



Drexel Athletics
Intramural Program Manual
Collaboration ~ Respect ~ Accountability ~ Wellness ~ Leadership
I AM A DRAGON

Introduction:

The Recreational Athletics Office, as part of the Department of Athletics, coordinates the Drexel University Intramural Sports Program. The Intramural Sports Program is designed to offer various leagues, tournaments, one-day events and special events throughout the year to serve a large and diverse student body and staff. To meet the mission of the Recreational Athletics Office, we have set policies and procedures to be followed to ensure fair play, sportsmanship and good will among all participants and staff. The purpose of this manual is to present these policies which guide the intramural experience.

We aim to provide student developmental opportunities through participation – both as a player and as an employee – within the Drexel Intramural Sports Program. We strive to make the Intramural Sports Program a positive addition to the Drexel experience.

We offer this manual to any team captains or program staff interested in obtaining an overall guide to our program. Please do not hesitate to contact our office with any questions.

We hope to see you on the field!

Sincerely,

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INTRAMURAL SPORT OFFERINGS:

It is the mission of the Recreational Athletics Office to provide the Drexel University community with the opportunity to participate in intramural programs that promote an active and healthy lifestyle, friendships, sportsmanship & opportunities for student and leadership development. These programs serve as a method to bring members of the Drexel community together to positively add to the Drexel experience!

Program Types:**Open Leagues & Tournaments:**

League play and tournaments for team play are offered each term and include-flag football, volleyball, indoor soccer, basketball, softball, soccer, floor hockey, 3 on 3 basketball, dodgeball, and more.

All activities feature male, female & co-rec divisions. In addition, divisions are created based on interests – such as fraternity/sorority, residence halls, or graduate/faculty divisions.

Individual or Dual Offerings:

Individual or dual offerings are scheduled each term and include – tennis, squash, table tennis, a “Turkey Trot” 5K & fun run and disc golf. In addition, IM program will offer numerous one-day offerings such as bench press competition, free throw contest, “baggo” and ladder golf, and many more!

Extramural Sports:

Drexel participates in the “*Philadelphia City 6 Extramural Classic*” which offers intramural teams the chance to compete against city rivals Temple, Penn, St. Joseph’s, LaSalle and Villanova in four city championship tournaments - Flag Football, Volleyball, Basketball & Softball. Undergraduate champions of the men’s, women’s and co-rec divisions from each school’s intramural leagues are eligible to play in these prestigious inter-league tournaments!

This affords students the chance to socialize and play with peers from neighboring institutions while competing in some of the areas best facilities- Palestra, Franklin Field, Alumni Field house, Villanova Stadium, etc.

Campus Life-Special Events:

The Intramural Program proudly works along side various Student Life Offices, as well as student organizations to provide different games, activities and challenges throughout the year to the student body. Events include dodgeball, haunted houses, “chill out”, “Rice Bowl”, and many more. In addition, the program works closely with the committees for large campus activities such as New Student Orientation, New Student Week, Welcome Back Week, Family Weekend, Homecoming, Wellness Month, etc.

CAMPUS COMMUNICATION:

BELOW IS AN OUTLINE OF METHODS UTILIZED TO PROMOTE IM SPORTS AT DREXEL, WHILE LEARNING THE INTERESTS & DESIRES OF OUR STUDENTS.

1. Information and registration is available on the Drexel University Recreational Athletics website:
<http://www.drexel.edu/recathletics>
2. League schedules are posted on www.imleagues.com/schools/drexel and upcoming event information is posted and updated on the boards outside of the Recreational Athletics Office in the Recreation Center. Informational brochure racks are located throughout the Rec Center & DAC.
3. Event flyers are distributed throughout the campus via residence halls, USGA and the Creese Student Center.
4. Intramural event info is posted on the Drexel InfoNet's each term. The InfoNet exists to display campus updates and are located in various buildings on campus.
5. Informational tables are set up around campus each term during the posted sign-up period. Tables are staffed by IM student staff and are located in Residence Halls, the Dining Hall, the Rec Center and the Creese Student Center. These tables encourage registration and allow for questions concerning upcoming intramural events.
6. The Intramural Program creates and distributes an annual brochure that presents a comprehensive schedule of the year's activities. These are placed in Daskalakis Athletic Center, Res Halls & Res Life Office, the Admissions Office, the Greek Life Office, and the Campus Activities Office.
7. The Coordinator of Intramurals attends resident assistant meetings, Fraternity/Sorority sports meetings, student government councils, and commuter student meetings to keep student apprized of events, to distribute brochures and flyers and to encourage collaboration in "getting the word out" to the campus, while receiving feedback and input.
8. A detailed list serve is maintained and includes team captains, student leaders, RA's, fraternity/sorority sport contacts and others. The list serve is utilized to provide updates and info on upcoming events throughout each term.
9. Once per term, numerous student campus leaders are invited to meet with Coordinator of Intramurals to provide input and feedback on current offerings and to communicate new interests in the form of an intramural roundtable.
10. At the conclusion of each event, evaluations are collected from either team captains or participants (depending on scope of event) to obtain feedback, ideas and to field questions or concerns.

