takes approximately 2 weeks to receive your check by mail. If you have any unresolved bills with the University (i.e. Parking, housing, library, class fees & etc.) The forfeit fee will automatically be placed towards your outstanding debt. This process cannot be bypassed.

## 7. POSTPONEMENTS

**RESCHEDULES**— In those instances when a team cannot play one of their regularly scheduled games, the Intramural Program provides some opportunity to reschedule the game. Space and time are limited, but we will try to accommodate requests whenever possible. **The captain of the team making the request and the opposing team's captain must meet with the Intramural Coordinator at least ONE BUSINESS DAY before the scheduled game time to reschedule the game.** If this meeting does not take place, the originally scheduled game time will stand.

**WEATHER**--Games postponed due to inclement weather or field conditions will be rescheduled for the next available intramural playing day. Please call 650-3766 for rainout information no more than TWO HOURS PRIOR to the start of the scheduled activity.

8. DEFAULTS—If a team knows they cannot make a game and will not be able to reschedule the contest, they must fill out a Default Form at least 24-hours before the scheduled game time. These forms can be picked up in the Wade King Student Recreation Center. Teams will receive a loss, but will not be charged with a forfeit.
9. IDENTIFICATION - All team members must have proper student identification prior to **each game**. WWU students, faculty and staff must have a current Western ID card. Students of Bellingham Technical College, Northwest Indian College and Whatcom Community College must have current photo student identification.
10. JEWELRY - Due to safety concerns, no jewelry will be allowed to be worn by any participant. The only exception are medical alert necklaces and bracelets, which must be taped down by an intramural supervisor.

#### IV. ENTERING AN INTRAMURAL EVENT

- A. Entry forms for all leagues and tournaments are available on line at: [www.wvu.edu/campusrec/](http://www.wvu.edu/campusrec/) . These are available at least one week prior to the entry deadline. Event flyers are posted in the Wade King Student Recreation Center and around campus. More information about leagues and tournaments can be found on the intramural website at [www.wvu.edu/campusrec](http://www.wvu.edu/campusrec) or on the intramural facebook page called Western Washington University Intramural Program.
- B. Submit the completed entry form and entry fee prior to the announced entry deadline, or during the registration period. Each sport requires a minimum number of player names before the entry will be accepted. Players may be added to your roster through the last week of the regular season. Every player on your team must fill out a “Hold Harmless Agreement” (see section XV of this handbook) before playing in a contest. Failure to turn in a “Hold Harmless Agreement” by a member on the roster **before they participate** will automatically remove them from the team and team roster.
- C. Select the division and league classification that best describes your level of competition and indicate the desired days and times you would like to play. Registration is conducted on a first-come, first-serve basis, so remember to sign-up early! Time of play is chosen when you pay at the rec center.
- D. All game rules, schedules, and pertinent information will be discussed and distributed at the team captain's meeting which is held at the conclusion of registration, or as stated on entry form.

#### V. ENTRY FEES AND REFUNDS

An entry fee and possible forfeit fee is required to enter most intramural activities and must be paid at the time the entry form or team roster is submitted. Entry fees will only be refunded during normal business hours according to the following schedule:

- 50% - from the time you register to the day the event begins**
- 0% - the day the event begins**

All entry fees are used in the intramural sports program to pay student employees, provide awards, promote and publicize the activities, and purchase equipment. These fees do not cover all of the operating expenses of the program, but assist in keeping costs low. **The majority of the fees collected are returned to students in the form of wages.** When considering the quality of the program and the positive experience enjoyed by the participants, intramural sports remains a tremendous value.

## VI. SPORTSMANSHIP PHILOSOPHY / CODE OF CONDUCT

One of the objectives of intramural sports programming is to promote social interaction and fellowship within the campus community. Although everyone is encouraged to play to the best of their ability and to make every effort to win the game, the spirit of fair play and sportsmanship is paramount. All participants are expected to adhere to an **honesty policy** with regard to eligibility, rules interpretation, and administrative procedure. In order to encourage proper conduct and to maintain control during the game, intramural officials and supervisors shall make decisions on whether to warn, penalize, or eject players of teams. **UPON BEING EJECTED FROM ANY GAME OR CONTEST, THE INDIVIDUAL(S) INVOLVED ARE AUTOMATICALLY SUSPENDED FROM FURTHER INTRAMURAL COMPETITION AND MUST ARRANGE AN APPOINTMENT WITH THE INTRAMURAL COORDINATOR TO PETITION FOR PROBATIONARY STATUS.** Individual(s) penalized or ejected while on probation are subject to permanent expulsion from the program.

