

***KEENE STATE COLLEGE
RECREATIONAL SPORTS***



**PROGRAM HANDBOOK
*2011-2012***

Recreational Sports Staff

Lynne M. Andrews, Director
room 100, Recreation Center
603-358-2815
landrews@keene.edu

Patrick Hearn, Assistant Director
room 103, Recreation Center
603-358-2789
phearn@keene.edu

Christine Miles, BodyWorks Manager/Co-Coordinator, Group Fitness Program
room 304, Recreation Center
603-358-2697
cmiles@keene.edu

Katie Stewart, Evening Facility Manager
Room 103, Recreation Center
603-358-2823
kstewart@keene.edu

Sarah Testo, Assistant BodyWorks Manager
room 109, Recreation Center
603-358-2866
stesto@keene.edu

Taylor Tully, IM Sports/Club Sports Coordinator
room 103, Recreation Center
603-358-2654
ttully@keene.edu

Recreation Center front desk: 603-358-2826

BodyWorks fitness center: 603-358-2800

www.keene.edu/recsports

Contents

Recreational Sports Staff	2
Overview of the Recreational Sports Program	4
Department Mission Statement	4
Intramural Sports	4
BodyWorks Fitness Center	4-5
Sport Clubs	5
Group Fitness Classes	5
Informal Recreation	6-7
Injuries/Assumption of Risk	6
Recreational Facilities – Hours, Policies, Memberships, Etc.	6
Recreation Center Hours	6-7
Attire and Footwear	7
Personal Conduct	7
Food and Beverages	7
Racquetball Court	7-8
Recreation Courts	8
Track	8
BodyWorks Fitness Center & Policies	8-9
Locker Use & Personal Items	8
Equipment	9
General Membership Information, etc.	9-11
Alcohol, Drug, and Tobacco Policy	11
Recreational Opportunities by Facility	11
Recreation Courts	11
Pool	12
Tennis Courts & Outdoor Basketball Courts	12
Aerobic Fitness Studio	13
Athletic/Intramural Fields & Sand Volleyball Court	13
Intramural Sports	13
Entry Procedure & Signing up as an Individual	13-14
Forfeit Policy	14
Default Policy & Eligibility	14-16
Game Officials	16
Sport Supervisors	16-17
Sports Conduct Code	17
Yellow/Red Card System	18
Game Conduct Ratings	18-19
Captains' Responsibilities & Game Rescheduling	19-20
Protests & Awards	20
Sport Clubs	20-21
Recreational Sports Jobs	21
Intramural Sports Calendar	22

Recreational Sports 2011-2012

The mission of Recreational Sports is to plan, organize and direct a sports and fitness program which is broad in nature and will appeal to diverse interests and skill levels. The program includes intramural sports, club sports, group fitness classes, BodyWorks fitness center, open recreation, informal instruction and special events. The focus is on fitness, wellness and the development of healthy lifestyles. The goals of the program are based on the expectation of improved physical health and vitality, as well as enhancement of academic and workplace productivity that result from regular physical activity. Learning to work cooperatively in a group and the ability to lead and guide others are other anticipated outcomes of participation in the recreational sports program. Participation in our excellent co-curricular program will bring added satisfaction to the students' undergraduate experience. Our quality recreation program and facilities will contribute to the positive image of the institution as well as serve as a positive recruitment tool to entice potential students to attend Keene State College.

Lynne M. Andrews

Director of Recreational Sports

Overview of the Recreational Sports Program

Intramural Sports

The Intramural Sports Program is one of the most popular programs on campus. We offer over 25 team and individual sports, including flag football, softball, basketball, indoor and outdoor soccer, volleyball, water basketball, floor hockey, wiffleball, tennis, racquetball, innertube waterpolo, badminton, dodgeball, and special events such as the 5K Pumpkin Fun Run/Walk and mini-golf tournament. All events are open to full-time and part-time matriculated students and Recreation Center members. Students can sign up for team and individual intramural sports at the Rec Sports Office. See "Intramural Sports" for more information and the back cover for important intramural dates and deadlines. Watch for flyers and other announcements on MyKSC throughout the year.

BodyWorks Fitness Center

The mission of the fitness center, BodyWorks, is to help motivate everyone in the campus community to achieve and maintain a lifestyle of wellness—defined as a high level of physical, emotional, and intellectual health.

Housed inside the Recreation Center, BodyWorks is a two-level fitness facility. On the first level you'll find our full line of circuit training equipment, free weights and squats racks, power cages, a Smith machine and two cable crossover machines, stretching mats, stability balls and medicine balls. On the second level are 36 pieces of

cardiovascular equipment. The cardio area also features six wall-mounted TV sets so you can watch and listen (through your Walkman) to a program while exercising.

The fitness center supports the education of our Health Science majors by enabling the staff, made up entirely of Health Promotion & Fitness majors, to link research and theory to practical application in a lab facility supervised by health and fitness professionals. The fitness center is administered by Recreational Sports, funded through student activity fees with some money allocated by Physical Education and supports the Department of Physical Education by providing a classroom setting for strength training classes. The fitness center staff provides the following services: complete fitness assessments, personal training, exercise program design, equipment orientation, and incentive programs. Please inquire about fees for these services, by calling the BodyWorks fitness center at 358-2800.