AWARDS AND RECOGNITION:

The following methods are used to award performance, participation and efforts of students involved in the IM Sports Program.

Event Champions:

Most commonly, for any event sponsored by the IM Program, winners receive championship t-shirts & a champion certificate.

Perennial Plaques:

For the traditional leagues – flag football, basketball, volleyball, beach volleyball, soccer, softball & floor hockey, teams have name engraved on perennial plaques, which will hang in the Recreation Center. The team picture hangs on plaque for one year. In addition, we offer perennial plaques for our annual weight lifting champions.

BANNERS:

Any Drexel team that wins a Philly City 6 Championship has the team name added to perennial banners, which will hang in the Armory. The “All Campus Intramural Team” each year is recognized via a banner. Banners representing the Fraternity and Sorority “Athletic Cup” Champions respectively, hang as well.

Employee Awards:

Structured Sport Supervisors, intramural staff and the Coordinator of Intramural sports are all encouraged to nominate employees for our Dragon Award given to Recreational Athletics employees for outstanding teamwork, dedication, and leadership during each term. Dragon Award recipients are then in the running to receive the Spirit of the Dragon Award, given to one Recreational Athletics employee at the Student Life Award banquet at the end of the academic year.

Statistics/Highlights:

The Intramural Program records player statistics for the following league sports: Basketball, soccer, softball, indoor soccer, floor hockey and flag football. During each contest, a student staff member maintains stats on a score sheet. Each day, the updated statistics will be available on www.imleagues.com/schools/drexel.

All-Star Games:

All-Star games are held for flag football, basketball, & floor hockey. These events enable the male and female all-stars from participating teams in each league to compete against each other in a fun atmosphere. These events feature other contests – punt, pass & kick, 3 point & dunk contest, & hockey skills competition – to allow for others to be a part of these intramural sport celebrations!

Captain Recognition:

All captains of teams in league & tournament play will be recognized and thanked for their efforts and leadership. The IM Sports Program will also request their input & feedback.

PROGRAM POLICIES AND PROCEDURES**1.) Eligibility:**

- a. Activities are open to full time Drexel undergraduate & graduate students and Drexel faculty and staff.
- b. Participation is voluntary.
- c. Each participant must have appropriate health and accident insurance for participation in sports activities.
- d. It is each participant's responsibility to verify his or her own health insurance.
- e. Each participant must complete program assumption of risk & release form prior to competing.
- f. It is the captain's responsibility to ensure that all waivers are completed by the scheduled date of the second game – if the second game is a forfeit or is rained out, the captain must still ensure that individuals report to the Intramural Office to complete a waiver / be added on to the roster by that date.
- g. Varsity athletes may not participate in sports similar or identical to their own. For example, varsity basketball players may not play intramural basketball, varsity soccer players may not play intramural indoor or outdoor soccer etc.
- h. Varsity athletes who conclude their varsity career are not eligible to play an intramural sport similar or identical to their own for one full intramural year. Essentially, the individual will not be able to participate the full intramural season after eligibility is exhausted. For example, a basketball player who concludes play and eligibility in March 2008 may not play intramural basketball until the start of the 2009 Intramural basketball season – skipping the 2008 IM season.
- i. A red-shirt or an ineligible player is considered a varsity athlete until they are no longer considered a team member.
- j. Any athlete that who is a member of their respective team's roster for 20% of the varsity schedule is considered a varsity athlete for the remainder of the academic year. Therefore, even if a player leaves or is removed from a varsity team after this time, the player is subject to intramural varsity eligibility rules. This applies to walk-ons / red-shirts/ineligible players.
- k. Ex-varsity athletes are restricted to two persons per roster for any intramural activities similar or identical to their own.
- l. Club Sport athletes are restricted to two persons per roster for any intramural activities similar or identical to their own.
- m. A person's name & Drexel ID number must appear on the electronic roster to participate with that team.
- n. A person may only play for one team in each league.
 - a. A person may play for one coed team within league play, in addition to one male or female team.
- o. EACH PARTICIPANT MUST PRESENT VALID DREXEL IDENTIFICATION AT THE START OF EACH GAME TO BE ELIGIBLE FOR THE CONTEST.

