

# SIRA GUIDE BOOK

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# SOUTHWESTERN INTRAMURAL & RECREATIONAL ACTIVITIES

## MISSION

Southwestern Intramural & Recreational Activities (SIRA) supports the mission of the University and its Division of Student Affairs by providing quality, diverse, and safe recreational programs and services that enhance the wellness of the University Community.

## VALUES

- ❖ The pursuit of lifelong fitness, healthy choices, and balanced lifestyles
- ❖ The development of student employees and student leaders
- ❖ The social contributions and interactions created by recreational opportunities

## WEBSITE

[www.southwestern.edu/student-life/sira](http://www.southwestern.edu/student-life/sira)

## PHONE

(512) 863 – 1606

## LOCATION

Corbin J. Robertson Center Room 214

## SOUTHWESTERN INTRAMURAL & RECREATIONAL ACTIVITIES

As our name states, Southwestern Intramural and Recreational Activities' (SIRA) purpose is to provide the Southwestern community with activities that promote physical, social and educational development through recreational opportunities. We strive to offer diverse programs such as intramural sports, sport clubs, fitness/wellness activities, and outdoor recreation opportunities. These activities promote lifelong fitness while helping individuals develop new skills. While it is recognized that there is an element of risk involved in athletic competition and physical activity, the Department strives to provide for the safety of the participants and staff. The SIRA program prides itself on employing students in positions that allow for personal growth and a sense of accomplishment while providing a valuable service to the University community.

**Intramural Sports:** Intramural Sports provides an opportunity for members of the Southwestern community to participate in organized team and individual sports at various skill levels. A schedule of 7 team sports and over 15 individual tournaments and special events allows participants to compete against others of similar skills in Men's, Women's and Co-Recreational play. Other opportunities available within the Intramural program include sports officiating, the Southwestern Officials Association, and the Intramural Council. Intramural Sports event and schedule information is available on our web site: [www.southwestern.edu/student-life/SIRA/](http://www.southwestern.edu/student-life/SIRA/)

**Sport Clubs:** A sport club is a recognized student organization formed by individuals with common interests in a sport or physical activity. These interests can be instructional, recreational, competitive, or some combination of all three. Although SIRA provides support and guidance for sport clubs, sport clubs should be student-initiated, student-led, and student-managed. Current sports clubs include: Men's and Women's Lacrosse, Climbers Guild, Handball, Officials Association and Cheerleading.

**Wellness:** A wide variety of wellness opportunities are offered by SIRA. Please stop by the office to pick up a flyer or call 863-1665 for more information about each of these programs including massage therapy, personal training, aqua fitness classes, traditional aerobics classes, and our self-directed exercise program.

**Outdoor Recreation:** Outdoor Recreation provides the Southwestern University Community the opportunity to experience nature through participation in a variety of outdoor adventure activities. Outdoor trips and clinics are scheduled throughout the year and include activities such as backpacking, hiking, canoeing, kayaking, caving, sailing, horseback riding, and fly fishing. Additionally, SIRA Outdoors provides a comprehensive resource center and gear checkout program for the campus community. Through these programs, SIRA Outdoors enhances the wellness of the SU community through activities that incorporate exercise and healthy alternatives, knowing one's self, personal contribution, spiritual connection, knowledge and skill acquisition, human interaction and environmental awareness.

## STUDENT EMPLOYMENT OPPORTUNITIES

SIRA offers job opportunities for over 50 students annually. Jobs available include:

### **Intramural Supervisor:**

Intramural Supervisors report to the Intramural Sports Specialist and have the responsibility of overseeing and managing the daily operations of the intramural sports program.

### **Sports Official:**

Good officiating is crucial to a quality Intramural program. SIRA trains all officials before the season and conducts continuous evaluation of officials throughout the season. Previous experience is not required. However, hustle, a good attitude, and dependability are qualities necessary to be a SIRA official.

