



CLARK COLLEGE CAMPUS RECREATION

Intramural Handbook

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Welcome to Clark College Intramurals

The term intramurals derives from the Latin words *intra muros*, which means “within walls”. Today intramural sports and programs are organized to provide recreation and competition among teams and participants within a geographic area or campus setting. This is different than varsity sport teams which compete with teams from other cities and towns.

At Clark College the intramural program provides structured sport leagues, tournaments, drop in and play formats, and events that aim to serve students, staff, faculty, and other affiliates of Clark College with recreational opportunities regardless of skill level or ability. In addition to play and exercise, the Intramural Program provides opportunities for student employment in which individuals will gain valuable work experience including, but not limited to: technical officiating skills, planning and organizing events, conflict resolution, CPR/First Aid, and supervisory skills.

We hope that everyone is able to participate in intramurals, learn new sports, meet new people, exercise, and find a break in routine. It is our goal for everyone who is involved in our program to remember the positive experiences they had in intramurals long after they have left Clark College.

Mission Statement

To engage the college community in diverse activity and sport opportunities that enrich the Clark College experience through involvement, leadership and physical activity.



Assumption of Risk and Release of Liability

- I understand that participation in Clark College **Intramural Sports & Activities** involves inherent risks of injury, and that the nature of the risks may vary depending upon the type of activity, instructor, and my own physical condition and conduct. I also understand that it is not possible to specifically list each and every individual risk. Some activities may expose participants to risks including but not limited to: participation in strenuous exercise; off-campus facilities and locations; activities governed by “rules of the road,” road hazards, uneven outdoor surfaces, vehicle traffic, travel to and from events/locations; exposure to allergens or pathogens, dehydration, animals, effects of weather/environment, acts of nature; cuts, scrapes, bruises, blisters, teeth damage, skin/muscle/bone/joint, head injuries, hernia injuries, lack of rapid responding medical assistance, pool maintenance by an outside agency, choking, drowning, swimmer’s ear (swimming), stabbing (from broken fencing weapon--uncommon), crush and blunt force trauma, actions of other participants, collision with other participants or equipment/implements, exhaustion, falling, fainting, and/or death.
- I acknowledge that I will either ask for or have been given any information that I need to determine the general risks associated with activities that I participate in. I recognize and acknowledge that there are both foreseeable and unforeseeable risks of injury or death.
- I understand that a written self-evaluation of my health status is available and recommended to help me decide whether a physician should be consulted to determine any potential conditions that may adversely affect participation prior to participating in any physical activity. I understand it is ultimately my responsibility to determine whether I can safely participate in this activity. Medical evaluations may be available through Clark College Health Services.
- I understand that certain precautions may be advised for the particular activity. I agree to follow those precautions and to conform to all rules and policies of intramurals, officials and on-site supervisors. However, I recognize that these precautions will not eliminate the risks inherent in the course/activity.
- I understand it is my responsibility to provide for my own medical and accident coverage. Clark College does not provide direct medical and accident coverage; however, persons (if eligible) may purchase such insurance coverage by contacting Health Services at 390-992-2264 or the Cashier's Office at 360-992-2177.
- I voluntarily assume all risks of loss, damage, illness, or injury which I may sustain while participating in this course/activity, including travel and usage of any equipment or facilities.
- I have informed intramurals in writing of any medical, physical, and or emotional concerns that I have regarding this activity.



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- If any portion of this Acknowledgement of Risk is determined to be invalid or unenforceable, the remaining parts or portions shall be enforceable.

I release Clark College, and the employees, agents, or representatives of Clark College from any and all liability, claims, costs, expenses, injuries, or losses including those resulting from acts of negligence by Clark College that I may otherwise sustain as a result of my participation in or use of the programs, services, facilities, and equipment of the Fitness Center open hours, ASCC Intramurals, and/or open gym times. I also release Clark College from loss or damage to my person or property caused by other users of the Fitness Center, ASCC Intramurals, and/or open gym.