- p. Teams may make changes on the roster up until the start time of their first playoff game.
- q. While the Intramural Sports Program does not assume responsibility for verifying eligibility, any cases of eligibility called to its attention will be dealt with according to the rules. (If you have a question concerning one of your player's eligibility, please consult with the Intramural Coordinator).
- r. All eligibility rules, decisions or changes are subject to the discretion of the Coordinator of Intramurals for the best interest of the program.
- s. A team will forfeit any games in which an ineligible player participates.

II.) Registration-League & Tournament Play:

- a. All sign-ups for league play can be found on www.imleagues.com/schools/drexel/registration
- b. An individual only needs to sign up for the site once.
- c. The team captain will create his/her team in the sport they wish to play.
- d. Captain's can invite players to their teams if they know their e-mails, or they can accept players who request to join their team.
- e. All teams must be signed up by the league sign-up deadline, which is the Tuesday of Week 2 of each term.
- f. Teams that submit a roster after sign-up deadline will be placed on a waiting list and are ineligible unless another team is dropped from schedule.
- g. All those on a roster must complete a release form before play.
- h. No changes to roster are permitted after the start of the 1st playoff game. Any additions to the roster must be made by midnight on the night prior to the first playoff game.
- i. Individuals without a team may be placed on a team by submitting his or her name to the Intramural Sports Program via the online sign up process. These individuals can be picked up by team captains if needed. The Intramural Sports Office does not guarantee placement on a team for free agents.
- j. All information for league play can be found on www.imleagues.com/schools/drexel - but most current information will also be e-mailed out to team captains.

III.) League Rosters:

- a. Teams are permitted 15 players to a roster. Exceptions to this rule must be set up by Coordinator.
- b. Goal is to create 4 team divisions to allow for playing season and all teams competing in the playoffs within a particular term. W/ good sportsmanship, teams are guaranteed 2 games and a playoff game.
- c. All other scheduling decisions will be made by IM Sports Program to ensure efficiency of the league & tournament while attempting to accommodate student's availability.
- d. Schedules are posted at www.imleagues.com/schools/drexel.

IV.) League & Tournament Format/Determining Champions:

- a. Once in an assigned division for league play, teams play once a week on a specific day.
- b. Teams are guaranteed 2 games prior to the playoffs.
- c. Divisional playoffs will be set based on length of league & facility availability.

- d. A team must win their division to compete against other division winners in an overall playoff system to be crowned champions for that sport.
- e. Divisional Ties are broken (for seeding purposes in div. playoffs) as follows:
 - 1. Head- to- Head result.
 - 2. Average Points allowed per game.
 - 3. Average Points scored per game.
 - 4. Games lost/won (i.e. – volleyball)
 - 5. Decision of IM Coordinator- will consider sportsmanship & student leadership.
- f. For overall playoff tournament-amongst divisional champs (i.e. – Sunday Champs vs. Monday Champs) IM student staff determines divisional winners- seeding. Seeding is based on divisional strengths and sportsmanship. Random scheduling by computer used when strengths/sportsmanship differences are not evident.
- g. For tournaments, one-day events or special events, champions/winners determined based on format- single or double elimination, round robin, etc.

V.) Captain's Meetings:

- a. Each team must designate a captain. The captain will serve as the point of contact for the IM Sports Program. The captain is also held responsible for the team at all times and held to a list of responsibilities, which they receive at the captain's meetings.
- b. Prior to league play, the IM Sports Program will coordinate a captain's meeting. The Program mandates that each team have their captain in attendance.
- c. If captain cannot attend, another team representative may attend the mandatory captain's meeting. However, the designated captain-on team roster- will still be responsible for serving as point of contact and is responsible for disseminating information, schedules, rules, etc to his/her teammates.
- d. The captain's meetings are imperative to the program because they are the main vehicle for informing teams about the policies/procedures/playing rules of each league or tournament.
- e. Purpose of meeting is to distribute schedules, playing rules and discuss all procedures related to the play.
- f. "Points of emphasis" of a particular event will be reviewed -i.e.-screen blocking in flag football.
- g. Meetings include power point slides to highlight points of emphasis.
- h. Sportsmanship Policy will be explained at the captain's meeting.
- i. Game day sign-in will be addressed at captains meeting.
- j. Equipment will be reviewed at captain's meeting.
- k. Game staff and officials will be reviewed at captain's meeting.
- l. Protest procedure will be reviewed at captain's meeting.
- m. Captain's are expected to sign a Captain's Agreement Form, stating that they are aware that they should be communicating all information to teammates, responsible for their sportsmanship, & will ensure teammates complete all forms & waivers.
- n. Any team not represented at the captain's will be removed from schedule and next team on waiting list will be installed.
- o. Teams on waiting list must also have captain in attendance at captain's meeting.

