

# ACU

## Intramural & Club Sports Handbook

### *Senior Staff*

#### **Intramural and Club Sports Staff**

Todd Rogers	Director of Intramural and Club Sports
Zach Casey	Assistant Director of Intramural and Club Sports

#### **Rec Staff**

Joel Swedlund	Executive Director
Kyle Pinson	Director of Facility Operations
Megan Boyer	Member Services Manager

325-674-2511

325-674-2410

[www.acu.edu/intramurals](http://www.acu.edu/intramurals)

[www.imleagues.com/acu](http://www.imleagues.com/acu)

### **ACU Mission**

The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

### **Intramural Sports Mission**

The mission of Intramural Sports is to collaborate with students to provide a variety of sports opportunities in a Christ-centered environment that enhance personal development and social interaction on the ACU campus.

## **Intramural Supervisor Job Description**

### *Scope*

The Supervisor will report to and coordinate with the Director of Intramural Sports. This person is being used to supervise Intramural Sports' games, injuries, and student workers.

### *Specific Responsibilities*

1. Pre-game set up, post-game tear down, and trash pick up
2. Assist with check-in and scorekeeping
3. Prepare and co-lead referee trainings
4. Schedule referees and coordinators on a weekly basis
5. Coordinate pre-season scrimmages for new referees to officiate
6. Fill in for absent officials – Have whistle and stripes available
7. Manage sportsmanship violations
8. First responder for injuries and incidents
9. Record all injuries on Accident Forms
10. Record all incidents on Incident Forms
11. Carry out any requests made by the Director of Intramural Sports

### *Qualifications*

- Prefer an undergraduate student who is enrolled full-time at ACU
- Must be a proven official
- Will require First Aid/CPR and AED certifications after hire

## **Intramural Check-in Manager Job Description**

### *Scope*

The Check-In Manager reports to the Director of Intramural Sports. This person is used to check player eligibility, keep score, and coordinate all activities to ensure smooth gameplay.

### *Specific Responsibilities*

1. Keep score, fouls, timeouts, and other sport-specific stats during intramural volleyball, basketball, and other sports as needed
2. Report issues to the Intramural Supervisor – injuries, fighting, suspensions, waivers, and eligibility violations
3. Show up when scheduled and prepare equipment for Intramural Referees
4. Make sure that Intramural Referees leave their keys and phones in the bin at the check-in area
5. Be in charge of all intramural equipment check-out
6. Input wins and losses, scores, and forfeits through mobile imleagues

### *Qualifications*

- Prefer an undergraduate student who is enrolled full-time at ACU

## **Intramural Referee Job Description**

### *Scope*

Officials report to and coordinate with the Director of Intramural Sports and Intramural Supervisors. This person is being used to officiate all games and activities.

### *Specific Responsibilities*

1. Attend mandatory rules sessions, training, and scrimmages
2. Pass sport-specific tests
3. Study rulebooks and attempt to pass expert-level testing when applicable
4. Learn and understand all game rules and regulations
5. Show up when scheduled and be prepared to referee right away
6. Assist the Supervisor in setting up the fields and taking them down
7. Conduct captain's meetings before each game
8. Check team's equipment before each game
9. Notify a Supervisor of any perceived bias
10. Officiate each game to the best of one's ability

### *Qualifications*

- Prefer full-time ACU undergraduate or graduate students
- Must have prior experience officiating or playing sports at least at the high school level

## **Policies**

### *Sportsmanship*

The ACU Intramural Sports program encourages sportsmanship from participants at all times. Competing in Intramural Sports is a privilege for students, faculty, staff, and all other participants. Participants are expected to behave courteously towards teammates, opponents, fans, officials, and staff members. Those individuals who do not properly conduct themselves will not be allowed to participate.

Supervisors and Referees may give ejections for any reason.

<b>Misbehavior</b>	<b>Typical Consequence</b>
Cussing or Abusive Language	1-game Suspension
Fighting or Violent Gameplay	Report to the Dean of Students
Dissent towards officials	Ejection and possible suspension
Illegal Participation	Team forfeit and suspension of individual

\*Multiple offenses will result in harsher consequences.

### *Intramural Sports Waiver*

Players must e-sign a waiver before playing in each sport. The waivers are signed when joining or creating a team on IMLeagues. Students may not participate until a waiver is signed.

