



Manager's Handbook

NORTHEASTERN UNIVERSITY

Intramural Manager's Handbook Manual

This publication is a set of guidelines established for Intramural Sports participants at Northeastern University.

Intramural Sports

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Mission Statement

The Intramural Sports Program at Northeastern University seeks to provide to all of its students the most comprehensive, inclusive, and progressive Recreational Sports Program in the Northeast. We offer a variety of diverse sports and recreational activities so that our entire student population has the opportunity to participate, regardless of athletic ability or preference. Our goal is to have structured and rewarding recreational opportunities in men's, women's and co-ed recreational sports.

Guidelines for the Intramural Team Managers and Captains

Administrative Duties

- Register your team online at www.campusrec.neu.edu and complete your roster.
- Complete the Manager's Meeting for your sport. Teams failing to complete the required Manager's Meeting by the published deadline will be dropped from the league. Manager's Meetings will either be held online or at a designated meeting place. Please see the "Accepted Team" email for further instructions.
- Managers are responsible for signing the score sheet following each game to verify the score and winning team.
- Check schedules regularly for updates/changes in game times. All schedules are posted online. Occasionally, schedules may change due to various reasons, including but not limited to the following: facility availability changes, weather cancelling outdoor athletic practices, teams forfeiting out and not being replaced, etc.
- Obtain the playoff schedule after your last regular season game at www.campusrec.neu.edu.
- Be responsible for thoroughly understanding the rules of the sport you are participating in and informing your team members of the Intramural Rules and Policies.
- Ensure that enough eligible participants are at the game 15 minutes prior to the beginning of a scheduled contest. GAME TIME IS FORFEIT TIME!
- Ensure that all players have registered with the IM Staff by providing their valid NU Husky Card before the start of each game.

Sportsmanship Duties

- Educate your team members regarding the consequence of poor sportsmanship for both the individual and the team.
- Be responsible for the behavior of all your team's players and spectators.
- Be responsible for ensuring that all your team members understand and abide by all the Intramural Sports Policies as posted at www.campusrec.neu.edu.
- Be responsible for reading, understanding and informing your team members of the Intramural Code of Conduct.
- Inform any ejected players that they must promptly leave the facility in which the competition is being held, or risk forfeiture of the remainder of the game.
- Inform any ejected players of the procedural steps for reinstatement. This includes that the ejected participant will receive an email from the Intramural program regarding their suspension and how to get reinstated.
- Only the Team Manager or Captain is permitted to clarify calls with the IM Sports Officials or IM Sports Supervisors at the specific game sites.

Intramural Rules and Policies

Registration Procedure

Roster forms are only available online at www.campusrec.neu.edu. Online registration will be available beginning the first day of each semester.

- a. Fill out the roster form completely; incomplete rosters will not be accepted. This includes having the minimum number of eligible participants listed on the roster for the sport in which you are registering.
- b. Teams will be put into leagues on a first come, first serve basis. Submit your roster form early to have the best chance to play. All rosters must be submitted by the published deadline.
- c. Team Managers will be notified by email if their team has been placed in a league, and then must come to 140 Marino Center and pay the \$20 refundable forfeit bond by the designated deadline. Teams that do not pay by the deadline will be replaced with a team from the wait list.
- d. If too many teams register for a league, a wait list will be formed. Wait listed teams will be contacted only if a spot opens up in a league.
- e. It is the responsibility of the team manager to submit an appropriate team name. Names that include inappropriate language or references will be removed. The Office of Campus Recreation reserves the right to change any name they deem as unsuitable. If a team name is not submitted, one will be assigned to the team.