- A. Evidence of unsportsmanlike behavior includes but is not limited to: violations of the honesty policy; profanity; threatening, shoving, or striking an opponent, official, or activity supervisor; excessive arguing; derogatory or abusive remarks by players or spectators; unnecessary delay of game; and any action with the intent to cause physical injury. This policy will be enforced BEFORE, DURING and AFTER the game.
- B. All established disciplinary procedures will be enforced by the intramural coordinator and handled on an individual basis with the resulting action(s) appropriate to the seriousness of the incident.
- C. The possession and/or use of alcohol and/or drugs at an intramural activity are strictly prohibited and in violation of WWU conduct regulations for facility use. Teams found with alcohol and/or drugs or intoxicated will be removed for the remainder of the intramural season.
- D. Physical fighting is not tolerated in intramural competition. Players who use aggressive physical violence in any intramural game will be removed from the team roster for the rest of the intramural season. The player's team will be placed on probation. A second violation by any member on the probationary team automatically disqualifies the team from intramural league competition for the duration of the season. Attention: If you are attacked, **DO NOT FIGHT BACK.** Any player involved in physical violence will be removed from their team.

## VII. SPORTSMANSHIP RATING SYSTEM

### INDIVIDUAL

It is the responsibility of the team and players to make sure the game atmosphere is friendly and fun to both staff and fellow participants. A yellow/red card will be displayed during contests to warn

and/or eject individuals, teams or spectators. A yellow card is not required before a red card is displayed; and a red card is not required for a suspension to occur.

YELLOW card infractions include, but are not limited to:

- Verbal and non-verbal dissent towards officials
- Taunting opponents or staff
- Actions detrimental to the spirit of the game
- Unnecessary contact with opponent

The player receiving the yellow card must leave the game for one play, or until the next dead ball. If no substitute is available the team must play one player down.

RED card infractions include, but are not limited to:

- Excessive verbal and non-verbal dissent towards officials
- Threats towards staff or opponents
- Fighting
- Second yellow offense on same player

The player receiving the red card is ejected from the game. That player may be substituted for if the team has subs. Player must leave the playing area immediately and without incident – if they do not their team will forfeit the game. All players who are ejected from any intramural contest are suspended from all intramural play until they have met with the intramural coordinator and served any penalty they administer.

## **TEAM**

In order to promote good sportsmanship the Intramural Program has adopted a sportsmanship policy. A sportsmanship rating will be determined by game officials and/or intramural supervisors after each contest. This rating will be based on behavior before, during and after each contest by the team (including the team captain, participants, and spectators).

There are three different team ratings:

1. Outstanding
2. Acceptable
3. Unacceptable

The rating system is designed to rate teams, not individual conduct. A team is responsible for the actions of each individual team member and spectators related to their team. The designated game captain is responsible to calm difficult situations and to restrain troubled teammates. Appeals of unacceptable ratings will not be accepted. The intramural coordinator reserves the right to review any rating given to a team.

### **Outstanding Sportsmanship Rating**

1. Team members demonstrate a willingness to contribute to sportsmanlike atmosphere.
2. All team members show control over their own actions and omissions. All team members uphold their responsibility to contribute to an atmosphere of sportsmanlike competition.
3. Team members follow all game rules in both spirit and intent.

4. Any fouls committed by the team are not to intimidate or gain advantage.
5. No unsportsmanlike penalties or yellow or red cards are assessed.

### **Acceptable Sportsmanship Rating**

1. Team members cooperate with and demonstrate good sportsmanship toward members of teams, spectators and all Intramural officials and/or staff.
2. The designated game captain exhibits control over their team and spectators, converses reasonably and rationally with officials about rule interpretations/calls and cooperates by providing any information requested by any intramural official/staff.
3. Team members participate in the spirit and intent of the intramural game rules and/or program policies. Team members accept judgment decisions made by the officials during the contest.
4. No red cards issued and/or no player/spectator ejections occur before, during or after the intramural contest. A team (players/spectators) does not receive three yellow cards.
5. Respect shown for intramural facilities/equipment .

