

# Ferris State Intramural Sports



# Intramural Supervisor Handbook

## **Letter from the Coordinator**

Dear Intramural Supervisor,

First off, we wanted to start by congratulating our new Intramural Supervisors for this year. Welcome to the best student staff on campus! Also, for those supervisors that are returning, thank you for your continued dedication and commitment to our Intramural Sports Program here at Ferris State. I am excited for another action-filled year of Intramural Sports.

Our Intramural Supervisors play an extremely important role for this program. Supervisors serve as the authority on the fields and on the courts as well as mentors for our officials. The only way the Intramural Program will continue to improve is through our Supervisors. We have put you in this position because we trust that you will work hard every night and uphold everything our program stands for. If you ever have any questions or comments, do not hesitate to give me a call or stop in my office. Let's get ready to have another great year and remember.....WORK HARD and HAVE FUN!!!

Sincerely,

**Justin Harden**

Intramural Sports Coordinator

(231) 591-2678

JustinHarden@ferris.edu

## **Introduction**

This Supervisor's Manual is intended to be a comprehensive guide to your duties as an Intramural Sports Supervisor. It is not all inclusive; you are expected as a supervisor to use good judgment in making decisions not covered in this document. As a leader of the University Recreation Department, it is important to remember that your position as an Intramural Supervisor encompasses a large amount of responsibility.

As an Intramural Supervisor, you will deal directly with participants regularly. It is imperative that you understand all the rules, policies, and procedures of the department. Participants will trust that you can answer their questions correctly. All Supervisors should read the Intramural Handbook in its entirety along with this handbook to ensure ample knowledge of our intramural policies. If a question arises to which you do not know the answer, do not give one. Rather, refer the participant to the intramural office or find the answer before relaying it to the participant. This is crucial for consistency within the program.

Along with knowing the intramural policies and procedures, supervisors should also know the sport specific rules for sports which they work. All Ferris State rules can be found on the intramural sports website and within the sport binder.

A commonly overlooked responsibility you have as an intramural sports supervisor is communication. It is your job to relay information to and from the participants, the officials, and the Intramural Office. With participants, you need to clearly communicate rules and policies to them to ensure they understand them. With officials, you need to be able to give feedback regarding positioning, mechanics, and overall presence as an official. With the Intramural Office, it is essential that you communicate any issues with facilities, equipment, or individual participants. Enhancing your communication skills is important to your success as an Intramural Supervisor.

As a Ferris State University student, you are encouraged to participate in intramural sports, but you are held to the highest standard among all participants. Our participants will recognize you as an intramural supervisor, so you must behave as if you were “on-duty” every time you are involved with an intramural event. You should act as a liaison between the intramural staff and your team to ensure that no problems occur. Your role as a participant should never jeopardize the integrity of the program.

**Using good judgment and decision-making along with this manual’s contents, you will become a successful intramural supervisor.**



### **Intramural Sports Administration Phone List**

**Justin Harden** Office: (231) 591-2678

**Rec Sports Office** Office: (231) 591-5304

### **Other Important Contacts**

**Department of Public Safety** (231) 591-5000 (non-emergency number)

**UREC/SRC Front Desk** (231) 591-2679

**Campus Operator** (231) 591-2000

**Physical Plant** (231) 591-2920

## **Intramural Sports Program's Mission Statement**

Our Mission is to provide Ferris State University students, faculty, and staff with a variety of safe and organized recreational activities that enhance teamwork, sportsmanship, leadership, and help the participant grow socially, physically, and mentally. The Intramural program offers opportunities to participate in more than 24 diverse sports and recreational activities in men's, women's and co-recreational divisions.

## **Program Philosophy**

The purpose of intramural sports is to provide opportunities for all participants to enjoy a wide array of programs and activities, regardless of ability level. Intramural Supervisors must understand and apply the notion that student participation is more important than winning. This idea should be considered when you make any decision concerning intramural participants.

The Intramural Program's number one priority is safety. As an Intramural Supervisor, you need to have safety in your mind at all times. Any time you make a decision, you must first consider if the decision will be safe for our participants. Every time you are working you need to constantly be looking for and correcting any issues that may put the safety of our participants or staff at risk.



## **Basic Responsibilities and Goals**

There are several basic responsibilities and goals that all supervisors are expected to perform:

- Safety is our #1 priority – You must keep safety on your mind at all times!
- Arrive on-time to all your shifts.
- Ensure all game equipment is properly set up and ready for play.
- Check the game-site and facility for any safety hazards.
- Treat and document any injuries that occur during the shift.
- Understand and enforce all intramural policies and procedures.
- Assign officials to appropriate positions based on the competition level of each game
- Evaluate and train officials throughout the season.

- Assist teams with the clarification of rules and policies.
- Defend your staff – Never sellout your staff members to the participants.
- Always look for ways to improve our staff and the program – It is never a finished product.

## **Job Description for Intramural Supervisor**

The Intramural Sport Supervisor is a leader within the Intramural Sports Program who shows a high level of commitment to its success. A supervisor has the authority to make decisions regarding the safety and well-being of all employees, players, and spectators who may be participating within the program. Supervisors shall always be approachable and dedicated to providing participants with the most enjoyable experience possible. Among the general responsibilities are supervising student officials and participants at game sites, evaluating officials, settling on-field and/or on-court rule protests when necessary, and obtaining feedback from players & spectators regarding their participation in the program. Supervisors should expect to work 15-20 hours per week (26 max). Current American Red Cross, CPR, AED, and First Aid certification is required. Good attitude and customer service skills are also essential. Candidates typically are identified among current Intramural Sports Officials.

The Intramural Supervisor answers directly to the Assistant Director of Intramurals and Club Sports. It will be a student position with the understanding that academic progress will take priority over the responsibilities of this position. This position requires working nights, some weekends and a few hours on specified days.