Eligibility:

All students, both full-time and part-time, enrolled in class or on co-op and that have paid the Campus Recreation Fee are eligible to participate in the Intramural Sports Program except as follows:

- a. Participants may play on one coed and one men's/women's team per sport per semester. A player declares a team preference by their first participation. Participants on a team that has forfeited/withdrawn from a league within the first two weeks of the regular season may join another team.
- b. No player may compete in a playoff game if they did not play in at least one regular season game.
- c. Varsity athletes who have completed their athletic eligibility are eligible to participate in the sport(s) in which they played as a varsity athlete; however only one former varsity player is allowed per team and they must wait one full academic year in order to be eligible.
- d. Current varsity athletes, including transfers, redshirts, and anyone practicing or listed on a roster with a varsity team, may not participate in the related sport in which they are currently participating.
- e. Current club sport athletes may participate in the same or related sport in which they participate as a club sport member, but only three (3) players are allowed per team roster.
- f. Ejected players are suspended from all intramural activities until reinstated by the Intramural Sports Director.
- g. Any team using a player who is ineligible shall forfeit all games in which a violation occurred. Two forfeits will result in a team being dropped from further competition.

Roster Additions:

One of the Office of Campus Recreation's primary goals is student-centeredness and since our primary concern is PARTICIPATION and NOT winning, we have modified the roster addition procedure to encourage your opportunities to play. To add players to a roster, team managers must use the online Roster Addition Form, available at www.campusrec.neu.edu.

Roster Additions must be submitted by 3:00pm on the day of your scheduled game. For games on Saturday or Sunday, the roster addition must be made by 3:00pm on Friday.

This allows the intramural office enough time to ensure the proper eligibility of your new player(s) as the Registrar's system that we need to access is not always available, especially on weekends, and holidays. Players cannot be added to your roster after your last regular season game, as all eligible players for play-offs must participate in at least one regular season game.

Once the roster addition has been submitted, it is the Manager and Assistant Manager's responsibility to check the roster addition prior to your next scheduled contest. Rosters will be published online on the "Roster Management" page of the website. Rosters will be published at 5:00pm Monday – Friday.

Protests:

It is the strong belief of the Office of Campus Recreation that contests should be won or lost on the field of play. The intramural staff will resolve all disputes immediately. Matters involving an official's judgment are not a basis for protest. Protests referring to or questioning an official's judgment call will never be granted.

The Office of Campus Recreation reserves the right to rule in any matters not covered in this handbook. We will apply the spirit of the rules and fairness in all situations.

The decision of an official or intramural staff member to eject a player or spectator for any unsportsmanlike conduct (be it verbal or physical) will be firmly upheld by the Office of Campus Recreation.

Steps to protesting a game:

1. All protests must be registered immediately with the Sport Supervisor on site. A valid protest must either concern player eligibility or a misapplication or misinterpretation of a sport rule. A protest based on the judgment of an Intramural Sports Official is invalid. An official Protest Form must be completed with the Intramural Sports Supervisor on duty for the protest to receive further consideration.
 - a. Player Eligibility Protests
 - Opponents must verbally make the Intramural Sports Staff (Official or Supervisor) and suspected ineligible player aware of an eligibility protest before the respective player enters and participates in the contest.
 - Opponents give up their right to protest any player after the suspected ineligible player participates against them.
 - b. Game Protests
 - A valid game protest must include the following:
 1. Protests must be made during the contest at the time of the incident by the team captain to the game official and/or the sport supervisor before the next "live" ball.
 2. At that time, the reason for the protest must be given to the game official.
 3. Protests must involve a misinterpretation or misapplication of a playing rule.
 4. The managers, the official(s) and any other staff present must sign the game scoresheet upholding or denying the protest. Unless this procedure is followed, the protest will not be considered. Every attempt will be made to rule on the protest immediately. In many cases, the protest can be settled on the field of play.
2. If you disagree with the on-site decision, you may appeal the decision with the Director of

Intramurals. A protest is not complete until a typed version of the protest is submitted through the Campus Recreation website www.campusrec.neu.edu to the Intramural Director by 12:00pm (NOON) of the day after the game in question. Otherwise the protest will be disallowed. For weekend games, the deadline is 12:00pm (NOON) on Monday following the game.

3. If the protest is received by the deadline of 12:00pm (NOON), then the Office of Campus Recreation will review the protest. If necessary, the team captains or selected team representatives may deliver and discuss the written protest. Additional team members may be asked to appear by the Campus Recreation Staff.
4. Games altered by valid protests will be replayed, if possible, from the point of the game where the protest occurred. Due to facility space limitations, the Campus Recreation Office and both team captains may agree to a non-playing solution.