Sport Clubs

If you'd like a more organized team sport atmosphere, you might want to join a sport club. Rec Sports works closely with each club regarding its goals, travel, safety, and responsible leadership and behavior. Clubs are formed by students and are either competitive or instructional. Approved clubs use the facilities of KSC and have College advisors and, in some cases, volunteer coaches. If you're interested in joining a particular sport club, contact the club. **Current active clubs include Brazilian jujitsu, fencing, men's and women's rugby, ice hockey, men's and women's soccer and Ultimate Frisbee.** Students interested in a particular sport not offered as a Rec Sports program can work with the professional staff to start a new sport club. Rec Sports will assist students in meeting the criteria of a student organization required by the Student Activities Office.

Group Fitness Classes

Improve your college experience by staying in shape! Recreational Sports offers a variety of group fitness classes, all taught by instructors who are certified by a nationally recognized certifying agency. Participants attending any of the group fitness classes are required to wear a clean pair of athletic shoes that have not been worn outside the studio. Because facility space is limited, classes are open only to Rec Center members, walking track/aerobics members, and students.

Informal Recreation

Informal recreational activities include lap/recreational swimming, open gym time for pickup basketball and volleyball games, and racquetball. Tennis, basketball and sand volleyball are played on our fine outdoor courts, which are available on a first-come, first-served basis. Pool hours are posted on the Recreational Sports web page, www.keene.edu/recsports, or can be picked up at the Rec Center front desk. Check the Rec Sports web page for more information on facility use, memberships, and other policies.

Injuries/Assumption of Risk

Participation in all Recreational Sports programs is voluntary. Participants, including guests, may suffer physical and/or mental injury from performing these activities. All individuals participate at their own risk and assume responsibility for their own health and safety. Keene State College and the Recreational Sports Office are not liable for injuries sustained during participation in any Recreational Sports–sponsored activity. Participants, including guests, are required to have their own health/medical insurance coverage. All injuries should be reported to the intramural supervisor, facility supervisor or other staff members in charge of the activity, and a complete report of the injury should be recorded on the proper form and filed with the Rec Sports Office. This report should be completed at the site of the activity. Participants should be careful to follow their doctor’s instructions concerning physical disabilities, injuries, illness, and involvement in any activity.

Recreational Facilities

Hours, policies, memberships, etc.

Recreation Center Hours

Students (full-time and part-time matriculated) and paid members (faculty, staff, spouses/partners, and Continuing Education students) may gain access to the Recreation Center by presenting a valid KSC ID or membership card.

Working out in the Recreation Center when the facility is not open is strictly prohibited. It is the responsibility of all facility members and students to respect the policies of the Recreation Center to only enter to work out when the facility is officially open.

Fall and Spring Semesters

Monday through Thursday: 6 a.m.-11 p.m.

Friday: 6 a.m.-10p.m.

Saturday: 10 a.m.-10p.m.

Sunday: 10 a.m.-11 p.m.

Winter Intersession (hours are subject to change)

Monday through Friday: 6 a.m.-7 p.m.

Saturday and Sunday: closed

Spring Break (hours are subject to change)

Monday through Friday: 6 a.m.-6 p.m.

Saturday and Sunday: closed

Summer (hours are subject to change)

Summer hours run from the Monday after Commencement until the Friday before the first day of classes each August.

Monday through Thursday: 6 a.m.-9 p.m.

Friday: 6 a.m.-6 p.m.

Saturday: 8 a.m.-2 p.m.

Sunday: closed

Attire and Footwear

Proper, clean athletic shoes are required. Only non-marking soles are permitted on playing surfaces. Bare feet, socks, hard-soled shoes, and open-toed shoes are not permitted. Street shoes should be changed prior to participating in an activity. Participants are encouraged to wear appropriate attire while participating in all activities and are required to wear athletic attire in the fitness center. Jewelry, baseball hats, and street clothing can be dangerous and confining during exercise. A t-shirt or tank top and clean athletic shoes are required in the fitness center.

Personal Conduct

Abusive behavior, inappropriate conduct (i.e., spitting in the facility or vandalism to equipment, etc.), and use of profane language are unacceptable during all recreation activities. The staff reserves the right to request that individuals leave the facility for such behavior. Participants will be billed for any damage they cause to the facility and equipment through misuse. ***Individuals may also have their Recreation Center privileges suspended and their behavior reported to the Judicial Affairs Office.*** Please be considerate of other facility users and follow the posted rules.

Skateboards, inline hockey skates, Rollerblades, bikes, and pets are prohibited from the Recreation Center and Spaulding Gymnasium.

Food and Beverages

Food and beverages are prohibited from all activity areas. Water bottles with closed tops are permitted in the fitness center only. Chewing gum and all tobacco products are prohibited from all recreation activity areas.

Racquetball Court

The racquetball court is available daily for use by KSC students, Recreation Center and Spaulding Gym members, and their guests only. The racquetball court is reserved one day in advance, for one hour of play per day, at the front desk of the Recreation Center. Reservations must be made in person at the front desk. Activities other than racquetball are prohibited in the court. Participants should furnish their own racquets, balls, and safety glasses, if possible. Limited racquetball equipment is available for checkout at the front desk. We highly recommend that you wear protective eyewear when playing racquetball. Appropriate non-marking shoes must be worn on the court. Players should refrain from hitting the walls or floor of the court with the racquet, and from spitting or sticking gum on the walls or floor.

