

Azusa Pacific University
Recreational Sports
Handbook
(Intramural and Club Sports)

TABLE OF CONTENTS

- About Azusa Pacific University Recreational Sports
- Recreational Sports Staff
- Definitions
- Risk Management
 - Purpose
 - Inclement Weather
 - Injuries
 - Recommended Steps to Prevent Injuries
 - Release of Liability
 - Emergencies
- Facilities/Equipment
 - Inspection
- Sport Rules
- Intramurals Participation Policies
 - Registration
 - Free Agency
 - Entry Fees
 - Intramural Staff
 - Participant Eligibility
 - Uniforms/Equipment
 - Forfeits
 - Captain's Responsibilities
- Disciplinary Process
 - Ejections
 - Appeals
 - Alcohol/Tobacco
 - Tailgating
- Scheduling
- Transportation
- Advisors and Volunteers
- Appendix
 - Dillion Recreation Complex Policy
 - Intramural Sport Policies
 - Flag Football
 - Co-Ed Volleyball
 - Soccer
 - Basketball
 - Co-Ed Softball
 - Sand Volleyball
 - Ultimate Frisbee
 - Spikeball
 - Intramural Sports Release of Liability Waiver Example

ABOUT AZUSA PACIFIC UNIVERSITY RECREATIONAL SPORTS

The Recreational Sports Program (Intramurals and Club Sports) at Azusa Pacific University exists to provide a safe and welcoming environment where the APU community can play, exercise, compete, develop spiritually, enhance sportsmanship and character, and find fun and satisfaction while participating in recreational activities.

Intramural Sports

The intramural sports program provides every current student, faculty and staff with the opportunity to participate in a wide variety of organized athletic and non-athletic activities as his or her time and interest permits. New students who wish to participate in the intramural sports program can contact the Assistant Director of Campus Recreation at the Office of Communiversity (located in the Cougar Dome). Activities are organized on both a team and individual basis, and range from the more traditional sports of flag football, soccer, basketball, and softball - to Zumba fitness, ultimate frisbee, ping pong and spikeball.

Club Sports

Students interested in participating in Club Sports can contact the Assistant Director of Campus Recreation

Club Sport Vetting policy: All requests for any type of official student group (affiliates, clubs, organizations) will be reviewed for consistency with the campus mission statement, university identity statements, and student handbook guidelines. Requests to form student groups that endorse positions that contradict the university's identity and mission, or groups that endorse activities that violate the student conduct code, will not be approved.

Therefore, all club sport applications will be reviewed by the Executive Director of Communiversity and the Assistant Director of Campus Recreation. The club sport will also be vetted with Athletics to determine ability to use athletic fields or facilities prior to becoming a recognized club sport. Athletics reserves the right to deny access to use Athletic fields and/or facilities to club sports teams. Club Sports teams may need to find facilities outside of APU to host practices and games. It will be the Club Sports team's responsibility to locate and reserve any facilities for practice and games. The Club Sport team is also responsible for paying for any rental costs associated with any usage of facilities. The club Sport must exist one semester before a competition season to get established as a team and to prepare for their competition season. The Office of Communiversity will then approve or deny the club sport application and notify the captain/advisor.

Recreational Sports Learning Outcomes:

- To promote physical activity and interaction among the community that is in harmony with the teachings of the Gospel of Jesus Christ.
- To build new friendships and encourage a feeling of understanding and camaraderie in sharing our diverse cultural backgrounds and ethnic heritage.
- To provide an enjoyable, comprehensive, and wholesome program of activities that will foster the development of personal physical fitness, and promote interest and participation in recreational sports regardless of skills and abilities.
- To complement the academic goals of this university by encouraging holistic growth of the APU community.

The following information is available to all intramural sports and club sports participants. It contains a thorough description of all recreational sport policies at Azusa Pacific University. Prior to participation, teams need to familiarize themselves with the following information. As an Recreational Sports participant, you and your team team will be held responsible for all information contained in this handbook.

RECREATIONAL SPORTS STAFF

Assistant Director (AD) for Campus Recreation
Graduate Assistant (GA) for Campus Recreation
Graduate Assistant (GA) for Clubs and Organizations
Undergraduate Intramural Interns
First Responder Coordinator

DEFINITIONS

Assistant Director (AD) for Campus Recreation: Professional staff member employed by APU for the Office of Communiversity

Appeal: A situation where a player's ineligibility or a rule interpretation comes under review

Club Sports - Club Sports are defined as being any non-varsity athletic team that competes against other colleges/universities but are not regulated by the NCAA or NAIA.

Division: The smaller categories that leagues are divided into

Ejection: Any situation where a spectator or participant is asked to leave a game/facility due to inappropriate actions

First Responder: A student worker who is pursuing a degree in doctorate in physical therapy (DPT), with current first aid certification and CPR certification.

Forfeit: Any situation where a game does not occur or ends prior to completion due to failure to arrive on-time to an event or if the Intramural Staff deems it necessary

Free Agent: Any participant who is not currently on a team that wishes to participate in that event

Graduate Assistant (GA) for Campus Recreation: A grad student on contract with the Office of Communiversity for the given academic year. They supervise the Intramural Interns

Group Fitness: A non-competitive activity (i.e. Zumba, yoga)

Intramurals - Intramurals are defined as recreational sports where teams compete against each other in the same institution.

Major Sports: Sports where players have a regular season schedule (multiple nights/week) and potential to advance to a playoff tournament

Minor Sports: These are typically one night/week (i.e. Thursdays)

Officials: Intramural referee, umpire or staff officiating event

Participation: Playing in an intramural event

Table Staff: A student worker who checks Student ID cards and gives permission for eligible participants to play in an Intramural event

Tournaments: Typically a one-day event (Saturdays)

Undergraduate Intramural Interns: Student leaders on contract with the Office of Communiversity for the given academic year.

RISK MANAGEMENT

PURPOSE:

Azusa Pacific University Intramurals and Club Sports Programs is committed to a safe and fun experience for all students involved. Risk Management is a process of identifying, assessing, responding to, monitoring, controlling and reporting risks. The purpose of this risk management policy is to give both professional and student staff the knowledge and skills needed to proactively avoid undue risk, as well as recognize and respond to all emergencies within our department. This will be done through ongoing staff meetings, training sessions, and the presence of First Responders at activities (as appropriate).

INCLEMENT WEATHER:

- A. Intramurals: The AD and GA for Campus Recreation, and Intramural Interns receive Telvent Weather Monitoring alerts. Based on the alerts, per the discretion of the Assistant Director of Campus Recreation, games can be suspended or restarted due to inclement weather. Outdoor Intramural events will be suspended for 30 minutes after each lightning strike within 10 miles, and the Intramural staff will communicate this information to officials and teams. Staff receives an "all clear" alert when the time has passed and it is safe to play again.

In the case of other hazardous conditions (i.e. wildfire smoke, flooding), Intramural sports will follow suit with APU varsity athletics. Contact the Associate Athletic Director to determine if conditions are safe to play outside.

In the event of inclement weather at an off-campus facility (i.e. heavy rains on a softball field), the AD of Campus Recreation or the GA for Campus Recreation will need to get permission to use the facility from the outside organization.

- B. Club Sports: In the event of inclement weather at an off-campus tournament, our students will participate/not participate at the discretion of the host institution.

INJURIES:

There is an inherent risk of becoming injured while participating in an athletic activity, possibly resulting in death. Participants and spectators are advised to take proper precautions to prevent injuries. Azusa Pacific University, Campus Recreation, the Intramural sports program and its employees assume no responsibility for injury or death related to intramural sport participation or those occurring while watching intramural sports. APU Recreational Sports requires that all participants acquire adequate health insurance prior to participating.

Club Sport Medical Forms and Injuries

The Club Sports program at Azusa Pacific University requires all participating athletes to undergo a baseline testing prior to competing for APU each year. The baseline testing form can be found in the Office of Community through the Assistant Director of Campus Recreation. Athletes can schedule an appointment through the Student Health Center or their own physician. The Health Center will need to see a copy of the completed baseline testing form prior to approving each athlete for competition. The Health Center will then let the Assistant Director of Campus Recreation know which athletes have been approved for competition each

year. Athletes who compete prior to approval from the Health Center will be suspended indefinitely by the Assistant Director of Campus Recreation.

If a Club Sport Athlete is hurt during practice or competition, they need to be seen by the Health Center and cleared to play prior to playing again. Athletes can schedule an appointment through the Health Center and need to be approved to play before returning to competition. When an athlete sees a physician in the Health Center, the physician will send a copy of the feedback form to the Assistant Director of Campus Recreation through fax. If the student is *not* cleared to play, the Assistant Director of Campus Recreation will alert the club sport captain.

Athletes who compete after being told by the Health Center that they are not cleared to play will be suspended for the rest of the academic year. If the captain knew about the injury and allowed the athlete to play, then the entire team will be suspended for the rest of year and have to forfeit all remaining games. Azusa Pacific University takes student health very seriously and the athlete's health is our number one concern. If the player and/or club sport captain has any questions, please contact the Assistant Director of Campus Recreation or the Student Health Center.

First Aid Staff will be available to advise students regarding their injury. They recommend particular treatments within their scope, a visit to the Student Health Center the following day, a visit to Urgent Care (same day) or Emergency Care, etc. In some cases, 911 may be called for ambulance transport. It is the responsibility of the injured participant to secure transportation as needed.

When an injury occurs the First Aid Staff will fill out an injury report. A first aid kit will be available at each game site.