### **SIRA Assistant:**

SIRA Assistants report to SIRA professional staff members and have the responsibility of providing clerical and reception support to ensure the efficient operation of the SIRA office. SIRA Assistants will also provide administrative support to specific SIRA program areas including Sport Clubs and Wellness.

### **Publicity Assistant:**

Publicity Assistants report to the Intramural Sports Specialist and the Outdoor Recreation Specialist, and have the responsibility of managing the publicity for the SIRA program.

**Outdoor Recreation Supervisor:**

Outdoor Recreation Supervisors report to the Outdoor Recreation Specialist and have the responsibility of planning and preparing for SIRA outdoor trips and coordinating SIRA's outdoor equipment checkout service.

**Wellness Program Assistant:**

The Wellness Program Assistant reports to the Intramural Sports Specialist, and has the responsibility of coordinating the SIRA Wellness program including, but not limited to, office work, research of wellness programming, educational programming, and data entry.

## RECREATIONAL FACILITIES AVAILABLE TO THE CAMPUS COMMUNITY

### Corbin J. Robertson Center

- Indoor swimming pool and sun deck
- 3 racquetball/wallyball courts
- Weight room including free weights and Cybex exercise machines
- 5 full basketball/volleyball courts
- Locker rooms and showers
- Equipment check out
- Indoor running track
- Intramural and Recreational Activities offices

### Kurth Tennis Courts

- Eight lighted outdoor tennis courts

### Kurth-Landrum Golf Course

- 6 hole course and putting green

### Outdoor Fields

- Snyder & Moses playing fields suitable for football, soccer, lacrosse, ultimate frisbee and volleyball.
- Softball Field adjacent used for Intramurals and Sport Club play.
- 2 varsity soccer fields

## SCHEULING A RECREATIONAL SPORTS FACILITY

Any group wishing to use an indoor or outdoor recreational facility must fill out a request through the Athletic Department. Priority for the indoor facility will be physical education classes, intercollegiate athletics, intramurals, sport clubs, Southwestern groups, and community groups. The Corbin J. Robertson Center Coordinator must approve all requests. Requests that have been approved will be placed on all applicable University schedules.

### Special usage rules for all facilities:

- Any incident or accident occurring while your group is using the facility should be reported to the building supervisor or the police if using the outdoor facilities.
- Alcoholic beverages are not permitted in any recreational facility.
- Smoking is allowed only in designated areas.
- All food and beverages are restricted to non-activity areas.
- No glass containers are allowed on outdoor playing fields.
- Proper athletic shoes are required for all activities. No turf shoes, running shoes or black sole shoes are permitted on indoor playing surfaces.
- No metal cleats will be allowed for any of the outdoor sports.

## OUTDOOR RECREATION PROGRAM

### INTRODUCTION

Stop by our office (CJR 214) and see what Intramural and Recreational Activities has to offer. If an activity is happening in the great outdoors of Central Texas, we're here to help you participate. Here's how we can help.

We feature an information resource center designed to help people enjoy existing resources in the area. We conduct periodic workshops to help people get started or learn more about a new activity. We check out equipment to students and faculty/staff to make it easy to go camping. We also sponsor 5-6 trips each semester. If you would like to experience the outdoors and leave the planning to us, sign up to come along.

Come by and see what we have to offer - the great Texas outdoors!!!

### EQUIPMENT CHECK-OUT

We have an extensive collection of recreational equipment that members of the Southwestern community can checkout. There is no fee for use of this equipment, but a deposit is required to insure that the equipment is returned on time and in good condition. Some of the available equipment includes:

<u>Item</u>	<u>Deposit</u>
4 person tent	\$50
2-3 person tent	\$40
sleeping bag	\$30
backpack	\$40
ice chest	\$20
propane/battery lantern	\$20
propane stove	\$20
flashlight	\$10
sleeping pad	\$5
4 person mess kit	\$5
bicycles	\$100
in-line skates	\$75

Call us at ext. 1606 or stop by to reserve the equipment you need.

