



Bucknell University
Recreation Services

2007-2008
Official's
Handbook

Section I.

Official's Responsibilities



INTRAMURAL OFFICIAL'S RESPONSIBILITIES

- **Be well-versed in the Intramural Sports Officials Manual.** Much of what you will encounter during intramurals will be covered in this manual. Take the time to read and understand the policies set forth by this manual.
- **Enforce the policies set forth by Recreation Services concerning Intramurals.** You are the enforcer for the Office of Recreation Services while on duty. Be corrective when you see improper behavior/procedures. If you experience a situation where a participant will not listen or comply, contact the Recreation Services Intern and Public Safety (7-1111).
- **Wear the proper attire during your shift.** All sports officials will be issued and required to wear a staff t-shirt while on duty. Shirts will be located at the men's equipment room in the Gerhard Fieldhouse. The equipment room managers will be supplied with a list of Sports Officials. You can obtain one there, and return it for a 1-to-1 trade when it gets dirty. Make sure clothes are in good condition. Approved clothing is staffing t-shirt, clean pants, wind pants, or shorts, and tennis shoes. **NO SANDALS.**
- **Know your scheduled shifts and adhere to them.** When your schedule arrives via e-mail, know when you are scheduled to work. It is your responsibility to know what days you work, and when your shift begins and ends. If you cannot read your schedule, or do not receive one, let the Recreation Services Intern know. If you have difficulty keeping a shift, it is your responsibility to find a substitute and to inform the Recreation Services Intern of the situation. Do NOT, under any circumstance, skip a shift without approval from and communication with the Office of Recreation Services
- **Always be alert and attentive to games/contests during shifts.** As stated before, you are an enforcer. To be effective, you must be aware of game situations, rules, and participants. Know what is going on at all times, and act accordingly. Be aware of potential hazards or situations that may occur and try to diffuse any situation before it happens. Be the voice of reason and a calming presence when dealing with angry participants. Most of all, keep attentive to harmful situations. Safety is #1 above all else. Never compromise a participant's safety.
- **Document situations that occur during your shift.** If any occurrences should arise during your shift (i.e. injuries, fights, lost/stolen equipment), make sure you properly document the occurrence. This is to ensure that all situations will be made aware to the Office of Recreation Services administration, and taken care of as well.

KEY POINTS

- 1) **You represent the Office of Recreation Services!** Whether you are at work, in class, out among the community, you are seen as a reflection of our Office. Keep this in mind as you conduct yourself not only at intramural contests/sites, but in your daily life.
- 2) **We are "patrons first"!** Our goal is to provide healthy and safe programming for participants here. Once patron safety or well-being is compromised, we must take action immediately to remedy the situation!
- 3) **Always do the right thing!** There is always going to be difficulty dealing with peers in a student leader role. As the saying goes, what's right is not always popular, what's popular is not always right. Always err on the side of safety.
- 4) **Ask questions!** Never assume if you are not 100% sure. We want to get it right the first time. Ask if you have doubts.

SCHEDULING

The Recreation Services Intern & Scheduling Supervisor will collaborate to provide you with weekly schedules. Each official will submit their individual work availability by e-mail to the Recreation Services Intern. This submission must be made by **Thursday, 12:00 PM** before their scheduled workweek. If an official does not submit their availability in time or at all, then that official will not be scheduled for that week. Schedules will then be sent to officials **Friday, 3:00 PM** prior to next workweek.

Once scheduled, the official is responsible for showing up to the scheduled shift. If an official wishes to take their scheduled shift off, then that official is responsible for finding a substitute. Both the official and substitute must inform the Recreation Services Intern by **12:00 PM the day of the shift**. If a substitute is not found, then the official MUST show for their shift. Exceptions to this stipulation are:

- Serious personal injury/health issue
- Serious injury/death in the family
- Other emergencies deemed acceptable by the Office of Recreation Services

Officials will be granted one (1) unexcused absence for regular season intramural activities during each semester. An unexcused absence is defined as failure to notify the Recreation Services Intern of absence before the 12:00 PM deadline and/or to show for a shift without notification. Any absence from a shift, excused or unexcused, will not be credited toward your paysheet. After one unexcused absence, any additional unexcused absences will be recorded and placed on the official's record. Playoff periods in intramural activities can be very intense, and require supervision just as much as regular season games. It is important that all officials show up for intramural playoff games. No "grace" absences will be granted for playoff games.

NOTE: Excuses such as "I have a test tomorrow" and "I need to study" will NOT be accepted. Each official should know their school schedule and employ time management skills to take care of such matters. Always err on the side of caution when you submit your schedule...meaning that if you think you need that time to study, then do not schedule it!