Intramural Injury Report form is available here: [IM injury form](#)

First Aid Staffing for Intramurals

First Aid Staff staffing will be scheduled as follows:

- Flag football: 2 First Aid Staff
- Indoor Volleyball: 1 First Aid Staff
- Basketball: 1 First Aid Staff
- Soccer: 2 First Aid Staff
- Ultimate Frisbee: 2 First Aid Staff

When First Aid Staff are not available/scheduled, the Intramural Intern or Table Staff will be responsible for reporting an injury.

First Aid Staffing for Club Sports

Club Sports need to verify that the host institution will provide adequate First Aid staffing at the games before the team can participate. If First Aid is not provided, then the team cannot participate in that tournament. If APU hosts a club sports tournament, then APU will provide adequate First Aid staffing for the tournament.

If a student is transported to the hospital via an ambulance, then Campus Safety will need to be called to provide assistance and take a report. When a student is transported to the emergency

room, or the First Aid Staff recommends an emergency room/urgent care visit, the Assistant Director of Campus Recreation will be called to alert them of the situation so they can follow up with the participant. Any injured student will be followed up with after the incident by either Residence Life Staff or Communiversy Staff. The Assistant Director of Campus Recreation will determine when the injured participant can return to play based on documentation from medical professionals.

In the case of injuries that result in a participant missing class and/or chapel, the Associate Dean of Students will notify faculty and Chapel Programs.

Recommendations for determining corrective actions for injuries, determining trends, or prominent problem areas, reviewing medical emergency policies and procedures, and reviewing accident/incidents will be assessed annually by the APU Campus Recreation Safety Committee, which is comprised of individuals from Campus Recreation, Athletics, Risk Management, Campus Safety, Facilities Management, and Student Life.

EMERGENCY ACTION PLAN (EAP)

Club Sports are required to develop and submit an Emergency Action Plan (EAP) for each tournament they attend. The EAP includes all players and their medical history, nearby medical facilities (contact information and address), dates, driver information, Certificate of Insurance (COI) of visiting location, Emergency Contacts, and any other pertinent information for the tournament. The EAP must be submitted to the Executive Director of Communiversy, Assistant Director of Campus Recreation, and Campus Safety prior to departure.

RECOMMENDED STEPS TO PREVENT INJURIES

- Have a physical exam before starting any activity.
- Always properly warm-up/stretch, as well as properly cool-down.
- Always have proper equipment/gear (proper shoes for playing surfaces, etc.)
- Follow all of the rules and guidelines of the activity.

RELEASE OF LIABILITY

All intramural participants are required to complete a Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement before playing any Intramural event. To view waiver, see appendix below.

Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement is reviewed by the Office of General Counsel annually.

EMERGENCIES

In the case of emergency, dial 911, then call Campus Safety (626-815-3898) to inform them of the situation.

If necessary, Intramural staff may call Campus Safety to ask them to remove someone from the facility.

FACILITIES/EQUIPMENT

Intramural staff will use reasonable care in setting up facilities and equipment for Intramural event usage. Staff will confirm that field, court, etc is set up appropriately and free from unnecessary obstacles which may cause harm (including locations in close proximity to the playing surface), and ensure that equipment is adequate for the risks involved. Facilities will be assessed at the beginning of each semester for any maintenance that may need to occur before play.

INSPECTION

- Documentation for all inspection reports, equipment and facilities, is generated in collaboration with Facilities Management and the AD of Campus Recreation
- Intramural staff is trained to inspect all equipment before use and to conduct safety inspections.
 - Obsolete or broken equipment is disposed of by the Intramurals Staff
- Staff will ensure water will be provided as part of inspection.
- Facilities Management is responsible for the maintenance of the field. Intramural staff is responsible for the maintenance of all intramurals related equipment (i.e. volleyball nets, basketballs).
- On-Campus Facilities Support: Facilities Management - 626-815-6000 x3002, Campus Safety - 626-815-6000 x3898

SPORT RULES

- A. Intramurals: Each individual sport has its own sport rules and policies to ensure the safety of players for each sport. It is the students' responsibility to read and know these rules prior to playing. See Appendix for all sport rules
- B. Club Sports: Each club sport is expected to submit their sport rules to the Clubs and Orgs Graduate Assistant on a yearly basis.

INTRAMURALS PARTICIPATION POLICIES

REGISTRATION

- A. Registration & payment for all Intramural events is online. For complete instructions, visit www.imleagues.com/apu published schedule. Registrations received after this deadline will not be accepted.
- B. Payments for all sports or events are due before teams are scheduled to play.
- C. It is the team captain's responsibility to register for the correct league and division (see Eligibility requirements). Incomplete or improper entries may result in your team's ineligibility or forfeiture.
- D. A participant may only play for one team per sport per season.
- E. Once a player's name has been added to a roster, the player may not change teams. If a player has not played a game for that team, he/she may switch teams once.

FREE AGENCY

Students interested in playing a sport, but do not have a team may complete the Free Agency process online at www.imleagues.com/apu. This allows Captains from existing teams to search the Free Agency database and invite additional people to join their team.

ENTRY FEES

Participants pay entry fees online at www.imleagues.com/apu as part of their team registration.

INTRAMURAL STAFF

- Officials deserve the highest respect because they represent the character and integrity of the game. All sports officials are student officials: i.e., they are learning, receiving training, and gaining experience in sports officiating. These students are working in one of the most demanding and challenging situations possible: to officiate for their peers. Intramural sports officials are the key to a successful program, and should be treated with courtesy, patience, and consideration.
- The Intramural staff is responsible for recruiting, training, evaluating, and assigning officials to games. Comments and suggestions regarding the performance of Intramural staff should be directed to the GA for Campus Recreation and/or the activity supervisor.
- Individuals interested in working as an Intramural official are encouraged to apply in the Office of Communiversity. The job is an on-campus paying position with flexible work hours. Officials are recruited for a variety of sports and events.
- All Intramurals staff is trained on safety techniques, emergency response, intramural policies and procedures, hazard recognition/awareness, and individual sport rules and regulations.

PARTICIPANT ELIGIBILITY

- A. Anyone who is a(n):
 - a. Undergraduate student enrolled in the current semester in at least three (3) credit hours
 - b. Graduate student enrolled in the current semester in at least three (3) credit hours
 - c. All faculty members and staff employed during the current semester
 - d. Current APU board members
 - e. Signed Liability form provided
- B. A team will forfeit any game(s) in which it uses an ineligible player.
- C. A student who is redshirting with a collegiate team, practicing with a collegiate team or has participated in intercollegiate competitions is not eligible to compete in that particular sport during that same academic year (per NIRSA rules: www.nirsa.net/nirsa)
- D. All teams must have their eligible players registered on IMLeagues. Eligible players can be added to the official roster for a limited amount of time during the regular season. Roster additions can be made onsite before a game has started with a valid, non-faded APU ID card. Roster additions may not be made during playoffs. Players from eliminated teams may not join a different team in the playoffs.
- E. Players may only play on one team per league/division, i.e. players may not play on two A League basketball teams, OR both A and B League basketball.
- F. Teams are limited to two varsity athletes on their team (for example, two soccer players may play intramural basketball on one team, or two tennis players and one football player may play on one volleyball team). It is highly recommended that varsity athletes receive permission from their respective coaches regarding intramural participation.
- G. There is no limit of Sport Club participants on any one Intramural Team for a relating sport.
- H. Any student that has withdrawn from the University is no longer eligible to play Intramural Sports.

- I. Athletes who have participated at the amateur or semi-professional level are not eligible to play intramural sports for two years after their last amateur or semi-professional experience.
- J. Athletes who have participated at the professional level are not eligible for three years after their last professional experience. In addition, all student-athletes must fill out a student-leadership waiver form (provided by the Assistant Director of Campus Recreation).

UNIFORMS/EQUIPMENT

- A. Teams must bring both light (matching) and dark (matching) shirts to their contest. Depending on what the opposing team is wearing they may choose a color different from the opponent. Teams may also select a particular color that is different from any of the other teams in the league and wear it for each contest.
- B. Teams are responsible for providing their own uniforms.
- C. Shoes: Each player must wear athletic, closed toed shoes that cover the foot completely. Indoor events must be played with non-marking athletic shoes. Cleats are limited to studs or projections which do not exceed 1/2 inch in length and are made with non-abrasive rubber or rubber-type synthetic material which does not chip or develop a cutting edge. Metal or plastic spikes/cleats are not allowed.
- D. Athletic tape and ace bandages can be used and can only be anchored using tape.
- E. Jewelry cannot be worn during any Intramural activity and must be removed before play.
- F. Casts on any part of the body are not permitted during Intramural sports participation.
- G. Braces and pads will be allowed upon the discretion of the AD and GA for Campus Recreation, and Intramural interns.

FORFEITS

- A. If a contestant or team fails to arrive ten (10) minutes after the scheduled starting time, the Intramural staff may declare the contest forfeited.
- B. If, in the opinion of the Intramural staff, a game is not being played within the spirit of the rules, or according to acceptable fair play, the game may be stopped and a forfeit declared against one or both teams.
- C. A team is allowed to default a game up until noon of the scheduled game day. A default will only be recorded as a loss for that team, and not a forfeit. Staffing and opponents for the evening will be notified of the default via e-mail or phone about the default by 3pm. of game day. Only one default is permitted per team.