### **Unacceptable Sportsmanship Rating**

Any one of the following may lead to an unacceptable rating:

1. Three yellow cards in any one contest towards one team (players/spectators).
2. A red card issued and/or player/spectator ejection(s) occur before, during or after the intramural contest.
3. Technical fouls for unsportsmanlike conduct, multiple unsportsmanlike penalties given and/or any excessive celebration.
4. Participants/spectators complain about official's decisions and/or show dissension. Complaints may be voiced verbally or "non-verbally". Arguing between opposing teams/spectators may also lead to an unacceptable rating.
5. The designated game captain does not control their team and spectators, converses in a dissenting manner with officials about rule interpretations/calls and does not cooperate or provide information requested by any intramural official/staff while performing their duties.
6. Team members do not meet eligibility requirements for participation within the program because of club sport, former varsity/varsity, and/or professional status within same/related sport.
7. Team members are playing with participant(s) who are currently suspended from participating on their Intramural team, and/or Intramural Program.
8. Any participant who plays under an assumed name.
9. Public indecency or obscenity. This includes but is not limited to urination in public.

10. Individuals/teams playing after the consumption or suspicion of consumption of alcohol/drugs. If the contest has begun, player(s) will immediately be removed from the contest.
11. Verbal or physical abuse and/or the threat of, by participant(s)/spectator(s) in the form of fighting, baiting, and/or wrestling with an opponent and/or teammate before, during or after an intramural contest.
12. Any threatening behavior (verbal and/or non-verbal) towards any intramural employee before, during or after an intramural contest.
13. Damage/destruction of facilities/equipment.
14. Any violation of WWU policies and procedures governing the conduct of students.

**A team that receives three card infractions (on different players) or two red cards will automatically forfeit that game and receive an unacceptable sportsmanship rating.**

### **Consequences for Unacceptable Rating**

1. Team is suspended until manager/captain meets with the intramural coordinator. Manager/captain shall be held responsible to initiate the meeting in a timely manner to ensure availability of coordinator (preferably several days before team is next scheduled to play). Teams will forfeit any games scheduled on subsequent days prior to the meeting. During the meeting the manager/captain will be notified of the suspended status of their player(s).
2. Regardless of the length of the league season, if a team receives two unacceptable ratings the team will automatically be dropped from any further competition.
3. During the playoffs, a team that receives an unacceptable rating will be suspended and removed from the tournament/playoffs, pending review by the intramural coordinator.

## **VIII. TEAM CAPTAINS**

Team captains are a vital link in the communication process between Campus Recreation Services and the individual participants. Team captains are responsible for obtaining and understanding all intramural information, passing it on to team members, and regularly checking for changes in schedules and information. Specific duties include:

- A. Pre-Season Duties:
  1. Select team name, division, day, and time the team wants to play (always have alternate choices).
  2. Submit completed team roster and entry fee
  3. Attend the mandatory captains meeting for each activity entered, or ensure that a designated team representative is present.
 

**\*\*Missing the captain's meeting will be treated as a forfeit and will count against your team's limit and forfeit fee refund.**
  4. Read and comprehend the Intramural Sports Handbook and activity rules and regulations, and ensure that all team members understand and abide by them, especially player conduct and eligibility.

- B. In Season Duties:
  - 1. Inform team members of league and playoff game schedules to ensure enough team members are present at each game to avoid a forfeit.
  - 2. **Provide at least one non-player per game to serve as a volunteer scorekeeper or timer when needed.**
  - 3. Contact Campus Recreation Services for rain-out information, cancellations, and rescheduled events.
  
- C. General Duties:
  - 1. Control team behavior and accept the responsibility for the conduct of all team members and spectators.
  - 2. Maintain a cooperative attitude with all intramural officials and supervisors; serve as an example of good sportsmanship for others to follow.
  - 3. Be familiar with the rules and officiating techniques of all sports entered.
  - 4. Accommodate players without teams by inviting "Free Agents" to play on your team.

## IX. PLAYERS WITHOUT A TEAM ("Free Agents")

If you wish to participate in a team sport and are not able to find enough people to get a team together, you may do one of the following:

- A. Attend the "Captains" meeting that will be held at the end of the sign-up period. At this meeting teams will be put together for individuals that want to play. This meeting will be announced when with sign up information.
  
- B. Alternatively, after this meeting, you can attempt to join a team before their first game. Check the teams that have entered and the posted game schedule to find out when and where games are being played and show up and ask if you can join teams. After all teams have entered, check the posted game schedules on our website and find out when and where games are being played, and show up and ask around before the first games.