PAY SCALE & ONLINE TIME SHEETS

The pay scale for officials has been set at \$7.25/hour. After the successful completion of duties assigned during the school year, there is an opportunity for a raise in pay.

The Office Staff will be in charge of keeping record of your hours during intramurals through the use of online time sheets. These time sheets can be accessed through myBucknell under the "Student Life: Working on Campus" section, and must be submitted for review at the end of every 2 week period. In order to get credit for your time on the fields/courts, you must also SIGN THE SCORE SHEET OF EACH GAME YOU SUPERVISE. This is how the Office staff will know if you have worked or not. If you do not sign the score sheet, you DO NOT GET CREDIT FOR WORKING.

If you are asked by Joe or any other administration to do any jobs outside of intramurals, please be sure to inform the Recreation Services Intern so that you can get credit for these hours.

DRESS CODE

The first thing participants and patrons will judge you by is **APPEARANCE**. Each official represents the image of the Office of Recreation Services. You can make a negative impression without saying a word; just by the way you look. If you do not look the part, participants will tend to think you are not able to carry out your duties, even though you most definitely can. This is why appearance is important.

Professional appearance is mandatory. Follow this dress code prior to reporting for work:

- Wear your staff shirt! **THIS IS MANDATORY.** You need to distinguish yourself as staff. Staff shirts are available to be checked out at the Men's Equipment Room. They can be returned there and exchanged for a clean one. There is **NO EXCUSE** for not wearing one.
- Khakis, nice-looking wind pants, jeans, or shorts are acceptable for wear. Pants must be in good condition. Cut-off or cut-up jeans, and pants that are not in good repair or tidy are prohibited.
- Shoes are to be in good condition. Dress shoes and tennis shoes are acceptable. Shoes that do not cover the entire foot are **NOT** allowed. This is in accordance with OSHA standards.
- Staff shirts are only to be worn during your shift. They may not be worn any other time. This includes the following:
 - a) Social functions outside of Bucknell University's jurisdiction
 - b) Social functions **NOT** approved by the Office of Recreation Services
 - c) During intramural contests as a participant

Failure to comply with dress code standards will be noted on your employee file.

PROFESSIONALISM

You are representing the Office of Recreation Services both while you are working and while you are participating. Always follow these basic, yet important, guidelines:

- **Watch what you say!** Be cautious about your words. Always speak with a friendly, yet firm demeanor. You can diffuse a lot of situations by speaking clearly and with control. Under **NO CIRCUMSTANCE** should any official resort to swearing, or use disrespectful language. Officials must be above this. If you difficulty with a participant, contact the Recreation Services Intern.
- **Appearance is everything.** While on duty, please do not eat food, study, use tobacco products, or engage in any activity that may be considered unprofessional. Absolutely under no circumstance should you come to work under the influence of or with the intention of using drugs, including alcohol. Be attentive to the game. Participants appreciate an official who shows concern.
- **Treat participants courteously at all times.** Your attitude and actions can and most likely will dictate game atmosphere. If you are friendly and professional, participants will enjoy the contest/game and be less likely to be confrontational with you and others. A little courtesy goes a long way. Disrespectfully treating participants is not acceptable, no matter how the participant treats you. You can be forceful yet respectful at the same time. If you come to a situation that you are unable to properly handle, inform the Recreation Services Intern.
- **Learn all IM policies, procedures, programs, and their offerings well enough to answer any questions.** Knowledge of policies will show that you are an able and competent official. Please do not give out any incorrect information. If you cannot properly answer a question, contact the Recreation Services Intern for assistance.

ACCIDENTS & FIRST AID

Although we try to focus on preventing accidents, they still may occur during intramural activities. Always follow the procedures outlined and administer First Aid as necessary. Use the equipment in the First Aid Bags for basic First Aid treatments.

Simple First-Aid

- **If a participant requests first-aid, administer it.** Do not try to talk them out of an injury you think is small.
- **If there is blood/fluid exposure, get them out of the contest/game immediately.** Blood-borne pathogens pose a serious risk. Limit the exposure by getting the participant out of the game and administering first-aid. In case of injury which involves blood (or other body fluid) on the body **OR** a blood (or other body fluid) spill, please be sure to use the proper barrier precautions during exposure.
 - Always use rubber gloves
 - Wash hands immediately when contaminated with blood or other body fluids
 - Wash hands after administering treatment even when using rubber gloves
- **For every accident that comes to his/her attention, the Official is to fill out an Accident Report Form.** This form is to be filled out completely, including the signature of the Official who administered First Aid and put the form in the official notebook. A form **MUST** be filled out, no matter how small the incident is.
- **Do not give the report to the injured person to complete; the Official must fill out the form.** In an emergency a participant/spectator can assist the Official in completing the Accident Report Form.