### **Duties include but are not limited to the following:**

1. Be on time for every shift you are scheduled. On time is 10 minutes early.
2. Assist in examining facilities for safety hazards.
3. Keeping accurate records for games, scores, ejections, and injuries with the Binder.
4. Ensure that equipment is in good condition and keep track of all equipment under his/her supervision.
5. Signing in Intramural teams and verifying their eligibility.
6. Ensure all games are started on time.
7. Officiate games when needed.
8. Never leave an Intramural game/event unsupervised.
9. Provide guidance and support to the Intramural officials.
10. Diffuse any potential problems involving spectators, coaches, and players.
11. Knowledge of Intramural Sports Policies and Procedures
12. Aid participants with injuries by providing First Aid and CPR.
13. Enforce all Ferris State University policies and procedures.
14. Participate in all training meetings and on field clinics.
15. Various duties within the Intramural Office.
16. Any other duty as assigned by the Assistant Director of Intramural and Club Sports.

The Intramural Supervisor must be certified in CPR and Basic First Aid. A supervisor will not be allowed to work any shifts until this requirement is fulfilled.

### **Participant Disciplinary Matters**

The Intramural Supervisor must be able to handle highly emotional and aggravated individuals or groups. Ejections should be made in a calm and professional manner as opposed to causing a big scene or unnecessarily embarrassing someone. The Intramural Supervisor is to assist any official in the event of an ejection including completing any necessary reports. Anyone not cooperating will be subject to further disciplinary action. The Intramural Supervisor should never overrule a call or judgment made by an official without first discussing it or being asked by the official.

## Clocking in/Out for your shifts

### Time clock Punch In/Out Procedure when at the SRC:

1. To punch in as a supervisor, use code 62002.
2. If you are working as a referee, use code 62001.
3. For shifts located at sites other than the SRC, we will use the IM Sign in Sheet located in the Sport Binder

## Intramural Sign in Sheet - Payroll Sheets

During your shifts you will have to fill out a sign-in/payroll sheet. This report will list everyone scheduled to work as well as when their shift begins and ends. As supervisor, it is your responsibility, and only yours, to sign the staff in and out based on when they actually show up for work. Also, you need to write down anyone that does not show up. Below are the policies and procedures for dealing with the payroll sheets and scheduling:

1. Late Staff Member – Mark down when they actually arrive to work and note it on the Supervisor Report.
2. No Show – Use the staff contact sheet in the binder to call the staff member. If you cannot get in contact with them, call other staff members to see if anyone can cover the shift. Note who no showed, and who covered.
3. Forfeits/Defaults – If the last game of the night is a forfeit or default, please note on the sign in sheet.
5. Cancelled games – If part of the shift is cancelled due to weather, please note this as well.

The staff members working a shift this day should be printed on the Sign-In sheet.

A staff member's scheduled times should also be pre-printed on this sheet.

With a pen, sign in the staff when they arrive. At the end of a shift, print when they leave.

2013 Intramural Staff Sign-In Sheet				
DATE:	SPORT:		LOCATION:	
SUPERVISOR'S NAME	SCHEDULED		SIGNED IN/OUT	
	IN	OUT	IN	OUT
Scott Lesnar	5PM	8PM		
Amy Willis	8PM	11PM		
OFFICIAL'S NAME	SCHEDULED		SIGNED IN/OUT	
	IN	OUT	IN	OUT
Kevin Baldwin	6PM	8PM		
Jesse Asare	6PM	8PM		
Joshua Camiller	6PM	8PM		
Caroline Heitzman	8PM	11PM		
Laney Eubank	8PM	11PM		
T'Anna Sims	8PM	11PM		

## **Game-Site**

As a supervisor, you are responsible for what occurs at your game-site. So, it is important that you understand how to deal with the various issues that may arise while at a game-site. As you know, safety is our number one priority, so you must actively look for safety concerns while at a game-site to ensure the safety of our participants and staff members. When arriving at the game-site at the beginning of your shift, ensure you check the following:

1. Check for safety concerns in any area that participants, spectators, and staff may occupy.
2. Gather and organize equipment for quick setup of the playing area.
3. Throughout the shift new safety concerns may arise; if so, stop play to evaluate these new risks.
4. Always err on the side of caution when dealing with safety risks.

## **Pre-Game Duties**

As a supervisor, you have certain pre-game duties that are important to the consistency, safety, and professionalism of the program. Some of these duties, such as checking Ferris State ID cards and checking jewelry, can be delegated to your staff. However, you are ultimately responsible for ensuring that your staff completes these checks thoroughly and correctly. A pre-game duty that should never be delegated is assigning officials. You are responsible for assigning officials to the positions for the scheduled games that night.

## **Checking Ferris State ID Cards**

All intramural participants must present their Ferris State ID cards before every intramural contest. There is no exception to this rule. You and your staff must make a point to enforce this policy at all times. Match the photos on the card with the players' faces to ensure that no one is attempting to play under an assumed name. Remember: No ID, No play, No exceptions.

## **Assigning Officials Positions**

In order to minimize risk of incident, officiating crews need to be positioned carefully. Supervisors need to understand each team's competition level as well as the strengths of each official in order to properly assign positions to officials. Putting officials with varied strengths and weaknesses is beneficial because it allows the crew to benefit from each individual's strengths and allows each official to work on his or her shortcomings.

## **Jewelry Policy**

Jewelry is not allowed to be worn by any participant during an Intramural event. This includes any rings, watches, necklaces, earrings, bracelets, and any unconcealed body piercing. Jewelry that cannot be removed must be taped over. We will not provide the tape. The only jewelry that will be allowed are medical pieces or wedding bands.

## **Shoe Policy**

All participants must wear shoes at all times when playing intramural sports. Any metal tipped or metal spikes are not allowed at any times. For indoor sports, boots or other shoes that will mark or scuff up the courts will not be allowed. Sandals will not be allowed for any intramural sport. Please keep in mind cultural differences when addressing this issue.

## **Additional Safety Information**

NONE of the following are allowed to be worn by any participant during an Intramural event:

- A guard, cast or brace that has metal exposed. This must be wrapped up and covered completely if the participant wishes to play.
- Bandanas that are tied in a knot.

Players and teams that are found to be in violation of this policy, and thus endangering the safety of all the participants, will be penalized with an UNSPORTSMANLIKE PENALTY. The player will be removed until the equipment or jewelry in question is removed.