CAPTAIN'S RESPONSIBILITIES

- A. Registration and payment of the team.
- B. Attending one Captains' Meetings for the related intramural sport. THE FAILURE OF A CAPTAIN TO ATTEND THE CAPTAINS' MEETING MAY RESULT IN HIS OR HER TEAM NOT BEING SCHEDULED. Meeting times can be found at IMLeagues.com/apu.
- C. Captains may send a team representative to the Captains' meeting if they have a conflict with the meeting. The representative must be registered on the team.
- D. Teams which register after the Captains' meetings may take a captains' quiz to ensure they are familiar with important sport rules and guidelines.
- E. Being familiar with all rules, schedules, policies, and procedures, and pass this information along to all team members.
- F. Informing players of the date, time, and location of all contests.

- G. Making sure that each member of the team presents his or her valid APU ID card prior to the start of every contest. The Captain is responsible ensure that each player on their team is eligible to play APU intramurals (see eligibility policy).
- H. Serving as the team's representative for all Intramural contests. The team captain is the only one who may discuss rule interpretation questions with the officials.
- I. Assisting the Intramural Staff with the implementation of sportsmanship and stress to each participant its importance.
- J. If a team member is ejected, it is the responsibility of the captain to provide all information to the Official or Intramural Staff on duty and assist with the removal of the ejected player from the confines of the playing venue. The captain has one minute to facilitate this removal or the game will be suspended and declared a forfeit. The ejected player may not attend ANY intramural event (or play) until he/she has met with the AD for Campus Recreation.
- K. Coaches - If the coach does not act in accordance with APU Recreational Sports Handbook, the captain and his or her team will be held responsible. Coaches are not permitted to talk with the Intramural officials.
- L. Their team wearing uniforms that match in color.
- M. Their team's conduct at all Intramural activities, either while participating or acting as spectators.
- N. Notifying their team of any reschedule information.

DISCIPLINARY PROCESS

All Recreational Sports participants are subject to the Intramurals sports policy, APU's Student Standards of Conduct and local policies and procedures.

EJECTIONS

- a. Participants ejected from an Intramural event need to immediately leave the facility. They are not permitted to be at any intramural event until they meet with the AD for Campus Recreation. Failure to leave the facility will result in a forfeit for their team. Team captains are responsible to facilitate the removal of the ejected player from the venue. This will aid the officials and other participants in ensuring that the Intramural event remains a safe place to play. If the ejected player is participating in a second sport or league, they are unable to play again until they have met with the AD for Campus Recreation.
- b. After an ejection, the Intramural staff (at the oversight of the Intern on duty) will gather information and submit an incident report immediately. Intramural Incident Report form is available here: [Incident report form](#).
- c. Any participant or spectator, who, at the discretion of the Intramural Sports Staff, does not participate in a manner suited to Intramural competition, may be ejected at any time from the game or facility.
- d. Discipline for any player suspension from Intramural activities will be determined by the AD and/or GA for Campus Recreation.
- e. In addition to serving a one (1) game suspension, the ejected player(s) will be required to meet with a full time staff person before regaining eligibility. Failure to meet this requirement will result in team's forfeiture of any games in which the player is involved

after the suspension. This eligibility will carry over into the next sport season or academic year.

APPEALS

- A. The appeal shall consist of one or more of the following exclusive grounds for appeal:
 - a. New Information — There is new and significant information that has not yet been considered. Information would be considered “new” if it was discovered after the student’s hearing.
 - b. Excessive Sanctions — Sanctions imposed are excessive to the violation(s) relative to sanctions imposed for similar violations under similar facts and circumstances as determined by the Student Standards of Conduct.
 - c. Procedural Irregularity — e.g. The student did not have opportunity to present information at the hearing.
- B. All appeals must be made in writing to the Executive Director of Communiversity (in the Cougar Dome) within 48 hours of the Assistant Director of Campus Recreation’s decision.
- C. The Executive Director of Communiversity will meet with the student to discuss the incident.
- D. The Executive Director of Communiversity will notify the student of their final decision of the appeal.

ALCOHOL/TOBACCO

All participants involved in either intramurals or club sports must abide by Azusa Pacific University’s Student Standards of Conduct policies, which include policies in regard to alcohol and tobacco possession and use. The policies can be found on the following website:
<http://www.apu.edu/judicialaffairs/conduct/policies/>

The possession or use of any alcoholic beverages or tobacco products before, during, and after intramural activities or club sports, on or off campus, is prohibited. Possession or use of alcohol or tobacco products by either participants or their fans will result in the ejection of those involved and/or the complete forfeiture of the game. Any participants or fans appearing intoxicated will be told to leave the facility with the possibility of APU Campus Safety and/or local police intervention.

Students are not allowed to be on campus or at university-sponsored events (including athletic events, international programs, mission trips, study abroad programs, performance group trips, club and organization events, club sport events, etc.) while under the influence of alcohol even if their consumption occurred off campus or away from these events.

TAILGATING

Tailgating with alcohol on or off campus for Intramural and Club Sporting events is prohibited. Any student found to be tailgating with alcohol will be subject to the Student Standards of Conduct and Campus Recreation disciplinary processes.

SCHEDULING

- A. Intramurals

- a. Schedules for each sport, league, and division will be posted online at www.imleagues.com/apu. It is the team captain's responsibility to check all schedules. The team captain will be held responsible for all games on the schedule. It is in the team's best interest to diligently check the schedule online in case games have been forfeited and/or changed.
 - b. Post-season tournament schedules are posted before playoff competition. It is the team captain's responsibility to check their team's playoff status.
 - c. All considerations will be made to accommodate requests to a team's times and days of play. However, no guarantees can be made based on limited space and availability of facilities.
 - d. No games will be rescheduled. If a team cannot play on their scheduled date, they may default (see above).
- B. Club Sports
- a. Schedules for each club sport will be submitted to the Graduate Assistant of Clubs and Organizations and the Assistant Director for Campus Recreation for review.

TRANSPORTATION

Club Sports teams will be required to use APU university vehicles to drive to and from games and tournaments. Club Sports teams are required to abide by APU Facilities Management Transportation Department's driver requirements and guidelines to operate APU vehicles. Prior to departure for travel to a sporting event, the Club Sports team must submit an Emergency Action Plan to the Executive Director of Communiversity, Assistant Director of Campus Recreation, and Campus Safety. Each member participating, must also fill out a Release of Liability Waiver form for each event.

Drivers must carry the proper license in accordance with the vehicle class and the number of passengers transported. Contact the University's Risk Manager for further questions.

If members of the travel party will be driving personal vehicles, or traveling with non-travel party individual's (relatives or friends) to or from the competition site, a liability release form must be signed by the member of the travel and filed with the Assistant Director of Campus Recreation.

Use of an appropriately insured privately owned vehicle is authorized when commercial service is not available, impractical, or more expensive.

ADVISORS AND VOLUNTEERS

Each Club Sports team is required to have a full time faculty or staff member as an advisor to the club sport. The advisor must be identified as part of the application process and will need to renew their commitment year to year. The club sport team could also have volunteers that serve as coaches or trainers. Any volunteer must fill out a Volunteer Agreement form in order to work with the club sport team. Volunteers must abide APU policies. Any volunteers that are found to have violated any APU policies will be removed from their role with the team. Advisors are not required to travel with the team.

HANDBOOK

This risk management handbook for Campus Recreation will be revised on a biannually basis by the Office of Communiversality, Student Life, Risk Management, and the Office of General Counsel prior to the start of every semester. After that revision process, any revisions to the policies will be effective for that semester.

APPENDIX

Dillon Recreation Complex Policy

Usage:

The Dillon Recreation Complex (DRC) was gifted by the Dillon family, who had a vision for a recreation facility to be enjoyed by students who are not varsity athletes. As a result, the DRC is purposely available for much of the day for general student use during “Open” times.

Additionally, afternoons and evenings during the academic year will be used for Athletics and the Office of Communiversality events. Athletics and Communiversality will work together to determine the schedule during these time slots.

- Football is consistent with their fall times, generally 2-5pm weekdays. The only inconsistency is if it rains and they are unable to be on the stadium. They would then need to use the practice field for the duration, until the stadium dries out. Spring football practice occurs on the west campus practice field, so football will not need DRC in the spring. If football does request to use DRC it will be allowed if there is no conflict with other reserved events.
- Communiversality (Intramurals) is generally later in the evenings when classes are over and occasional weekends.
- Track and Field only need the field during their meets for a warm up area.
- During athletic practices use of the sand volleyball courts is not permitted.

Facilities Management will set the lights to be on from dusk until 12:15am Monday through Thursday on the field and the courts. On Friday, Saturday and Sunday the lights will be on for the field from dusks until 11:15pm and on the courts from dusk until 12:15am.

The entrance gate (which prohibits large vehicles to enter the field) will remain locked at all times unless authorized by Event Services, the Office of Communiversality or Facilities Management.

Schedule August 1-May 31:

Weekdays:

6am-2pm: “Open” for current Students, Faculty and Staff with valid ID card

2pm-12am: Athletics and Communiversality

12-6am: Closed. Use of facility is not permitted while DRC is closed.

Weekends:

6am-12am: “Open” (unless reserved) for current Student, Faculty and Staff with valid ID card

12-6am: Closed. Use of facility is not permitted while DRC is closed.

DRC is available in a limited way for reservations through Event Services. Priority is given to general student use and excessive reservations will conflict with the intended purpose of the facility. For this reason, Event Services will limit the number of reservations allowed for departments on campus, including Chapel Programs, Club Sports and entities outside APU, etc. Club Rugby is not permitted to use the DRC.