## X. AWARDS

Official **Intramural Championship Shirts** and/or special sponsor prizes will be presented to all winners upon the conclusion of each activity. **Participants must be present at the championship game to receive their award.** All intramural awards not claimed by participants by the end of each quarter shall be forfeited.

## XI. OFFICIALS

- A. Officials deserve the players' highest respect because they represent the character and integrity of the game. During intramural play, all sports officials are **student officials**, i.e., they are learning, receiving training, and gaining experience in sports officiating. These students are working in one of the most demanding and challenging situations possible: to officiate for their peers. Intramural sports officials are the key to a successful program, and should be treated with courtesy, patience, and consideration.

- B. The intramural coordinator recruits, trains, evaluates, and assigns officials for the games. Comments and suggestions regarding the performance of intramural sports officials should be directed only to the intramural coordinator and/or the intramural supervisor.
- C. Teams are requested to provide a non-player for each of their games to serve as a volunteer scorekeeper or timer. This will greatly assist the intramural staff in providing a quality recreational experience for all participants.
- D. Individuals interested in working as an intramural sports official are encouraged to contact the intramural coordinator at 650-4191. These are on-campus paying positions with flexible work hours. Officials are recruited for a wide variety of sports programs.

## XII. HEALTH AND SAFETY

- A. General:  
**The safety of all participants and staff is of the utmost importance and concern to Campus Recreation Services and Intramural Sports Program.** To reduce hazards and prevent injury and accidents, specific policy and procedural guidelines are established such as specific rule modifications, equity in scheduling, quality personnel, player control, environmental and equipment checks, and signed acknowledgment of risk and hold harmless forms.
- B. Health:  
 The University strongly recommends that individuals have regular physical examinations before and during participation in Intramural Sports Programs, and to avoid participation when feeling ill, physically injured or has other harmful health conditions. The University assumes no responsibility for the health condition of participants.
- C. Injury or Accident: In case of injury or accident, an Accident Report form must be completed immediately by the intramural supervisor on duty
- D. First Aid: Basic first aid for minor injuries and accidents is available at each activity site.

## XIII. INSURANCE

*Participants must have adequate medical/health and life insurance and be responsible for their own liability.*

### Medical/Health Insurance Provided By Participant

Western Washington University and Campus Recreation Services does not provide medical and health insurance to the participant of an Intramural Sports Program, so it is the participant's responsibility to obtain medical and health insurance as a dependent under their parent's insurance or by the participant's own insurance. As an option, Student Health Services offers a Student emergency Health Plan underwritten by Northwest Washington Medical Bureau that covers accidental injury while participating in an Intramural Sports Program. WWU's Athletic Program Insurance specifically excludes sports-related injuries resulting from both Sport Club and Intramural Sport Program activities.

### Life Insurance Provided By Participant

Western Washington University and Campus Recreation Services does not provide life insurance

coverage to the participant of a Sport Club or Intramural Sports Program. Again, the participant must determine if life insurance is necessary and obtain the appropriate amount.

#### **Participant Responsible for Their Own Liability**

Participants in the Intramural Sports Program are responsible for the liability resulting from their own acts. However, there may be ways to obtain insurance protection. For example, some sport associations provide liability insurance protection for the negligent acts of their members, and a homeowner's or renter's insurance policy may provide some protection as well. Western Washington University strongly recommends to the participant to obtain some form of liability insurance protection.

#### **XIV. ACKNOWLEDGEMENT OF RISK AND HOLD HARMLESS**

*Participants must read and accept the Acknowledgment of Risk and Hold Harmless form and agree to the following:*

The participant hereby acknowledges that he or she has voluntarily chosen to participate in the Intramural Sports Program (hereinafter called "program") through Western Washington University's Office of Campus Recreation.

The participant understands the risks involved in the program, and he or she recognizes that the program and its activities involve risk of injury and agrees to accept any and all risks associated with it, including but not limited to property damage or loss, minor bodily injury, severe bodily injury, and death. Furthermore, the participant recognizes that participation in the program involves activities and risks incidental thereto, including but not limited to, travel to and from competitions, practices, classes and other related activities, limited availability of medical assistance and the possible reckless conduct of other participants. The participant is voluntarily participating in the program with the knowledge of the risks involved and hereby agrees to accept any and all inherent risks of property damage, bodily injury, or death.