## **Emergency Action Plan (EAP) for Accidents/Injuries**

One of our main responsibilities is to provide a safe environment for those involved with the Intramural program. Hopefully, we have done all we can to prevent an injury. However, injuries are an inevitable part of sports. In the event of an accident or injury to a participant, employee, or visitor the following steps should be followed:

### **Supervisors should think F.A.S.T.**

#### **1. Find the Problem:**

Locate the injured participant(s) and locate the injury.

#### **2. Assess the situation:**

How severe is the injury?

Is the participant coherent?

Is EMS needed?



Is the scene safe for you and the rest of the staff? Blood, etc.  
Control the situation – Officials should help with crowd control  
Do not move the injured person  
Do not leave the victim unattended.

### **3. Start Communication:**

Delegate tasks to officials or other supervisors like calling 911, crowd control, etc.

To contact the FSU Department of Public Safety:

(231) 591-5000 [non-emergencies]

(231) 591-5900 [emergency]

Call 911 immediately in case of severe injury/incidents

**Contact a the Coordinator in case of a severe injury/incident so they are informed**

### **4. Take Action/Give Care:**

Provide CPR and/or First Aid

## **Call 911 if any of the following occurs:**

- Victim is unconscious or in-and-out of consciousness
- Victim has a suspected head, neck, or back injury
- Victim has severe external bleeding or suspected internal bleeding
- Victim has trouble breathing
- Victim has a seizure
- Victim has a suspected fracture, dislocation, or is in severe pain

## **Give the dispatcher as much detailed information as possible**

- Caller's full name and job title
- Location of call:
  - SRC: 401 South Street
  - IM FIELDS: Ferris Drive, across from Ferris State DPS
  - WINK ARENA: 210 Sports Drive
- Directions to location
- The nature of the emergency, and condition of the injured party, any treatment you have provided
- Telephone number of where you are calling from
- Answer any and all questions asked by the dispatcher
- Do not hang up until the dispatcher hangs up
- Have someone meet the emergency personnel at the main entrance of the facility

***Reminder: Diagnosis is not your responsibility or profession***

## **During the EAP: What Officials should do...**

- Make a quick mental note of the status of the game
- Calm the injured participant
- Send another player or co-worker to contact the supervisor
- Do not attempt to move the injured player.
- Keep other participants away from the area.
- When the supervisor arrives, focus on regaining control of the game and the participants. You are now in charge of crowd control and anything else that the supervisor appoints you to do.
- Confer with the other officials as to the status of the game. If it cannot be agreed or determined as to the proper status of the game, then hold a private conference with both team captains and come to a conclusion. Make a note on the score sheet.

## **Documenting Injuries**

All injuries and incidents need to be documented professionally and completely. It is important that the following be documented: minor injuries, severe injuries, fights, equipment or facility issues, employee issues, and any unusual situations. Each type of problem needs a different level of documentation.

The report should include the factual occurrences that led to the injury. That is, write the injury as what happened and only what happened. For minor injuries, the injured participant should be able to give personal information and sign the report. For severe injuries, the participant may not be able to give any information, so it is important to get information from other sources instead. Team members may have information such as age, address, and contact information. The Ferris State ID number is on the roster sheet. And it is important to get information from the officers or EMTs as to where the participant is being transported. This will allow the intramural office to follow up on the injury. While each injury will be different, documentation should be uniform. Here are the steps to go through when documenting the injury:

- Start with the participant's personal information including name, address, phone number, and Ferris State ID number or Driver's License.
- Then, make sure the injury details are filled out completely, be descriptive but do not diagnose
- Make sure to indicate the body part injured – ex. Left knee, right elbow, etc.
- Note how you treated the individual
- If treatment was refused, you must note this on the report
- Also, do your best to obtain the injured person's signature after the entire report is completed
- If the injured participant cannot sign, at least obtain a witness to sign that they believe the injury happened as written
- Once the entire report is complete, ensure that the report is signed by the staff member who treated the participant
- Incidents that involve fights should be documented by every staff member individually. This allows the intramural office to understand exactly what events occurred from multiple viewpoints.

# Injury Report documentation

Make sure to record as much of the players personal information as you can get.

Make sure to record the correct date.

Give the correct location of the incident (SRC, IM Fields, WINK, etc.)

Describe in detail what was injured, how it was injured and what part of the body was hurt.

Describe what sort of treatment the injured person was given.

Finally, must sign the completed form

**INJURY/INCIDENT REPORT (For Non-Employees)**  
Ferris State University

**PERSON INJURED**

Name: \_\_\_\_\_ Campus ID or Driver's License: \_\_\_\_\_  
 Local Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Local Telephone Number: \_\_\_\_\_ Permanent Telephone Number: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**DETAILS OF INJURY/INCIDENT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm (circle correct one)  
 Location: Building/Other: \_\_\_\_\_ Room Number (or Area): \_\_\_\_\_  
 Type of Injury Setting: 1) Academic/Classroom \_\_\_\_\_ 2) Recreation/Intramural \_\_\_\_\_ 3) Other \_\_\_\_\_  
 What was person doing when injured? \_\_\_\_\_  
 \_\_\_\_\_  
 Nature and Extent of Injury/Illness: \_\_\_\_\_  
 (Include area of the body injured, right/left where needed)  
 Type of treatment received at the scene: 1) None required \_\_\_\_\_ 2) First Aid (describe) \_\_\_\_\_  
 \_\_\_\_\_  
 If further medical care is recommended, injured person transported by: 1) Ambulance \_\_\_\_\_ 2) Friend \_\_\_\_\_  
 3) Refused \_\_\_\_\_ 4) Other (explain) \_\_\_\_\_  
 If medical care is recommended but refused, please obtain the injured person's signature:  
 "I hereby refuse further medical treatment": \_\_\_\_\_

**WITNESSES**

Name: _____	Student Number: _____	Local (Campus) Telephone: _____
Name: _____	Student Number: _____	Local (Campus) Telephone: _____

\*\*\*If not an FSU Student, list campus or local address.