People who are not current Student, Faculty or Staff are not permitted to use the DRC and will be asked to leave.

If current Students, Faculty or Staff are using DRC during a time that is not "Open", they will be asked to provide their event confirmation to show that they are authorized to use the space at that time.

Schedule June 1-July 31:

DRC is available for reservation through Event Services (see below)

Guidelines:

- Current Students, Faculty and Staff must have valid APU ID on their person. You will be required to confirm your status by showing your ID card.
- No Food or Beverages: This includes gum, sunflower seeds and nuts. Apart from water, no liquids are permitted in the Dillon Recreation Complex (DRC)
- No Glass Containers: Beverage containers made of glass are not permitted
- Footwear must be clean before entering the DRC
- Cleats: Metal spikes (baseball cleats) are not permitted as they can damage the turf. Rubber molded cleats or ½" screw in cleats are recommended.
- Marking or painting on the turf is strictly prohibited
- Any set up of equipment must have protective footings (see Facilities Management)
- John Deere Gators are allowed and preferred. Vehicles must have low ground pressure "wide" tires to evenly distribute the load.
- Burning materials of any kind is prohibited
- No bikes, skateboards, rollerblades or skates
- No animals: No animals of any kind are allowed within the DRC
- No smoking or tobacco products of any kind
- No golf activities other than Frisbee Golf
- No sharp objects such as tent stakes, corner flags, spikes or anything that may penetrate and damage the turf are allowed on the field.
- No bikini or speedo bottoms

If you see something, say something:

911: EMERGENCIES

Campus Safety: 626-815-3898 report a problem or improper use

Events Services: eventservices@apu.edu maintenance issues

Reservation requests:

All use of the Dillon Recreational Complex will be scheduled by APU Event Services

Reservation requests may be entered online at <http://25live.collegenet.com/apu>

Requests and inquiries may also be made emailing eventservices@apu.edu or calling

626-815-6016

Requests are granted with approval from Event Services and the Office of Communiversity.

Revised August 2018

Dillon Recreation Complex is scheduled using the following locations:

Dillon Recreation Complex: includes the entire facility (field, volleyball courts, basketball court)

Dillon Field: includes the turf surface only

Dillon Volleyball Courts (VB1 & VB2): includes the 2 volleyball courts only

Dillon Basketball Court: includes the basketball court only

Please note that the DRC volleyball courts are not available during football practice.

Reservations will only be made according to the precise locations needed for an event (i.e. if the basketball court is not needed and can remain “open gym”, the reservation should not be made for the entire Dillon Recreation Complex).

Policy enforcement:

The department running an event at any given time will oversee enforcement of policies during their event:

- Athletics/Communiversality will monitor during their reserved events
- Campus Safety will monitor access and usage of DRC as part of their normal rounds during “Open” times, and when DRC is closed.
- Other APU departments will work in coordination with Event Services to ensure that policies are upheld during the time of their DRC reservation
- For outside groups/summer Event Services will oversee policy enforcement for rentals

Cleaning:

- The party reserving the DRC is responsible to clean the facility at the end of their event. This included trash, blood and lost items. Facilities Management will provide trash cans for the DRC
- Facilities will be doing a quarterly brushing of the field. Annually the field will undergo maintenance which Facilities Management will coordinate.
- Facilities, Athletics and Communiversality will all have blood cleaning kits. Whenever an incident involving blood occurs, the department managing the event needs to take the proper clean up actions. If an event involving blood occurs from another department (i.e. non-Athletics and non-Communiversality) facilities will have the ability to clean the turf.
- Facilities Management will regularly clean DRC similar to their care for rest of campus (i.e. mowing grass, disposing of leaves on turf surface, emptying trash cans)

Maintenance:

- Maintenance requests are to be made through Event Services. Event Services will submit a “work order” to Facilities Management and follow up to ensure the issue is addressed.
- The department sponsoring the event on DRC is responsible to send the maintenance request to Event Services.
- Anyone in the APU community can report a maintenance request to Event Services: eventservices@apu.edu
- For a rental event from an entity outside of APU, Event Services will check DRC before and after the reserved event to follow up with any maintenance requests that may have resulted from the event. If necessary, the entity who rented the facility will be charged for damages, clean up, etc.
- Costs for damages during an event will be charged to the department/entity using the

DRC at the time the damage occurred.

- Cost for ongoing maintenance will be charged to Facilities Maintenance for the upkeep of facilities (i.e. turf surface, basketball court surface, sand, fences, nets over washout, lighting, etc.)
- Cost for ongoing sports related equipment will be charged to Communiversality (i.e. soccer goals and nets, basketball nets, volleyball nets and pads)

APU Intramural Flag Football Rules and Policies

- **Starting the Game**
 - Choice of goals and first possession: best of three “Rock, Paper, Scissors” will be used to determine choice of kicking/receiving and end zone. The loser gets choice of the remaining options. The choices will be reversed at the half.
 - Putting the ball in play: the kicking team will kick from 10 yards out from the end zone.
 - Receiving team will have three receivers on the field and only the kicker will be on the field for the kicking team. If a receiver catches the ball in the air, the offense starts from that point plus five yards. If the kick hits the ground at any point, the offense will start from wherever the ball is first touched by a receiver. This format will be used at the start of each half, and after any score.
- **Number of Players**
 - Each roster may carry a maximum of 18 players and no less than 7 players.
 - Seven players (7) on the field constitute a full team.
 - All linemen are eligible to receive
 - Teams must have a minimum of five (5) players on the field at all times.
 - If a team does not have at least five (5) players within five minutes after a scheduled game time, they will forfeit the game.
 - Free substitution when the ball is not in play.
 - Players may only play for one IM football team. Violation results in forfeit and possible dismissal of the team from the season.
- **Eligible Players**
 - Only current student, faculty, staff, or board members of the university are eligible for intramural athletics.
 - Alumni and former students are not allowed to play.
 - Captains who violate this rule will receive forfeits for games played with ineligible players and their status of future intramural participation will be jeopardized.
 - Current collegiate varsity football players are not eligible to play- please see student athlete policy which can be found online.
 - Participants may only play on one team for each sport.
- **Player Equipment**
 - Shoulder pads, helmets, arm-guards, pads, etc. are not allowed.
 - Metal cleats of any kind and bare feet are not allowed.
 - All teams must have a team jersey or all the same color.
- **Length of Game**
 - Two 20 minute halves with a five minute halftime. Running time will be used for the entire game with the exception of the last two minutes of the game. These two minutes will be in stoppage time for all dead balls.

- Mercy rule- if a team is up by 3 touchdowns going into the final two minutes a mercy rule will go into effect and the clock will run.
- Each team is allowed three (3) one minute time-outs per game.
- **Injuries**
 - If time is stopped due to injury or suspect of injury the injured player(s) is to come directly off the field and can return once the injury is taken care of and the play has resumed. The injured player must sit out at least 1 play. Report all injuries to first responders.
 - Any player who is bleeding must exit the field immediately and can return to play once the bleeding has been controlled and the wound is covered.
- **Pre-Snap**
 - While on offense four players (no more or no less) must be on the line of scrimmage.
 - Offsides- A player is offside if the defender crosses the line of scrimmage before the ball is snapped, a five yard penalty will be assessed
 - Encroachment- If the linemen on defense move before the ball is snapped or if they touch the offensive linemen before the ball is snapped, a five yard penalty will be assessed
 - False start- If a player on the offense crosses the line of scrimmage before the ball is hiked or if the offensive lineman flinches before the ball is snapped, a five yard penalty will be assessed with no loss of downs
 - Delay of game- if the offense fails to snap the ball within 30 seconds, the play will become a delay of game and a loss of five yards with no loss of downs.
 - Illegal motion- If an eligible receiver is in vertical (north/south) motion while the ball is snapped, it will result in a five yard penalty.
- **Yards and Downs**
 - There are two 25 yard zones and the end zones are 7 yards deep.
 - The team with possession has four (4) downs to move the ball into the next zone, no matter where in the zone they start from.
 - Any penalty that moves the line of scrimmage past the first down marker is a first down. Any penalty that moves it back behind the previous zone, the original first down zone remains.
- **Out of Bounds**
 - A player catching a pass on the sidelines must have one foot in-bounds and must have control of the ball. If a player is inadvertently pushed out of bounds, it is up to the referee's discretion as to whether or not the ball was catchable (or if they would have had possession in bounds without being pushed).
- **Forward Passes**
 - All forward passes must be thrown from behind the line of scrimmage.
 - Every participant is eligible to catch the ball.
 - No Intentional Grounding will be allowed.
- **Punts**
 - If a punt is to be made, the punting team must announce it to the officials and the opposing team. No fake punts.
 - The team receiving the punt must have four men on the line of scrimmage.
 - Punts may still be returned by the receiver after the ball hits the ground or is dropped.
 - If the receiver fumbles the ball, (see Fumbles heading).