- p. Individuals in need of a team must attend captain's meeting to be placed on a team or formulate a team from individual sign-ups.
- q. These meetings are also an opportunity for the captains to ask the staff any questions that they might have regarding schedule, rules and/or program policies. Schedule conflicts must be addressed at this time.

VI.) Captain's primary responsibilities are as follows:

- a. Serve as point of contact for Intramural Sports Program and communicate information to teammates.
- b. In addition, communicate any questions/concerns to the IM Sports Program on behalf of team.
- c. The captain will be given a game schedule, rules and will be informed of all program policies at the captain's meeting. The captain is responsible to inform his/her teammates of this information and all other related information provided by the Intramural Sports Program.
- d. Captain must know and understand playing rules and league policies -specifically sportsmanship, ID policy, etc- and disseminate information to teammates.
- e. The captain should inform the team to arrive 10 minutes prior to game time, so that ID's can be verified with the scorekeeper/supervisor. Teams must be ready to start play at game time
- f. The captain is responsible for his/her team at all times during play
- g. The captain is only team member that will be recognized by the sport supervisor when during a game there are questions, concerns or problems with the game officials or sport supervisors.
- h. All problems/concerns on site will be coordinated via sport supervisor, game officials and team captains.
- i. At the conclusion of a league/tournament, team captains will be asked to provide an evaluation of their team's experience in the event. This is an opportunity for the team and captain to provide feedback, ideas and input for the IM Sports Program.
- j. Captains will also be able to provide input on award recipients each term.
- k. ***Benefits of being a team captain are as follows: leadership, knowledge, responsibility, communication, handling winning and losing, emotional control, ability to provide input and assessment.***

VII.) Equipment, Team Names & Uniforms:

- a. Jewelry is not permitted on a person during competitive play.
- b. Metal cleats are not permitted during any outdoor competition.
- c. Only non-marking, athletic sneakers may be worn during indoor competition.
- d. The Intramural Sports Program will provide all necessary game equipment.
- e. No team names permitted which use the name, nickname or acronym or the like of a business or service.
- f. No logos, phone numbers, address or contact info of a business or service permitted on team uniforms
- g. No tape allowed on shirts to cover up any of the above.

- h. Numbered shirts/pinnies are required for certain sports and will be provided by the IM Sports Program.
- i. No team names or acronyms that are negative in nature, profane or offensive to any individual or group is permitted.
- j. Recreational Sports Office reserves right to make final approval of any team name or uniform.

VIII.) Insurance, "Blood Rule":

Important Message About Participant Safety

Since participation in programs offered by the Recreational Athletics Office is on a voluntary basis, neither Drexel University nor the Department of Athletics will accept responsibility for injuries sustained while participating in Intramurals, Sports Clubs, Health/Fitness/Wellness, Special Events/Programs, or Informal Recreation activities. **Medical cost are constantly rising and the expense of an unforeseen accident can seriously delay or even destroy a student's academic career.** *The administration of the Recreational Athletics Office hopes that all participants are protected against such a misfortune, and strongly suggests that students not currently covered by a health and accident insurance policy obtain that coverage as soon as possible.*

- a. Intramural sports participation is voluntary.
- b. All participants must have appropriate health and accident insurance coverage for participation.
- c. Each individual is responsible for verifying his or her own insurance coverage.
- d. All individuals who wish to participate in Intramural Sports activities must sign program assumption of risk & release form prior to participation.
- e. Any participant who is bleeding or has blood in their clothing must be removed from play. The injury must be treated and properly cleaned before the participant continues play.
- f. Student first aid attendant or sport supervisor will refer to a Blood Disposal checklist following any incident where blood is present.

IX.) Student Officials & Game Staff:

- a. Student Officials will be hired, trained, scheduled & evaluated by the Intramural Sports Program for all events and activities.
- b. IM Program will provide training clinics, in-services and weekly evaluations for student officials.
- c. IM Program will also provide a site supervisor (also called sport supervisors) who will serve as coordinator of event, assignor of staff and will ensure all games are played as scheduled, that all policies are adhered to and resolve any problems/concerns. Supervisor responsible for communicating with staff and captains on-site.
- d. Student Game Staff will be hired, trained, scheduled & evaluated by the Intramural Sports Program for all events and activities. Game staff includes scorekeepers, statisticians, first aid staff and any other necessary support staff for each event.