In consideration of his or her participation in the program and to the fullest extent permitted by law, the participant agrees to indemnify, defend and hold harmless Western Washington University, its elected and appointed officials, employees, agents, volunteers and assigns from and against all claims arising out of or resulting from participation in the program. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. In addition, the participant hereby voluntarily will hold harmless Western Washington University, its elected and appointed officials, employees, agents, volunteers and assigns from any and all claims, both present and future, that may be made by the participant, participant's family, estate, heirs or assigns.

The participant hereby expressly agrees to indemnify, defend, and hold harmless Western Washington University, its elected and appointed officials, employees, agents, volunteers and assigns for any claim arising out of or incident to participation in the program to the extent the claim is caused in whole or in part by the participant's negligent acts or omissions.

**The Acknowledgement of Risk and Hold Harmless form can be found at each student's MyWestern page or from the link on our homepage ([www.wwu.edu/campusrec](http://www.wwu.edu/campusrec)), and must be accepted before they are eligible to participate in any Intramural event.**

## XV. MISCELLANEOUS INFORMATION

### A. Sports Equipment:

Sports equipment necessary for scheduled intramural activities will be provided (balls, bats, etc.). Most items are available for individual check out at the Equipment Check-out Counter located in the Wade King Student Recreation Center. Checkout is possible with appropriate identification (student ID).

### B. Attire:

Each participant must wear athletic-type shoes. For indoor activities, only non-marking court shoes are permitted. For outdoor activities, only rubber-soled cleats may be worn. Metal cleats are not permitted. Team shirts of similar color and style are recommended for flag football, soccer, volleyball, basketball, softball, and floor hockey.

### C. Rain-out Information:

Information concerning canceled games due to inclement weather or field conditions may be obtained by calling 650-3766 no more than TWO HOURS PRIOR to the start of the scheduled activity. Team captains are required to contact Campus Recreation Services for rain out information, cancellations, and rescheduled events. Text message sign up will be available at the beginning of each season and you can receive information via text message regarding cancellations or changes as a courtesy. Our facebook page will also have up to date information and can be found at "Western Washington University Intramural Program."

### D. Play-Offs:

All teams that have not received two unsportsmanlike conduct ratings, and who have not forfeited two or more games will advance to the play-offs. Teams advancing to play-off competition will be scheduled to play based on the availability of times, fields/courts, and number of qualifying teams. All playoff teams **must** be prepared to play at any scheduled time and place during the playoff tournament. Teams generally must play two, three, or four times a week. Specific day and time requests cannot always be granted. Playoff brackets will be available on our website ([www.wwu.edu/campusrec](http://www.wwu.edu/campusrec)) following the end of the regular season.

## XVI. STUDENT EMPLOYMENT OPPROTUNITIES

The program could not be conducted on a successful level without the services of our many student officials, supervisors, and practicum students. Previous experience as an official is desirable, but not required. Training clinics are offered at the beginning of each sport to teach the skills required. None of these jobs will prevent participation on a team. Whether working for pay or completing requirements for a class, the program provides practical training and "hands-on" experience in the organization and administration of the overall program and its activities. **Western Washington University is an equal opportunity educator and employer.**

## SPORTS OFFICIALS

The Intramural Sports Official shall, to the best of his/her ability, officiate and/or keep accurate records and score of those contests sponsored by the Intramural Department, in accordance with the rules of the

sport and the regulations of the department. The official is charged with the responsibility of maintaining orderly conduct on the court or field, to which he/she is assigned, and will perform other duties as outlined below.

## **INTRAMURAL SUPERVISOR**

Administer program components relative to the safety & well-being of intramural sports participants, game preparation, official's training and supervision, and policies & procedures of the Intramural Program and Campus Recreation Department.

### **PAY RATES**

Scorekeepers/ Assistants	\$8.07
Sport Official	\$8.35
Intramural Supervisor	\$8.65

## **XVII. CONCLUSION**

The mission of Campus Recreation Services is to create an environment that supports the classroom experience, which is conducive to productive growth and development of its participants. The structure and scope of activities are designed to bring together the diverse university community in a spirit of fair play and sportsmanship. Our service pledge is to value all individuals and treat them with integrity, dignity, and worth.

Our goal is your enjoyment, and helping to make your time here at Western special. If you ever have any questions or concerns about the program, please let us know. Without you there would be no program at all. It is your program, and we want it to live up to the level of quality you deserve.

Play hard, play fair, and have fun.