Severe Injury/Emergency Care

- **Remember: Check, Call, and Care!** Check the scene and make sure it is safe. Call 911 IMMEDIATELY when you determine the area is safe. Care for the individual.
- **Officials should call:**
 - **Public Safety (7-1111)** if the injury is **non-life-threatening**,
 - **911** for an ambulance if the injury is **life-threatening**.
- **Officials should also call the Coordinator of Recreation Services and the Recreation Services Intern at the first availability to report what has happened during the accident.**
- **Unless a situation is life-threatening, do not ask a trainer for assistance.** They are unable to assist you due to insurance reasons.
- **DO NOT CALL AN AMBULANCE UNLESS:**
 - The injured person requests one,
 - The injury is life threatening (know your First Aid and CPR), or
 - If you feel an ambulance is needed and the participant denies it, call the paramedics and let them decide.
- **When attending to an injured person you should:**
 - Check and treat for life threatening situations first:
 - Check Breathing
 - Check Pulse
 - Check for Bleeding
 - Treat for shock:
 - Maintain normal body temperature
 - Keep the person calm

- Keep speaking to the person, **but not about the injury**
 - **DO NOT MOVE THE INJURED PERSON.** Try to make the person as comfortable as possible
- **DO NOT** allow an injured person, who you feel should not play, to remain in the game or continue any activity.
- Call an ambulance if the participant has injured his head or neck, even if the participant does not want an ambulance to be called.

CPR/AED

- **Remember: Check, Call, and Care!** Check the scene and make sure it is safe. Call 911 IMMEDIATELY when you determine the area is safe. Care for the individual.
- **Tap the shoulder of participant to see if they respond.**
- **If no response:**
 - **Send someone to call 911 immediately.** Tell them to give their name, location, and nature of the emergency.
 - **Without moving the participant, listen and feel for breathing.**
- **If participant is not breathing or you cannot tell because of the way they are positioned:**
 - **Roll participant onto their back, while supporting the head and neck.**
 - **Tilt head back and lift chin to open the airway.**
 - **Look, listen, and feel for breathing for about 5 seconds.**
- **If participant is not breathing:**
 - **Give 2 slow rescue breaths.**
 - **Look, listen, and feel for breathing while checking pulse for no longer than 10 seconds.**
 - **Look for severe bleeding.**
- **If patron is not breathing and has no pulse:**
 - **Find hand position on breastbone.**
 - **Position shoulders over hands and compress chest about 2 inches. Do this 15 times.**
 - **Then, give 2 slow rescue breaths.**
 - **Do 3 more sets of 15 compressions and 2 breaths.**
 - **Recheck pulse and breathing for no more than 10 seconds**
- **If no pulse, continue sets of 15 compressions and 2 breaths until AED/help arrives.**
- **In Davis Gym and Gerhard Fieldhouse, know the locations of AEDs.** In Gerhard Fieldhouse and Davis Gym, the closest AED is located in the Fieldhouse lobby, next to the physical plant garage area.
- **To prep participant for AED:**
 - **Remove participant from surfaces that will conduct electricity (metal, wet floor).** Make sure to support the head and neck.
 - **Expose participant's chest by removing excess clothing.**
 - **Dry the chest if damp or wet.**
- **To operate AED:**
 - Remove electrode pads from the AED.
 - Attach electrode cables to the AED
 - Attach the electrode pads to chest of the participant as shown by the diagram on the AED.
 - Stop CPR and touch the ON/OFF button.
 - Follow the instructions voiced by the AED.
 - Make sure to keep everyone away from participant.