X.) Schedule Changes, Forfeit Policy, Inclement Weather, Disqualification:**a. Schedule Change:**

1. Potential schedule conflicts should be addressed in captain's meeting so schedule can be addressed with all teams present. All schedule change requests must be received no later than next business day after captain's meeting to avoid forfeit policy.
2. If a schedule conflict arises during the season, team **captain** must notify the IM Coordinator one (1) business day prior to the game to avoid an automatic forfeit. If IM Coordinator approves request, an attempt will be made to re-schedule the game only if approved by opposing team and based on facility/program staff availability. If game cannot be played for either of those reasons, game will be forfeited.

b. Forfeit Policy:

1. It is encouraged that teams avoid forfeits. Teams can sign up online for a specific day they would like to play on to try to avoid forfeits.
2. Teams are allowed to play 1 man down in order to avoid a forfeit. In co-rec divisions, the number of guys may not outnumber the number of females when playing a man down.
3. If a team forfeits a game, the team is ineligible for the playoffs.
4. Forfeits will count as a loss for the forfeiting team and a win for the team who had enough eligible players by the start of that game.
5. Teams are permitted a five-minute grace period from scheduled start time to ensure necessary amount of players on-site and each person properly signed in at scorer's table. Teams are required to be ready for play within five minutes of scheduled start time or, in case of schedule overlap, immediately when facility becomes available.
6. If teams are not ready after five minutes of scheduled game time or upon facility availability game is a forfeit. Teams are encouraged to arrive early to avoid forfeits.
7. "Necessary" amount of players for a sport must be on site to start play. See individual rule sheets for each sport.

c. Inclement Weather

- a. Inclement weather decisions will be made by the IM Sports Program. If a team captain does not receive a phone call, stating that the game is postponed due to weather, the game is assumed still on.
- b. When feasible, captains will be called regarding a weather related change, and/or information will be post on website.
- c. Intramural Sports follows the 30/30 rule when faced w/ hazardous weather conditions.

d. Disqualification

- a. A team may be disqualified (DQ) from a game or from the remaining schedule for any program policy violation or any detrimental behavior. A DQ may prevent

a team from continuing play or from participating in playoffs, depending on nature of violation.

- b. On site decisions made by sport supervisor, in consultation with game officials and staff and team captains. See “Sportsmanship” section for more information.

X.) ID Policy:

- a. Prior to start of each game, players must sign in at scorer’s table. Players must present valid Drexel ID and name must appear on team roster.
- b. The team can field **only** the players that present valid Drexel ID.
- c. If the team does not have enough players per this procedure team will forfeit game.

XI.) Protest Procedure, Appeal Committee:

a. Protests:

- a. A team captain may submit a Protest Form to dispute a rule interpretation or the proper enforcement of a program policy or procedure during an intramural contest.
- b. Protest Form can be obtained from site supervisor or from the IM Coordinator.
- c. Protests involving judgment of the officials will not be accepted.
- d. Protest must be submitted next business day following contest in question.
- e. The Coordinator of Intramurals, in consultation with game staff and captains involved, will make attempts to resolve all protests within reason.
- f. The goal in resolving a protest will be to ensure fairness and “spirit of the game”.

2. Appeal Committee:

- a. If a fair resolution to a protest is not agreeable, team captains involved may choose to have decision made by an Intramural Appeals Committee. Such a committee will be formulated on an “ad hoc” basis.
- b. The Appeal Committee will be comprised of five students to be chosen by IM Sports Program and agreed on by the captains involved.
- c. This committee will hear from parties involved and has the power to decide on two courses of action –uphold game decision or support the protest- to remedy situation.
- d. A majority decision- three (3) votes will be needed from the committee to either uphold the game decision or support the protest.
- e. If protest is supported, the Coordinator of Intramurals will present possible remedies to complete the game and remaining schedules in effort to keep integrity of the league while servicing all remaining teams.

XII.) Alcohol & Illegal Substance Policy:

- a. No person will be permitted to participate in an intramural contest or activity under the influence of alcohol or illegal substance.
- b. Alcohol and all illegal substances are prohibited from intramural play.
- c. Any person (s) violating this policy will be prohibited from playing and expelled from game site.
- d. Person (s) violating this policy will be subject to expulsion from remaining league play and/or all intramural events for a period of time.

- e. Teams may be penalized for behavior of individuals associated with their team- players and/or spectators.
- f. All incidents involving alcohol or illegal substances will be reported to the Department of Security and the Office of Judicial Affairs. Please consult a Student Handbook.

XI.) Sportsmanship Policy:

All individuals participating in intramural sports are subject to the Drexel University Office of Student Conduct and Community Standards handbook. Issues of harassment, violence, disorderly conduct or detrimental behavior will be reported and handled according to university protocol.

