

FERRIS STATE UNIVERSITY – INTRAMURAL SPORTS

Basic Policies in Intramural Sports

Introduction

The following information regards the basic policies and procedures of the Intramural Program. We expect all the staff to know, understand, and follow these guidelines. If you have any questions, comments or concerns please bring them to the attention of your Supervisor, the Rec Sports Assistants, or the Assistant Director of Intramural and Club Sports.

Safety

Our #1 goal is safety! We strive to provide a safe environment for our games and contests. All staff should be watchful for people, places and things that have the potential to cause harm. If you detect anything dangerous, immediately bring it to the attention of your supervisor.

Playing Intramurals

Officials playing intramural sports must follow all the same policies as other players. In addition, our employees must be **model citizens** while playing. Any discipline problems stemming from participation may carry penalties up to termination. Do not make officiating any more difficult for your fellow co-workers.

ID Policy

Every participant must show their Ferris State I.D. before each game. There is no exception to this rule. Players may not use any other form of ID. This includes IM Staff members playing too. The policy is "**NO ID = NO PLAY, NO EXCEPTIONS.**" Teams using a fraudulent ID will forfeit their game and be removed from further competition.

Consistency

For our program to be effective, it is absolutely essential that we be consistent in all of our efforts. All rules, regulations, policies and procedures must be uniformly enforced. Participants expect to be treated equally, and no special treatment is warranted for any individual or group. When you are consistent, you contribute to the overall seamless operation of the program. Do not jeopardize staff credibility through inconsistency. If you are unsure about a policy or rule, take the initiative to find out what the policy is before giving out incorrect information.

Forfeits

Game time is forfeit time. A team will forfeit when they cannot field the minimum number of players at start time. If one player is signed up at the game site, a 5 minute grace period will be given for the rest of the team to show up. Also, teams may forfeit if they violate sections of the Intramural Code of Conduct, or receive 4 Unsportsmanlike Conduct Penalties (UC's) in one game. The supervisor will determine if a forfeit is appropriate in all situations.



Know This

1. Safety is the #1 Priority.
2. No ID = No Play.
3. Game time is forfeit time.
4. Be fair in all your work.
5. 4 UCs ends the game



Official's Evaluations

Official's performance will be evaluated on a regular basis. Evaluations will be done by Intramural Supervisors on site. These evaluations will be used to improve your performance as an official and as a learning tool. They will also be used to determine who will officiate playoffs.

Uniforms

Officials are expected to wear their uniform while on duty. Official's jerseys will be checked out to you at the beginning of the year. You are asked to wear dark colored shorts, pants, or sweatpants and athletic shoes for this position. Hats will be allowed outside only.

PROPER WORK ATTIRE:



Ethics

Student employees are responsible for their own actions. Each employee should perform their duties honestly, objectively, unbiased, and with pride and dedication.

Advancement

Good employees will be eligible for advancement in the Intramural Program. Advancement can take place when positions such as intramural supervisors and rec sports assistants open up. These positions will be filled through an interview process.

Scheduling Policy

Scheduling is done with our online program "WhentoWork". All staff will create an account with WhentoWork. The intramural schedule will come on Thursdays for the following week.

Day Off Requests and Substitutions

Requests for a day off must be submitted on WhentoWork at least one week in advance. If it is an emergency, please contact the Assistant Director of Intramural and Club Sports immediately.

Each staff member is required to work their scheduled work shift. If you are unable to work, it is your responsibility to find a sub. Please place your shift on the "trade board" on WhentoWork and once a sub has accepted the shift, the Assistant Director of Intramural and Club Sports will approve the substitution. If there is an emergency, please email or call the Assistant Director of Intramural and Club Sports immediately.



Ejections

Players that are ejected from an intramural competition, for any reason, must leave the facility or field. This is primarily the responsibility of the supervisor on duty. To avoid further confrontation, it is advised that if an ejected player refuses to leave that the facility, then the supervisor be asked to intercede. As a last resort, University Police may be called to escort an uncooperative player from the facility.

Fights, Taunts and Threats

Players that are involved in any sort of altercation or fight must be ejected from a competition. There is no exception to this rule. Players that taunt opponents or engage in threatening behavior must be given an Unsportsmanlike Conduct penalty and may also be ejected. This also applies to players taunting or threatening officials. The Intramural Program is designed to be a place for safe, fun, and enjoyable competition for all levels of ability. Players who act in unsportsmanlike manner may be ejected.