IRATE/EJECTED PARTICIPANTS

Most IM Sport participants play for fun, and most spectators watch for fun. Occasionally you may encounter an irate or bothersome participant and/or spectator. It is important for you to understand that these conflicts usually stem from error, lack of knowledge of the game, competition, hostility, or the need for tension release. **As an Official, you must remain calm at all costs.** Losing your patience will only add to the problem. You do this observing the following guidelines:

- **Do not overreact.**
- **Speak to one person (either the captain or the individual with the problem) and try to remove them from the scene.**
- **Treat the participant with respect.**
- **Listen to what the participant has to say and try to understand the situation as much as possible before speaking.**
- **Reiterate what you understand the problem to be and check to make sure you both agree on what is the problem.**
- **Keep the conversation brief and specific.**
- **Focus on what you can do, rather than what cannot be done. Emphasize the positive action that you want the participant to take.**
- **If anger is escalating, call in a third party.**
- **If the participant begins disruptive behavior/activity, ask the participant to terminate the disruptive activity.**
- **If the threat of violence is made, or if the participant persists with disruptive behavior/activity, request assistance from Public Safety (7-1111). Give your name, and describe the location and nature of the emergency. Notify the Coordinator of Recreation Services and Recreation Services Intern as soon as possible.**

If all else fails, CALL THE RECREATION SERVICES INTERN OR COORDINATOR OF RECREATION SERVICES. They will assist in any way they can.

SPORTSMANSHIP

At the end of each intramural session, the Coordinator of Recreation Services, Recreation Services Intern, Head Sports Supervisor and all other Sports Officials will meet to discuss teams with outstanding and prevalent sportsmanship. During the meeting, all members will discuss and choose a team from each sport that has shown exemplary sportsmanship during the sport session. Teams that acquire the most votes at the end of the school year will be recognized with a Sportsmanship Award. Procedure for team sportsmanship selection will be determined at the all Official meeting at the beginning of the year.

SCHEDULING & BRACKETS

Schedules for games will be posted on the website, outside of the Fieldhouse, and will be available in the Office of Recreation Services. Schedules will be provided out at the fields, and the scorecards will be filled out in its entirety prior to each contest. The teams on the scorecards will be the correct opponents for the contest.

MEETINGS

At times, you will be required to attend meetings to update information and state any policy changes. All meetings are mandatory. If you cannot make a meeting, you must reschedule it with the Recreation Services intern.

REPRIMAND

If any infractions occur while employed in Recreation Services, the Office of Recreation Services will take action to confront and correct the situation. The following infractions can be considered by the Office of Recreation Services for reprimand:

- Lateness to shift/repeated missing of shifts
- Giving misinformation to the Office of Recreation Services
- Reporting to work under the influence of drugs/alcohol
- Insubordination
- Not properly fulfilling duties that are outlined in the Official Handbook
- Any other infraction considered detrimental to the Office of Recreation Services and its activities

The following actions will be taken if any infractions occur:

- 1st infraction: Verbal warning, recorded on employee file
- 2nd infraction: Verbal & written warning; meeting with Recreation Services Intern and Coordinator of Recreation Services, recorded on employee file.
- 3rd infraction: Possible suspension/termination of position

PLEASE NOTE: Some infractions are more severe than others. The Office of Recreation Services has the right to skip steps in the action chart to deal with each situation properly.

Please use your discretion when making decisions about work. If you are in doubt, call either the Recreation Services Intern or Coordinator of recreation Services. The Office of Recreation Services is always willing to help those who are proactive.

Section II.

Reports & Evaluations



INCIDENT REPORTS

The Official should handle any and all problems to the best of their abilities. Most problems can be resolved on-site, but others may require additional attention. Incident Reports may be filled out on situations that may occur before or after a contest, on a player or a spectator, if the situation warrants (i.e., a spectator is being verbally abusive to an official).

The importance of Incident Reports: Many times the players involved with the incident contact the office the next morning. This incident report is the only thing that the Recreation Services Intern and Coordinator of Recreation Services have to use to defend the officials from that night. This report should be as accurate and detailed as possible, so that the intern or coordinator can speak intelligently about the incident to whomever they need. Help those in the office defend you!

Procedure for incident reports:

- When there is an incident on the field, stop the contest immediately.
- Use conflict resolution skills as discussed previously, if needed.
- Record the score, time left in the contest, and all people involved in the incident along with an overview of the incident. **Bottom line: Action must be taken at the time of the incident, not after the game.**
- Re-read the form and make sure that it is accurate. Any ejection must be recorded on this form.
- Be precise and explain the situation. Do not let incidents occur without an Incident Report Form being filled out. Check all scorecards.

Ejections

If problems occur with ejected players the Official may eject the players from the facility/playing area. It is within their rights and is their duty to eject the player from the area. **Ejected participants have 3**

minutes to leave the fieldhouse, playing field, etc..., or a forfeiture for the ejected player's team will occur. If problems continue or the situation becomes out of control, call Public Safety (7-1111) and request their assistance. **Do not turn away from any problem situation.** Use conflict resolution skills, common sense, and your authority to deal with all misconduct situations. If an incident is serious enough please call the Recreation Services Intern and Joe, Coordinator of Recreation to inform them of the situation. This notification will help in dealing with the incident immediately and the next day.

