



Intramural Handbook

2016 - 2017

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NWC RecSports

Our Mission

The mission of NWC RecSports is to offer comprehensive, quality programs and opportunities that will cultivate healthy lifestyles founded on the principles of integrity, sportsmanship, and Christian values.

Our Common Purpose

NWC RecSports exists to provide an opportunity for the members of the Northwestern College community to participate in a variety of recreational sports and fitness activities. The program operates within the context of the overall purpose and mission of Northwestern College.

Objectives

- Provide students the opportunity to participate in sport and physical activities without regard for high performance skill or ability.
- Nurture healthy competition, good judgment, fair play, teamwork, and leadership skills.
- Provide a framework for the development of positive, life-long attitudes towards personal health and fitness.
- Establish a student-centered program that provides engaging opportunities to all students.
- Institute an environment in which participants enjoy the feeling of accomplishment and success.
- Constructively use competition as a means of stimulating participation and developing character.
- Provide opportunities for social interaction and the development of community.

Intramural Staff

Students are hired as both Intramural Coordinators and Intramural Officials. This student staff along with the Intramural Director comprises the intramural staff. Intramural Coordinators will be in charge of organizing and managing the contests. The Officials and Coordinators on duty are the final authority during an intramural activity. Officials are the first source of ruling and information. The Intramural Coordinator and/or the Intramural Director may only be consulted when interpretations or applications of the rules are in question. They will not overrule any judgment calls.

Officials

The intramural office greatly appreciates those who are willing to help with the task of officiating intramural contests. Officials are paid \$8.00 per game. Training and equipment for officials is provided by the Intramural Office. If you are interested in officiating please contact the Intramural Director.

Captains may be asked to secure their own officials for their games.

The Intramural Coordinator on duty is the final authority. Your cooperation in being responsive to the Intramural Coordinator and officials is appreciated and mandated in the NWC Student Handbook.

Contact Us

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RSC Control Desk – (712) 707-7230

Facilities

DeWitt Physical Fitness Center

Many intramural activities are played in the DeWitt Physical Fitness Center (located inside the Rowenhorst Student Center). The fitness center houses a workout area equipped with the latest Matrix strength training and cardio equipment, free weights and fitness gear. The fitness center won a 2014 design award from the American School & University Educational Interiors Showcase.

Also located in the DeWitt Fitness Center is a multipurpose space made up of four basketball courts with the capabilities to hold volleyball, tennis, badminton and pickle ball. Surrounding the four-court area is a one-tenth mile, four lane indoor track. In addition to the four-court gym, the space is also home to three racquetball courts.

Outdoor Play Areas

Outdoor intramural events are held either on campus or in nearby city parks. Flag Football and Slow Pitch Softball are played at Veteran's Memorial Park, located just a few blocks off campus, across the street from Unity Christian High School. Sand Volleyball, Spikeball, and Yard Games are played on the campus green.

Activities

The intramural program offers a wide variety of activities during the academic year in an effort to provide opportunities for the entire student population to participate, regardless of athletic ability or preference.

The intramural calendar of activities is divided into four seasons roughly following the mid-term format of the academic calendar. Most activities last from four to seven weeks. There will be four sign-up weeks during the academic year for the various activities.

Interested in a recreation activity not currently offered? LET US KNOW! The Intramural Program is always looking to create new and exciting opportunities for the Northwestern community.

Play & Tournament Structures

- **Team Sports:** Flag Football, Sand Volleyball, 3 on 3 Basketball, Indoor Volleyball, Kickball, 5 on 5 Basketball, Wallyball, Yard Games, Indoor Soccer, & Slow Pitch Softball
- **Individual & Dual Leagues:** Badminton, Tennis, Foosball, Racquetball, Pool, Ping Pong, Chess, Rook, Running/Walking, & Spikeball

League Play:

- The play structure for team sports will vary according to the sport and to the number of teams signed up to play that particular sport. Given a sufficient number of teams, sports will be divided into "A" and "B" divisions. "A" Division will be the more competitive division, and "B" will be the more recreational division.
- Team sport leagues will be played in a round robin format, advancing to a single elimination tournament.
- Men's, Women's, Co-Rec and Open leagues are offered. Specific leagues offered vary with each individual sport.