If any part or portion of this Release of Liability is determined to be invalid or unenforceable, the remaining parts or portions shall be enforceable.

I have carefully read this Release of Liability and fully understand its contents. I am aware that this Release of Liability is a contract between Clark College and myself and I sign it of my own free will.

**All participants under the age of 18, will require parent/guardian permission to participate in intramural activities.

Health Insurance, Injuries & Safety

Clark College offers a voluntary, low-cost health insurance plan that is available to those taking at least six credits. This plan provides coverage 24 hours a day for most risks unless specifically excluded. You may sign up for accident or accident/illness coverage with the option to enroll dependents. The insurance may be purchased by mail directly from the company. For more information, including cost and an application form, please pick up a brochure at the Health Services Center or at the Cashier's Office.

It is the responsibility of every individual participating in Intramural activities to ascertain whether or not health conditions would make it inadvisable for them to participate. Clark College and the Intramural Program does not assume the responsibility for participants. Persons uncertain about a health condition they may possess should consult their family physician or Health Services. Health examinations are available through the college Health Services Center for currently enrolled students at a small charge.



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Participation in Intramural activities involves inherent risks of injury, and the nature of the risks may vary depending upon the type of activity, your own physical condition and conduct, and the conduct of others. The on-site supervisor should be notified of all injuries at the time of the incident. The supervisors are not trained in the treatment of sports injuries, but are certified in first aid and CPR with access to first aid kits and an AED. Supervisors are instructed to dial 9-1-1 if they deem the injury to be life threatening or professional medical assistance is necessary. By reporting your injury to the supervisor (which may be necessary for your insurance company), you will assist the intramural program in identifying trends in injuries that could possibly be reduced by changes in the program.

The safety of all that participate in the program is of utmost importance. It is imperative that everyone follow the rules and regulations set fourth for each sport and activity. Such rules are in place to minimize the inherent risk of activity. Most Intramural activities require the removal of all jewelry including but not limited to watches, chains, bracelets, necklaces and piercings. In these activities only medical alert or religious jewelry may be worn. Intramural Supervisors will tape all medical and religious jewelry. In addition, all participants are to adhere to the following BLOOD RULE: Any player who is bleeding must be substituted for until the bleeding stops. An intramural staff member or game official has the authority to remove the player.

Eligibility Rules and Regulations

The Intramural Program was developed to provide competition/recreation during the academic year for currently enrolled Clark students, faculty, and staff who do not participate in other organized sports on Campus. Some eligibility restrictions are necessary to provide fair opportunities for participation. These restrictions have been developed by NIRSA (National Intramural-Recreational Sports Association) member institutions and reflect the philosophy of the Intramural Program at Clark College. Individuals deemed ineligible to participate may seek reconsideration by written petition. This must be done prior to any participation. *Each participant should be prepared to present his/her Clark College ID card at any time when participating in an Intramural Sports activity. NO ID, NO PLAY, NO EXCEPTIONS.*

1. Currently Enrolled Students: The program is open to all currently enrolled Clark College students, faculty, and staff. The program is also available to current members of the Clark College Alumni Association who are also members of the Thompson Fitness Center. "Non-affiliates" of Clark College are ineligible.
2. Sign Activity Roster (ASSUMPTION OF RISK AND RELEASE OF LIABILITY): Players must put their name & signature on the roster (ASSUMPTION OF RISK AND RELEASE OF LIABILITY) form on the game score sheet before playing to be an eligible participant in the contest. A participant must sign her/his team's roster only once per sport season. *Teams are permitted to add eligible members throughout the league season and playoff tournament. (See # 3 below)*