Joe (W): 570-577-1656 (C): 570-847-4315 (H): 570-522-8306

Tim (W): 570-577-1073 (C): 413-949-6770

ACCIDENT REPORTS

Accidents will happen. It is a part of competitive sports. How we handle each accident is what will make the difference when the situation arises. The first thing to remember is to BE CALM and DO WHAT YOU CAN.

After things have calmed, make sure you fill out an accident form. Accident forms will be located in the outer pockets of the First Aid bag. All information must be completed on the form. If the injured is unable to help with the form, then find a teammate or friend to assist. You need to get as much information as possible. We need the accident form to make sure the participant is treated properly, and to make sure we have done all necessary actions with the participant.

The form lists the following information. Make sure you get it ALL:

- a) **Accident Date**
- b) **Accident Time**
- c) **Sex**
- d) **Name of Injured**
- e) **Name of Injured's Phone #**
- f) **Name of Injured's Bucknell ID # (if not known, SSN is fine)**
- g) **Name of Area Official**
- h) **Classification of Injured**
- i) **Is Injured a Minor?**
- j) **Accident Location**
- k) **Activity Area Of Accident**
- l) **Programmer**
- m) **Activity at Time of Accident**
- n) **Cause of Accident**
- o) **Type of Injury Suspected**
- p) **Body Part Injured**
- q) **Blood Exposure?**
- r) **First Aid Rendered**
- s) **Was Ambulance Recommended?**
- t) **If so, Did Injured Refuse Ambulance?**
- u) **Further Care – Disposition**
- v) **Witness Information**
- w) **Refusal of Service Signature**
- x) **Signature of Report Filer**

KEY ITEMS

- All information is important!!! We must get everything we can to make sure we can provide the best assessment of the situation.

- Do NOT diagnose an injured person, unless you have your M.D. license.
- Make sure that if you recommend an ambulance and the injured refuses it, you get the signature of ambulance refusal!
- Be smart in this situation. Use common sense.

Once the form is completed, put the form inside the sports binder. When you bring equipment back to the fieldhouse, make sure to prominently place the form where the Recreation Services Intern or Coordinator of Recreation Services can see it.

Evaluations

At the end of each semester, an evaluation will be done for each Official. Each official will meet with the Recreation Services intern to discuss evaluations. Evaluations are used to help improve the development of the official, as well as discuss positive feedback. Evaluations will also be used to determine employment status on a semester-to-semester basis.

Section III.

Policies & Procedures



WORK DAY PROCEDURES

OFFICE:

1. Pick up the activity clipboard for your particular sport and field at the fieldhouse. They will be inside the Recreation Services Office, sitting on the counter.
2. Check the schedule for game information.
3. Take all necessary equipment to the sport site. Equipment will be in the locker located outside of the Recreation Services office, on the track side of the office.
4. Review the current night's team match-ups. Use your knowledge of the teams as well as your supervisor's when giving field/court assignments.
5. Get to the field to set up. Make sure you are there 15 minutes before the first game time.

ON-SITE:

1. Check the fields/courts for any safety hazards.
2. Set up the fields/courts for play.
3. Make sure all the teams sign-in as they arrive and assist in checking ID's.
4. **START THE GAME ON TIME!**
5. Be sure to properly handle all incidents and accidents, and the paperwork for them.
6. Fill out and complete all injury and incident forms.
7. Record name on Score Sheets for time credit.

END OF SHIFT:

1. Complete and update all paperwork. This includes writing down information in binder on front sheet.
2. Check First Aid bag for supplies.
3. Return all equipment and notebooks to their proper places
4. Make sure all trash is picked up and the facility is spotless

I.D. POLICY

Anyone who has recreation privileges will be allowed to participate in Intramural Sports. This includes students, faculty, and staff of Bucknell University. **All students, faculty, and staff must show a Bucknell University photo ID. Sports Officials are responsible for checking ID's in team sports.**

When checking ID's follow the procedure stated below:

- Call team 1 over (the entire team must come over).
- Take one ID at a time (all participants must show their ID).
- Look at the picture on the ID and look at the person who gave you the ID. Are they the same person? If they are not, **do not allow them to play.**
- Look at the name on the ID, find that name on the scorecard, and check it off. If that name is not on the scorecard address the problem.
- When all ID's have been checked for team 1 and any problems have been addressed and corrected, initial the scorecard under the last name on the scorecard.
- Follow the same procedure for team 2.