- a. **Sportsmanship is the core of the intramural sports program, as it is our goal to serve as a student development opportunity via participation in recreational sports. We aim to promote leadership development in team captains and in student staff. In addition, we aim to provide a safe, fun environment conducive for cooperative & competitive play. Such an environment allows for participants to derive physical, mental and social benefits.**
- b. **Good Sportsmanship** can be described as treating opponents and staff with respect, acknowledging a job well done, exhibiting grace under fire, sharing your success with others, keeping your accomplishments in perspective and playing as hard as you can within the rules.
- c. **Poor sportsmanship** can be described as any instance in which a person/team acts in an unruly manner. This includes hurting-physically or verbally- an opponent, game staff or official, delaying a contest in an effort to express individual frustration, berating an official and or opponent or jeopardizing the competitiveness, fairness and safety of the contest.
- d. **Rating Scale.** After each contest, the sport supervisor, in consultation with officials, game staff & captains, will provide a sportsmanship rating for each team.
The rating scale is as follows:
1= Below Standard
2= Standard
3= Above Standard
Each team must maintain a "2" average throughout the season to be eligible for the playoffs. A team must receive at least a "2" in each playoff game in order to advance.
Ratings are noted on game score sheet. Captains will be informed on-site of their rating.

Any questions/concerns must be communicated directly to the Intramural Coordinator the next business day. Any rating below a two will be addressed to the Intramural Coordinator with the respective team captain the next day in an effort to avoid future problems & to ensure the team is made aware of necessary rating to remain eligible.

- e. If warranted, an incident of poor sportsmanship may result in an official Incident Report Form to be addressed appropriately- Drexel Security or Judicial Affairs.

- f. All intramural events are subject to University policies and will be addressed accordingly. Any detrimental behavior may result in immediate expulsion/suspension of an individual and / or team from intramural play.
- g. Due to the importance of the sportsmanship rating to the success of the intramural sports program, on site staff will attempt to prevent problems or concerns from escalating by communicating (or warn when feasible) with team captains on site when behavior appears inappropriate to avert a poor rating and have a positive conclusion to a contest.
- h. Team leaders & captains should address problem teammates. If a certain individual behaves in an unruly manner, the captain should remove the individual from the roster – if person is not removed the team ultimately will be penalized.
- i. Teams will be responsible for individual behavior. Individuals who are penalized within a game (technical foul, etc) affect team rating.
- j. Teams will be responsible for **behavior of spectators/fans** in the judgment of the site supervisor. Again, communication (unless unwarranted) will be used on site to defuse any potential problem but captains must take the lead and remove necessary individuals.
- k. **Fighting** will result in immediate termination of a game/contest. Both teams will be subject to poor rating.
- l. **Team/Individual Expulsion.** The Coordinator of Intramurals reserves the right to make a decision on individual and/or team's eligibility throughout the duration of league play at any time. The Coordinator of Intramurals has the authority to expel an individual and/or a team from league play at any time if this person or team members jeopardize the safety of players or staff on the playing field or whose behavior has been found to be flagrant in violation of sportsmanship policy or spirit of the intramural program. Individual and/or team may be suspended or prohibited from the entire intramural program for a period of time based on nature of any incident.
- m. **Summary of Individual/Team Penalties in league play:**
Below is outline of penalties for unsportsmanlike violations, however, an individual or team may be expelled for any occurrence of detrimental behavior.

An automatic low rating for a team will be assessed for any two violations in one game or any occurrence of detrimental behavior as appropriate. An example of detrimental behavior is a flagrant foul in basketball, a tackle in flag football, etc.

1. **Flag Football:**
Player ejection after 2nd violation; player expulsion from the league after 3rd violation.
Team will be expelled from league if two players are ejected in course of season.
2. **Soccer:**
Player ejected after receiving red card -two yellows in one game equal a red card.
Accumulation of four yellows results in individual expulsion from league.
Team expelled if two players (or 2 red cards issued) are ejected in course of season.

3. Basketball:
Player ejected after 2nd technical foul;
Player ejected from league after third technical foul.
Team is expelled upon 4th technical foul issued to team.
4. Softball:
Player ejected after 2nd violation.
Player expelled from league after 3rd violation.
Team expelled upon 4th violation.
5. Floor Hockey:
Player ejected after 2nd violation.
Player expelled from league after 3rd violation.
Team expelled upon 4th violation.
6. Volleyball:
Player ejected after 2nd violation. 3rd violation= individual expulsion.
Team expelled upon 4th violation.

** Game officials reserve right to make automatic ejection based on violation.*

** IM coordinator reserves right to make any team/individual eligibility decision based on nature of violation (s) .*

n.) A player that is ejected must sit out the following game.

p.) Examples of unsportsmanlike violations:

Roughing; audible profanity; verbal fighting w/opponents or teammates; physical fighting or attempting to throw a punch; verbal abuse of or intimidation of an official, staff, or opponent; unsafe or reckless play; participation under the influence of alcohol or illegal substance; failure to protest in a sportsmanship manner (i.e. “gang” mentality when the whole team disputes a call as opposed to the captain); any other behavior that affects negatively the atmosphere or friendly competition and fair play as determined by the site supervisor.