Game Days and Times

The majority of the intramural activities are played between Monday and Thursday. In accordance with NWC policy, there will be no scheduled intramural activities on Sunday. The timing of a particular activity primarily falls into three categories:

Outdoor Activities - Team sports, such as flag-football and softball, are usually scheduled in the late afternoon (4:00 to 9:00pm) Monday through Thursday.

Indoor Activities - Team sports played in the RSC, such as volleyball and basketball, are usually scheduled in the evenings (7:00 to 10:00pm) Monday through Thursday.

Postponements - (Weather)

Should the need arise to postpone an activity; participants will be notified through the IMLeagues.com message center. Captains will need to distribute the news to their team members.

For outdoor activities, games will be postponed at the latest possible hour. The latest information about the weather and the schedule of play for the day will be available at IMLeagues.com.

Guidelines for Team Captains

Team captains serve as the liaison between the intramural office and their team. This includes both administrative duties and taking responsibility for on-field behavior of their team members.

Administrative Duties:

- Register your team online at IMLeagues.com.
- Check schedules regularly for updates/changes in games times and inform players of the date, time, and location of all contests. All schedules are posted at IMLeagues.com.
- Check the playoff schedule after your last regular season game at IMLeagues.com.
- Be responsible for thoroughly understanding the rules of the sport in which you are participating.
- Inform your team members of the sport rules and the Intramural Rules and Policies.
- Ensure everyone on your team roster is eligible. (See Eligibility Guidelines.)
- Ensure team members are at the game 15 minutes PRIOR to the scheduled game time.
- Ensure all players have checked-in with the Intramural Coordinator on duty by providing their NWC student ID card before the start of the game. Players may not be allowed to participate without presenting their ID card.
- Captains may add players to their roster anytime during the regular season. Added players must register on IMLeagues.com before the scheduled contest. In order to participate in playoffs, team members must have played in at least one regular season match.

Sportsmanship Duties:

- Educate your team members regarding the consequences of poor sportsmanship for both the individual and the team. Teams must have a sportsmanship rating of B or higher to be eligible for playoffs.
- Be responsible for the conduct and behavior of all your players and spectators.
- Ensure that all of your team members understand and abide by the Intramural Rules and Policies outlined in this handbook. These rules and policies can also be accessed online via the NWC RecSports link on nwcraiders.com.

- Read, understand and inform your team members of the Intramural Code of Conduct.
- Serve as the team's representative for all intramural contests. The team captain is the only one who may discuss rule interpretation questions with the officials.

Registration Information

The NWC Intramural Program is divided into four sessions closely following the academic calendar. You may register via www.IMLeagues.com/nwciowa/registration. The sign-up weeks are approximately:

- First Intramural Sign-Up Week - Start of classes through the first full week of the Fall Semester
- Second Intramural Sign-Up Week – Week prior to the Fall Mid-term Break
- Third Intramural Sign-Up Week - First week of the Spring Semester
- Fourth Intramural Sign-Up Week – First full week after the Spring Break

Registration Procedure:

Check IMLeagues.com, NWC RecSports Facebook page, or contact the Intramural Director for announcements of registration weeks.

- First, you will need to create your IMLeagues Account:
 1. Visit IMLeagues.com/nwciowa and register using your Northwestern email address.
 2. You will be sent an activation email, click the link in the email to login and activate your IMLeagues account.

Note: IMLeagues offers a live support button in the top right corner of all pages; please use this button if you encounter any difficulties. LATE ENTRIES MAY NOT BE ACCEPTED.