**PERSON COMPLETING REPORT**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Report Date: \_\_\_\_\_

**NOTE:** The student shall not be transported by faculty or staff. The student may be transported by a friend or an ambulance if medical care is needed.

IN CASE OF AN EMERGENCY, CALL 911

Send original to Risk Management & Insurance, Prakken 150-G. Retain copy for your files.

Risk Management Office Use Only: \_\_\_\_\_  
 \_\_\_\_\_

12/16/08

When you are at the SRC you should have ice packs in your First Aid kit. If for some reason there isn't, ice is located in the laundry room 004. The laundry room is located on the lower level of the SRC next to the Men's Locker room entrance.

The key that opens the cage will open this door.

Plastic bags should be next to the ice machine. Contact the Building Manager if there are not any bags left.

When you are at other sites, the IM First Aid kit will contain cold packs for injuries. Please note on the Supervisors report when the ice packs are running low.



### **Intramural Staff Injury Report Documentation**


You are required to promptly report all work-related injuries or illnesses with the Employee Injury/Illness/Incident Investigation Report form located in the Supervisor Binder. If the employee is playing on a team when they are injured or become ill, use the regular Injury/Incident Report form. The Assistant Director of Intramurals and Club Sports will notify HR the next day.

**Required info:** Name of injured, date of injury, type of injury, contact info, and any medical treatment.

- You are responsible for making sure this report form is completed in detail, with the injured employee's assistance, within 24 hours and sent to the Office of Human Resources (HR). Both your signature and the injured employee's are required.

**Ferris State University**  
EMPLOYEE INJURY / ILLNESS / INCIDENT INVESTIGATION & REPORT  
Report All Work Related Injuries to HR at (231)591-2150 Immediately

Office Use Only: Rec:  Yes  No Rpt. NO.

(1) Name of Employee (5) Home Address (8) Tax Filing Status <input type="checkbox"/> Male <input type="checkbox"/> Single <input type="checkbox"/> Head of Household <input type="checkbox"/> Female <input type="checkbox"/> Married Filing Separate <input type="checkbox"/> Married Filing Joint		(2) ID Number (6) Home Phone Number (9) Dependents Total Number Under Age 16		(3) Date of Birth (7) Hire Date (10) Work Schedule <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		(4) Employee Type <input type="checkbox"/> AFSCME <input type="checkbox"/> Clerical <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other	
(11) Date of Incident (15) Time of Incident am pm (18) Start Time of Shift am pm		(12) Campus Location <input type="checkbox"/> FSU Big Rapids <input type="checkbox"/> FSU - GR <input type="checkbox"/> Kendall <input type="checkbox"/> Other		(13) Department (16) General Location / Building (17) Specific Location of Incident		(14) General Task / Job Classification (19) Specific Activity at Time of Injury or Just Before Injury Occurred	
(20) Body Part(s) affected		(21) Object(s) Causing Injury / Illness		(22) Circle body part(s) affected 		(23) Cause of Injury / Illness or How Injury Occurred	
(24) Type of Injury / Illness <input type="checkbox"/> Abrasion <input type="checkbox"/> Contusion/Bruse <input type="checkbox"/> Rash <input type="checkbox"/> Other <input type="checkbox"/> Amputation <input type="checkbox"/> Cut / Puncture <input type="checkbox"/> Repetitive <input type="checkbox"/> Bite / Sting <input type="checkbox"/> Dislocation <input type="checkbox"/> Respiratory <input type="checkbox"/> Burn <input type="checkbox"/> Fracture <input type="checkbox"/> Sprain/Strain							
(25) Property damage <input type="checkbox"/> Yes <input type="checkbox"/> No		(26) Vehicle involved <input type="checkbox"/> Yes <input type="checkbox"/> No		(27) Proper procedure used <input type="checkbox"/> Yes <input type="checkbox"/> No		(28) Proper PPE used for job <input type="checkbox"/> Yes <input type="checkbox"/> No	
(29) Working with <input type="checkbox"/> Crew <input type="checkbox"/> Alone		(30) Near Miss <input type="checkbox"/> Yes <input type="checkbox"/> No		(31) Witness list and Statement			
(32) Employee Statement of Facts							
(33) Supervisor's Investigation Findings							
(34) Actions taken to prevent recurrence							
(35) Treatment Location <input type="checkbox"/> Birken Health Center <input type="checkbox"/> None <input type="checkbox"/> Off Site Medical Center (complete 36 - 38)				(36) Physician or other Health Care Professional and Phone Number			
Employee must: A) Return copies of all paperwork from Medical Center to HR B) Notify HR of all Medical Treatment				(37) Facility Name and (38) Address			
(39) Supervisor (print) ext.		(40) Supervisor (sign)		(41) Date		(42) Employee (print)	
(43) Employee (sign)		(44) Date					

Rev. 4/19/2007 Forward completed original to: FSU, Human Resources (HR), 420 Oak St. PRK 150, Big Rapids, MI 49307 (231)591-2978 fax cc:  Department Head  Employee  Supervisor (231)591-2150 or (800)562-6499 ext. 2153

## Evacuation process of the Student Recreation Center

SRC staff use a system of codes to relay important information quickly to all employees working at the SRC during any given day. Here are the 4 you need to be most aware of: Code **Red**, Code **Black**, Code **Pink**, and Code **Green**.

**Code RED:** Evacuation of the SRC due to fire, power loss, bomb threat, active shooter in the SRC, etc.)

**If a power outage occurs:**

- During the day and if there is enough visible light in the building, the SRC Building Manager will wait several minutes (15 minutes max) to see if the lights come back on. If the lights remain off, the Building Manager will begin the evacuation process by alerting the staff via walkie of a **Code Red**.
- If the power outage occurs after dark, the Building Manger will automatically begin a **Code Red**.
- UREC staff will use the flashlights located at their stations and begin evacuating individuals out of the building. Ask individuals to proceed cautiously to the lobby and exit through our main doors.
- If the main exit is blocked, the Building Manager will notify UREC staff to encourage patrons to leave through the nearest exit doors.
- At all times during an emergency, all communication not regarding the emergency should be terminated until the Code **Green** is given.