Philadelphia Extramural Sports Classic:

I.) ABOUT THE TOURNAMENT:

Drexel University is a proud member of the “CITY SIX EXTRAMURAL CLASSIC”! The “CITY 6” is an association of the intramural programs from Villanova, Penn, LaSalle, Temple, St. Joseph’s and Drexel. The association organizes extramural tournaments in– flag football, volleyball, basketball and softball. The male, female and co-rec team champions in the respective leagues represent Drexel in these tournaments. The “CITY 6” enables Drexel students to compete against their city peers in some of Philadelphia’s most famous facilities such as the Palestra, Franklin Field, Villanova Stadium and others.

II.) CITY 6 ELIGIBILITY GUIDELINES:

Players:

- 1) Only full-time undergraduate students are eligible to participate (full-time undergraduate status is determined by the registrar's office at each individual school). Graduate students/faculty/staff/alumni are not permitted.
- 2) All persons must be listed on & have signed the official CITY 6 registration/waiver form, and all persons must also be listed on the individual school's entry form roster. Any disputes involving rosters must be addressed to your school's on-site committee member.
- 3) All players must show an official, valid & current University ID before the game starts. A state driver's license may be accepted if the school intramural coordinator can verify the student's status.
- 4) Females can play in the women's and co-rec leagues. Men can play in men's and co-rec leagues. A female cannot play in the men's league, and a male cannot play in the women's league.

Coaches & Spectators:

- 5) A person serving in role of "coach" must meet all CITY 6 eligibility rules and be listed on both the CITY 6 and the individual school's registration/waiver forms.
- 6) All coaches must show official, valid & current University ID before the game starts. A state driver's license may be accepted if the school intramural coordinator can verify the student's status.
- 7) Only official team members-those persons on approved CITY 6 registration /waiver form may stand /sit in designated team areas during competition.

Varsity/Junior Varsity/Club Sport eligibility:

- 8) Varsity/Junior Varsity/ Varsity Athlete Transfer/ Club Sport members must have been inactive in their related sport for one semester after the last semester they were on the roster in order to participate in CITY 6. For example: a former varsity or club basketball member from the previous spring (sp '07) semester is ineligible for current fall semester (fall '07).
- 9) Varsity, junior varsity, and club athletes, whether full or partial, walk-on or red-shirt, are ineligible to play in CITY 6 in their related sport during their current academic year.
- 10) Varsity/Junior Varsity members *are* allowed to participate in CITY 6 *outside their related sport and there is no limit how many can be on a team.*
- 11) Membership status on a varsity, junior varsity, or club team is determined by the official team roster for the 1st game of the season.

***Note* Any special or unique situations regarding eligibility must be brought to the attention of the CITY 6 Coordinator/Committee Chair. A committee vote would determine eligibility.**

III.) COMMON QUESTIONS – CITY 6:

HOW DOES A DREXEL TEAM COMPETE IN CITY 6?

Drexel will send its league champion for each sport -male, female, and co-rec - to each CITY 6 event.

WHAT HAPPENS IF THE CITY 6 TOURNAMENT IS AT A TIME WHEN DREXEL DOES NOT HAVE THEIR INTRAMURAL CHAMPIONS DECIDED?

If any conflicts arise due to the term system, the Coordinator of Intramurals, in consultation with student staff, will decide who will represent Drexel. This is normally the case for softball and sometimes basketball due to Drexel's academic calendar. If a league has not started, the Coordinator of Intramurals will discuss @ the captain's meetings a method for choosing a representative. If a league has started, the criteria will be record, participation, and **sportsmanship**.

WHAT IF THAT TEAM DOES NOT HAVE ENOUGH PLAYERS TO COMPETE AT THE TIME OF THE CITY 6 TOURNAMENTS?

The Intramural Sports Program will allow one player to be added on that team's roster to get the team to the minimum # of persons needed to participate (i.e. five persons needed for basketball). That player **MUST**

- Be a Drexel student
- Meet all of the CITY 6 eligibility guidelines
- Have participated in the specific Drexel intramural sport & division (male, female or co-rec).

If the team still does not have enough players to compete, the Intramural Office will assign the runners-up (the second place team) to represent Drexel University. If the 2nd place team is not available, the above criteria will be used to select a representative.

WHAT IF A TEAM HAS PLAYERS ON TWO CHAMPIONSHIP TEAMS (I.E. FEMALE AND COED) AND THEY PLAY AT THE SAME TIME DURING THE TOURNAMENT?

Per City Six eligibility guidelines, an individual may only represent one team. This policy is to encourage as many teams as possible to participate in the City 6. In such a case, the above criteria will be utilized to select a representative.