Recreation Courts

All courts are open for play unless an activity is scheduled. Dunking the basketball or grabbing the rim is not permitted. We recommend that groups who win two consecutive games give up the court to allow another group to participate. Half-court games or individuals shooting hoops alone should use the multipurpose court whenever possible. Specific times may be scheduled for using the golf/batting cage or for a volleyball net setup; in these situations, signs are posted in advance. ***Food, water bottles, other beverages, all tobacco products, and chewing gum are prohibited from the recreation courts. You must wear clean athletic shoes when participating in any activity in the recreation gym. Recreational Sports reserves the right to approve all sports played in the recreation courts.***

Track

Approximately 11 laps equal 1 mile. The jogging track is for runners and walkers. Walkers should use the inside lane of the track; joggers, the middle lane; and runners, the outside lane. Signs indicate the daily directional flow of traffic. Please do not spit on the track, windows or walls, or in the water fountains. ***Activities other than running or walking are not permitted on the track.***

BodyWorks Fitness Center

We recommend that participants consult with the fitness center staff before starting a training program, use all the equipment properly, and follow posted instructions. Please report any equipment malfunctions or medical emergencies to the staff. Water bottles with closed tops are acceptable.

BodyWorks Policies

- Wear appropriate gym clothing. Shirts and fitness shoes are required. Jeans and work boots are not acceptable. Sandals or other open-toe shoes are not safe to wear in a weight room or on cardiovascular machines.
- Clean shoes must be worn in the fitness center to prevent undue “wear and tear” on the floors and equipment.
- Clean workout clothes and good hygiene including deodorant are essential. Remove any cologne or perfume that may affect asthmatics or allergy sufferers.
- Spotters are recommended when doing the bench press and also strongly suggested for any overhead moves or challenging exercises. Your safety is our primary concern.
- We suggest a 30-minute limit on all cardiovascular equipment during busy times.
- Wipe down equipment/benches/mats when you are finished at that station.
- Remove weight plates from machines and bars when you are done. Return all dumbbells and barbells to their place.
- Avoid banging dumbbells together or dropping them on the floor.
- Be flexible. Let others work in with you when you have more than one set to

complete on a machine.

- Ask us for help. We are here to answer your health and fitness questions.

Locker Use

To use a full locker in the men's and women's locker rooms, members must register for the locker at the front desk and must supply their own lock. Only KSC students and facility members (Recreation Center, Spaulding Gym (pool) and Track/Aerobics membership holders) may register for a locker. Locks found on non-registered lockers will be removed at the owner's expense by the Recreational Sports staff. Pool lockers may not be registered for permanent use, except by KSC varsity swimmers or swimmers with disabilities. At the end of the spring semester, student lockers must be cleaned out and locks removed. Summer locker registration takes place the first week of summer classes.

Personal Items

Individuals are responsible for their personal belongings. Cubby-style storage lockers are available for daily use; to get a key for one, you need to turn in your ID at the front desk. ***Recreational Sports and Keene State College are not responsible for lost or stolen possessions.*** Lost and found items will be held at the front desk. Please report any lost or stolen items to the facility supervisor at the front desk.

Equipment

Athletic equipment is available for checkout at the front desk. Participants need to leave an ID and return the equipment on the same day it's issued. A replacement cost will be charged for equipment that is damaged or not returned. The following equipment may be checked out: basketballs, badminton equipment, racquetball equipment and eye protection, volleyball, indoor soccer, soccer balls, footballs and softball equipment, Frisbees, and portable outdoor volleyball sets. Individuals or groups who wish to use equipment overnight must reserve it in advance and must sign a rental return agreement form at the desk.

General Membership Information and Other Facility Use Policies

1. ***To use any recreational activity space in either the Recreation Center or Spaulding Gymnasium, you must be a full- or part-time matriculated student, a KSC faculty or staff member, a spouse/partner of a KSC student or faculty or staff member, or a Continuing Education student who has purchased a Recreation Center or one of the other available memberships.***
2. Detailed membership guidelines and policies are provided in a separate Recreation Center membership handout that individuals receive when they purchase a membership.
3. **Guest Pass Policy:** Any KSC full- or part-time student may bring one non-KSC guest

per visit to use the recreation facilities, including the pool, recreation gym, racquetball court, track, and fitness center. **A daily fee of \$5 per guest must be paid at the front desk. The same guest may only come 5 times per semester, winter intercession and summer, regardless if he/she has a different sponsor each visit.** The sponsor and guest must sign up at the front desk and follow all facility rules as posted. Guests are not permitted to play in intramural sports. **A guest must be 18 years old or older to use the fitness center or jogging track.** The KSC sponsor is responsible for his or her guest at all times and must remain with the guest in all activity areas. A guest who suffers an injury while participating in a physical activity is responsible for his or her own medical treatment, including but not limited to ambulance service, emergency room treatment, and medical equipment. The guest pass policy for facility members is outlined in the Membership Policies Handbook that individuals receive when they purchase or select one of the other membership options.