## **RESOURCE INFORMATION/WORKSHOPS**

Located in the office, our resource center has a collection of brochures and magazines representing numerous Texas State Parks and other attractions. If you are not sure where to go camping or hiking, this is the place to find out what different parks have to offer. We also have information to assist in your trip planning (e.g. reservation procedures, equipment to bring, and menu ideas).

If you are not quite ready to plan your own trip, contact us about an introductory workshop to give you the confidence to get started.

## **SIGN UPS**

Entries of Outdoor Trips are taken at SIRA Sign Ups. Sign Ups are announced via voicemail, e-mail, Megaphone and the Southwestern television channel.

Information sheets on each activity and entry forms are always available at the SIRA Office, web site, or may be picked up at a Sign-Up. All registrants for outdoor trips must make payments of the trip fee at the sign-up. No spot can be held without payment.

## **TRIP OFFERINGS**

All trip participants are required to provide proof of health insurance and must complete a registration form, which includes a liability waiver. Additionally, a fee is charged to help defray costs such as food, transportation, and state park fees.

Come on along with us and enjoy a Central Texas adventure!!

## INTRAMURAL SPORTS PROGRAM

### INTRODUCTION

Come by the SIRA Office (CJR 214) and see what Intramural Sports has to offer. We provide the opportunity for the participation in organized sports for students, faculty, staff, and spouses in Men's, Women's, and Co-Recreational divisions. We offer seven major team sports and over fifteen small team and individual tournaments, and special events. We also offer the opportunity to participate in extramural tournaments on other campuses for some of our team sports. Information for our program such as forms and schedules can be found on our web site: [www.southwestern.edu/student-life/sira/](http://www.southwestern.edu/student-life/sira/)

### EQUIPMENT CHECK-OUT

We have an extensive collection of recreational equipment that members of the Southwestern community can checkout. There is no fee for use of this equipment, but a deposit is required to insure that the equipment is returned on time and in good condition. Some of the available equipment includes:

<u>Item</u>	<u>Deposit</u>
Softball bases(set)	\$40
Softball bat	\$30
Softball Glove	\$25
Outdoor Volleyball set	\$150(comes w/ ball)
Volleyball	\$30
Basketball	\$30
Football	\$30
Lawn Golf set	\$100

### SIGN UPS

Entries for all Intramural Sports are taken at SIRA Sign-Ups. Sign-Ups are announced via voice mail, e-mail, Megaphone, and Southwestern television channel. Information sheets on each activity and entry forms are always available at the SIRA Office or may be picked up at a Sign-Up. Use these sources to determine the day and time of the Sign-Up that corresponds with the activity you wish to enter.

For all team sports, "instant scheduling" is utilized to alleviate scheduling conflicts. Discuss with your teammates the best available time to play. Leagues are filled on a first come, first served basis so be sure to have alternate choices available.

The team rosters for Sign-Up must include the signatures of the minimum number of players needed to field a team (i.e. four signatures are required to sign-up a basketball team). The team captain's full name and phone number must also appear on the form. Return the entry forms to the Sign-Up with the appropriate forfeit deposit. See forfeit policy for more information.

Entry deadlines will be strictly observed. Late entries will be included in the scheduling only at the discretion of the Intramural Sports Specialist.

### **TEAM SPORTS SEASONS**

Each team sport season consists of three regular season games and a single elimination playoff tournament. All teams will advance to the tournament unless they have been dropped from the league for having two forfeits during the regular season.

### **INTRAMURAL CAPTAIN'S RESPONSIBILITY**

Each team should have an Intramural captain. The method by which the captain is selected is left up to each team. This individual serves as the liaison between his/her team and the SIRA Department. It is important that a current name and address are on file at the SIRA Office. The Intramural captain's responsibilities include:

- Knowing the eligibility rules.
- Keeping informed about new events.
- Filling out entry forms.
- Attending the fall and spring intramural information meetings.
- Informing teammates of any changes in game times.
- Controlling his/her teammates and fans during games.
- Insuring that his/her team has the appropriate uniforms.
- Knowing the rules and policies for each sport.