To Create a Team (for Team Captains):

1. Log in to your IMLeagues account.
2. Click the Create Team button at the top right of your User Homepage page.
3. Choose the sport.
4. Choose your league.
5. Add your team and then click the Invite Members link to ask players to join your team. They will have to accept your invitation to join the team's roster. Note: If a student requests to join a team, the captain of that team will need to confirm their request on IMLeagues.com so that the player may be added to the team roster.

INTRAMURAL RULES AND POLICIES

Eligibility Guidelines

In order to participate in intramural activities a player must meet certain eligibility rules. The rules for eligibility are as follows:

- All full-time and part-time students or faculty/staff and their spouses are eligible to participate in intramurals.
- Any student suspended according to the college disciplinary process is not eligible to participate during the suspension.
- Members of NWC intercollegiate sports teams (varsity, junior varsity, red-shirts) are not eligible to play in their respective sport in the intramural program.
 - Tennis Team - No IM Tennis
 - Football - No Flag-Football
 - Volleyball - No IM Volleyball, Sand Volleyball or Wallyball
 - Basketball - No IM Basketball, 3v3 Basketball, or Basketball Skills Challenge
 - Softball/Baseball - No IM Softball
 - Soccer – No IM Indoor Soccer
- Team captains are responsible for the eligibility of their team members.
- No player may participate on two teams within a given division (men's, women's, co-rec) of an activity. A player may participate on a co-rec team and a team in the men's or women's division.
- Any player who violates the eligibility rules will be ineligible for any further competition during the season in the activity. Any team with an ineligible player shall forfeit all contests in which the ineligible player participated and the team may be dropped from further play in that particular tournament.
- When adding players to a roster, captains must make the additions by 12pm on the day of play. This allows for enough time to ensure the additions will be recorded on the score sheet. No players may be added during the playoffs.
- When a violation of eligibility takes place, the Intramural Coordinator in charge of the activity will enforce the policy. Questions concerning eligibility should be directed to the Intramural Director.

Forfeits

GAME TIME IS FORFEIT TIME!

Individuals or teams should arrive at the designated site 15 minutes prior to the scheduled time of the contest. The decision to declare a contest forfeited will be made by the intramural staff on duty. A game is not officially forfeited until the intramural staff on duty declares a forfeit. Any game whose outcome is declared a forfeit will result in a loss being credited to the forfeiting team. A forfeit will be declared under the following conditions:

- Misconduct as outlined in the Violations of Intramural Sportsmanship Policy.
- A team cannot field the required number of eligible players by the designated game time. This number varies from sport to sport, so be sure to check the rules prior to the beginning of each sport.

- To obtain a victory by forfeit, the required number of participants must be present and ready to play. If neither team has the required number of participants present at game time, both teams will be required to forfeit at game time.
- Forfeited contests will not be rescheduled.
- If an individual or team forfeits twice in a season they may be dropped from the contest and the other participants will be notified of the "bye".

Team Requirements

Below is a list of teams sports offered and the minimum and maximum players a team needs to compete in each sport. Please note the specific requirements for co-rec activities.

Sport	Minimum to Start Game	Maximum on Field/Court	Team Max
Men's Flag Football	5	7	12
Co-Rec Flag Football	6*	8*	12
Women's Sand Volleyball	3	4	8
Co-Rec Sand Volleyball	3**	4**	8
3 on 3 Basketball	3	3	6
Men's/Women's Indoor Volleyball	4	6	10
Co-Rec Indoor Volleyball	4***	6***	10
Co-Rec Kickball	6	8	12
5 on 5 Basketball	4	5	10
Wallyball	3	4	8
Slow Pitch Softball	8****	10****	18

*Co-Rec Flag Football must have 3 male and 3 female players to start a game. The maximum on the field is 4 male and 4 female players. At no point can a team field more male players than female players. A team may play with a minimum of 3 male players. (3 males and 5 females is a legal field.)