4. **Child Pass Policy:** Passes for dependent children age 17 or younger for access to the *pool and recreation courts* **only** are available to KSC students and unrestricted Recreation Center members. Spaulding Gym (pool membership) members may obtain child passes for dependent children age 17 or younger to use the pool only. Children may be brought to the facilities during family time on the weekends (e.g., 1-3 p.m. & 5-8 p.m. for the pool and noon-5 p.m. for the recreation courts). While using the appropriate facilities, children must remain under parental supervision at all times. **Children must be toilet trained and completely out of diapers, and should be old enough and tall enough to touch bottom in the shallow end in order to use the pool.** Swimmers may not use flotation devices in the pool, except for those with disabilities. Child passes can be obtained from the Recreational Sports Office during regular business hours, Monday-Friday. The pass must be brought each time to the facility and displayed at the front desk and then given to the lifeguards in the pool. **Children, high school age and under, of facility members are not permitted on the jogging/walking track or in either of the two fitness center areas. Individuals who are 18 and older and are dependents of KSC faculty, staff, or students are not eligible to purchase memberships to the Recreation Center during the academic year. Only enrolled KSC students, age 17 and older, are permitted to use these facilities.**

5. Swim lessons and group or individual training are prohibited during all lap/recreational swim hours. However, swimmers with disabilities may have a personal assistant in the water to ensure their safety.

6. A hydraulic pool lift is available for swimmers with disabilities who require assistance to enter the pool. They must provide any type of flotation device they need to swim. Lifeguards are not trained or permitted to provide swimming instructions but will assist swimmers with disabilities into and out of the pool lift as needed. We recommend that individuals with disabilities who come to a noontime swim contact the Rec Sports Office

in advance so that the lifeguards will have ample time to install and prepare the pool lift.

7. Recreation facilities may be reserved for events and meetings by students and recognized College organizations. A scheduling form must be submitted at least two weeks before the event. Once the event is approved, the respective group will be notified of all facility policies, including the staff support that is required. The sponsoring group is responsible for restoring the facility to the condition it was in before the event, and is billed for the purchase or repair of any damages or lost equipment. Certain facilities will require staff support, which must be paid for by the sponsoring group (e.g., a lifeguard or a facility supervisor if the activity is held when the facility is closed). When scheduling these events, the group must hire Rec Sports support staff for the length of the event. Scheduling is processed through the Rec Sports Office.

8. During recreational hours, the Recreation Center/Spaulding Gym is under the supervision and control of facility supervisors, the staff of Recreational Sports, the Keene State Campus Safety Department, and other College personnel. The Keene State Police are called in if necessary. Anyone found on the premises without a valid KSC ID will be ejected. Any person caught stealing or vandalizing property will be prosecuted. Anyone in the building who observes any illegal or criminal behavior should immediately alert the facility supervisor or Campus Security.

Alcohol, Drug, and Tobacco Policy

Recreational Sports is a program designed to develop a healthy lifestyle and to incorporate a sense of wellness in one's daily activities. The wellness concept does not allow for the use of harmful substances. The Rec Sports Program is, then, an alternative to alcohol, drug, and tobacco use. No player or other person may participate in any activity while under the influence of harmful chemical substances. We hope that each participant will take note of this policy and use self-direction to abstain from substance abuse, rather than forego participating in recreational sports or using our athletic facilities and fields. No intramural or club team may participate in on- or off-campus sports events while using alcohol, drugs, or tobacco. Alcohol and drugs may not be brought to the facilities or athletic fields at Keene State College. All recreational areas are designated nonsmoking areas.

Recreation Opportunities by Facility

Recreation Courts

Intramural sports and open recreation hours take place in the recreation courts. Intramurals are scheduled during the evening hours for most sports, although some events occur on weekends.

Pool

Fall and Spring Pool Hours (subject to change)

Monday-Friday: noon-1 p.m.

Monday through Friday: 7:30 p.m.-10 p.m.

Saturday & Sunday: 1 p.m.-3 p.m. and 5 p.m.-8 p.m.

Note: Additional pool hours or pool closings will be posted as needed. The pool is closed to recreational swimmers if a varsity swim meet is scheduled. All hydrorobics classes are scheduled in the pool.

Summer Pool Hours (subject to change)

Monday through Friday: noon-1 p.m.

Monday-Thursday: 6:30 p.m.-8:30 p.m.

Saturday & Sunday: closed

(Summer pool hours are tentatively scheduled to begin the Monday after Commencement to be determined by the availability of lifeguards.)

Lap and recreational swimming hours are scheduled at noon and during evenings and weekends. Hydrorobics classes are held during late afternoons or evening. *Children must be toilet trained and completely out of diapers, and should be old enough and tall enough to touch bottom in the shallow end in order to use the pool.* Other than kickboards, flotation devices may not be used during lap/recreational swim. **Appropriate bathing attire is required; cut-off shorts or thong bathing suits are not acceptable.**

Tennis Courts

The tennis courts are open for recreational play and also are scheduled for classes. While on the courts, participants must wear clean tennis shoes with non-marking soles and follow the court rules posted near the court. No activity other than tennis may take place on these courts. ***Use of profanity while playing tennis is strictly prohibited.*** Please be respectful of other players on the court and conduct yourself accordingly.