Playoff Protests:

Due to time constraints, protests during the playoffs will be decided by the Intramural Sports Supervisor on-duty. The decision of the Intramural Sports Supervisor is final and cannot be appealed to the Intramural Director.

Protest Appeals:

A written, typed appeal of a protest decision must be submitted within 48 hours of notification of the protest decision. The typed appeal must be submitted to the Director of Campus Recreation.

Reschedules:

Regular season games will not be rescheduled. If a team cannot play when they are scheduled, the manager must contact the Intramural Office at least 24 hours before your game to have your game count as a default. Losing by default counts as a loss but does not incur any of the penalties of a forfeit. If a team forfeits out and there is no team on a wait-list, then it is possible that the schedule will change. If the schedule is updated then the team managers will be contacted via email.

Playoff games may be rescheduled at the discretion of the Intramural Director based on the availability of facilities. Any playoff reschedule requests must be directed to the Intramural Director before the playoff schedule is posted.

Playoffs:

A single elimination tournament will be held at the conclusion of the regular season. Team managers are responsible for verifying their playoff schedule at the end of the regular season by checking www.campusrec.neu.edu under Intramural Schedules and Standings tab. The playoff qualification and seeding process will be as follows (and may be changed at the discretion of Intramural Director based on facility space limitations):

- The two teams in each division with the best record (winning percentage) make the playoffs.
- In case of a tie, a team with sportsmanship problems of any kind will be eliminated.
- If there is still a tie, a team that defaulted or forfeited any game will be eliminated.
- If there is still a tie, head-to-head record will be used.
- If there is still a tie, point differential will be used. For most sports, a WBF forfeit will be counted as half the mercy rule. Please see the following chart for each sport. (<http://www.campusrec.neu.edu/intramurals/rules/handbook.php#forfeitValue>)
- If there is still a tie, both teams will advance provided that there is adequate facility time to schedule the extra game. If not a coin flip between the two managers will decide who advances.

Championship Awards:

Each participant of the championship team who played in the championship game is eligible for an award at the conclusion of the playoffs.

Levels of Competition:

Teams are given the opportunity to choose one of the two levels of competition; competitive or recreational. Games at all levels will be conducted exactly the same way and preference will not be given to higher levels of play. Information will be offered during registration regarding the sponsored level and leagues for each semester.

Forfeits:

GAME TIME IS FORFEIT TIME! Teams are strongly encouraged to arrive early for their games. Any game whose outcome is declared a forfeit will result in a loss being credited to the forfeiting team. A forfeit will be declared under the following conditions:

1. A team cannot field the required number of eligible players by the designated game time.
2. A violation of any rule as stated in the Intramural Sports Code of Conduct.

In the event of a forfeit, \$10.00 of the teams forfeit bond will be lost but the team will still be eligible for playoff competition. A second forfeit will result in the rest of the \$20 forfeit bond being lost and the team will be dropped from the league.

Any forfeit bonds not deducted from a team's account will be refunded automatically at the end of the semester. An email will be sent out to each person who has paid the forfeit bond confirming the amount to be refunded and the address the check is to be mailed to. Refunds will take two to three weeks to process at the end of the semester. Forfeit bonds DO NOT carry over from semester to semester.

Team Requirements and Equipment:

Balls, pucks and jerseys will always be provided by the Office of Campus Recreation. Due to the nature of participation the sports and divisions are subject to change. For further specific information please contact the Campus Recreation Office or click on the specific rules on the Campus Recreation website; www.campusrec.neu.edu.

Rule/Policy Changes:

The Office of Campus Recreation reserves the right to change and/or put into effect any new rules/policies without notice.

Assumption of Risk:

Students are advised that participation in the Intramural Sports Program involves physical risk.

Participation in Intramural Sports is strictly voluntary. Injuries and their resulting cost are the responsibility of the participant. There is a possibility that a participant may be injured during the course of normal Intramural activities. This risk of injury extends to the physical being, as well as personal belongings that the individual may bring to the activity (including eyeglasses, or personal possessions left on the sideline in Cabot Cage and Matthews Arena).