- When the ball comes to a stop after a punt, the ball is dead and cannot be advanced.
- The team receiving the punt may only block on the line of scrimmage. There will be no downfield blocking on punts.
- NOTE: for all punts and kick-offs- If a kick lands in or carries out the back of the end zone in the air, the ball will be placed at the 5 yard line (yellow line of soccer box at Dillon) and will have four downs to cross the next marker.
- If a kick lands in bounds before the end zone and then rolls out the back, the ball will be placed on the receiver's 7 yard line (top of soccer circle at Dillon).
- If a kick carries out of bounds in the air on the sideline, the referee will mark the point it crossed the boundary plane and the receiving team will have the option of starting at that point, or two yards in front of the down marker. From either place they will have four downs to cross the next zone.
- For Punts: If a kick rolls out of bounds on the sideline, the receiving team will start from the point where it went out.
- **Running with the Ball**
 - Direct quarterback runs will be allowed.
 - It is a penalty for the ball carrier to flag-guard, stiff-arm, charge into, knee, kick, knock over, or intentionally run into a defender.
 - No jumping or diving with the ball. It is a violation when the ball carrier jumps to avoid a defender from pulling his/her flags. The ball will be spotted from the point the player jumped and will receive a five yard penalty.
- **Blocking**
 - In all instances a player must have both feet in contact with the ground, during and after contact is made with the opponent.
 - Elbow leads, cross body blocks, chop blocks, leg sweeps, hands to the face, clipping, and other such blocks are illegal.
 - A player may not block the opponent above the shoulders or below the waist.
 - Down the field blocking is not allowed on pass plays until the ball is caught.
 - All blocks must be performed with hands in front of the body.
 - Any block leading with the forearms or the elbows will be penalized five yards.
 - No player may block with the head or shoulder, this is a ten yard penalty and possible ejection.
- **Tackling**
 - A player is down when the flags are pulled.
 - If flags accidentally fall off of the ball carrier, one hand touch will come into play.
 - Defensive players may leave their feet to block a pass or pull flags.
 - Actual tackling, tripping, kicking, shoving, or elbowing the ball carrier is a penalty.
 - Roughing the passer results in an automatic first down or upon a scoring play the offense may choose to decline the penalty.
 - Players MAY NOT grab the ball carriers waist in attempt to bring down the flag belt. A five yard penalty will incur for the violation. This is at the referee's discretion.
 - Any type of excessive physicality or intentional violence used while pulling flags (or any other time) is illegal and will be penalized 15 yards, as well as possible ejection of the game/league.

- If a ball carrier is near the sideline or headed out of bounds, a player may not push him out of bounds as a means of stopping the play (5 yard penalty) he/she must attempt to grab his flags.
- **Fumbles**
 - No fumble recoveries. Any ball fumbled by a runner is dead at the point the player dropped it.
 - In the event of a missed pitch, hand-off, or snap, the player intended to receive the ball only may pick it up and continue the play. The defense will attempt to pull the flags of that player and if successful the ball will be down at the point of tackle.
 - The defense may not go after the ball in any circumstance there is not opportunity for turnover. If this is violated, the ball will be marked at the place the ball was lost plus five yards and no loss of down.
 - Any player that dives for a loose ball will be penalized 5 yards and receive a warning of ejection.
 - In order to stop a player from picking up a miss pitch play or a muffed snap, the defense needs to pull the players flags.
- **Ball in Play**
 - A team is allowed 30 seconds to put the ball in play after signaled by the referees.
- **Sleeper Plays**
 - Teams do not have to huddle, but if the team does huddle, all players must be in the huddle.
 - If you wish to try a trick play first confirm with the referees to make sure it is legal and to allow no confusion within the referee staff.
- **Flags**
 - All defensive and offensive players need to wear flags.
 - The flags are to hang down vertically along the side seam of the shorts and in the back.
 - Shirts must be COMPLETELY tucked in at all times for players wearing flags.
 - The flags must be buckled properly and worn on the outside of the shorts. Tucking flags into the shorts is illegal and will be penalized five (5) yards.
 - If a player is caught holding or tying their flag belt where it is unable to be pulled off by the opposing team, that player will be immediately EJECTED.
- **Player/Spectator Regulations**
 - Teams are responsible for keeping players and fans at least 5 yards from the sidelines on their half of the field. If this becomes a problem teams will be penalized. After a team's first warning, there will be a five (5) yard penalty assessed. Each additional violation will be a fifteen (15) yard penalty.
- **Coaching**
 - **COACHES MUST BE CURRENT FAC/STAFF/STUDENT, registered on IMLeagues**
 - The role of coaches does not supersede the role of the captains.
 - Coaches are not allowed on the field with the exception of timeouts and halftime.
 - Coaches are not permitted to talk to referees (only captains)
- **Scoring**
 - Touchdown = 6 points

- Extra point = 1 point from 3 yards out, 2 points from 5 yards out, 3 points 10 yards out.
- Safety = 2 points
- **Overtime Policy**
 - “Rock, Paper, Scissors” is used to determine possession and direction. The ball will be placed on the 15 yard line and the offense will have four downs to score. If the team scores on their first down, then, the other team will only have one down to score from the 15 yard line as well. If the first team scores in two downs, the other team will have two downs to score and force another overtime or score in one down and win the game. An interception is considered a dead ball and the defense then has 4 downs to score (no running back a pick-off). Regular season games will not have overtime periods. Playoff games will have as many overtime periods as necessary to determine a winner. One timeout will be given to each team at the start of the overtime.
- **Important Notices**
 - Only captains (2 max) can approach the referees with a complaint or argument. The first time this is violated it will be a 5 yard penalty, then 10, and then a possible team disqualification.
 - While the games are being played, the referees have complete authority over the players, captains, and spectators. If the referee feels a player should be ejected, the referee’s decision will stand.
 - It is mandatory that all ejections be referred to the intramural staff so that suspension or disqualification can be discussed further.
- **Summary of Penalties**
 - Five yard penalties:
 - Less than 4 players on the line
 - Delay of game
 - Illegal forward pass
 - Intentional grounding
 - Infractions of formation rules
 - Illegal motion
 - Illegal pitch
 - Offsides
 - Encroachment
 - More than 7 players per team on the field
 - Unintentional tackle (holding runner)
 - Infraction while running the ball (stiff arming, etc.)
 - Illegal blocking
 - Failure to announce punt
 - Offensive pass interference
 - Defensive pass interference: intentional, place of infraction and first down penalty
 - Interfering with punt receiver
 - Illegal use of the hands
 - Clipping
 - Protecting the flags or flag guarding
 - Fifteen Yard Penalties:
 - Any block made in the areas above the shoulders or below the knees
 - Unnecessary roughness, illegal tackling

- Unsportsmanlike conduct including LANGUAGE and ATTITUDE and FIGHTING
- Spearing, kneeling, kicking, and striking
 - Automatic First Down Penalties
- Roughing the passer
- Official rules of Flag Football will be in effect and at the discretion of the Intramural Staff and the referees of the game being played.

APU Intramurals Co-Ed Volleyball Rules and Policies

- **Eligible players**
 - Only **CURRENT** APU student, faculty, or staff are eligible for intramural sports. Playing an ineligible player will result in a forfeit of the match. No Alumni.
 - Current club players are eligible to play, but no team may have more than 3 on their roster.
 - Current collegiate varsity volleyball players are not eligible to play- please see student athlete policy which can be found online.
- **Players on Roster and Court**
 - Each roster may carry 15 players but must have no less than 6 players.
 - Each team must have at least two (2) players of each gender on the court for the duration of the match.
 - If a team does not have at least four (4) players at a scheduled game time (2 of each gender), then they will have to forfeit.
- **Referees and Forfeits**
 - All games are subject to change due to unforeseen conflicts.
 - Refs have full authority on the court before, during, and after a match.
 - Only team captains can question a call made by the ref and only in a reasonable and appropriate fashion.
 - Excessive arguing and complaining will result in first a verbal warning, then loss of a point, then loss of a game, and then forfeit of the match. Calls are at the discretion of the ref. BE RESPECTFUL!
 - Players may be ejected by the ref due to improper behavior.
 - Fighting will not be tolerated. Fighting may be cause for a player to be completely suspended from the intramural season along with other possible punishments.
 - If a player is for any reason ejected from a game, they will need to meet with Assistant Director of Campus Recreation before eligible to play in further matches.
- **Rules of the Game**
 - Six players will play at a time.
 - Each match will consist of a best of 3 games series that is played to 21 with rally scoring; if necessary, the third (3rd) game will be played to 15.
 - Each game must be won by two points.
 - Serves **CAN** hit the net. Serves must be taken from behind the end-line or service line
 - A serve does NOT have to be passed. It can be set.
 - Teams have to rotate every side-out. Substitutions can only come in to the serving position.

- Only three players are eligible to be hitters during a rotation. These players have to be in the hitting box at the beginning of the rally. No back row attack is allowed. Players hitting from the back must hit the ball from behind hitter's box (10ft line).
- No contacting the net. No lifting. No double contact. No attacking the setter.
- Hitting the wall or the roof will be called out.
- A ball that is hit back must pass between the antennas. Also a ball can NOT be hit back unless it is half way past the midpoint of the plane of the net.
- Players must keep their feet on their side of the net. Hands can extend over the net during an attempt to block.
- Official rules of volleyball will be in effect and at the discretion of the Assistant Director for Campus Recreation, the Intramural Staff and the referee of the game being played.