Outdoor Basketball Courts

The outdoor basketball courts are open for recreational play and may also be scheduled for intramural events. While on the courts, participants must wear athletic shoes with non-marking soles. No activity other than basketball may take place on these courts. The basketball courts are used on a rotating basis to give everyone a chance to play. Newcomers alert players on the court that they are waiting. After a 30-minute wait, the court turns over. ***Use of profanity while playing basketball is strictly prohibited.*** Please be respectful of other players on the court and conduct yourself accordingly.

Aerobic Fitness Studio

The aerobic fitness studio is designed for certain activities. The room is used by Rec Sports group fitness classes, the dance team or dance classes and can be scheduled by certain other groups. All participants must wear clean shoes that have not been worn outside the room. Water bottles or other beverage containers are not permitted inside the aerobics studio; these items must be left outside the room.

Athletic and Intramural Fields

Located on the Ashuelot River near the Recreation Center, the athletic and intramural fields are used for intramural softball, flag football, and soccer. Club sports also use these fields for games and practices. The fields are not to be used during or after rainy weather until they are cleared for play by Rec Sports.

Sand Volleyball Courts

The sand volleyball courts are used on a rotating basis to give everyone a chance to play. Newcomers alert players on the court that they are waiting. After a 30-minute wait, the court turns over.

Intramural Sports

Intramural sports are the leagues and tournaments that are held by participants from within the campus population. Rec Sports personnel plan, organize, staff, and supervise these events. Intramural sports are advertised through campus flyers, MyKSC, the Rec Sports brochure, and the Rec Sports Office. Before each tournament, information sheets are available at the front desk outside the Rec Sports Office. Teams and individuals must sign up before the deadlines posted. Those who sign up first are placed in leagues first. Those who sign up last may be put on a waiting list. Leagues may close because a court or field space is unavailable. For team sports, at the time of entry, a forfeit deposit is required from each team. Teams may not enter the league until the deposit is paid. See "Forfeit Policy."

Entry Procedure

1. Pick up information sheet, rules, and roster form at the Rec Center front desk.
2. Fill in the roster form completely, including team name, captain's name and phone number, and players' names. The captain and all players must sign the roster form and provide their KSC ID numbers. The roster form is the acknowledgment-of-risk form.
3. Recruit more players than are needed in the game. Having substitutes will help your team avoid forfeits.
4. Return the completed roster form to the Rec. Sports Office by the entry deadline. (Early entries get preference of playing times.) Entries are accepted Monday thru Friday from 8:30am to 4pm.
- 5. If a team forfeits a game, they are required to pay the \$10 Forfeit Fine before 5pm the following business day at the front desk of the Recreation Center to be eligible to participate in future games. After the second forfeit, the team will be dropped from the league.**
6. Team names must be in good taste and not include references to drugs or alcohol, or have sexual or racial connotations. Rec Sports reserves the right to change any team name we deem inappropriate.

7. Each team must be represented at the captains' meeting. **If a team representative is not present, the team must pay the Forfeit Fine in order to remain in the league.** The intramural coordinator will distribute team schedules and provide important information that you must have to participate. See "Captains' Responsibilities."

Signing Up as an Individual

For individual sports and tournaments (racquetball, tennis, etc.), pick up an information sheet and sign up at the Rec Center front desk. No forfeit deposit is required. The IM coordinator will notify everyone of the playing schedule.

Individuals, who want to play a team sport but are unable to find enough people to form a full team, can sign up on the "Free Agent List" at the Rec Center front desk. Although there are no guarantees, most "free agents" do end up joining a team. Typically, one of two things happens: (1) teams will need extra players and will contact individuals on the Free Agent List, or (2) all the individuals on the Free Agent List will get together and form one team.

Forfeit Policy

Failing to show up for scheduled games is unfair to opponents and officials and negatively affects the program. Team captains must make it clear to their players that by signing their names on the roster they are making a commitment to their team and teammates.

Teams that are not ready to play with at least the minimum number of legal players at their scheduled game time lose by forfeit. Picking up players from the sidelines or other teams to start a game is not allowed.

Any team that forfeits a game will receive a 'C' sportsmanship rating (see "Game Conduct Ratings") and is charged a \$10 forfeit fine which must be paid before the next scheduled game for the team to remain in the league. The forfeiting team remains eligible for the playoffs after their first forfeit once the forfeit fine is paid.

Teams that forfeit once may not use a default (see "Default Policy"). Any team that forfeits twice is dropped from the league at the time of the second forfeit. Teams that do not have a representative at the scheduled captains meeting will be fined \$10, which must be paid before their first scheduled game and receive a 'B' sportsmanship rating. If the team doesn't pay the fine, the team will not be eligible to use their one default and will be dropped from the league after one forfeit.

Default Policy

Teams are allowed to default *one* game, unless they have previously forfeited. Any team that knows it will be unable to attend a scheduled contest may notify the IM coordinator (ext. 8-2654) by no later than 4 p.m. on the day of the game. For contests held on Saturday or Sunday, teams must call in to default by 4 p.m. on Friday. The purpose of allowing the default is to prevent the officials and opposing team from

showing up with no one to play the contest. Teams that default one game are still eligible for the playoffs, provided they have not forfeited earlier in the season and do not forfeit after the defaulted game. However, the team cannot default a second time; if it can't make another game, this counts as a forfeit and the team will be dropped from the league.