Blood on Uniforms:

There is a risk for blood borne infectious diseases to be transmitted from one player's wounds to another. Recognizing the concerns this risk creates for our Intramural participants, the Intramural Sports Staff has established the following policy:

When an official observes a player who is bleeding, has an open wound, or has an excessive amount of blood on his or her clothing, the official will temporarily stop the game in the same manner as the official would have temporarily stopped the game for an injured player, except that the bloody player must leave the game. A removed player is expected to receive appropriate treatment on the sidelines before returning to the game. The player involved shall not return to the contest until the bleeding has stopped, the open wound is covered, or an excessively bloody piece of clothing is changed and disposed of properly. An excessive amount of blood on a piece of clothing means the clothing is saturated so that the blood would transfer to another player or the blood could soak through to the skin. Once play has stopped under this rule, the player may not re-enter the game until the official declares the player eligible. This includes; running of the clock, one "play" run in flag football, a substitution opportunity in soccer, a volley in volleyball, etc.

Vandalism:

Deliberate destruction of University property and equipment, public property, or personal property of individuals will not be tolerated. All incidents will be reported to Northeastern University Office of Student Conduct and Conflict Resolution (O.S.C.C.R.) and NUPD.

Alcohol and Drug Policy:

If any member of your team is suspected to be under the influence of drugs or alcohol by the supervisor or official on duty, the entire team will be penalized by the assessment of a game forfeit. The team manager must meet with the Intramural Director before the team can be considered for reinstatement. The player(s) involved will also need to meet with the Intramural Director to discuss their individual reinstatement. Reinstatement in these cases is not likely. The matter will also be referred to O.S.C.C.R.

Husky Card ID Policy:

Participants must present their valid NU Husky Photo ID at all games. No one is allowed in any of the Campus Recreation Facilities without their Husky Card. No one will be allowed to play without their Husky Card. There are no exceptions to this rule. No ID, no play, no exceptions!

Assumed Name or Identity:

Any player using an assumed name or ID shall be referred to O.S.C.C.R. and barred from further Intramural competition for the remainder of the semester. The team involved will forfeit all of their games and be removed from further competition.

Intramural Staff

The Intramural Supervisor is the final authority during an intramural activity. The supervisor will be in charge of organizing the event, directing teams to proper fields and courts, and managing the contests so that good sportsmanship is practiced at all times.

Participants must realize that the game officials are the first source of ruling and information. The supervisors may only be consulted when interpretations or applications of the rules are in question. They will not overrule any judgment calls!

The supervisor may intervene to stop play at any time. Situations such as disorderly conduct, abusive language and fighting are potentially dangerous and can lead to a supervisor terminating the contest and assessing a forfeit to the team or removing a player from the event and asking him/her to leave the facility.

Harassment Policy

Northeastern University reaffirms that it does not condone harassment directed toward any person or group within its community—students, employees, or visitors. Every member of the University ought to refrain from actions that intimidate, humiliate or demean persons or groups, or that undermine their security or self-esteem.

The Office of Campus Recreation is in constant vigilance to ensure an environment that is free of abusive behavior directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical or mental disabilities, including learning disabilities, mental retardation, and past/present history of a mental disorder. Any harassment toward a Northeastern University employee or participant will subject the individual and/or team to university disciplinary procedures.

If you feel that you have been harassed, please register your complaint with the Office of Campus Recreation, 140 Marino Center. Your complaint will be forwarded to the Director of Campus Recreation and Director of Affirmative Action and Diversity.

Banned Equipment and Jewelry Policies

The officials and supervisors on duty have the authority to disallow any participant from wearing any equipment, jewelry, or apparel which in their judgment is dangerous or disadvantageous to other participants. This is a rule for the safety of all participants, including the wearer of such apparel, and applies to any and all dangerous equipment and jewelry. There are no exceptions to these policies except as outlined below for religious jewelry and headgear.