Area Specific Responsibilities for a CODE **RED**

**Code Red: Intramural Supervisor**

- Stop play and clear all participants from your court

- Announce to patrons that we are evacuating the building and encourage them to use the appropriate exit.
- Have the referees assist you with crowd control and the evacuation process.
- Update the Building Manager via walkie on your progress or if you experience any difficulties
- Once your area is clear, you and the other IM staff must go to the lobby and assist the SRC Building Manager with crowd control and then exit the building.
- Go to the appropriate assembly area. All staff are to meet in the parking lot on the North side of the building.
- Once the building is cleared by Emergency Response Personnel, the SRC Building Manager will give the **Code Green** so UREC staff may re-enter the building first and prepare for patrons to return.

**Code BLACK:** Evacuation due to severe weather such as a tornado or blizzard.

Area Specific Responsibilities for a **CODE BLACK**

**Code Black: Intramural Supervisor**

- Stop play and clear all participants from your court
- Encourage participants to take shelter in room 002.
- Room 002 is located down stairs by the men’s locker room.
- Have the referees assist you with crowd control and the evacuation process.
- Update the Building Manager via walkie on your progress or if you experience any difficulties
- Once your area is clear, you and the other IM staff must make go to the lobby and assist the SRC Building Manager with crowd control and then take shelter in room 002.
- All UREC staff will remain here until the Code **Green** is given.

**Code PINK:** Missing Person.

As youth are allowed in the facility, it is possible that a child could become separated from their accompanying parent, guardian, or group. It is also possible that an individual suffering from Alzheimer’s, Dementia, or another form of memory loss could be separated from their group or guardian.

In the event that a person is missing in the SRC, certain UREC staff will actively search for the person, but all staff will be notified to be on the lookout for the missing person in their area.

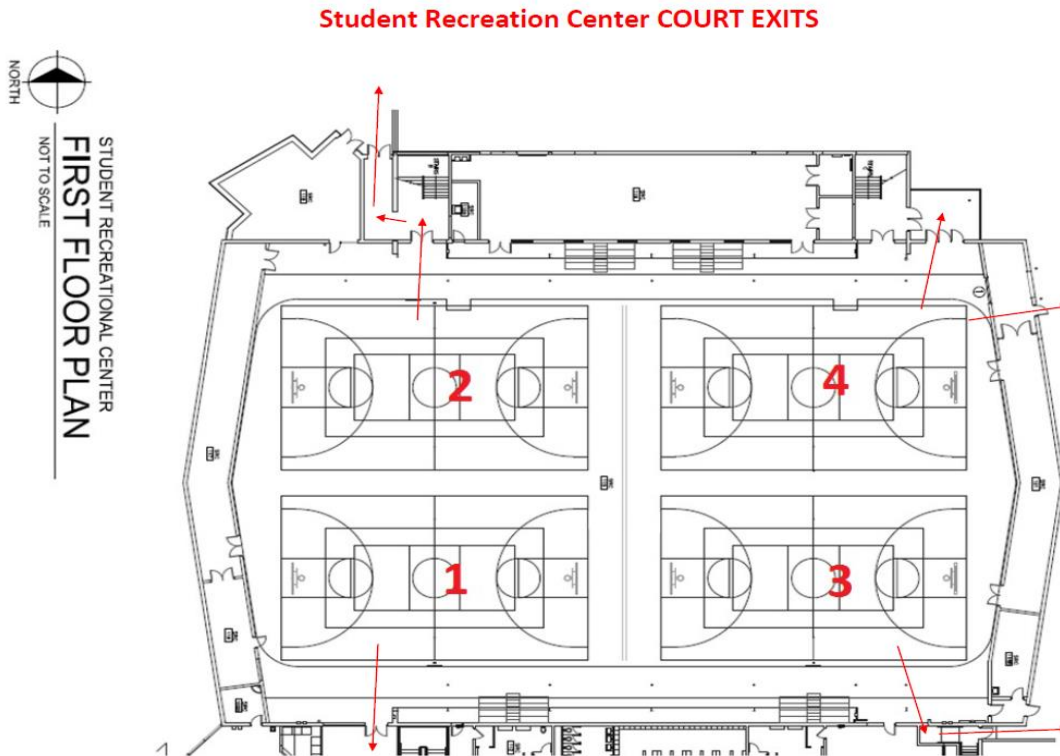
Complete the following steps for a **CODE PINK:**

- A missing person may be reported to any staff in any area.
- First Responder calls Code Pink over the walkie. Identify person missing with age, gender, hair color, clothes they were wearing. Everyone should focus on gender when searching, this is easiest to spot. Example: “Attention UREC staff, we have a Code Pink, I repeat we have a Code Pink.” “Please be on the lookout for a 10 year old female, black hair, wearing a white tank top, blue shorts, and red shoes. She was last seen exiting the pool and walking toward the lobby.”
- The Member Service staff at the control desk will immediately activate the Emergency Communications Center and make an announcement over the PA to alert our patrons that we are searching for a missing person. Example: “Attention UREC patrons, Attention UREC patrons, we are searching for a 10 year old female, wearing a white tank top, blue shorts, and red shoes. She was last seen by the pool area.”
- The Member Service staff will make regular announcements every minute or so until we have located the missing person.

- The Building Manager will begin to search the last area the person was seen and then search gym, room 122 and 122 bathroom, the Torch offices, and room 113 and 114 until the person is located or DPS/Big Rapids Police take over the search.
- Intramural staff will search their areas but cannot leave due to safety issues. Keep in contact with the Building Manager and notify if you find the missing person.

**Code GREEN:** Situation is under control. Resume activities.

**Evacuation Exits:**



**Declaring a Forfeit**

There is nothing worse than a team showing up to an intramural game to find that the other team does not have enough players to play. Still, forfeits are a part of any intramural program, because of the complexities of students’ lives. However, the department needs to hold teams and individuals accountable for forfeiting.