Eligibility

1. The Intramural Sports Program is open to students and members of the Recreation Center. Participants must have a current KSC ID for all games. Students must remain registered for classes the entire intramural season. Full- and part-time matriculated students and Continuing Education students must be able to show proof of medical insurance if requested by the Recreational Sports staff. ***Continuing Education students, faculty, or staff members who have not purchased a Recreation Center membership are not eligible to participate in the Intramural Sports Program.***

2. No former or current professional player of the sport may play. A professional player is defined as one who has received money from a professional team/organization upon signing a contract; played professionally overseas; received other forms of compensation, including but not limited to travel expenses, meal money, clothing, or cars; or signed a contract with a professional agent.

3. Players who are currently on a varsity or junior varsity team, have played in any JV or varsity games, or were on the varsity or JV team roster as of the first regular-season game may not play on an intramural team in that sport or alike sport during the main varsity season (e.g., varsity/JV/club soccer players cannot play on a fall co-rec soccer team, or someone who is on the varsity basketball team in the first semester cannot join an intramural team second semester). Varsity/JV athletes may play in similar intramural sports during the off-season (e.g., varsity/JV/club soccer players may participate in spring indoor soccer). In this situation, a team is limited to two former or current varsity/JV/club players (two former, two current, or one former/one current) on its roster.

4. Any team may have two former varsity players of that particular sport or a similar sport (e.g., baseball players on a softball team). A former varsity player is defined as any person who was on a varsity team roster at Keene State or at any other college or university. The player must be retired from the varsity sport for the equivalent of one full semester before playing intramurals. Any players on a varsity basketball team through the first scheduled regular-season game will not be eligible for intramural basketball the following semester. Varsity baseball and softball players who complete their eligibility during the spring season are eligible to play intramural softball the next fall. Again, in this situation, a team can't have more than two former varsity players on its roster. Any player for whom it's been two years since the end of the last season/semester played is not considered a former varsity player for the purpose of this rule. Intramural teams may have any number of these players.

5. Any team that fields an ineligible player forfeits all games in which that player participated. This includes but is not limited to players who are not listed on the team roster in the main office, players who have played on another team, and students deregistered from classes. All players must sign the team's roster, which includes an acknowledgment-of-risk statement.
6. Team captains are responsible for ascertaining the eligibility of their players. Captains must report ineligibility and remove the players in question. We recommend that the team captain be a full-time student.
7. Any person not on the game roster before game time is not eligible to play.
8. Players' names may be added to the roster in the Rec Sports Office throughout the regular season. Names may not be added at game time, however. Adding names to the scorebook only is illegal. Players must sign the roster in person. Players who leave a team's roster before playing in an official game may sign onto another team's roster in the Rec Sports Office.
9. Some activities have additional eligibility regulations.
10. A player from a team that forfeits its first two games, and is therefore dropped from the league, may join another team as long as he or she has not played in an official game (practice games do not count).
11. To experience a desired level of competition or to play "just for fun," women may participate on men's teams.
12. Leagues/tournaments labeled "co-rec" require an equal number of men and women on each team. Leagues/tournaments labeled "open" are open to an unspecified number of men and women on each team.

Game Officials

The Rec Sports Office employs students to officiate games. To be an official, a student must complete training sessions and appropriate practical and written tests administered by Rec Sports. Announcements concerning training workshops and sign-up are made through flyers.

In games, the judgment of the official is final. Officials conduct each game according to the rules and officiate to the best of their training and ability. Team captains may evaluate officials' performance by requesting an evaluation form at the Rec Sports Office. All teams should support the officiating process by urging players and others to sign up for officiating training. Officials are paid a student hourly rate or as work study.

Sport Supervisors

Rec Sports employs student sport supervisors to supervise intramural sports games. These student leaders work closely with the intramural sports coordinator to plan, organize, and supervise the program. Weekly leadership training sessions are held to

ensure constant, continuing excellence in supervision. Some intramural sports officiating experience is preferred. Supervisors are paid a work-study rate or as student hourly.

Sports Conduct Code

To improve players' behavior in intramural sports contests, the Recreational Sports Program has adopted a Sports Conduct Code. Rec Sports supervisors and officials strictly enforce the code. It is our goal to conduct games in an amiable manner. Each player is responsible for doing everything possible to ensure that the atmosphere of each game is friendly and good-natured. The following rules of good game conduct are enforced:

No player, coach, or team follower may:

1. Use abusive language, threaten, or abuse any other player or intramural employee, before, during, or after the game.
2. Participate in a game for which he or she is ineligible.
3. Argue or talk back to the game official. Only the captain may address (courteously) the game official concerning the interpretation of a rule.
4. Intentionally strike, push, or trip another player or official.
5. Mistreat facilities, equipment, or supplies of Keene State College.