APU Intramural Soccer Rules and Policies

- **Number and Eligible Players:** Each team may consist of 14 players. However, only 7 players, one of whom must be a goalkeeper, may participate in the game at any one time.
 - All players must be **CURRENT** APU faculty, staff, or students. No alumni are permitted to play.
 - Players are required to show their valid APU ID to receive a wristband which will allow them to play
 - Current collegiate varsity soccer players are not eligible to play- please see student athlete policy which can be found online.
- **Forfeits:** Teams with 3 or more forfeits during the regular season will be disqualified from playoffs.
- **Substitutions:** Are permitted when the ball is out of play, in your possession, and referee has been notified or if the other team with possession has substituted. A team must have 6 players in order to start a game time.
- **Players Equipment:** A player shall not wear anything which is dangerous to another player. Either soccer shoes or tennis shoes must be worn (no bare feet). No metal, aluminum, or hard plastics studs allowed.
- **Referees:** The referee shall enforce the rules and decide on any disputed point. His decision on the points of fact connected with the play shall be final so far as the result of the game is concerned. Any player ejected from a game faces a minimum one game suspension. A player can be suspended from the league for verbal abuse towards an official.
- **Ejections:** Any player ejected for any reason must meet with Assistant Director for Campus Recreation before being permitted to play and even attend another intramural event
- **Duration of Game:** The duration of the game shall be two periods of 20 minutes running time with three minutes of half-time.
- **RULES**
 - **Ball in and out of Play:**
 - The markings on the soccer field are considered in play.

- The ball is therefore in play until it is completely across the goal or touch lines either in the air or on the ground.
 - **Method of Scoring:**
 - In order to score a goal the ball must completely cross the goal line, between the goal posts, and under the crossbar.
 - **Fouls:** Penalties are imposed upon players who commit fouls or are involved in misconduct or general dangerous playing. Some of the more frequent fouls are:
 - **There is absolutely no slide tackling allowed under any circumstance!**
 - Kicking, striking, or jumping at an opponent.
 - Tripping or stopping in front of an opponent.
 - Handling the ball anywhere below the shoulder (other than the goalkeeper when he is in his own penalty area).
 - Holding, pushing, obstructing with the hand, or arms, or using the knee against an opponent.
 - Charging an opponent in a violent or dangerous manner.
 - Charging the goalkeeper in the penalty area unless he is obstructing an opponent.
 - Kicking the ball when it is in the possession of the goalkeeper.
 - Obstruction an opponent, i.e., using the body as an obstacle to block the path of an opponent.
- **Direct and Free Kicks:** Free kicks are classified as direct, from which a goal can be scored directly: and indirect, from which a goal cannot be scored until the ball has been touched by another player. Direct free kicks are awarded for major infractions of the rules and for personal misconduct. (Direct kicks awarded in the penalty area are penalty kicks).
 - Offenses for which a direct free kick is given include:
 - Offenses committed with the hands or arms (handling the ball, holding, using hands or arms on an opponent in order to reach the ball, pushing and striking).
 - Slide tackle
- **Throw-In:** A throw-in from touch is awarded when the ball passes completely over a touch line either on the ground or in the air. The ball is thrown in from the spot where it crossed the touch line. The following stipulations govern the throw-in:
 - The throw-in is taken by a player of the team opposite to that of the player who last touched the ball.
 - The thrower must face the field of play and must have part of each foot on the ground outside the touch line at the moment of delivering the ball.
 - The thrower must use both hands and must deliver the ball from behind his/her head. Hands must be even, no twisting arms or hand during throw.
 - Player has only 3 steps to make throw-in.
 - The thrower may not play the ball a second time until it has been touched by another player.
- **Penalty for Improper Throw-In:**
 - The throw-in is taken by player of the opposing team for an infringement of throw-in stipulations 2 or 3.
 - An indirect free kick is taken by a player of the opposing team for an infringement of throw-in stipulation.

- **Goal Kick:** A goal kick is awarded when the ball is last touched by an offensive player and passes over the goal line without resulting in a goal. The kick is made by a defender from a point within that half of the goal area nearest to where the ball crossed the line. The following stipulations govern the goal kick:
 - The ball must be kicked from the ground in any direction beyond the penalty area (ball must leave penalty area).
 - The kicker cannot play the ball a second time until it has been touched by another player.
- **Penalty for Improper Goal Kick:** The kick is retaken if the ball is not kicked beyond the penalty area. An indirect free kick is taken by a player of the opposing team for an infringement by the player kicking.
- **Corner Kick:** A corner kick is awarded when the ball is also touched by a defensive player and passes over the goal line in an area other than the quarter-circle at the nearest flag or cone post. The following stipulations govern the corner kick:
 - The kicker cannot play the ball a second time until it has been touched by another player.
- **Code of Conduct: Offenses include**
 - Offenses involving the goalkeeper. Once goalie controls the ball with his hands, he has 4 steps and must release the ball (rolling or bouncing the ball is considered a step).
 - Offenses involving persons on the sidelines (substitution made at improper time, substitute failing to report to the referee, illegal coaching from sidelines after a warning).
 - Offenses concerned with unsportsmanlike conduct (arguing with the referee, unsportsmanlike conduct, dangerous play, and failure to leave the field of play after ordered to do so).
 - Offenses concerned with improper charging, interfering with goalkeeper, or obstruction other than holding.
- **Tie Games:**
 - Tie games in regular season play are fine.
 - If there is a tie game during Playoffs, overtime goes to the **Golden Goal** rule: the first team to score a goal wins.
- **NCAA Rules:** All rules not covered here are governed by NCAA rules. Each team is responsible for knowing these rules.
- For more information contact Intramurals at intramurals@apu.edu
- Official rules of soccer will be in effect and at the discretion of both the Director of Intramurals and the referee of the game being played.

APU Basketball Rules and Policies

- **Number and Eligible Players:**
 - Each team may consist of 12 players. 5 players on the court at one time.
 - All players must be current APU faculty, staff or student.
 - Alumni cannot play
 - A team must have 4 players in order to start a game time
 - All players must show a valid APU ID card at check in

- Current collegiate varsity basketball players are not eligible to play- please see student athlete policy which can be found online.
- **Referees:** The referee shall enforce the rules and decide on any disputed point. Any player ejected from a game faces a minimum one game suspension. A player can be suspended from the league for verbal abuse towards an official. Any player ejected or suspended must meet with Assistant Director for Campus Recreation before returning to play with their team.
- **Forfeits:** Teams that forfeit 3 or more games during the regular season will be disqualified from playoffs.
- Games shall consist of 40 minutes divided into two halves of 20 minutes each. Time will run continuously throughout the game except for the final 2 minutes of the last half and (only if the difference in score is less than 10 points). The clock will stop on all fouls, jump balls, and out of bounds for the final 2 minutes.
- There will be a two-minute halftime.
- Each team will be awarded three (3) 60 second time outs per game. Note: only one (1) time out is allowed in the last 2 minutes of the game.
- The score will be kept on the score sheet or score board provided by the Intramural Department.
- If a team does not show up within 5 minutes of game time, it is considered a forfeit.
- If the game is tied after regulation time, continuous two minute overtimes will be played until there is a winner. (5 minute overtime periods used for playoffs) There will be only one time out allowed per overtime period, and the clock will be stopped during the last minute of each overtime period.
- The bonus free throw rule will be in effect on the 7th team foul in each half (1 and 1). The 10th team foul shall result in awarding 2 bonus free throws.
- Substitutions may be made when the ball is dead: fouls, jump balls, out of bounds, and time outs. They must report to the score table and wait to be beckoned onto the court by the official.
- Team captains are required to check any questionable ineligible players through the Intramural office. All players should be prepared to present their current APU ID. Any player without their ID will not be permitted to play.
- Officials can call a technical on the bench (2 shots) or any spectator (identifiable with a team) for any verbal abuse or actions threatening to the official. Technical fouls are recorded as a personal foul and a team foul. Two technical fouls merit ejection for the player.
- The supervisor has the authority to forfeit any game where he/she feels the players or spectators can no longer conduct themselves in an appropriate manner.
- The official shall have the power to make decisions on any point not specifically covered in the rules. Only team captains can confer with officials on interpretations of the rules.
- Dunking the ball or hanging on the net is never permitted during the game, or during warm-ups or half time. You will not receive points due to a dunk. The penalty will be a technical foul (2 shots), even if the dunk was unsuccessful.
- All team names are to be approved by Communiversy before the season begins.
- Teams are responsible for bringing 2 different shirts (1 light, 1 dark) to each game to avoid teams with same colors.
- NCAA basketball rules will govern play unless otherwise noted.
- INTERPRETATION: All leagues will utilize the ten-second-backcourt rule.

- Official rules of basketball will be in effect and at the discretion of both the Assistant Director for Campus Recreation and the referee of the game being played.

APU Intramural Co-Ed Softball Rules

- **Eligible players**
 - Any CURRENT student, faculty or staff of the university are eligible for intramural athletics.
 - Eligible players may only play for ONE team.
 - Current collegiate varsity players are eligible, but no team may have more than 3.
 - Each roster may carry 18 players but must have no less than 10 players.
 - If a team does not have at least seven (7) players at a scheduled game time, then they will have to forfeit.
- **Umpires and Ejections**
 - All games are subject to change due to unforeseen conflicts.
 - Umpires have full authority on the field before, during, and after a match.
 - Only team captains can question a call made by the Umpire and only in a reasonable and appropriate fashion.
 - Excessive arguing and complaining will result in first a verbal warning, then loss of an out, then forfeit of the game. These types of calls are at the discretion of the Umpire. Be Respectful!
 - Players may be ejected by the Umpire due to improper behavior. They must meet with Assistant Director of Campus Recreation to determine if they will be able to play the remainder of the season.
 - Fighting will not be tolerated. Fighting may be cause for a player to be completely suspended from the intramural season along with other possible punishments.
- **Rules of the Game**
 - Ten (10) players will play at a time with four outfielders allowed on defense. Rovers are optional.
 - Games will be played to seven (7) innings with 3 outs per inning.
 - Teams will have one of their own players pitch to them. Each batter will receive only two pitches. If no pitches are hit in fair territory then the batter is out.
 - The ball must be pitched with a minimum arc of at least 6 feet from the ground and must not reach a height of more than 12 feet at its highest point from the ground.
 - **Penalty:** Illegal pitch. First illegal pitch results in a warning. After that illegal pitches count as strikes.
 - Chopping and bunting are not allowed
 - When the ball is thrown over the fence or into the dugout, all runners will be awarded one base and the award will be governed by the positions of the runners when the ball left the fielder's hand.
 - A mercy rule will occur when a team is up 10 runs after the 5th inning.
 - Tag ups are allowed.
 - NO leadoffs. NO designated hitters. NO stealing. NO pinch runners (unless the runner is physically unable to continue). Sliding is allowed.