Administrative Duties

- Register your

Religious Jewelry and Headgear

If you wear religious jewelry or headgear you must follow our approval procedure below before you can participate in an Intramural Event:

1. Approval of Religious Apparel as Religious Jewelry/Headgear:

- a. A meeting must be set-up with the Director of Spiritual Life, at least 5 business days prior to your first game, to discuss the Religious Jewelry/Headgear in question and gain approval of the Religious Jewelry/Headgear, as such.
- b. Once approved by the Director of Spiritual Life, an email/memo will be sent to the Director of Intramurals and the Participant.

***Please note that just because the Religious Jewelry/Headgear has been approved by the Director of Spiritual Life does not mean that you have permission to wear it during an Intramural Event. ***

2. Approval of Religious Apparel for Intramural Play:

- a. A meeting must be set-up with the Director of Intramurals, after the Director of Spiritual Life has sent the email/memo and at least 3 business days prior to your first game, to discuss the safest way to secure the religious jewelry to the body.

***This may mean that one has to purchase a sweatband, headband, or athletic tape to secure the religious jewelry/headgear to the body. ***

- b. Once you have approval from BOTH the Director of Spiritual Life and the Director of Intramurals, an email/memo will go to the Intramural Staff, Team Manager, and Participant about the proper procedure for wearing the approved Religious Jewelry or Headgear.

Jewelry Policy

Jewelry is not allowed to be worn by any participant during an Intramural event. This includes any rings, watches, necklaces, earrings, bracelets, any unconcealed body piercing and any other such similar jewelry. Medical bracelets are permissible but must be secured to the body. No exceptions will be made for jewelry which is made to be permanent or that is unable to be removed. Taping over, or using a band-aid to cover restricted jewelry is not permitted as it may not secure the jewelry in question.

Shoe Policy

All participants must wear proper shoes. A shoe shall be considered proper if it is made with either canvas or leather uppers or similar material. Street, turf shoes, and sandals are not allowed. The sole may be smooth or molded, non-marking, and non-abrasive. No metal, or shoes similar to metal sole and heel plates will be allowed. The supervisor has the authority to disallow any type of dangerous footwear.

Headgear Policy

Headgear is not allowed to be worn by any participant during an Intramural event. For INDOOR sports this headgear consists of any hats, bandanas, baseball caps, winter/wool hats, and any other such similar headgear. This also applies to OUTDOOR sports with the following exceptions: in winter wool hats are allowed. The officials and supervisors on duty have the authority to disallow any participant from participating that they feel would endanger the person wearing the headgear or their opponents until it is removed.

Additional Safety Information

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

- Street pants (jeans, khakis, etc.)
- Bare feet
- Baseball Hats
- A guard, cast or brace made of hard and unyielding leather, plaster, pliable (soft) plastic, metal or any other hard substance - even if covered with soft padding - when worn on the elbow, hand, finger, wrist or forearm.
- Bandanas (Except a headband no wider than 2 inches and made of nonabrasive, unadorned, single-colored cloth, elastic, fiber, soft leather or rubber may be worn. Rubber/cloth (elastic) bands may be used to control hair.)

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

Intramural Code of Conduct and Sportsmanship Policy

Intramural Code of Conduct:

The Office of Campus Recreation takes sportsmanship very seriously and offenders will be dealt with accordingly. Sportsmanship policies will be enforced strictly to ensure the safety and enjoyment of ALL participants, including our Student Intramural Staff. Actions that are dangerous and/or conduct that is detrimental to the Intramural Program will not be tolerated and are grounds for suspension from further participation in all Intramural Sports activities.

Sanctions:

365 Day Suspension	A suspension from all Intramural activities for a calendar year (365 days)
Semester(s) Suspension	A suspension from all Intramural activities for one or more semesters
Season Suspension	A suspension that removes a player for the remainder of a current season
Game Suspension	A suspension for one or more competitions that may carry other sanctions depending on the severity and seriousness of the incident(s).
Probation	A team or individual may be put on probation for any length of time. An individual or team need not be ejected to be put on probation. In such cases, employee reports may activate such a sanction. A team or player on probation will be removed from further competition if they incur further unsportsmanlike penalties or engage in any unsportsmanlike acts. Players returning from long suspensions or with a history of issues will be placed on probation once they potentially become reinstated.