If there is a discrepancy it must be addressed and corrected immediately. **Every name on the scorecard must be checked off as having shown their ID.**

Special situations will arise that will have to be addressed on an individual basis (i.e. a participant loses their ID, a visiting professor wishes to participate, etc.). In these cases the procedure stated below should be followed:

1. The participant must show a picture ID **and** their ID number.
2. If the participant does not have a valid ID, **do not allow the participant to play, regardless of excuse.**

Document in the activity notebooks the situation that occurred, including the person's name, and whether or not they were cleared to play. This is our way of making sure it only happens once.

TIME LIMITS PROCEDURE

There will be times where teams may "cut it close," meaning that teams will come running up the field/court as the last possible minute to begin play. Remember these guidelines for time limit procedures:

- Teams should arrive at least ten (10) minutes prior to game time.
- There is a five (5) minute grace period for a team to obtain the minimum number of players needed.
- When the five (5) minutes expire, the team or contestant present has the following options:
 - Take the win by forfeit. No contest will be played.

- Choose to wait until the opponent arrives to compete. However, the official game clock will start running as scheduled. The game will commence upon the arrival of the opponent with whatever time running on the clock. Additional penalties will be assessed depending on the sport. **The outcome of the game is official.**
- Teams may play “short-handed” (meaning they have the minimum amount of players to start, but not a full team). If the opposing team has a full team, they do not have to reduce their team size to match the short-handed team.
- Under no circumstance may teams “reschedule” games at game site. The only authority for rescheduled games may come from the administration of the Office of Recreation Services. If two teams begin discussing a reschedule, stop them and remind them that the Office has the say in reschedules.

Remember: It is the TEAM CAPTAIN’S responsibility, not yours, to get their team there and ready to play by game time.

FORFEIT/DEFAULT PROCEDURES

FORFEITS AND DEFAULTS

Forfeits are detrimental to the entire program and are an injustice to participants who want to play. Players looking forward to playing become disappointed when opponents fail to show up. Therefore, a forfeit fee policy has been instituted to eliminate forfeits.

Forfeits

1. If a team forfeits, the team will not receive its twenty dollar deposit at the end of the season.
2. If a team forfeits more than twice, it will be dropped from the league.
3. Games lost by forfeit will not be rescheduled.
4. Teams found to have ineligible players in the game or on the game roster will receive a forfeit. In addition, disciplinary action will follow.
5. After two forfeits, or a default and a forfeit, or two defaults, a team will be ineligible for league play. To be reinstated the team captain will need to set up an appointment with the Office of Recreation Services. To discuss reasons why the team should be reinstated for league play. If the Office of Recreation Services finds these reasons to be acceptable and beneficial to the league, the team will need to pay an additional \$20 forfeit fee to become eligible for league play.

Defaults

1. Teams that anticipate hardship in fielding a team for a game which has already been scheduled and cannot be changed should call or e-mail the Office of Recreation Services at least one (1) day in advance of the game. With both calls and e-mails, the team representative must provide an explanation as to why a default is needed. A forfeit/loss will be recorded, but your team will still receive your forfeit fee at the end of the season.
2. A default is the same as a forfeit, they are recorded as forfeits. The only difference is for the first default the team will still be able to receive their \$20 forfeit fee at the end of the season.
3. A second default will be a forfeit and the team will not receive the twenty dollars.
4. All defaults must be approved by the Office of Recreation Services.
5. Defaults will not be rescheduled.

TIE BREAKING PROCEDURE

Ties between 2-3 teams will be settled in the following way:

1. Intramural points for that sport
 - When computing points for Win/Loss record, the following system is used:
 - Win/Win by Forfeit = 3 pts, Tie = 2 pts, Loss = 1 pts, Forfeit = -1 pts.
2. Head-to-Head
3. Point Differential

ELIGIBILITY & PARTICIPATION

All Leagues and Divisions

- Team members must show their valid Bucknell University I.D. at each contest in order to play.
- If participants do not have a valid Bucknell University I.D. with them, they cannot play, regardless of excuse.
- Every student is eligible to play on one men's/women's team and one co-rec team of the same sport. A player may NOT play on 2 men's/women's or 2 co-rec teams within the same sport.
- **Any individuals who play on more teams than what is permitted (listed above) or play under an assumed name, will be disqualified from competition in that sport for the remainder of the quarter. A forfeit will be used for the first offense and the team will be ineligible for the playoffs after the second offense recorded for the team(s) of which he/she was discovered playing on.**
- Teams using ineligible player(s) will receive a forfeit for the first offense and will be ineligible for the playoffs. The players will also be suspended from further competition that quarter and will be placed on probation for the remainder of the academic year.
- **During the playoffs**, once your team's last game of the regular season ends, the roster becomes frozen. **Frozen** means that no changes (additions) are permitted for the remainder of the playoffs. There shall not be the same player on two different frozen rosters at the same level.
- During the playoffs, if a team uses an ineligible player, that team loses that game and thus is eliminated from the playoffs.