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3. Playing on More Than One Team: A player may play on one team (men's or women's), and also play on one team in the coed division in the same sport. *Once you have played for a team, you may not switch to another team. Doing so will result in a forfeit for the second team that player plays on.*
4. Signing In: Each player must be listed (first and last name) on the scoresheet prior to his or her participation in an Intramural contest. ALL names listed on a scoresheet shall be considered as participating in that contest.
5. NO ID, NO PLAY, NO EXCEPTIONS: All intramural participants must furnish their current Clark ID Card at every intramural contest. If a participant does not have their ID with them, he/she will not be allowed to play in that contest. No other form of ID will be accepted.
6. Assumed Name: People who participate using an assumed name are ineligible.
7. College Varsity Athletes: Students who are listed on the official NWAACC Roster at Clark College or an institution of comparable athletic stature are not eligible to compete in that intramural sport or related sport until they have been out of that varsity sport for one full varsity season/quarter and one full "off" season/quarter.
8. College Varsity Athletes in Related Sports: Current varsity athletes may participate in other intramural activities outside of their varsity sport. However, they may not participate in that sport or its related activity, (i.e., soccer/indoor soccer; baseball/softball, volleyball/4v4 volleyball; etc.)
9. Eligibility of Opponents: When questioning the eligibility of an opponent it is mandatory for the protesting player(s)/team(s)/official(s) to "announce" those questions to the opposing designated captain AND game official(s) before the game is completed. The official(s), will indicate the contest is under protest. If warranted, player(s)/team(s)/official(s) need to follow up with a written protest within 24 hours after a league contest and within one hour after a tournament contest. The Intramural Program reserves the right to handle eligibility violations without formal protest.
10. Gender Identity/Expression: Clark College students and faculty/staff shall be permitted to participate in Intramural Sports and programs in accordance with the person's gender identity that is exclusively and consistently asserted at school.

Entering an Intramural League, Activity, or Event

Entering a team into an intramural league or event can be done by completing a registration form (located on the bulletin board in the OSC lobby or printed out online) and submitting it to OSC 141 along with receipt from cashiers. Submitting registration online is not currently available. Registration is done on a first come, first serve basis with limited availability due to facility space. Registration fees may apply and vary depending upon the event. If too few teams register to form a sufficient league or tournament, an open gym/field format will follow and participation will be "drop in & play". Full refunds will be given for any team entry fee that was paid.



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Players without a Team

Participants that wish to play a team sport, but do not have a team may register as a free agent in the sport you are interested in. Free agents will be placed together to create a team or be placed on existing teams who are in need of extra players. Free agents will be required to attend the managers meeting in order to be placed onto a team.

Division and Skill Classifications

Intramurals will provide three divisions and two classifications based on student interest. Availability of divisions and skill classifications will vary from quarter to quarter. The two skill classifications will be described as competitive and recreational. Competitive divisions are for those with average to above average skill levels and wish to play in a competitive environment. Recreational divisions are for those with below average skill levels or who may be new or just learning the sport. The playing environment is designed to be a fun and casual, with participation being the number one focus. In the event that a particular sport or activity has low participation, the two classifications may be combined. Divisions will be created as follows and availability will be based on participation:

Men's Division: Open to all male students who meet all other intramural sport eligibility requirements. Male faculty, staff, and other affiliates with Fitness Center Membership are also eligible to play.

Women's Division: Open to all female students who meet all other intramural sport eligibility requirements. Female faculty, staff, and other affiliates with Fitness Center Membership are also eligible to play. Women may only participate on a men's team if a women's division cannot be formed due to lack of participation.

Co-Ed Division: Available in many team sports and is open to students, faculty, staff, and affiliates with fitness center membership. These events require equal numbers of female and male participants and have special rules.



Team Manager/Captain Responsibilities

Team managers/captains serve as a contact between Intramural Sports and their team(s). Matters affecting the team are communicated to each team manager in most cases, and in turn they are responsible for conveying the information to the team(s) members. This Handbook, as well as other materials put out by the Sports and Special Programs Staff, should be of assistance in carrying out managerial duties. Team managers/captains are expected to:

1. Inform members of your team or organization about activities available, foster and promote participation.
2. Enter the team in the desired sport before or on the announced deadline date. Registrations will be accepted in O'Connell Sports Complex in OSC 141. If a sport or activity has an entry fee, you will be required to attach a copy of the receipt from the cashier's office. All team registrations without proof of payment from cashiers will not be accepted.
3. Represent, or see that the team is represented, at all intramural meetings for managers, sportsmanship/disciplinary matters and/or protests. Cooperate fully with all intramural employees while performing their duties.
4. See that all players sign the official team entry/roster (ASSUMPTION OF RISK AND RELEASE OF LIABILITY) form BEFORE they participate in intramural competition. *Teams are permitted to add eligible players throughout the league season and playoff tournament.* Once a player has played for one team he or she may not switch to another team. Additions to rosters will be made on the field/court at game time.
5. Be sure that all players on your team have knowledge of, and meet the eligibility regulations. If in doubt about a player's eligibility, have that person complete an eligibility petition form prior to participation.
6. Inform and notify each participant that they must present their Student ID Card before they can participate in the scheduled contest. **NO ID, NO PLAY, NO EXCEPTIONS.**
7. Study procedures governing participation in the program and the rules of each sport. Be sure that your players are also aware of these rules. Inform and educate all players and spectators affiliated with your team about the sportsmanship rating system.
8. Notify all team members of the date, place, time and color of jersey of each contest the individual and/or team plays. (Teams are responsible for checking the playoff tournament schedules in person). Brackets and schedules are posted on the Intramural bulletin boards located in the lobby of OSC.



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Designated Game Captain Responsibilities include:

1. Check in with the official(s) on site before your scheduled game and fill out your scoresheet legibly with members of your team who will participate. Verify that all are eligible to participate.
2. Cooperate fully with officials/student & administrative staff regarding enforcement of policies and procedures.
3. Provide extra personnel, such as scorekeepers when required.
4. Maintain control of your team and spectator behavior in terms of conduct, safety and sportsmanship before, during and after your intramural game. You will be held responsible and shall not allow team members to participate if they have been consuming alcohol and/or drugs prior to your contest.
5. In the event a player and/or spectator are ejected from the game assume immediate responsibility for ensuring the player(s)/spectator(s) cooperate and leave the vicinity within the allotted *three (3)* minutes. Intramural Staff will not be responsible for communicating or directing the individual(s) to leave. The game will not resume until the player has left. *Failure to comply completely with removal of the individual(s) from the vicinity within three (3) minutes will result in forfeiting your contest.*
6. Notify the Intramural Staff of any safety hazards/injuries/concerns regarding equipment, facilities, etc. Please share with your team the intramural policy regarding first aid supplies and the need to prepare yourselves to play.
7. At the conclusion of your game, sign the scoresheet to verify the result and score.

League Schedules

Schedules of events and leagues will be sent via email to all team captains a week prior to contest start dates and will be posted on the intramural bulletin board in the lobby of OSC. For all non-team sports and activities a schedule of games and events will be sent to each participant and will be posted online. Captains are responsible for communicating game times and locations to their teammates. Depending on the sport, and number of teams that register, the number of league games will vary. The typical format for the competitive divisions will be 4 league games and a single elimination post season playoff. Recreational divisions will typically consist of 5 scheduled games, unless otherwise noted.



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Playoffs - Post Season Tournament

League sports play a regular season followed by a post-season single elimination playoff tournament to determine the champions. The following guidelines will apply:

1. All teams in a competitive division, which do not forfeit half of their league contests (regardless of the reason), are eligible for the single elimination postseason tournament. Teams competing in the recreational division will have a set number of league games and will not compete in a playoff tournament.
2. A bye will be recorded as a win.
3. Teams must participate during the league season to be eligible for post-season play.
4. Games cancelled due to inclement weather shall be rescheduled whenever possible.
5. Tournament brackets will be posted on the intramural bulletin board located in the lobby of OSC. Only brackets posted on the intramural board will be considered official. Check your league schedules for the specific date on which brackets will be posted. Teams are responsible for checking the brackets.
6. Once play begins for any Intramural activity initial brackets and pairings will be final.
7. *Teams will play on different nights during playoffs than during the regular season, including Sundays. If the majority of players on a team will have an academic or religious scheduling conflict with a night during playoffs, the team manager must contact the Intramural office by the last day of league play. Intramural Sports will try to accommodate requests.* Team members may be scheduled in more than one contest at the same time. Please be sure you have enough players on your team to avoid not having the required minimum number to start a game. During playoffs, only requests due to an academic or conflict with another Intramural event for a *majority* of the team will be accepted. This does not guarantee a game will be rescheduled.