Penalties for poor game conduct include but are not limited to the following:

1. The official will display a red card, and the player will be ejected from the game and from at least one other game. The ejected player must immediately leave the gym or field. ***Any ejected player must meet with the IM coordinator before playing in his/her next intramural game.***
2. Players who receive a penalty or technical foul for poor game conduct will automatically be assessed a yellow card.
3. Players or teams can be barred from play for a period of up to one year for extreme behavior.
4. If a league is plagued by poor game conduct, especially regarding the treatment of officials, referees will be removed from the tournament and teams will call their own fouls. In this event, there will be no playoffs and no awards.
5. For a team to qualify for the playoffs, it must attain an average game conduct rating of B during regular-season round-robin play (see below).
6. Participants in open recreation are subject to the same penalties for poor game conduct as participants in intramural sports. Players involved in a fight in either intramurals or open recreation may be barred from all recreational activities for up to

one year.

Yellow/Red Card System

1. A yellow/red card system will be used to control players', captains', bench personnel's, and followers' poor game conduct and improper behavior (persistent infringement of any rules of the game). When cautioning players, coaches, or other bench personnel, the official may display a yellow card and/or verbally indicate it to the players concerned. The second card displayed on the same person in the same contest for any poor game conduct will be a red card. When ejecting a player, coach, or other bench personnel, the official may display a red card and/or verbally indicate it to the player concerned. Any player, coach, or other bench personnel who receives a red card will be ejected from the game and not be allowed to compete in the next regularly scheduled contest; an additional penalty may be assigned as determined by the associate director. A player who receives two yellow cards in separate games will be treated as the recipient of one red card.

2. The yellow/red card system is used for poor game conduct. Examples of such conduct include but are not limited to:

- a. Abusive or insulting language,
- b. Any acts of unfair play,
- c. General improper behavior.

Yellow/red cards may be issued to any player for undue roughness or personal conduct.

3. If, during playoffs, improper behavior occurs, the game may be suspended and the offending team will lose the game. A team is warned once prior to suspension of a game. A player disqualified in a playoff game is considered out for the season.

4. Team captains are responsible for their sidelines and spectators. Captains who cannot control their sidelines will be issued a caution (yellow card), and a red card if needed.

Game Conduct Ratings

At the end of every intramural contest, the sport supervisor and officials who worked the game give each team a game conduct grade. For a team to qualify for postseason playoffs, it must have a B (3.0) average game conduct rating during the regular season.

Sportsmanship ratings are based on the following criteria:

A—Excellent Conduct and Fair Play: Players cooperate fully with the officials and other team members. The captain calmly converses with officials about rule interpretations and calls and has full control of his or her teammates. (4 points)

B—Good Conduct and Fair Play: Team members verbally complain about some decisions made by officials and/or show minor dissension, which may or may not merit

a yellow card. Teams that receive one yellow card, technical foul, or unsportsmanlike conduct penalty will receive no higher than a B rating. (3 points)

C—Average Conduct and Fair Play: Team shows verbal dissent towards officials and/or the opposing team, which may or may not merit a yellow card, technical foul, or unsportsmanlike conduct penalty. Captain exhibits minor control over teammates or him- or herself. Teams receiving multiple yellow cards will receive no higher than a C rating. (2 points)

D—Below Average Conduct and Poor Play: Teams constantly comment to the officials and/or opposing teams from the field and/or sidelines. The team captain exhibits little or no control over teammates or him- or herself. A team that receives one red card (player ejected) will receive no higher than a D rating. (1 point)

E—Poor Conduct and Poor Play: Team is completely uncooperative. Captain has no control over teammates or him- or herself. Any team that causes a game to be forfeited other than by not showing or receives multiple red cards will receive an E rating. (0 points)

A team that receives an E rating must have its captain meet with the coordinator and/or associate director the following day to be eligible to play their next contest.

A team must have a B (3.0 points average) or higher game conduct rating during the playoffs to continue to each round. The average game conduct rating is calculated similarly to the grade points/hour ratio.

Captains' Responsibilities

Captains must have an active telephone number. The captain serves as the communication link between the players and the Rec Sports staff. Captains are responsible for relaying information to their teammates.

A mandatory captains meeting is held for each sport before the start of the season. Each team must be represented at this meeting. It is the captain's responsibility to make sure someone from his or her team attends. League schedules, rules, expectations, etc., are covered at the captains meeting. Any team that does not attend the meeting loses \$10 of its forfeit deposit and receives a 'B' sportsmanship rating. Even if they miss a meeting, captains are held responsible for knowing all the information covered at the meeting.

It is the captain's role to read and know the game rules. We encourage captains to have a team meeting to go over the rules, schedule, and Sports Conduct Code. Captains must control their own behavior and also must assume responsibility for the behavior of their teammates, coaches, and fans. Captains represent the team with the game officials and are the only players allowed to speak to them (only for rule clarification, requests, protests, etc.). Captains are responsible for verifying the eligibility of every player on their team.

Game Rescheduling

Most games cannot be rescheduled. Captains must indicate to prospective players the time of each game on the schedule and make certain that players make a commitment to attend all games. Teams must have enough players on their rosters to fill in for players who are ill. The only games that we can attempt to reschedule are those that are preempted by the College or by bad weather. We will do our best, in these cases, to complete the tournament.

Teams should not turn in a roster with only the minimum number of players.