### *Playing Schedule*

Intramural games and activities are usually played on Mondays, Tuesdays, and Thursdays from 5 pm to midnight. Occasional games and tournaments are scheduled on Wednesdays and/or weekends.

### *Weather*

**Weather-related postponements and cancellations are decided upon no later than 3 PM.** If games are postponed or canceled, a text and email will be sent to those who are scheduled to play. Please allow “text messaging” on IMLeagues under your account settings. If your game is canceled due to weather, you may or may not have a make-up game. If you receive no notification of games being canceled, all games will take place as scheduled.

### *Forfeits*

A team that forfeits 2 regular season contests or is eliminated from a tournament because of a forfeit is disqualified and loses their team fee.

**5-minute Rule** – Teams must have the minimum number of players at their game 5-minutes after the start time, or the game will be recorded as a forfeit. An additional 5 minutes of courtesy time will be granted as long as 1 member from the team is present. If both teams are not ready to play, the contest will be recorded as a double forfeit.

### *Rescheduling Games*

Intramural Sports recognizes that there are extenuating circumstances that can cause a team to lack the required number of players to begin a contest. Circumstances such as these include, but are not limited to, accidents, family emergencies and other unforeseen incidents. Work, classes, tests, homework, etc. are NOT considered extenuating circumstances. Student Organization and University events may be considered a valid rescheduling reason if submitted to the Director of Intramural Sports with adequate notice. Not all rescheduling requests are able to be honored. **Please submit all requests to the Director of Intramural and Club Sports as soon as possible.** Reschedule requests submitted within 24 hours will NOT be considered.

\*Your opponent and referees must be available at the newly scheduled time.

### *Eligible Participants*

1. Full-time undergraduates who are currently enrolled at ACU
  - a. Must be taking a minimum of 12 hours – exceptions made for graduating seniors
2. Currently enrolled graduate students
3. Faculty, staff, and their spouses
4. Club and Organization Advisors with approval from the Director of Intramural and Club Sports
5. Former student-athletes who have not played or practiced in the current school year are eligible for the Intramural version of their sport
  - a. Student-athlete is defined as a person who is currently on a collegiate roster or was on a collegiate roster in the current academic year.
    - i. Example: A player who played football in the spring and left the team before the fall would be *eligible* for flag football. A basketball player who was on the team in the fall and left the team before the spring would be *ineligible* for basketball.
  - b. Teams may not have more than 2 former student-athletes in the Intramural version of their sport
    - i. Basketball teams may not have more than 1 former student-athlete from last year
    - ii. Champ soccer teams may not have more than 3 members of the ACU Club Soccer team. Rec soccer teams may not have more than 1 member of the ACU Club Soccer team.

### *Ineligible Participants*

1. Current student-athletes, are ineligible for the intramural version of their sport
2. Non-ACU individuals, ACU alumni, and students on Chapel probation

### *Eligibility Policies*

1. If an ineligible participant is discovered during a game, **that game will be an automatic forfeit**
2. Intramural participants may only play on one single gender and one co-gender team per sport
3. All non-students who are eligible to participate in Intramurals must abide by the same rules and regulations as students
4. Participants may be added to the roster until the season has ended
5. Those playing for a social club team must be an active member of that club and meet club eligibility requirements

6. Intramural staff will assume responsibility for investigation of the eligibility of all participants.



## **General Information**

### *Leagues*

**Champ** – A competitive Men and Women’s league

**Rec** – A recreational Men and Women’s league

**Co-ed** – A recreational co-gender league

**Pledge** – A flag football tournament for Social Clubs’ pledges

**Fun** – A league dedicated to having fun with less officiating, more costumes, and shorter seasons

### *Championship T-shirts*

T-shirts are awarded to the first place team in all scheduled sports. The number of free t-shirts is determined based on the minimum number of players required in each sport. Every t-shirt ordered over the minimum will be \$9 per shirt.

### *Payment*

Pay with cash, check, or your student account in the intramural office. Pay with credit/debit through IMLeagues’ PayPal account. You must pay before you create or join a team.