**Co-Rec Sand Volleyball must have 1 male and 2 female players to start a game. The maximum on the court is 2 male and 2 female players. At no point can a team play more male players than female players.

***Co-Rec Indoor Volleyball must have 2 male and 2 female players to start a game. The maximum on the court is 3 male and 3 female players. At no point can a team field more male players than female players.

****Slow Pitch Softball must have 4 female and 4 male players to start a game. The maximum on the field is 5 male and 5 female players. At no point can a team field more male players than female players. A team may play with a minimum of 4 male players. (4 males and 6 females is a legal field.)

Equipment and Jewelry Policy

Jewelry Policy

For the safety of all participants, jewelry is not allowed to be worn by participants during intramural sports. This includes, but is not limited to, rings, watches, necklaces, earrings, bracelets, or any unconcealed body piercing. Medical bracelets are permissible but must be secured to the body. No exceptions will be made for jewelry which is made to be permanent or that is unable to be removed. Taping over, or using a Band-Aid to cover restricted jewelry is not permitted as it may not secure the jewelry in question (examples include but are not limited to: lip rings, eyebrow rings, nose rings, etc.).

The officials or Intramural Coordinators on duty have the authority to prohibit any participant from wearing any equipment, jewelry, or apparel which is deemed potentially dangerous or disadvantageous to any participants.

Shoe Policy

All participants must wear proper shoes. Street shoes and open toe sandals are not allowed. The sole should be smooth or molded non-marking, and non-abrasive. Cleats may be worn in flag football and softball, however no metal, or shoes similar to metal sole and heel plates will be allowed. The supervisor has the authority to disallow any type of dangerous footwear.

Equipment

All equipment decisions made by the officials or Intramural Coordinator on duty shall be final.

Unsportsmanlike Conduct Defined

Unsportsmanlike Conduct is defined as a player or spectator who at any time while at a NWC intramural event conducts him or herself in an abusive, offensive, or illegal manner.

This includes but is not limited to:

- Fighting, verbal abuse or dissent toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, intoxication, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, unauthorized leaving of a team bench area, striking or physically abusing an official, opposing player, intentionally inciting participants or spectators to violent or abusive action, using profane or unduly provocative language or action toward officials, opponents, or spectators, being openly critical of any game official, Northwestern College personnel, and any acts of dishonesty.

Intramural Code of Conduct

The NWC Intramural Program takes sportsmanship very seriously and offenders will be dealt with accordingly. Sportsmanship policies will be strictly enforced to ensure the safety and

enjoyment of ALL participants and intramural staff. Actions that are dangerous and/or conduct that is detrimental to the Intramural Program or harmful to others will not be tolerated and are grounds for suspension from further participation in all intramural sports activities.

Individual Warning: A warning may be given to an individual participant who exhibits unsportsmanlike conduct. This includes anytime the individual is on or near the fields or courts before or after a game, prior to exiting the premises. An individual participant warning will not affect a team's sportsmanship rating, however, the participant may be given an individual suspension appropriate with the conduct violation.

Suspension: A suspension may be issued at the discretion of the Intramural Staff on duty. A suspension may be issued with or without an individual warning occurring. A suspension consists of the temporary removal of an individual or team from competing in NWC Intramurals. During a suspension, individuals are not allowed to compete, but may watch.