Protests

Only protests concerning players' eligibility are considered, and they must be made within 24 hours of the contest. All other disputes are settled at the site of the activity and within the allotted time of the contest. Remember, judgment calls are made by the officials and are not open to debate. Interpretation of a rule can be questioned; therefore you should be certain that you know the official rules from the rulebook! Captains may call for a rule clarification only during a time-out.

Awards

Intramural Sports t-shirt awards are presented to championship teams and to individual tournament champions. Any player who has been disciplined (ejected from a game or the gym) is ineligible to receive this award.

Sport Clubs

The Sport Club Program provides students an opportunity to participate in an organized team or individual sport program and to enhance their skills in a particular sport. Full- and part-time matriculated students may join a club; however, students playing on competitive teams must be full-time students. Continuing Education students may not be able to participate on a sport club team even if they are a paid member of the Recreation Center due to restrictions of a club's league and/or association's eligibility policies. If a CE student is eligible to participate in a specific sport club's league games, he/she must purchase a Recreation Center membership and provide proof of medical insurance as conditions for participating on an approved Recreational Sports club sport team. Student fees pay for the Recreational Sports program and facilities but CE students do not pay a mandatory fee towards Recreational Sports and therefore would need to purchase a membership to use the facilities and programs as a member of an approved sport club.

Sport clubs are governed by the Rec Sports Club Handbook, which outlines policies, rules, and regulations. Any new club must apply to the associate director for Rec Sports recognition and the Student Activities Office for student club recognition. Clubs are funded through the KSC Student Government, with budgets approved by Rec Sports. ***The clubs currently receiving support from Rec Sports are Brazilian jujitsu,***

fencing, men's and women's rugby, ice hockey, soccer and Ultimate Frisbee.

Students interested in starting a new sport club should stop by the Rec Sports office to meet with the professional staff and find out how to begin the process. Rec Sports will assist students in meeting the requirements of a student organization with the Student Activities Office, for developing a sport club, as well as the Rec Sports policies.

For more information on the active clubs, visit the Rec Sports web page, www.keene.edu/recsports and go the Sports Club page.

Recreational Sports Jobs

The Recreational Sports Office hires student workers for more than 100 work positions. Students who have experience in sports are given first consideration for those positions involving officiating intramural sports games. Aerobics instructors who are certified and have teaching experience will be hired to teach a fitness class based on their comfort level and personal preference. Lifeguards must be certified in lifeguard training and CPR and have experience guarding. Facility supervisors and first-aiders must have current first-aid and CPR certification. Student work crews will receive training and supervision for jobs. Students with work-study will be hired first. Those with student hourly and non-status authorizations may also be eligible.

Positions Available:

Aerobics instructors

Facility supervisors/first-aiders

Emergency medical technicians (club sports)

Lifeguards

Sports officials

Scorekeepers

Apply at the Recreational Sports Office, room 103, Recreation Center.

Intramural Sports Calendar 2011-2012

Fall 2011

<i>Sport/Event</i>	<i>Entry Deadline</i>	<i>Play Begins</i>
Co-Rec Soccer	Sept. 7	Sept. 11
Flag Football	Sept. 7	Sept. 12
Softball (M, W, CR)	Sept. 7	Sept. 14
Sand Volleyball (M, W, CR)	Sept. 8	Sept. 10
Tennis (M, W, CR)	Sept. 15	Sept. 17
Wiffleball	Sept. 21	Sept. 26
Floor Hockey (M, W, CR)	Sept. 21	Sept. 28
Horseshoes (M, W, CR)	Sept. 22	Sept. 24
All-Campus Championship (Varner Cup) Rosters Due on October 7th! (Men's Division & Women's/Co-Rec Division)		
Pickleball (M, W, CR)	Oct. 5	Oct. 10
Pumpkin 5K Fun Run	Oct. 19	Oct. 21
Racquetball (M, W)	Oct. 26	Oct. 31
Water Basketball (M, W, CR)	Nov. 2	Nov. 6
3-on-3 Basketball (M, W)	Nov. 9	Nov. 13
Home Run Derby	Nov. 21	Nov. 21
Basketball (M, W)	Dec. 16	Jan. 30
(Priority Registration)		

Spring 2012

<i>Sport/Event</i>	<i>Entry Deadline</i>	<i>Play Begins</i>
Basketball (M, W)	Jan. 20	Jan. 30
Innertube Water Polo (M,W,CR)	Feb. 1	Feb. 5
Indoor Soccer (M, CR)	Feb. 8	Feb. 12
2-Person Shootout (M,W,CR)	Feb. 9	Feb. 12
Co-Rec Volleyball	Feb. 15	Feb. 22
Bowling (M, W, CR)	Feb. 15	Feb. 19
Badminton (M, W, CR)	Feb. 22	Feb. 27
3-Point Shootout (M, W)	Mar. 5	Mar. 7
H.O.R.S.E. (M, W)	Mar. 8	Mar. 19
Dodgeball (M, W, CR)	Mar. 21	Mar. 26
Wiffleball Tournament	Apr. 11	Apr. 16
Kickball (M, W, CR)	Apr. 18	Apr. 23
Mini-Golf	Apr. 25	Apr. 27

M = Men's Division Offered
W = Women's Division Offered
CR = Co-Rec Division Offered (Equal # of men and women participating)
All other events are open to men & women with no restrictions on numbers.