“Game time is forfeit time!” We preach this to our players and our staff, but as a supervisor, you need to realize that this policy is not black and white. Flexibility is important to an intramural supervisor. There different ways to handle each situation:

**Forfeit due to not enough players:**

- You look at the clock and see that it is time for the game
- Talk to the captain of the team that is short players
  - Inform them that it is forfeit time
  - If the captain has players on their way, give them a little more time
  - Give the captain a concrete time in which the game will be declared a forfeit
  - If the players arrive on-time, begin the game as quickly as possible
  - If the players do not arrive in the allotted minutes, inform both captains of the forfeit
  - Mark it down on the game sheet and get the captains’ signatures
  - Once the sheet is marked, it is a forfeit
  - Inform the losing Captain that the \$25 Forfeit Fee must be paid before their next game.

**Forfeit due to no players:**

- Keep an eye on the clock
- Once the scheduled time is reached, have one official go check to see if the team is on its way
- If there is a team coming, start the game as soon as possible.
- If there is no one from the team coming, inform the opposing captain of the forfeit
- Mark the game sheet and get the winning captain's signature
- The Intramural Office will notify the losing team of the \$25 Forfeit Fee.

### **Forfeit due to too many UCs:**

- Stop the game if a fourth UC is given
- Inform both captains that the game will be marked as a forfeit because of three UCs
- Mark the game sheet down as a forfeit, and have both captains sign it
- Inform the losing team's captain that the team will be suspended pending a meeting with the Assistant Director of Intramurals and Club Sports.
- Document the incident on the Supervisor Report
- Make sure you note players' names of all those involved with the incident

**Forfeit due to injury (Default):** The team had enough players to begin the game, but because of injury they do not have enough to continue:

- Start the EAP for the injured player(s)
- Inform both captains that the game cannot continue
- Allow both teams to continue to play a scrimmage if they like until you need to begin the next game
- Document and treat the injury
- Mark the game as a defaulted game (We do not want the team to lose money for an injured player)
- Have both captains sign the game sheet

## **Handling a Protest**

As the on-site supervisor, you make the initial decision on all rule discrepancies between the staff and the players. The process of handling a protest depends on whether you uphold or overrule the official's decision:

The protest is settled on the field

- The captain declares they want to protest a misapplication of a rule
- Ask the captain exactly what he or she is protesting
- Talk with the official that made the call
- You decide that the call was incorrect, and inform the official why the call was incorrect
- Allow the official to overrule the incorrect call by talking with both captains
- Make sure you are involved with this meeting to back up your official
- Document the protest on the Supervisor Report
- Judgement calls can never be protested.
- Do not overturn an officials judgement call...EVER

The protest is not settled on the field

- The captain declares they want to protest a misapplication of a rule
- Ask the manager exactly what he or she is protesting
- Talk with the official that made the call
- You decide the call WAS correct
- Talk with both captains with the calling official present to let them know that the protest is denied



- Note the time and score of the game at the protest
- After the game, have the protesting captain fill out the protest form

**Ferris State University - Intramural Sports  
Complaint/Protest Form**

Date: \_\_\_\_\_ Sport: \_\_\_\_\_

League: Men's Women's Co-Rec Location: \_\_\_\_\_

Type of Protest: \_\_\_\_\_ Time Protest was logged: \_\_\_\_\_

\_\_\_\_ Complaint Time remaining in contest: \_\_\_\_\_

\_\_\_\_ Eligibility

\_\_\_\_ Rule Interpretation

\_\_\_\_ Timing or Scoring

**Protesting Team Info**

Team Name: \_\_\_\_\_

Captain's Name: \_\_\_\_\_

Email: \_\_\_\_\_

**Opposing Team Info**

Team Name: \_\_\_\_\_

Captain's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Complaint/Protest (Please write legibly):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This protest is not complete until the following steps have been fulfilled:**

1. All protests must be registered immediately with the Intramural Sports Supervisor on site.
2. A valid protest must either concern player eligibility or a misapplication of a rule.
3. A protest of the judgment of an Intramural Sports official is INVALID.
4. You must arrange a meeting with the Intramural Coordinator by 12:00pm (NOON) of the day after the game in question, otherwise it will be discarded.

**The captain that is protesting the game fills out the first page of this document – explain the process if necessary.**

**Remind the captain of the other steps for filing this protest.**

**Ferris State University - Intramural Sports  
Complaint/Protest Form**

FOR INTRAMURAL SUPERVISOR TO COMPLETE

Game situation at time of protest: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken Onsite: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Officials: \_\_\_\_\_

*As Supervisor, you need to report on several matters regarding this situation. Your report should include, but not limited to:*

1. Did you witness the incident? YES NO
2. Did the staff properly handle the situation? YES NO
3. Your observations of the events leading up to the incident.

\_\_\_\_\_

\_\_\_\_\_

1. Your recommendation regarding the situation.

\_\_\_\_\_

\_\_\_\_\_

**For U-REC Office use only** Date of office meeting: \_\_\_\_\_

IMS Staff Present: \_\_\_\_\_

Players Present: \_\_\_\_\_

Outcome of Meeting: \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, understand the results of the protest hearing and will abide by the decisions of the Intramural Department.

Participants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Supervisor on duty will fill the second page of this document. Remember, you are the 1<sup>st</sup> source of ruling on any protests**

### Documenting an Ejection

Correctly documenting an ejection is an important part of being a supervisor. It is important that ejection reports contain as much detail as possible, so when a player is ejected immediately note the time and score of the contest to be able to use in the report.

The ejection report should be filled out by the supervisor with the help of the ejecting official(s). Do not sign off on an incomplete ejection report. Rather, teach your staff the proper way to write an ejection report to allow them to further understand the program.

Correctly filling out an ejection report includes the following.

