

**Holy Family University**  
Activities Office  
Intramural Sports Handbook

**How to Sign Up for an Intramural Sport**

To register for an intramural sport, please visit the Holy Family University Activities webpage at <http://www.holyfamily.edu/studentlife/activity.shtml>. There is an online sign-up available. You can also visit the Activities Office in the Campus Center, Room 206 to register. In order to participate in any intramural sport, you must read and sign the Informed Consent form, the Intramural Sports Handbook, and attend and sign the Rules and Regulations form for your specific sport.

**Rosters**

Depending on your choice of Intramural sport, there may be a minimum number of members necessary for play. (Example: at least 12 students must be registered in order to play flag football as there is a minimum of 6 students per team) Rosters will be assigned and discussed between the IM (intramural) sports team captain and the Activities Office. These rosters will be available at the rules meeting and all changes must be approved by the Activities Office.

**Insurance**

Holy Family University does not carry or pay for any insurance for its Intramural participants. Students must have their own insurance. Please memorize or bring your insurance number and company name with you to any IM competition in which you are participating. The policy number is needed should you need to be taken to the hospital. Team captains please bring this to the attention of your team members. Team captains may want to have all team members' insurance information on hand at all appropriate times.

**Eligibility**

In order to participate in any co-curricular activities, including IM sports, you must have a **Cumulative** GPA of **at least** a 2.0. In order to serve as a team captain, you must have a **Cumulative** GPA of **at least** a 2.5. Grades will be monitored by the Activities Office.

All members of the IM program are required to be enrolled as a student at Holy Family University and must be in good academic and disciplinary standing.

A student on academic probation (cumulative GPA below 2.0) is ineligible to participate in co-curricular activities (including IM sports) as an officer or member. Students will be informed of their ineligibility by the Activities Office. Once informed, they may not be

active in the group until they are in good academic standing and are removed from probation.

An appeal can be made to the Vice President for Student Services by the student if there is an extenuating reason why he/she should not be removed from the Student Organization/ IM Program.

### **Team Captains**

Every intramural team must have a team captain who is responsible for working with the referee to make sure all rules and regulations, as illustrated in the individual sport's IM rule book, are honored. Team captains are responsible for having all team members' insurance information available should it be needed, as well as making sure all safety precautions are taken during practices and games. Additionally, the team captains must attend all captain's meetings, as called during the season by the Activities Office. As team captain, you must remain in good academic and disciplinary standing and maintain at least a 2.5 cumulative GPA.

### **Team Loss vs. Team Forfeits**

Game time is the time posted for each IM game. If after the **10** minute grace period, a team does not have the minimum number of players ready to play, the team will receive a **loss** for that game. At least **one** member of that team must show up within the ten minute grace period in order to receive a loss and not a **forfeit**.

### **Forfeiture of Remaining Games**

If the same team fails to arrive within the **10** minute grace period with the minimum number of players for that sport **a second time**, the team will be **dropped** from the remaining schedule.

### **Ineligible Individuals**

Individual player ineligibility results in a loss, not a team forfeit for each game in which the ineligible player participated if the team cannot produce the minimum number of necessary players. A player is considered ineligible if one of the following conditions has occurred:

- A. Not registered for classes at Holy Family University.
- B. Having been removed from a game and **not** having met with the Activities Office before playing the next scheduled game.
- C. A cumulative GPA of less than 2.0
- D. Loss of a good disciplinary standing
- E. Fighting, intentional infliction of injury on others, or other extreme cases of not abiding by IM rules and regulations.
- F. Not listed on team's roster.

## **Protests**

Protests involving rule interpretation must be settled before the game begins/ continues.

Protests involving official judgment will not be considered.

Protests involving ineligibility must be put in writing and turned into the Activities Office by NOON the next day. Ineligible players must be protested as soon as the ineligible player participates.

## **Playoffs**

Each sport varies as to playoff procedure. Participants should check playoff alignment for each sport. In order to be eligible for playoffs, all team members must have played at least once during regular season games.

## **Postponements**

No game may be postponed without the consent of both team captains and the Activities Office. Notification of conflicts leading to postponement should be made to the Activities Office at least 24 hours in advance of the time originally scheduled for the contest or the request will be denied. The Activities Office may postpone any game at any time for inclement weather or other extreme conflicts.