Rescheduling of Games & Forfeits

In those instances when a team cannot play one of their regularly scheduled games, the Intramural Program provides some opportunity to reschedule the game. Space & time are limited but the Intramural Program will try to accommodate requests whenever possible. Notice of the need to re-schedule must be submitted to OSC 141 by the team captain within one working day before the originally scheduled contest. While all requests will be reviewed not all can be granted due to facility and team availability. In the event that the game cannot be re-scheduled, the requesting team will forfeit the game. In the interest of fun and participation, we encourage all teams to do their best to commit to regularly scheduled games, and accommodate teams when they proposal a re-schedule.



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Game time is forfeit time. Game time is determined by the official's watch/clock on each field/court. The minimum "start number" for the sport must be present in order to avoid forfeiting the contest. If neither team is prepared to play, then both teams will receive a forfeit.

Teams are permitted to grant a 10 minute grace period for teams that have not arrived for game time, or for teams that are short players. Games may not start if the minimum number of player's requirement is not met. Minimum player requirements vary from sport to sport.

Sportsmanship

The Intramural Sports Program seeks to provide participants with structured recreational sport opportunities in a learning environment that contributes to student success through involvement, leadership, and wellness. All actions and comments, whether directed at staff, opponents, teammates, or spectators should be constructive and conducive to fulfilling this purpose. Win-at-all cost attitudes are inappropriate and are strongly discouraged. All participants and spectators are expected to behave in a courteous and responsible manner in victory and in defeat. Intramural Sports are valuable recreational activities with their benefit coming from playing, not winning.

These guidelines were created to assist teams in reinforcing a sportsmanlike atmosphere.

Expected Conduct

1. Participants and spectators are expected to behave in a cooperative, positive manner, which contributes to the philosophy of friendly competition.
2. Teams are responsible for the conduct of members and spectators before, during, and after any Intramural contest.
3. It is the responsibility of each team to cooperate with the Sports and Special Programs Staff in controlling both team members and spectators. If, in the opinion of the staff, cooperation is not evident the game may be forfeited.
4. Intramural Sports participants and fans will be held responsible for their personal conduct, as outlined in the Clark College Student Code of Conduct.

Misconduct (Unsportsmanlike Conduct)

1. Team Captains, Managers, and/or Coaches are responsible for the conduct of their players, and therefore are subject to the same disciplinary action as their players.
2. In cases where the responsible team member cannot be identified, the team manager may be assessed the appropriate sanctions.
3. Vulgar, obscene, abusive, derogatory, intimidating, and demeaning comments or gestures will not be tolerated. Such comments and gestures create a hostile



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environment, generate ill will, place unnecessary pressure on staff and participants, and contribute to a negative Intramural Sports experience.

4. All acts of physical aggression including fighting, pushing, shoving, kicking, or any other attempt to injure another person are unacceptable behaviors and will result in suspension from participating in intramural activities.
5. Any comments, signs, jokes, remarks, or gestures intended to threaten or intimidate any other person are equally inappropriate and will be disciplined accordingly.
6. Sanctions for any individual involved in any act of physical/verbal aggression or physical contact of any type toward a Sports and Special Programs Staff member may include a lifetime suspension from the Intramural Sports Program.
7. The use of alcohol and/or drugs at any Intramural Sports event is a violation of the Intramural conduct policy, as well as the Clark College Student Code of Conduct.
8. If a game is stopped due to unsportsmanlike behavior by players and/or spectators associated with a team, the game will be forfeited and the team will be suspended from intramural participation.