- Fill out the ejection information – name, Ferris ID (found on roster sheet) number, team name, date, and reason for ejection
- Once the game has ended the ejecting official needs to fill out the general description of the ejection
- Remind your staff to describe only the concrete events that happened
- The supervisor should note any direct quotes. The supervisor should ask other staff members what they heard as well, especially during the players escort out of the facility
- Post ejection behavior should be noted.
- Then, the supervisor/official must write any pre-game or in-game warnings
- You should note whether the captain was informed of the reinstatement process

- And on the bottom of the first page, recommend a suspension: Should be between official and you
- Lastly, the official and you need to sign the ejection report

**Ferris State University - Intramural Sports**  
**INTRAMURAL SPORTS EJECTION/INCIDENT REPORT**

Date: \_\_\_\_\_

**PERSONAL DATA**

Name of Ejected Participant: \_\_\_\_\_  
 FSU ID # \_\_\_\_\_  
 Local Address \_\_\_\_\_  
 Local Phone \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Status of Participant:  Student  Faculty  Staff  Other (Please Specify) \_\_\_\_\_

**DETAILS OF EJECTION**

Building/Area of Ejection/Incident  
 SRC Gym  West IM Fields  ITTF  Other \_\_\_\_\_  
 Activity: \_\_\_\_\_  
 Sport and Specific Location of Ejection/Incident (Ex. Flag Football- Field 1): \_\_\_\_\_

**REASON FOR EJECTION (To be completed by the official issuing ejection):**

Threatening Accusations  Intimidation  Violence  Verbal Abuse  
 General Unsportsmanlike Conduct  Complaint  Disciplinary Action  Theft  Policy Exception  
 Other: \_\_\_\_\_  
 DESCRIBE SPECIFICALLY: (Quote exact language. Also, comment on the involved individuals' behavior following the incident)

**IMMEDIATE ACTION TAKEN (To be completed by official issuing ejection)**

Name of Intramural Sports Official \_\_\_\_\_ Phone \_\_\_\_\_  
 Was the person previously warned regarding behavior?  Yes  No  
 Recommendation: The individual completing this form should check one of the following statements. I recommend that ...  
 Reinstatement of the person for the next game is appropriate  
 Careful consideration should be made before reinstatement is granted.  
 Reinstatement of this individual would not be in the Intramural Sports best interest  
 DESCRIBE IN GREATER DETAIL: \_\_\_\_\_

**Supervisor's Summary:**  
 As Supervisor, you need to report on several matters regarding this situation. Your report should include, but is not limited to:

1. Did you witness the ejection/incident? YES NO

*If you answered "No" to #1, do NOT continue on to questions 2-5- But please skip to question 6.*

2. Was the ejection warranted? YES NO  
 3. Was the individual made aware of reinstatement procedures? YES NO  
 4. Could this problem have been avoided? YES NO  
 IF YES, EXPLAIN \_\_\_\_\_  
 5. Your recommendation regarding reinstatement \_\_\_\_\_

6. Your observations of the events leading up to the ejection/incident. \_\_\_\_\_

7. Your observations of the individual/team behavior following the ejection/incident. \_\_\_\_\_

8. Did player receive a copy of the reinstatement process? YES NO

9. Did the captain receive a copy of the reinstatement process? YES NO

Official (Print Name) \_\_\_\_\_ Supervisor (Print Name) \_\_\_\_\_

THIS REPORT MUST BE FILED WITH THE COORDINATOR OF INTRAMURALS WITHIN 24 HOURS OF THE EJECTION/INCIDENT!

**EJECTION/INCIDENT REPORT FOLLOW-UP**  
**Ferris State University**  
**University Recreation - Intramural Sports**

**FOR OFFICE USE ONLY**

Report Reviewed By (please initial):  
 Coordinator  IM Assistant  Director of UREC  Assistant Director of UREC Date Reviewed \_\_\_\_\_

Reinstatement Received \_\_\_\_\_ by \_\_\_\_\_  
 Appeal Hearing \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Appeal Heard By \_\_\_\_\_

**Result of Appeal**

\_\_\_\_\_ To Remain Indefinitely Suspended  
 \_\_\_\_\_ To be reinstated on \_\_\_\_\_ with the folk \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisor will fill out the back of the Report

Check all that apply

More info is always better. In order to determine how long a player should be suspended for we need to know how and why the ejection occurred.

Both Supervisor and Official will recommend a suspension.

Make sure and attempt to give the ejected player the reinstatement process slip. If they refuse to take it, make sure the captain or another member of the team gets it.

## Handling a Fight

Occasionally in intramural sports, fights do occur between players. Correctly handling a fight is an important job in your role as a supervisor. You probably have had very little practice dealing with fights, because they seldom occur. Should a fight break out during your shift, there are important steps that must be taken.

First, the fight must be stopped, but you and your staff should not physically get involved

- Begin by having the officials blow their whistles in numerous short, loud blasts to attempt to break the fight up
- If that does not work, have a staff member call the DPS emergency line (231-591-5900).
- If at the SRC, get the building manager there as well
- Do not attempt to break up the fight by jumping in between players, your safety is more important than theirs

Once the fight has been stopped, inform both captains that both teams will forfeit the game and be suspended from the league until further notice

- Both teams must forfeit whether the fight was between two players or thirty players
- Then, you and your staff must ensure whoever was involved in the fight must leave the building or field area. If they do not leave, call DPS again or use a building manager to help

- It is important to stagger the teams' exits to minimize the chance of an incident occurring outside of the facility

Once the teams have exited the facility, the all-important reporting of the incident must begin

- All staff members will need to fill out an incident report stating what they saw and heard.
- Staff members should not write the report together
- Guide your staff through writing detailed incident reports including the individuals involved
- Mark the game as a double forfeit on the game sheet
- Inform the Assistant Director of Intramurals and Club Sports of the incident by the end of the night, if not earlier with a direct phone call, voicemail if they do not answer, and a text message

## **Other Incidents**

All kinds of incidents can occur during your intramural shifts. Knowing how to deal with less common occurrences is what makes you a good supervisor. These could be weather factors from light rain to thunder to extreme heat. Other incidents that must be addressed with tact include a possible concussion and suspicion of drunken fans and players.

## **Weather Concerns**

Safety should take precedence over all other considerations including but not limited to facility availability, the nature of the game, etc. That being said, participant and staff safety need to be constantly evaluated whenever there is a change in weather conditions. Each situation should be evaluated independently, but there are some guidelines that should be followed.