## **Sportsmanship Code**

It is essential that the intramural participants keep in mind the basic objectives of an intramural sports program- - to provide an opportunity for sports participation for the average athlete, to allow indulgence in sports just for the fun of it, to provide competition for the avid intramural athlete and to encourage good sportsmanship, whether competing for fun or to win it all. Upon the occurrence of any disruptive-verbal or physical disorder by an intramural athlete, the following steps will be implemented: the persons involved will be given a technical foul and/or ejected from the game. The second unsportsmanlike behavior will result in ejection from the game. Game ejection may also be enforced, if the 1<sup>st</sup> offense is extremely unsportsmanlike.

*The following steps are approved for use by the  
Activities Office/Team Captains/Referees in charge at the time of confrontation.*

1. Depending upon the time and severity of the real or threatened verbal responses and/or physical contact amongst the people involved, those individuals will not only be ejected from that game but may also be suspended from the next scheduled game.
2. Should a person be ejected from a second game during that sport's season, he/she will no longer be allowed to participate in the intramural program at Holy Family University for the remainder of the season.

The individual must meet with the Activities Office (with their team captain present) before he/she will be eligible for further intramural competition.

### **Privileges and Responsibilities of all Registered Student Activities/ Intramural Sports**

Registered Student Organizations are **permitted** to:

- ✓ Use of the Holy Family name on and off-campus after approval through the Activities Office and Public Relations Office.
- ✓ Reserve spaces on campus for organizational meetings, events, activities, and programs.
- ✓ Solicit membership on campus.
- ✓ Be listed as a Student Organization/ Intramural Sport in all appropriate institutional publications.
- ✓ Use student activities services, equipment, and resources (with permission).
- ✓ Have an established budget account with the Business Office. Student Organizations must deal with all their finances through the university.
- ✓ Participate in the Welcome Back Social/ Involvement Fair during the Fall Semester.
- ✓ Organize fundraisers and gain co-sponsorships from other student organizations and departments if approved by the Activities Office.

Registered Student Organizations are **responsible** for:

- ✓ Abiding by the organization's constitutions and rules/regulations.
- ✓ Abiding by all Holy Family University standards and procedures governing individual student and group conduct as published in the Student Handbook and other official University publications.
- ✓ Inform the Activities Office of any Student Organization/ Intramural Sports program that are in violation of the organization and bylaws or University policy.

## **GENERAL COLLEGE POLICIES INVOLVING STUDENT ORGANIZATIONS AND INTRAMURAL SPORTS TEAMS**

### **Fundraising**

All student organizations and intramural clubs must have approval from the Activities Office and/or the Vice President for Student Services to engage in fundraising activities. Groups seeking approval for fundraising activities must complete a "Fund Raiser Register" form and submit it to the Activities Office a minimum of ten working days before the fundraising activity is scheduled to begin.

All posters and signs used to promote fundraising projects must be approved by the Office of Student Activities and promptly removed after the event is completed. Groups that do not remove advertising can be subject to fines.

Approval for fund-raising activities will not be granted to the Student Organization/ Intramural Sports team that:

- ✓ Are not officially registered with the University
- ✓ Serve or support partisan political purposes and/or activities
- ✓ Limit participation on the basis of race, national origin, age, gender, sexual preference, or disability.
- ✓ Conflict with the University's mission, core values, and/or Catholic character.

### **Campus Posting Policies**

Approval for posting signs, flyers, banners, etc., must be obtained from the Activities Office. Items approved for posting will be stamped to that effect, and a removal date will be specified. Duplication or copying of signs/ flyers should not be completed until the original has received the stamp signifying that it has been approved. The following regulations apply to posting:

- ✓ The material to be posted must clearly state the organization and/or sponsor, and any other pertinent information including time, date, location, cost, etc.
- ✓ Approval for posting will not be granted for material that is deemed inconsistent with the College's mission, core values, Catholic character and/or established policies and procedures. Appeals can be made to the Vice President for Student Development.
- ✓ Posting is limited to specific areas in each building, which will be identified at the time the material is approved for posting.
- ✓ Material may NOT be posted on windows, walls, painted surfaces, doors, lamp posts, trees, trash cans, etc.
- ✓ Permission must be obtained in advance from the Activities Office to:
  1. Place flyers on cars
  2. Suspend banners from trees or buildings
  3. Post materials at off-campus locations
- ✓ Groups are responsible for posting their own approved notices and for removing them by the removal date specified at the time of approval.
- ✓ Material that has been posted without approval or that has been posted in an unapproved location will be removed and discarded. Groups or individuals who fail to follow posting policies and guidelines risk the loss of future posting privileges, as well as disciplinary action.
- ✓ Off-campus individuals, activities or groups, and Holy Family students seeking to post material related to off-campus individuals, activities or groups are subject to the same approval processes and posting limitations outlined above for on-campus organizations.