### **All-Sports Passes**

Annual Pass	\$40
Play everything all year, except for the rodeo	
Semester Pass	\$25
Play everything that semester, except for the rodeo	
Season Pass	\$10
Play flag football, volleyball, basketball, or outdoor soccer	
Tournament Pass	\$5
Play indoor soccer, racquetball, inner-tube water polo, 3-on-3 basketball, tennis, handball, or dodgeball	

## **Captain's and Intramural Director's Information**

### *Captain's Responsibilities*

1. Be familiar with the rules and regulations in the Intramural Handbook
2. Ensure that members of your team meet the eligibility requirements. If an ineligible player is discovered during a game, that game will be recorded as a forfeit.
3. Change your IMLeagues profile to allow text messages; for inclement weather and other scheduling updates
4. Have your teammates join or accept their online invitations before your 1<sup>st</sup> game
5. Notify teammates of game times, locations, rules, and policies
6. Ensure your team wears similar colors
7. Represent your team at on-field and off-field meetings
8. Promote good sportsmanship
9. Check your email, IMLeagues, and text messages for game updates
10. Gather the times your teammates can play and then update the time preferences on IMLeagues when you create the team. This will help prevent the intramural office from scheduling your team at times they cannot play.
11. Notify the intramural office at least 24 hours in advance when your team cannot play. If you notify the office at least a week in advance, there is a good chance the office will be able to reschedule your game.

### *Intramural Director's Responsibilities*

1. Intramural Directors share the same responsibilities as Team Captains including:
  - a. Designate Team Captains for each team you do not play on
  - b. Attend scheduled meetings with the Director of Intramural Sports
  - c. Be present at as many of your teams' games as possible

## **Intramural Points & University Champions**

Intramural Points are awarded based on participation and the place finished in each sport. Teams that finish 1<sup>st</sup> or 2<sup>nd</sup> will receive points based on the league they are playing in and the place they finish.

The men's and women's club or organization that earns the most points for the year will be crowned University Champions. They will be awarded with University Champion t-shirts and have their name forever placed on the championship banner in the SRWC.

<b>SPORTS</b>	<b>CHAMP</b>		<b>REC</b>		<b>PARTICIPATION</b>	
<b>FALL SEASONS</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>1 Team</b>	<b>2 Teams</b>
7-on-7 Flag Football	50	25	20	10	10	20
Volleyball	50	25	20	10	10	20
<b>FALL TOURNAMENTS</b>						
5-on-5 Indoor Soccer	40	20	-	-	10	20
Co-ed Volleyball	-	-	-	-	10	20
Singles Racquetball	40	20	-	-	5	10
Pledge Flag Football	40	20	-	-	20	-
<b>SPRING SEASONS</b>						
5-on-5 Basketball	50	25	20	10	10	20
7-on-7 Outdoor Soccer	50	25	20	10	10	20
<b>SPRING TOURNAMENTS</b>						
3-on-3 Basketball	40	20	-	-	5	10
Doubles Tennis	40	20	-	-	5	10
5-on-5 Team Handball	20	10	-	-	5	10
Inner-Tube Water Polo	-	-	-	-	10	-

*\*Clubs must use active social club members to be eligible for intramural points*

## **Emergency Action Policy**

### *Hospitals and Clinics*

#### **Action Sports (Free Evaluations)**

1633 Cottonwood, Abilene, TX 79601

325-676-5653

Hours: 7am-7pm

#### **Dr. J's Express Care**

1634 State Highway 351, Abilene, TX 79601

325-676-1100

Hours: Mon- Sat: 8am-7pm

Sun: 8am-6pm

#### **Hendrick Emergency Room**

1900 Pine St, Abilene TX 79601

325-670-2000

Hours: Open 24 hours

#### **Regional Emergency Room**

6250 US 83, Abilene, TX 79606

325-428-1000

Hours: Open 24 hours

### *Emergency Situations*

Supervisors are certified in First Aid/CPR and AED. These staff members are not medical staff. They are present to provide emergency first aid.

Games will be postponed when inclement weather is in the area. Please seek shelter and safety in these situations.

### *Blood*

Participants will not be allowed to play while bleeding. The participant will sit out until the bleeding is stopped, the wound bandaged, and the participant has all the blood cleaned from their skin and clothes. Anything with blood on it should be disposed of properly.

### *Accident Reports*

Accident Reports should be filled out for any injury that keeps a participant from playing in the game. All Accident Reports should be filed properly and sent to Risk Management.