To be Eligible, Team Members MUST be one of the Following:

- ❑ A Bucknell University student. The Office of Recreation Services defines a student as any individual who is currently enrolled (part-time or full-time) at Bucknell University and is registered with the university registrar.
- ❑ A member of the Faculty or Staff at Bucknell University. The Office of Recreation Services defines Faculty and Staff as all current faculty and staff, as well as visiting professors, at Bucknell University who are paid through the university payroll department.
- ❑ **In order for an individual to be eligible for the playoffs, that individual must have played for that team at least once during the regular season. However, the same individual cannot be on two different playoff rosters.**
- ❑ A team member may be a former intercollegiate athlete, as long as they do not hold any varsity status for that respective IM sport (i.e. a former basketball player playing IM basketball)
- ❑ A team member may be a current intercollegiate athlete, as long as they don't compete in their particular sport.

Ineligible Player: (common questions)

1. An individual participating on more teams than permitted (listed above).
2. An individual who does not have a valid Bucknell University I.D..
3. An individual who played under an assumed name.

SPORTSMANSHIP RATINGS

Good sportsmanship is a requirement of all participants. Players and coaches are to conduct themselves properly at all times. The Office of Recreation Services reserves the right to suspend or disqualify individuals or groups for unsportsmanlike conduct. The team captain assumes full responsibility for the conduct of the team and spectators. Unsportsmanlike conduct includes actions which are unbecoming to an ethical, fair, honorable individual; it consists of acts of deceit, disrespect or vulgarity and includes taunting.

Each team will receive a sportsmanship rating from the official(s) and/or supervisor at the conclusion of the game.

1. The officials will rate each team using the following guidelines:

- 4 (Excellent)** – given to a team which demonstrates good sportsmanship and maintains an excellent attitude of complete cooperation. Full and complete support of the officials, staff and supervisor.
 - 3 (Above Average)** – given to a team when there is no incident of poor sportsmanship. Respect was shown for opponents, staff and official.
 - 2 (Average)** – given to a team that is beginning to show poor sportsmanship, disrespect towards staff and officials, minor infractions are present. Poor behavior limited to individual(s), not to the entire team.
 - 1 (Below Average)** – given to a team if players other than the captain persist in questioning official's decisions, repeatedly argue with the officials and staff, use profane or vulgar language, endanger the welfare of others, alcohol or drug use by players or spectators has been determined, and/or spectators clearly related to the team fail to cooperate with the officials and staff.
 - 0 (Poor)** – given to a team when players possess all the behaviors of a 1 rating. In addition, they disregard warning of unnecessary roughness, unsportsmanlike conduct, abusive language or action, etc. Examples include fighting, bench clearings, and players ejected for fighting, destruction or damage to intramural property. There is no attempt of a team to control its fans and their interference in a game, striking an official or staff member.
- 1** A team that defaults will receive a 2.
 - 2** A team that forfeits will receive a 0.
 - 3** A team must have a 2.5 average rating in order to be eligible for the playoffs.
 - 4** A team must have at least a 2.5 rating for each game in the playoffs to advance to the next round.
 - 5** Any team that receives less than a 2.5 rating in a playoff game will be disqualified from that playoff tournament. The Office of Recreation Services will make the final decision.

Intercollegiate Athlete Rule

- Members of intercollegiate athletic squads are not eligible for intramural competition for that particular sport (I.e. Football player playing flag football)
 - Members of intercollegiate athletic squads are defined as individuals who are practicing with or competing with a respective athletic squad. (Included in this rule are red-shirt athletes and practicing proposition 48 athletes).
- In activities with separate divisions for men's and women's competition, no person may participate in a division of the opposite gender without first obtaining permission from the Coordinator of Recreation Services. When an activity is not offered to both men and women (in separate divisions) or there is not enough of one gender to form a league, that gender will have the opportunity to compete with the opposite gender.

Fraternity and Sorority Policies and Procedures

- All fraternity and sorority teams are expected to follow all of the above eligibility rules above, along with the following procedures.
- All complete rosters are due at noon of the particular session's deadline.