Ejection Procedure

1. Participants who exhibit unsportsmanlike conduct during a contest will be subject to ejection from that contest.
2. The ejected participant will be asked by an intramural staff person to sign an ejection form. If the participant refuses to sign the ejection form, the player or the player's team will forfeit the game.
3. If the participant is asked to leave the premises and refuses, his or her team will forfeit the game and an Intramural Staff member will call the Northwestern College Campus Security, who will remove the participant from the premises.
4. The ejected participant must set up a meeting with the Intramural Director in order to discuss the ejection. The ejected participant must email and meet with the Intramural Director before he/she is allowed to play.
5. The procedure for reinstatement is as follows:
 - a. Players ejected due to unsportsmanlike conduct will automatically receive a one-game suspension from the sport in which they were participating. The suspension is for the next scheduled game (including playoffs). Should the ejection take place on the last scheduled game for that sport, the participant ejected will miss the first scheduled game for the next intramural event in which he or she wishes to participate.
 - b. The Intramural Director will decide whether any further punishment is warranted. The participant will be notified in writing of the director's decision within 24 hours of the end of the meeting.
6. Any participant with two (2) ejections in a semester will be suspended from intramural competition.
7. Individuals and/or teams that commit violations involving more serious offenses while attending or participating in an intramural contest or event will be referred to the Athletic Department office.
8. A participant who wishes to appeal the decision of the Intramural Director must submit the appeal in writing to the Athletics Director. All decisions made by the Athletics Director are final.

NOTE: If an official, Intramural Coordinator, or any other intramural staff member hears a participant or spectator using profane language, that participant or spectator will be ejected from that game. THERE WILL BE NO EXCEPTIONS TO THIS RULE!

Violations of Intramural Sportsmanship Policy

The following are possible consequences of unsportsmanlike conduct of intramural teams and participants:

- Forfeit due to misconduct - If a team, player, or a combination of the two receives three unsportsmanlike penalties (technical fouls, etc.) in one game the team will forfeit that game.
- Intramural probation - Intramural probation places a team on a probationary status which would cause a suspension from intramural participation for any further unsportsmanlike conduct. The term of probation may be set for a particular sport, for a semester, or for a year.
- Intramural suspension - Suspension from intramural sports prohibits the suspended team and its individuals listed on the team roster from participating in any sports during the period of intramural suspension. A period of intramural suspension is automatically followed by a period of intramural probation of no less than one semester.
- Playoff Ineligibility – All teams must have a sportsmanship average rating, given by the IM Coordinator, scorekeeper, officials, and/or IM Director, of B or higher to be eligible for playoffs.

Information & Promotion

There are three primary methods used to distribute information about intramurals and upcoming events to the campus community:

IMLeagues.com Message Center/Campus E-mail - Schedules, deadline reminders, play-off information, etc. will be sent via these online communications. It will be the responsibility of the captains to ensure their team members are informed of games and changes.

Questions - please contact the Intramural Director with any questions!

Liability and Insurance

Individuals should be duly aware of the risks and hazards inherent in recreation and physical activity. Individuals voluntarily participate in the intramural program at Northwestern College and assume all risks of loss, damage or injury that may be sustained while participating in the program or within the facilities used for the program. Individuals are advised to consult with their physician any time they change or add to their physical activity level. Individuals should review their own insurance to determine the scope of their coverage or protection in case of injury while participating in intramurals.

All injuries (with the exception of minimal injuries requiring only a band-aid) and requests for ice require an Incident Report to be completed. We take all injuries very seriously and will do our best to respond quickly. Intramural Staff are not allowed to treat players in any way. When necessary, EMS will be contacted to treat injured players. Any participant suspected by an intramural staff member of sustaining a concussion or head injury during an intramural event will be immediately removed from the competition. A participant removed from play may not return until the Intramural Director receives written clearance from the player's health care provider.

Northwestern College provides an accidental injury policy for all students participating in intramurals. This is a limited policy. It is a secondary policy on a supplemental basis. This means that the medical bills will be submitted first to your primary coverage provider, and the NWC policy will pay approved deductibles, copay amounts or possibly other items not covered by your policy. You will need to file claims with your own insurance provider before the claim can be filed on the college policy.

If you have no such coverage, the NWC policy becomes your primary coverage, but it does have limitations. Northwestern College recommends that each student obtain his/her own primary medical coverage. More information about the college policy, benefits and limitations, can be obtained from the Office of the Vice President for Finance.