### **Starts raining during the shift:**

- You have the authority to postpone games should you feel that participant risk has been heightened
- Research hourly weather predictions for the remainder of the evening
- If the fields become unsafe or unplayable, call the games
- In the end, it will be the supervisors' decision to call the games for the evening

### **Thunder storm – cancelling games:**

- Games should be immediately stopped (ensure that you note the score)
- Inform the captains that they will be emailed once the game has been rescheduled
- Move indoors, preferably back to the Student Recreation Center or your car.
- Sign out your staff for the time you let them go
- Inform the intramural rec sports assistants of the cancellations. They will put this message out through IMLeagues as well as our social media accounts.

### **Isolated instances of thunder:**

- Games should be immediately stopped (ensure that you note the score)
- Inform the captains that they will be emailed once the game has been rescheduled
- Move indoors to evaluate the situation
- Do not begin another game until you have observed 30 minutes free of thunder (i.e. If you hear thunder at 6:30pm, you cannot restart the 6pm game. We must start the 7pm game on time. The 6pm game will be rescheduled.

## **Concussions**

Every year we learn more and more about the long term affects that sport concussions have on players. Thus, caution regarding head injuries has become more important as well. As the supervisor, you need to react accordingly should a player take a blow to the head.

- Have a staff member go for ice and call DPS if needed
- Talk to the player - ask basic questions such as the day or month

- Keep the player engaged for a few minutes – this can be done while filling out the injury report
- Use this time to observe any possible signs of concussion
- Consult the concussion information guide

If you suspect a concussion, DPS must be called

- Do not allow the player to re-enter the game until the player has been cleared by DPS or EMS personnel
- Note all actions taken on an incident report, and remember to get the player to sign the injury report

### **Concussion Overview:**

- Even though most concussions are mild, all concussions are potentially serious and may result in complications that range from prolonged brain damage to death if not managed properly.
- Do not allow any athlete to return to participation if he/she has any symptoms.
- If an apparent head injury occurs, even if uncertainty exists about the severity of the injury and whether a true concussion occurred, that athlete cannot return to action until medical clearance is obtained.
- Neither loss of consciousness, vomiting or amnesia is necessary for a head injury to be considered a concussion.
- An athlete who has had a head injury should not return to play without evaluation by medical personnel.
- Women are more likely to suffer from a concussion than men.

### **Management**

- Any athlete even suspected of having a concussion should be removed from the game immediately.
- An athlete should not return to activity after an apparent head injury, regardless of how mild it seems or how quickly symptoms clear, without medical clearance.
- The athlete should be sent for emergency care if symptoms seem serious, seem to worsen, or if other injuries are suspected.
- Always call DPS if there is a suspected concussion (231-591-5000).

### **DPS and EMS is especially needed if any of the following occur (231-591-5900):**

- Any time a player has a loss in consciousness of any duration
- If the player exhibits any of these symptoms
  - Decrease level of consciousness
  - Unusual drowsiness or inability to be awakened
  - Difficulty getting attention
  - Breathing irregularities
  - Severe or worsening headache
  - Persistent vomiting
  - Seizures

### **Action Plan if Suspected Concussion:**

1. Remove the participant from play
2. Keep the participant out of play until DPS or EMS personnel says the player is symptom-free and it's OK to return to play

## **Concussion Information Guide - Signs and Symptoms of Concussions:**

- Although no obvious signs or symptoms may show up immediately, any of these signs or symptoms may suggest a concussion has occurred.
- Any of these signs or symptoms should be taken seriously.

### **Signs observed by Officials and Medical Staff**

- Player appears dazed
- Player has vacant facial expression
- Confusion about assignment
- Player forgets plays
- Disorientation to game, score, or opposing team
- Inappropriate emotional reaction (laughing, crying)
- Player displays incoordination or clumsiness
- Player is slow to answer questions
- Loss of consciousness
- Repeating the same questions or comments over and over
- Difficulty with balance or coordination skills
- Difficulty with concentration, memory or organizational skills
- Amnesia
- Slurred speech

### **Symptoms reported by Player**

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling slowed down
- Feeling “down” or “not sharp”
- Concentration or memory problems
- Irritability
- Feeling more emotional
- Excessive fatigue
- Ringing in ears
- Numbness and tingling

## **Handling Intoxicated Students**

Sometimes, participants may show up to play or watch games under the influence. This is unacceptable and a violation of the explicit policies in the intramural handbook. According to the intramural handbook, “any team using intoxicated players will automatically forfeit their game and be referred to the Office of Student Conduct”. As the supervisor, the key is to anticipate alcohol use and be preventative in addressing it.

- If you suspect intoxicated players or fans, talk to the captain
- Let them know that players cannot play intoxicated, and the team will forfeit the game just for their presence at the game site
- You now have further justification to end the game should you find that players have been drinking.

If you need to end a game due to intoxicated participants, there are a few steps that should be taken.

- You must eject the team from the facility and award the team with a forfeit
- Inform the captain that the matter will be sent to the Office Of Student Conduct
- Document everything that occurred on an incident report

- Other staff members who were involved should fill out an incident report as well – these should concentrate on their specific interactions with the suspected intoxicated players
- Make sure you write the names and Ferris ID numbers of the players involved as well as the time and score of the game
- Mark the game sheet as a loss by forfeit
- Note the incident on the Supervisor Report, and inform the Assistant Director of Intramurals and Club Sports

Drinking before or during an intramural game is a serious violation of intramural policies and should not be taken lightly.

## **Conclusion**

This manual does not include every situation that can happen during your shifts. However, it should be used as a guide to assist you in making responsible decisions based on the individual situation and the philosophy of the program.

By thorough review of this manual, you should now have a firm understanding of your role as a supervisor:

- Filling out pay sheets
- Understanding game-site safety concerns
- Assigning officials to appropriate games
- Enforcing the jewelry policy
- Declaring a forfeit or default
- Documenting incident and injuries
- Handling a Fight
- Handling a protest
- Weather based decisions
- Concussions
- Handling intoxicated players
- Utilizing the philosophy of the program to make appropriate decisions on a case by case basis

You are the face of the program to the players and the staff. So, knowing the intramural handbook, policies, and sport specific rules is an extremely important part of your position with the intramural department. In the end, use good judgment and decision making, and you will become a more successful supervisor.