NOTE: The Intramural Program has the jurisdiction to suspend or remove individuals and teams from participation in any and all Intramural Sports activities. The Intramural Program and the Office of Campus Recreation reserves the right to remove any player or team for involvement and/or further unsportsmanlike actions, and to refer participants to OSCCR and make recommendations for their consideration.

Unsportsmanlike Behavior:

The Student Code of Conduct as stated in the Northeastern University Student Handbook, as well as the rules stated below, will govern all Intramural play:

1. Unsportsmanlike Conduct: Any person, who commits, attempts to commit, incites or aids others in committing any acts of misconduct shall be subject to disciplinary procedures by the Office of Campus Recreation.
2. Team managers are responsible for the conduct of their players/spectators and therefore are subject to the same disciplinary actions as their players.
3. The Intramural Director will be the final judge of what is unsportsmanlike.
4. Unsportsmanlike conduct includes, but is not limited to the following:
 - Fighting (pushing, punching, tripping, late hits, cheap shots, or any type of physical contact)
 - Using profane, inappropriate, insulting, or vulgar language or gestures - incidental or otherwise
 - Verbal or physical baiting or taunting an opponent, including "trash talking" in any manner

- Attempting to influence an Intramural Staff member's decision
 - Dissent towards an Intramural Official or Staff member's decision
 - Disrespectfully addressing Intramural Staff
 - Physical contact with Intramural Staff
 - Failure to follow the directions of any Intramural Staff member acting in performance of their duties
 - Physically damaging a facility, equipment, or other provided Intramural apparatus (example – hanging on the basketball rims)
 - Delay of game and/or tactical fouls
 - Engaging in any general unsportsmanlike act, especially those that show disregard for Intramural rules and policies (Unsportsmanlike conduct penalties)
 - Any attempt to strike an opponent or Intramural Sports Staff member
 - Aggressive action toward a participant or Intramural Sports Staff member
 - Actions that may lead to a fight
5. The following Recreation Center policies will also be considered in dealing with unsportsmanlike conduct:

Incidents reported to the administrative staff which indicate unsportsmanlike conduct include: failure to adhere to facility policies and procedures; failure to follow verbal instructions of a staff member; failure to provide personnel with proper identification upon request; unauthorized use of facilities; theft or damage to facilities or equipment; and physical or verbal abuse directed toward a staff member, spectator or participant. In doing so the individual(s) involved will be questioned and may be required to submit a written statement of the incident within seven days of the occurrence. Written statements from on-duty personnel and witnesses will also be obtained. At the conclusion of the internal investigation, the Intramural Director will rule on the incident. Penalties could include: temporary or permanent probation, suspension from the facilities for a specified period of time or permanent loss of access to recreational facility.

Ejections and Suspensions:

1. There is an automatic minimum of a one game suspension for all individual ejections.
2. Players may be ejected for two unsportsmanlike penalties, one severe unsportsmanlike penalty, or be removed by an Intramural Staff member for a gross violation:
 - A player receiving 2 Unsportsmanlike Penalties (Examples: 2 yellow cards / 2 technical fouls / 2 Unsportsmanlike conducts (UCs) / 2 Major Penalties)
 - A player called for 1 Unsportsmanlike Penalty (Examples: Red Card / Flagrant Foul)
 - A player can be ejected at the discretion of an IM Sport Supervisor (Example: Taunting from a sideline / an attempt to injure another player)
3. Ejected players will be asked to leave the field of play and the facility. The ejected person must leave the playing area immediately and has 5 minutes to leave the facility. Any ejected person not adhering to this rule will cause their team's game to be forfeited and face possible referral to OSCCR.
4. Ejected participants will be contacted by email regarding their reinstatement meeting. All reinstatement meetings must be by appointment only. Reinstatement meetings will not be held on the same day that the player is ejected.
5. During a suspension, a game forfeited by the suspended player's team will not count as a game served for the suspension. The participant will still have to serve an additional game to fulfill their suspension.
6. Most suspensions will be served in the sport in which the offense occurred, but individuals can be suspended from all Intramural sports and events depending on the severity of their offense.