- Teams must play with at least four (4) women on the field at all times. Batting must be alternating between women and men.
- Batting orders must be set before the game and CANNOT be switched (unless due to game-ending injury of player). Teams must bat through their entire team roster (not just the players on the field) before resetting the order.
- Substitutions can be made before the start of an inning but not in the middle of an inning.
- If a hit ball hits a base runner, then the base runner is out. If a thrown ball hits a base runner, play continues and the base runner is not out. If a hit ball hits the pitcher, the batter is out.
- Infield fly rule: If runners are on 1st and 2nd (or bases loaded) infield fly rule is in effect.
- No baseball bats or metal spikes.
- Home Runs: 2 home runs are allowed per team/inning. Each additional home run after that will result in an out (runners do not advance). Maximum of 8 homers/game for each team. Each additional home run after that will result in an out (runners do not advance).
- Official rules of softball will be in effect and at the discretion of umpire of the game being played, the Assistant Director of Campus Recreation and the Intramural staff.

APU Sand Volleyball Rules and Policies

- **Eligible players**
 - Only CURRENT students, faculty, or staff of APU are eligible for intramural sports.
 - Players must have a valid APU ID card to play. (Only the physical card will be accepted).
 - Current collegiate varsity volleyball players are not eligible to play- please see student athlete policy which can be found online.
 - Playing an ineligible player will result in a forfeit of the match.
- **Forfeits:** Teams with 3 or more forfeits during the regular season will be disqualified from playoffs.
- **Players on Roster and Court**
 - Each roster may carry 8 players but must have no less than 4 players, with a minimum 1 player of each gender.
 - Each team must have at least one (1) player of each gender on the court for the duration of the match.
 - If a team does not have at least four (4) players at a scheduled game time (1 of each gender), then they will have to forfeit.
 - Each player must be on only one (1) team.
- **Referees and Conduct**
 - Refs have full authority on the court before, during, and after a match.
 - Only team captains can question a call made by the ref and only in a reasonable and appropriate fashion.

- Excessive arguing and complaining will result in first a verbal warning, then loss of a point, then loss of a game, and then forfeit of the match. Calls are at the discretion of the ref. BE RESPECTFUL!
- Players may be ejected by the ref due to improper behavior.
- Fighting will not be tolerated. Fighting may be cause for a player to be completely suspended from the intramural tournament along with other possible punishments.
- If a player is for any reason ejected from a game, they will need to meet with the Assistant Director of Campus Recreation before eligible to play in further matches.
- **Rules of the Game**
 - Four players will play at a time (with at least 1 per gender).
 - Each match will consist of a best of 3 games series that is played to 21 with rally scoring; if necessary, the third (3rd) game will be played to 15. Or until time allotted.
 - Each game must be won by two points.
 - Serves **CAN** hit the net. Serves must be taken from behind the end-line or service line
 - No overhand sets on first contact. Tips are allowed.
 - Teams have to rotate every side-out. Substitutions can only come in to the serving position.
 - No contacting the net. No lifting. No double contact. No attacking the setter.
 - The server is ineligible to spike and/or block. No backrow attack is allowed from the person in the server position.
 - A ball that is hit back must pass between the antennas. Also a ball can NOT be hit back unless it has crossed the plane of the net.
 - Players must keep their feet on their side of the net. Hands can extend over the net during an attempt to block.
- *Official rules of volleyball will be in effect and at the discretion of both the Director of Intramurals and the referee of the game being played.*

APU Ultimate Frisbee Rules and Policies

- Starting the game
 - To start the game, rock, paper, scissors will be conducted. The winner will have the choice of: receiving the initial throw-off, or selecting which goal they wish to defend initially.
 - The team losing the game is given the remaining choice.
 - Play starts at the beginning of each period of play and after each goal with a throw-off.
 - Each time a goal is scored, the teams switch the direction of their attack and the team that scored throws-off.
- Number of Players
 - Each team may have a maximum of 14 players, with 7 players on the field at a time.
 - A team may start and play a game with as few as four players.

- Substitutions can be made: after a goal and prior to ensuing throw-off, before the beginning of a period, or to replace an injured player.
- Players may only play for one IM Ultimate Frisbee team. Violation results in forfeit and possible dismissal of the team from the season.
- Eligible Players
 - Only current student, faculty, staff, or board members of the university are eligible for intramural athletics.
 - Alumni and former students are not allowed to play.
 - Captains who violate this rule will receive forfeits for games played with ineligible players and their status of future intramural participation will be jeopardized.
 - Participants may only play on one team for each sport.
- Player Equipment
 - Metal cleats of any kind and bare feet are not allowed.
 - All teams must have a team jersey or all the same color.
- Length of Game
 - The game will consist of two 20-minute halves (running clock).
 - Each team will receive one (2) minute timeout per half.
 - Time outs must be called when the team calling it is in possession of the disc, or after a goal prior to the ensuing throw-off.
 - The team with the most goals at the end of the game is declared the winner.
 - If the score is tied at the end of regulation play, a three-minute sudden-death overtime period will be played until a winner is declared. In regular season play, if no one has scored after the three-minute overtime sudden-death period the contest will be declared a tie. For playoffs, the overtime sudden-death periods will continue until the first team to score wins.
- Injuries
 - If time is stopped due to injury or suspect of injury the injured player(s) is to come directly off the field and can return once the injury is taken care of and the play has resumed. The injured player must sit out at least 1 play.
 - Any player who is bleeding must exit the field immediately and can return to play once the bleeding has been controlled and the wound is covered.
- Coaching
 - The role of coaches does not supersede the role of the captains.
 - Coaches are not allowed on the field with the exception of timeouts and halftime.
 - Coaches are not permitted to talk to referees (only captains).
- Throw-off
 - Positioning prior to throw-off: (1) The players on the throwing team are free to move anywhere in their defending end-zone, but may not cross the goal line until the disc is released. (2) The players on the receiving team must stand with one foot on their defending goal line without changing position relative to one another.
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 - The throw-off may be made only after the thrower and a player on the receiving team raise a hand signifying that team's readiness to play.
 - The throw-off consists of one player on the throwing team throwing the disc toward the opposite goal line to begin play.
 - As soon as the disc is released, all players may move in any direction.
 - No player on the throwing team may touch the throw-off in the air before a member of the receiving team touches it.

- If a member of the receiving team catches the throw-off on the playing field proper, that player must put the disc into play from that spot.
- If the receiving team allows the disc to fall untouched to the ground, and the disc initially lands in bounds, the receiving team gains possession of the disc where it stops.
- If the throw-off lands out-of-bounds the receiving team makes a choice of: (1) Putting the disc into play at the point where it crossed the line, or (2) Requesting a re-throw.
- Change of Possession
 - Occurs when a pass is not completed (dropped, hits the ground, falls out of bounds, blocked, intercepted).
 - When a play stops the player who was in possession retains possession.
 - All players must come to a stop as quickly as possible when play is halted, and remain in their respective locations until play is restarted.
 - The marker restarts play by handing the disc to the thrower.
- Out-of-Bounds
 - The perimeter lines themselves are out-of-bounds.
 - A disc is out-of-bounds when it first contacts an out-of-bounds area or contacts anything which is out-of-bounds.
 - For a receiver to be considered in-bounds after gaining possession of the disc, the first point of contact with the ground must be completely in-bounds. If any portion of the first point of contact is out-of-bounds, the player is considered to be out-of-bounds.
 - Should the momentum of a player carry him/her out-of-bounds after making a catch and landing in- bounds, the player is considered in-bounds. The player carries the disc to the point where he/she went out-of-bounds and puts the disc into play at that point.
 - To restart play after the disc has gone out-of-bounds, a member of the team gaining possession of the disc must carry the disc to the point on the playing field where the disc went out-of-bounds, and put the disc into play at that point.
 - The thrower may pivot in and out-of-bounds, providing that some part of the pivot foot contacts the playing field.
- The Thrower
 - The thrower must establish a pivot foot and may not change that pivot foot until the throw is released. □
 - The thrower has the right to pivot in any direction. However, once the marker has established a legal defensive position, the thrower may not pivot into him/her. □
 - If the disc is dropped by the thrower without defensive interference, it is considered an incomplete pass. □
 - The thrower may throw the disc in anyway he/she wishes. □
- The Marker
 - Only one player may guard the thrower at any one time; that player is the marker.
 - The marker may not straddle the pivot foot of the thrower. □
 - There must be at least one disc's diameter between the upper bodies of the thrower and the marker at all times. □
 - The marker cannot position his/her arms in such a manner as to restrict the thrower from pivoting. □
- Stalling □