- **During the regular season**, fraternity and sorority teams can change (add or delete players) their rosters at any time. However teams must change the roster prior to an intramural contest. Additions/deletions made DURING or AFTER an intramural contest will not count for that contest and the game will be counted as a forfeit.
- Teams will have the opportunity to change rosters at the Office of Recreation Services from 10am to 4pm. Forms can be downloaded from the website and dropped off at the Office of Recreation Services.
- **During the playoffs**, once that fraternity or sorority team's last game of the regular season ends, the roster becomes frozen. Frozen means that no changes (additions) are permitted for the remainder of the playoffs. There shall not be the same player on two different frozen rosters.
- During the playoffs, if a team uses an ineligible player, that team loses that game and thus is eliminated from the playoffs.

Residence Hall Policies and Procedures

- All residence hall teams are expected to follow all of the above eligibility rules above, along with the following procedures.
- All complete rosters are due at noon of the particular session's deadline.
- **During the regular season**, residence hall teams can change (add or delete players) their rosters at any time. However teams must change the roster prior to an intramural contest. Additions/deletions made DURING or AFTER an intramural contest will not count for that contest and the game will be counted as a forfeit.
- Teams will have the opportunity to change rosters at the Office of Recreation Services from 10am to 4pm. Forms can be downloaded from the website and dropped off at the Office of Recreation Services.
- **During the playoffs**, once that residence hall team's last game of the regular season ends, the roster becomes frozen. Frozen means that no changes (additions) are permitted for the remainder of the playoffs. There shall not be the same player on two different frozen rosters.
- During the playoffs, if a team uses an ineligible player, that team loses that game and thus is eliminated from the playoffs.

EMERGENCY SITUATIONS PROCEDURE

Building Evacuation – Langone Center/Gerhard Fieldhouse

During emergencies all supervisory personnel are responsible for the direction and coordination of the activities and the users of those activities in the facility. This includes leading the evacuation of the building in case of an emergency. Sport Officials, along with other department employees, will assist in the evacuation of the gymnasiums, multi-purpose rooms, racquetball courts, and aquatic areas where their programs take place.

After evacuating their work area Sport Officials should move to the front exterior door. While stationed at this door any questions or problems should be directed to a Recreation Supervisor at the annunciator pane (which is located just outside the Lounge - Room 108 - by the North lobby).

*Everyone is required to leave the building in an emergency situation. This includes; PE classes, athletic teams, sport clubs, IM Sport participants, Faculty, and Staff. It is the responsibility of the entire

supervisory staff to see that this is done. Officials are to report, in writing, to Joe Santorine any problems or failures to comply with the established emergency procedures. Instruct all evacuees to move from the building. Do not use the elevators as a means of evacuation.

NOTE: During winter months aquatic patrons may remain inside the building next to an exit.

Tornado

If outdoors seek shelter immediately in the nearest building. Stay away from windows and take cushioning objects to protect yourself from potential flying debris.

Tornado Watch Although the actual condition in the area may not be presently threatening, there is a strong chance of dangerous winds and possibly a tornado.

Tornado Warning A tornado **has been sighted**; go to shelter immediately. Langone Center/Gerhard Fieldhouse safety areas are the hallway between the Langone Center and Gerhard Fieldhouse and the Davis Gym. Patrons may leave the building if they so desire, but are to be advised not to do so and to seek shelter immediately. City emergency sirens will sound for three minutes followed by seven minutes of silence and then a repeat of the three minute siren in the event of a tornado warning.

The following is a list of where participants should be advised to seek shelter if they are participating in one of the outdoor activity areas:

- **West Fields: Tunnel in-between mods and under Route 15.**

Lightning

Lightning is always a possibility when working an outside activity. Lightning causes more direct deaths than any other weather hazard, please keep the following safety rules in mind:

1. Officials must keep a close watch when lightning is seen or reported in the area.
2. If lightning threatens cease all activity and evacuate the area.
3. Give verbal warning to all in the area that lightning has been spotted. Have all participants seek shelter in a building immediately. If there are no buildings available, seek shelter in a ditch or a ravine - never under a tree.
4. Avoid the highest object in the area and avoid being the highest object in the area.
5. Wait twenty minutes following the last bolt of lightning seen in the immediate area.
6. **If athletic trainers have called practice, you are to call all games.**

To estimate the distance of a storm begin counting seconds when lightning is seen, count until you hear thunder, divide the number of seconds by five. This gives you an estimate of the distance of the storm in miles. Repeat this process to find out if the storm is traveling towards or away from your location.

Updated on 10/3/07