7. Ejections and suspensions for minor infractions – that do not involve abuse of IM staff members or violent conduct – may be tabled at the discretion of the Intramural Sports Director or designated appointee. Tabled suspensions will be held as probation and will only be enforced if the ejected player has subsequent sportsmanship issues.
8. All ejected participants must complete an online educational webinar before being reinstated. The link to this required online section will be emailed to the ejected participant after a suspension meeting is held.
9. In cases occurring late in the sport season or the academic year, a suspension may carry over into the next sport, season, semester, or academic year.

Violations of Intramural Code of Conduct

The following are possible consequences of unsportsmanlike conduct of intramural teams and participants.

Team Violations:

1. Forfeit due to misconduct - If a team, player, or a combination of the two receives 3 unsportsmanlike penalties (UCs, yellow cards, technical fouls, etc.) in one game the team will forfeit that game.
2. Intramural probation - Intramural probation places a team on a probationary status which would cause a suspension from intramural participation for any further unsportsmanlike conduct. The term of probation may be set for a particular sport, for a semester, for a year or forever.
3. Intramural Suspension - Suspension from Intramurals prohibits the suspended organization and its individuals listed on the team roster from participating and spectating in any sports during the period of intramural suspension. A period of Intramural suspension is automatically followed by a period of Intramural probation of not less than one full year.
4. Teams that are removed due to unsportsmanlike behavior will not receive refunds.
5. Team Disciplinary measures include but are not limited to the following:

Violation	Penalty
Team Disturbance/Fight (more than one player involved)	Team automatically removed from league and all participants who are present at the game will be suspended from all Intramural Sports activities for one year (365 days) from the date of the incident, and referral to OSCCR.
Verbal abuse of the Campus Recreation Staff	Team automatically removed from league and possible referral to OSCCR. Individual sanctions will also be handed out.
Alcohol use/Intoxicated Players	Team automatically forfeits game in question and individuals will be referred to OSCCR

Use of an ineligible player	Any team using a suspended player will forfeit all games in which the suspended player participated. Any team knowingly using such a player will be ineligible for playoffs.
Unsportsmanlike Conduct of Spectators	Depending on the severity of the incident a team can forfeit their game due to the conduct of spectators that can be identified as affiliated with a specific team. Spectators may also be referred to OSCCR.

Individual violations:

The disciplinary measures that may be taken in case of individual unsportsmanlike conduct, but are not limited to the following:

Violation	Penalty
Arguing with an official	1st - Warning 2nd - Automatic Ejection, Suspension, and One-Year Probation
Dissent (verbal or by gesture)	1st - Warning 2nd - Automatic Ejection, Suspension, and One-Year Probation
Striking or shoving an opponent	Minimum - Automatic Ejection, Suspension, and One-Year Probation Maximum - Revocation of Intramural privileges for at least one year and possible referral to OSCCR
Excessive Profanity and Gesturing	1st - Warning 2nd - Automatic Ejection, Suspension, and One-Year Probation
Threatening an official	Minimum - automatic suspension and one-year probation Maximum - Revocation of Intramural privileges for at least one year and possible referral to OSCCR
Vandalism of IM Equipment	Automatic suspension for one year from Intramural participation and referral to OSCCR.
Inappropriate actions which violate rules/regulations or threaten others (verbal or physical)	Minimum - ejection and probation Maximum - Revocation of Intramural privileges for at least one year and possible referral to OSCCR