### **Vendor Policy**

Vendors wishing to sell their merchandise on-campus must receive approval to do so through the Special Services Office. Vendor sales are limited to designated areas in the

Campus Center. Approval will not be granted for credit card or cellular phone solicitations.

### **Hazing Policy**

The Anti-Hazing Law of Pennsylvania states that any person who causes or participates in hazing commits a misdemeanor of the third degree. It also includes the willful destruction or removal of public or private property in its definition of hazing.

Aside from the legal aspect of hazing, the Activities Office believes that hazing is contrary to the Christian teaching of human dignity and that hazing militates against providing an environment of friendship, maturity and charity within its collegiate community. The following is an excerpt from the Holy Family University Hazing Policy, found in the Student Handbook.

**Hazing by any group or organization is not allowed at Holy Family University. Hazing is defined as any action or activity taken or any situation intentionally created, whether on or off campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule, or any form of violence, abuse, or failure to accord to any student the dignity due the student. Consent of a “pledge” does not exempt any organization from this regulation.**

### **Use of University Logo's**

The Holy Family logo serves as an identifying symbol for the University and should be used on all official Holy Family publications and printed materials, as well as other items. Use of the logo helps project the Holy Family image. The University logo is to be used only in consultation with the marketing and communications staff.

### **Alcohol Policy**

The legal age for the possession and consumption of alcoholic beverages is 21 years of age in the Commonwealth of Pennsylvania. The University considers intoxication, disorderliness, or offensive behavior resulting from the use of alcoholic beverages, drinking games or drinking contests subject to disciplinary action. More information on the alcohol policy can be found in the student handbook.

### **Alcohol at Student Events**

1. The event must be held off-campus.
2. Alcohol must be served by legally incorporated third party which holds a valid liquor license (i.e. catering hall, hotel, or restaurant). Bartenders, ID checkers, bouncers, etc for such event may not be Holy Family students or staff.
3. Event must be approved by the Director of Student Activities. Request for approval should be made no later than two weeks prior to the event.

#### *Guidelines:*

1. Prices for event must never include alcohol. All alcohol service will be on a “cash bar” or similar alcohol ticket system. No university funds (including any

- monies raised by the club/ organization members) may be used to subsidize the cost of alcoholic beverages.
2. Students purchasing alcohol at the “cash bar” will be considered to be engaging in independent action on their part which is neither condoned nor encouraged by Holy Family University.
  3. Publicity for events should in no way advertise the service of alcohol or promote illegal or irresponsible drinking. (Publicity must be approved by the group’s advisor and the Director of Activities).
  4. All students must conform to any additional requirements as outlined in the Student Handbook.
  5. No “open bar” is permitted.
  6. Exemptions to this policy can only be made in writing to the Vice President for Student Services.

### **Security for Events**

Student Organizations and Intramural Programs must notify the Activities Office and the Director of Public Safety when the staging of an event poses the potential to cause some sort of disruption.

### **Reserving and Using University Facilities**

*All registered student organizations are granted equal access to:*

- a. the use of information tables in designated common areas;
- b. access to designated bulletin boards;
- c. scheduled use of meetings rooms in Campus Center

Any request for use of a campus facility by a Student Organization/ Intramural Sport will require the approval of the Office of Special Services. In most cases, an “Event Request Form” for approval must be submitted to the Office of Special Services at least 10 working days in advance. Please not space reservation I vital in planning an event. Event Request Forms are available outside the Reception Desk in the Campus Center. You can also acquire these forms by visiting the Activities Office in the Campus Center 206.

*Approval or denial of a request will be based on the following criteria:*

- a. whether space is available
- b. whether the Student Organization/ Intramural Sport is currently in good standing with the University
- c. Whether the proposed activity poses a clear and present danger of injury to person, damage to property, or to the orderly operation of the University.