- Once a marker has established a set-guarding stance on the thrower, he/she may initiate the count. □
- The count consists of the marker calling "Counting" and counting at one-second intervals from 1 to 12, loudly enough for the thrower to hear. □
- If the thrower has not released the disc at the first utterance of the word twelve (12) a turnover results. □
- If the defense decides to switch markers, he/she must start again from one.
- The Receiver
 - Bobbling to gain control of the disc is permitted. □
 - After catching a pass, the receiver is only allowed the fewest number of steps required to come to a stop and establish a pivot foot. □
 - If the receiver is running as he/she catches the disc, the receiver may throw a pass before the third ground contact after catching the disc without coming to a complete stop. □
- Fouls
 - Fouls are the result of physical contact between opposing players. □
 - The offending player calls the foul. □
 - If the thrower is fouled in the act of throwing and the pass is completed, the foul is automatically declined and play continues without interruption.
 - If the marker is fouled in the act of throwing and the pass is not completed, play continues without interruption. □
 - Violations consist of traveling with the disc, attempting to strip the disc, or double-teaming an opponent. □
 - Fouls and violations result in a change of possession. □
- Positioning
 - Picks
 - No player may establish a position, or move in such a manner, so as to obstruct the movement of any player on the opposing team: to do so is a pick.
 - A pick is considered a violation
 - When the disc is in the air, players must play the disc, not the opponent.
 - The principle of verticality: All players have the right to the space in-immediately above them.
 - A player who has jumped is entitled to land at the same spot without hindrance by opponents.
- Player Conduct
 - Team captains are responsible for the conduct of their players and fans. □
 - Only the Captain is allowed to question the officials during play. □
 - Coaches must stay at the team bench area during play. □
 - Acts of unsportsmanlike conduct including: unnecessary roughness, arguing with official (supervisor), fighting, abusive language directed towards officials/opponents will result a player(s) being ejected from the game. □
 - Any player ejected from a game will be ineligible to participate in any intramural sport until he/she meets with the Assistant Director of Campus Recreation.
 - Ejected players must leave the playing area for the remainder of that contest and any other contests that day.

APU Intramural Spikeball Rules and Policies

- Ball – 12 inches in circumference
- Spikeball set – net tension should be consistent throughout
- Winner of rock, paper, scissors gets to pick side or serve
- Opposing players line up across from each other.
- Before the ball is served any players not receiving the serve must be 6 feet from the net. The returner can stand at whatever distance they choose.
- Once the ball is served players can move anywhere they want.
- Possession changes when the ball contacts the net.
- Each team has up to 3 hits per possession, but they do not need to use all 3 hits.
- When sunlight is a factor, teams should switch sides half way through the match.
- When playing on grass, if one team is playing in cleats and the other team is barefoot, paper/rock/scissors is played to determine if both teams need to be barefoot, or if the barefoot team needs to wear shoes. If the barefoot team loses and wants to remain barefoot, they must do so at their own risk.
- **Scoring**
 - Rally scoring (points can be won by the serving or receiving team)
 - Games are played to 21. You must win by two points. (unless otherwise specified by a tournament director)
 - Switch sides after one team reaches 11 points.
 - Points are scored when:
 - The ball isn't hit back into the net within 3 hits
 - The ball hits the ground
 - The ball hits the rim (including clips) (Even during a serve--rim shots don't count as a "let")
 - The ball does not bounce off the net in a single bounce. (It must clear the rim in order to be good)
 - There is an illegal serve or other infraction
- **Serving**
 - The receiving team sets their position first. Server stands directly across from the receiving player. Only the designated receiver can field the serve.
 - The ball must be tossed up from the server's hand before it is hit. It cannot be hit out of the server's hand. If the server does not like the toss, they need to let the ball drop to the ground. They will have one more opportunity to toss and serve the ball.
 - Server's feet must be behind the service line (at least 6 feet away from the net) when the ball is hit. The server can lean over the service line, but their feet may not cross the service line until after the ball is hit. The server may not plant their feet behind the service line and lean/fall forward and hit the ball right by the net.
 - (***In cases where an actual service line is drawn***) If a server's foot touches or crosses the service line before the ball is hit, the serve is a fault. The serving team has one more try to serve. If the serving team cannot hit a legal serve on the second try, they lose the point. If the line infraction happens on the second fault, the serving team loses the point, and the other team serves.

- The server is allowed to take one pivot step OR straight-on approach steps, but is not allowed to move laterally beyond a pivot. (No lateral approach steps!)
- Serves can be as hard or as soft as the server likes, and drop shots are allowed.
- Serves must be below the receiver's raised hand. If the ball can be caught by the receiver, it has to be played. If the ball is too high, the receiver must call "let" before their teammate touches the ball. The serving team has one more try to serve. If the serving team cannot hit a legal serve on the second try, they lose the point. If the receiver does not call "let", continue play.
- The ball must come cleanly off the net on a serve. If the ball takes an unpredictable bounce (commonly known as "pocket"), the receiver must call "let" before their teammate touches the ball. The serving team has one more try to give a clean serve. If the serving team cannot hit a legal serve on the second try, they lose the point. If the receiver does not call "let", continue play.
- If the ball takes an unpredicted bounce, and lands back on the net or the rim, it's the other team's point and a change of possession.
- If the ball contacts the rim **at any time**, it is a point for the other team and a change of possession.
- After a server wins the point, they change positions with their teammate so they are directly across from the other member of the receiving team.
- The four players serve in the same sequence throughout the match, changing the server each time a rally is won by the receiving team.
- **Contacting the ball**
 - Hits must alternate between teammates.
 - The ball must be hit, not be caught, lifted, or thrown. You cannot hit the ball with two hands (this includes putting both hands together while contacting the ball with your hands).
 - You can use any part of your body to hit the ball and it counts as your hit. (You cannot contact the ball twice in a row regardless of what part of your body it touches)
 - If the ball hits any part of the ground or rim it is no good. There are only "lets" on the serve. After the serve, if the ball does not hit the rim, play it regardless of how it bounces.
 - If teams cannot determine if the ball hit the rim, replay the point, no questions asked.
 - Once the ball hits the net, it must bounce off in a single bounce. It must clear the rim in order to be good.
- **Infractions**
 - Defensive players must make an effort to get out of the offensive team's way. If a member of the defensive team is in the way of a play on the ball, the player being blocked must call "hinder" and replay the point. The offensive team must have a legitimate play on the ball to call "hinder."
 - If the defensive team gets hit with the ball, call "hinder" and replay the point. The offensive team must have a legitimate play on the pass to call "hinder."
 - If a defensive player attempts to play a ball when it is not their turn, they lose the point.
 - If a player hits a shot off the net then the ball hits their teammate, they lose the point. If a player hits a shot off the net then the ball hits himself/herself, they lose the point.

- If any player makes contact with the Spikeball set that moves the set or affects the trajectory of the ball, they lose the point. If the contact with the Spikeball set does not move the set or affect the trajectory of the ball, play on.

INTRAMURAL SPORTS WAIVER

Example from previous season:

**Intramural Sports Program Participant's Release and Waiver of Liability,
Assumption of Risk, and Indemnity Agreement**

In consideration of being permitted to participate in Intramural Sports (Including Soccer, Softball, Sand Volleyball, Basketball, Dodgeball, and/or Group Fitness) sponsored by the Office Of Communiversity at Azusa Pacific University, during Spring semester 2016,

I hereby voluntarily agree to release, waive, and agree not to sue Azusa Pacific University, its officers, employees, agents, volunteers, or co-sponsors of the program, for any and all claims, damages, costs, attorney's fees, or causes of action which I have or may have in the future, as a result of damages or injuries relating to the Intramural sports or travel to and from the Program, arising out of or incident to any negligent act or omission by Azusa Pacific University, its officers, employees, agents, volunteers, or co-sponsors of the Program. I knowingly and voluntarily give up valuable legal rights, including the right to sue.

I understand and agree that there exist risks of harm associated with participating in the Program which may give rise to bodily injury and/or property damage. These risks include, but are not limited to, those hazards associated with strenuous activity, exposure to heat or cold weather, exhaustion, dehydration, broken bones, concussion, torn appendages, dislocations, bruises, cuts, and any other injuries that may result in physical contact with others. I further understand and agree that there may be risks and dangers not known or reasonably foreseeable at this time. I understand and agree that included within the scope of this waiver and release is any cause of action, arising from the performance of or the failure to perform maintenance, inspection, supervision or control of the Program, or the failure to warn of existing dangerous conditions not known to or reasonably discovered by Azusa Pacific University, including all acts of negligence of Azusa Pacific University. I, the negligence of others, or by the negligence of Azusa Pacific University, its officials, officers, employees, agents, volunteers or co-sponsors of the Program, may cause these risks and dangers. **I knowingly and voluntarily assume full responsibility for these risks arising out of or related to my participation in the Event.**

I HAVE CAREFULLY READ, AND I UNDERSTAND, ACKNOWLEDGE AND AGREE TO THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT. I UNDERSTAND THAT I AM GIVING UP VALUABLE LEGAL RIGHTS BY SIGNING THIS AGREEMENT, AND THAT THIS AGREEMENT REPRESENTS A CONTRACT BETWEEN AZUSA PACIFIC UNIVERSITY AND MYSELF. I HAVE VOLUNTARILY CHOSEN THE ACTIVITIES IN WHICH I AM PARTICIPATING.

Printed Name of Participant: _____

Participant Signature: _____ Date: _____

Must have witness sign

Printed Name of Witness: _____

Witness Signature: _____ Date: _____