Student Staff:

All members of the intramural sports staff are representatives of the Drexel University Department of Athletics and are to represent Drexel on the highest level of behavior. **The Coordinator of Intramurals will evaluate the program staff and provide students with feedback at the conclusion of each term. In addition, the students will be asked to evaluate the program in order to provide feedback and input for constant improvement.** Meetings are held throughout the term to ensure orientation of duties, training and in-service.

SUMMARY OF DUTIES:

SPORT SUPERVISOR (OR SITE SUPERVISOR):

- a. Must have full knowledge of all program procedures and policies.
- b. Must have understanding of intramural sport rules & ensure access to all governing rules.
- c. Attend all training sessions as required.
- d. Must be dressed appropriately & neatly with office shirt or jacket.
- e. Is to ensure game set up is completely in a timely manner- 15 minutes prior to starting time.
- f. Must complete all pre event checklists- safety check, facility check & equipment check.

- g. Ensure two-way radio and/or emergency phone box is present. Ensure all appropriate phone numbers on site- IM Coordinator, etc.
- h. Ensure schedule, rosters, score sheets & playing rules are on site. In addition, any necessary forms- accident/injury, protest & incident forms.
- i. Ensure all necessary equipment on site.
- j. Ensure student staff arrives promptly & is directed properly.
- k. Review duties & “points of emphasis” with officials crew prior to game.
- l. Touch base with team captains to make sure teams are set before play.
- m. Start game on time.
- n. Watch game, stay aware of game happenings, oversee student staff & ensure all games are executed properly. Continue game schedule throughout the shift.
- o. Trouble-shoot all problems/concerns/questions.
- p. Document & communicate all problems/concerns/questions to IM Coordinator immediately.
- q. Ensure games/event run smoothly & efficiently.
- r. Serve as primary point of contact and representative of the IM Program.
- s. Oversee clean-up/wrap-up.
- t. Any other duties for effectiveness of site management.

GAME STAFF:

- a. Must be aware of general program rules and policies.
- b. Basic understanding of sports and interest to be part of the game!
- c. Must wear staff shirt to every Intramural event/activity. To be dressed neatly and appropriately.
- d. Report to on site sport supervisor.
- e. To assist with set-up/clean-up of event.
- f. Responsible for coordinating pre-game sign-in procedure which includes:
 - Check every individual Drexel Identification card before the start of the game.
 - Ensure name is on team roster.
 - Coordinate assumption of risk & release form as needed.
 - Place name on score sheet as appropriate.
- g. During contest, responsible for keeping score on scoreboard and on score sheet. Responsible for maintaining statistics needed for particular sport. Refer to sport specific score sheet.
- h. Responsible for keeping accurate score, staying aware of game and keeping forms very neat & detailed.
- i. Responsible for communication with sport supervisor and officials as throughout the game.
- j. Confer with officials and supervisor and issue and document sportsmanship rating for each team at game’s end.
- k. Any other duties as needed for efficiency of game coordination.

HEAD OFFICIAL:

- a. The head official is responsible for the training and evaluation of all official’s for his/her specific sport

- b. Will conduct on-site evaluations and follow up with staff to ensure they are conducting themselves appropriately and have the necessary knowledge to officiate
- c. Conduct weekly quizzes to ensure officials are staying sharp on rules & enforcement
- d. All other duties below as an official.

OFFICIALS:

- a. Must have full knowledge of be aware of intramural sport rules.
- b. Must have understanding of program policies and procedures. and sportsmanship policy.
- c. Attend all meetings & training as required.
- d. Report to on-site sport supervisor.
- e. Assist with game set-up/clean-up as needed.
- f. Dress appropriately & neatly (see coordinator for dress code).
- g. Be prepared, know the rules, and know proper positioning and mechanics & penalty enforcement.
- h. Communicate with fellow officials, game staff and players appropriately & confidently..
- i. Be firm, confident and fair. Treat participants with respect.
- j. Must wear black shorts or pants as directed.
- k. In the cold weather, only all black or all blue ski hats may be used, as well as gloves.
- l. Confer with supervisor at game conclusion to issue a sportsmanship rating for each team.

OFFICE ASSISTANT

- a. Ensure supervisor checklists are completed for each intramural event- league or special/one day event.
- b. Complete scoresheets for intramural leagues, including team names, game times, and any other pertinent information.
- c. Ensure intramural clipboards are fully stocked with necessary information and forms for each intramural event.
- d. Update the intramural participant database based on completed captain meeting surveys, completed waivers of special events, and participant number counts.
- e. Make phone calls as necessary to staff and intramural team captains with updates on the intramural schedule.
- f. Provide weekly updates to the Intramural Coordinator.
- g. Oversee other student staff members as necessary to complete tasks listed above.
- h. Assist with all other assigned duties as necessary.