Spectators

1. The role of spectators is to provide support and encouragement, which will be beneficial to the participants, the game, and the program.
2. Spectators must remain in designated areas and not encroach on the playing area.
3. Spectators are also governed by the alcohol/drug policy listed above. Any violation this policy will be dealt with accordingly.
4. Spectators violating these guidelines or exhibiting unsportsmanlike conduct will be asked to leave and may be assessed additional sanctions.
5. Team managers and/or teams can be penalized for the actions of their spectators.

Ejections

If an intramural participant is ejected from a game for poor conduct, or exhibits such behavior following a contest, this person is immediately ineligible for further competition in any intramural activity.

1. The participant will then meet with the Intramural Director to discuss the situation and consequences. It is the responsibility of the ejected participant to schedule the meeting with Intramural Director.
2. If the participant feels that their ruling is not fair, they may schedule a meeting to discuss the matter with the Intramural Director.
3. If there is still not agreement between the participant and the Intramural Program, the case will be presented to ASCC.

Note: Although disciplinary procedures and minimum disciplinary actions have been established, each altercation will be handled individually with appropriate penalties for the incident.



Conduct Rating System

The Intramural Sports Program expects excellent conduct by its participants. To facilitate this, a Conduct Rating System is in effect. The officials and team captains of each game rate the conduct of the participants in the game according to a pre-determined scale (see below). Scores will be available for review upon request in OSC 141. If after two or more games a team's average conduct rating falls below 3.0, the team's manager is required to meet with the Intramural Director, to discuss required improvements in their team's behavior before their next scheduled contest. Failure to meet this requirement will result in a forfeit of their next scheduled contests until the meeting takes place. Teams receiving a rating of "0" will automatically forfeit their next scheduled game. The team will then be required to meet with the intramural director to discuss the incident.

Standards are also in place for qualifications for playoffs. Regardless of a team's win/loss record, if their conduct rating average is below 2.5, they will not qualify for playoffs. If a team has two or more players ejected from the playoffs in a sport, the game will be stopped and the team will be disqualified from the playoffs.

Score Associated Behavior

- 5 - Excellent, positive communication with officials and opposing players
- 4 - Good, no incidence of poor conduct
- 3 - Few examples of poor conduct, but no penalties for poor conduct
- 2 - Questioned calls by officials & Received one of the following penalties:
 - Unsportsmanlike Conduct penalty
 - Warning or Yellow for conduct
 - Technical Foul for conduct
- 1 - Player or coach is ejected for abusive remarks Team members, coach, and/or spectators persistently question officials in an abusive manner, and/or fail to cooperate with the officials. Players disregard repeated warnings of unnecessary roughness.
- 0 - Player ejected or spectator asked to leave game site for striking or shoving an opponent. Player or team is so antagonistic toward an official or opponent that the game cannot be played with proper order and control (This score may be given even if the incident occurs after the game and if a rating was already given).



Facilities and Equipment

Intramural Sport activities will take place at various locations on campus but the majority of activities will be held in O'Connell Sports Complex or on the Practice Field (locations are highlighted on the campus map at the end of the handbook). Activity information, registration forms, schedules, and brackets, will be posted on the intramural bulletin board located across from the gymnasium entrance on the 1st floor lobby of O'Connell Sports Complex. The main office location of intramurals will be in OSC 141, located across from the fitness center. Team and participant registrations can be submitted to this office.

Proper attire for intramurals will vary based on the activity, but in general athletic clothing should be worn; ie clothing without hoods, zippers, buttons, or other protruding objects. Proper Footwear will also vary based upon activity, however boots, sandals, and other open-toed shoes will NOT be allowed. Please refer to sport specific handbooks for more information regarding attire.

Equipment is available to check out during most intramural activities and can be done so using a Clark College ID. Equipment that is lost, stolen, or damaged will be of the responsibility of the person who checked out the equipment and will be required to pay for those damages.



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Campus Map