Fighting	Any participant, who in the judgment of the Intramural Sports Staff, engages in any attempt to fight (strikes or engages an opponent in a combative manner, throws a punch, kicks an individual, etc.) immediately before, during or after an Intramural Sports contest shall be suspended from further participation in the Intramural Sports Program for at least one year (365 days) and referred to OSCCR. Those that retaliate against an aggressive act may be subject to the same sanction/penalty as those that engaged in the attempt to fight.
Leaving the Bench Area to Participate in an Altercation	Any participant, player, coach or bench personnel who leaves the bench or coaching area to participate in an altercation will be ejected. The penalty is an automatic two game suspension. In all cases, the Intramural Sports Handbook's policies on "Fighting," "Fighting with Intramural Sports/Campus Recreation Staff," and "Team Disturbances" will take precedence.
Fighting (Physical Conduct) with Intramural Sports/ Campus Recreation Staff	Any participant who attempts an aggressive act towards an Intramural Sports or Campus Recreation staff member will be banned from all Intramural Sports participation for a period of five years and referred to OSCCR.
N.U.P.D. officers are summoned/requested to respond	A full semester suspension and one year probation will be added to the player's reinstatement process

Disciplinary Procedure/Reinstatement Process:

Any player ejected from an Intramural contest for any reason is automatically suspended from playing in all Intramural competitions until reinstated by the Office of Campus Recreation. Players must meet, by appointment only, with the Intramural Director or designee prior to reinstatement in the Intramural Sports Program. If that individual fails to meet with the Intramural Director and misses additional contests, those missed contests do not count towards the minimum 1 game suspension. All time served for any suspensions begin after this meeting is held.

The person is also subject to further disciplinary action by the Intramural Director ranging from further suspension from play to full revocation of Intramural privileges. Any Individual who is involved in endangering behavior (refer to page 63 of the NU Student Handbook), this includes physical, verbal, and psychological abuse of the Intramural staff, will be removed from Intramurals for a period of five years and will be referred to OSCCR.

Appeal for Individual Sanctions:

The individual can appeal only sanctions of more than two games. A written appeal must be filed within 48 hours of the sanction. This forum is not a hearing. The process is a review of the record of the incident(s) and reasons for the excessive behavior. Individuals will remain suspended during the appeal process. The decision by the Intramural Program to refer individual(s)/team(s) to the OSCCR may not be appealed. Acceptable reasons for an appeal include: new information concerning the contest becomes available and/or the sanction is too severe for the offense. The Director of Campus Recreation, Associate Director of Campus Recreation, and/or person(s) designated by the Director of Campus Recreation, will review the appeal.

Additional Office of Campus Recreation Policies

Safety:

The safety of all participants who use our facilities is our highest priority. No food, beverages, cell phones, gym bags, shopping bag, brief cases, backpacks, street shoes, open-toe shoes, jackets, jeans, or any other unauthorized equipment is allowed above the ground floor. Bicycles, in-line skates and skateboards are not allowed inside the building. Proper work-out attire must be worn in all public areas, with the exception of the locker rooms.

Participation in programs sponsored by the Campus Recreation Office and the use of the recreational facilities is strictly voluntary. Participants are responsible for their own health and safety and are cautioned to participate according to the limits determined by their physician and their knowledge of their own health status.

Failure to adhere to these guidelines will result in loss of facility privileges. Northeastern University reserves the right to put into effect any new guidelines that protect the health, safety and integrity of the participants using the facility.

Intramural Guest Policy:

Students with current, valid Northeastern ID, and those who have paid the yearly Rec Fee are allowed to invite a guest, but must accompany their guest while in the facility. Only one guest per day is allowed, your guest must be 18 years old or older. All guests must have photo driver's license or government issued photo identification with address and proof of age.

1. The guest fee is \$10.00 per visit during peak hours and \$7.00 per visit during off-peak hours. Off-peak hours are: Monday through Friday from 9:00am - 11:30am, 1:30pm - 3:00pm and 10:00pm - 1:00am; Saturday and Sunday from 5:00am - 10:00am and 10:00pm - 1:00am.
2. You must register your guest at least one day in advance. You may not register a guest on the same day that you want to use the facility. Phone reservations (617-373-2668 for the Marino Center, & 617-373-7604 for the Badger and Rosen SquashBusters Facility) will be allowed and can be made from one day in advance, and up to one week in advance.
3. Guest passes may be purchased at the Campus Recreation Office, 140 Marino Center. The Campus Recreation Office can accept payments made by personal check, Master Card, Visa, Discover, or Husky Card.