## INTRAMURAL SPORTS ELIGIBILITY POLICIES

The policies and rules presented in this guidebook are current as of August 2005, and are subject to change at the discretion of the Intramural Sports Specialist. Adequate notice will be given of any changes made. Certain rules do not apply in the same way to all events. If you have any questions regarding the policies and/or rules of the Intramural and Recreational Activities Department, feel free to call at X1606 or come by the office (CJR 214).

### Eligibility:

The Intramural staff is not responsible for checking the eligibility of persons who participate within the program. Team captains should check the eligibility of all players to make sure they meet all the requirements.

All Southwestern University students, faculty, staff and spouses are eligible to compete in the Intramural Sports Program providing that they meet all other program guidelines.

All team members must be listed on the official entry form kept in the SIRA Office, and have signed the acknowledgment of risk statement before they are eligible to participate in their team's game. **Players not on the team entry sheet will be considered ineligible.**

Eligibility status may be appealed to the Intramural Council before the third regular season game for major team sports and prior to tournament play for all other sports. A letter of appeal must be turned into the SIRA Office (CJR 214) before the Intramural Council meets, in order for eligibility status to be reviewed.

### League Restrictions:

A participant may only play on one men's or women's team in a given activity as well as one co-rec team. A player is committed to a team and may not transfer to another team during a sports season once he/she has participated in a game with that team. A player must play for a team in one regular season game in order to be eligible to participate in play-off competition.

### Intercollegiate Athletes:

All intercollegiate athletes, including red shirts are ineligible to participate in all intramural sports related to the sport in which they are on the roster. Individuals must sit out 365 days from their last participation date (games & practices) before becoming eligible to play an Intramural Sport activity that is related to the varsity sports he/she participated in. The following will be considered related sports;

baseball-all softball activities; basketball-all basketball activities; cross country - turkey trot and some track and field events; golf- all golf activities; volleyball-all volleyball and wallyball activities; tennis-tennis tournaments; soccer- all soccer activities; swimming-all swimming activities (water polo is not considered to be a swimming activity), etc. **See Eligibility section for appellate process.**

Non-roster players who participate in off-season workouts with an intercollegiate team are ineligible to participate in that particular sport or related sport for the duration of that semester. **See Eligibility section for appellate process.**

Sport Club Members:

Members of Competitive Sport Clubs (as deemed by the Sport Club Director) can participate in their sport or related sport with a limited number of members on the field at any one time. See chart below.

Sport	# on field (Coed)	# on field (same sex)
softball	2/2 or 3 same sex	4

Professionals:

Any student, faculty, staff, or spouse holding professional sport status will be barred from participating in the sport in which they hold professional status.

Fraternity/Sorority:

To be able to score points towards the All University Championship for a fraternity or sorority, a participant must be a member or pledge of that organization. Pledges will be eligible for fraternity/sorority intramurals as soon as they accept a bid.

If a member decides to go "alumni status" he/she may be eligible to play for that organization provided that they are still a Southwestern student and have not received a degree.

Penalties for Ineligible Players:

Failure to abide by the one team per division rule (see league restrictions) will result in a participant's suspension from Intramural Sports activities with length of suspension to be determined by the Intramural Sports Specialist. Any team found to have played with an ineligible player in the regular season will forfeit all games in which the player participated. If the use of an ineligible player is detected during the play-offs, the last offended team shall advance in play-off competition.

All protests concerning player eligibility must be made to the Intramural Supervisor prior to or during the game in question. If sufficient evidence warrants a protest, the team captain will fill out an eligibility protest form. All other protests such as a rule interpretation must be brought to the attention of an Intramural Supervisor at the time of the occurrence. A protest form should be filled out at this time. All decisions concerning protests will be made by the Intramural Sports Specialist and can be appealed to the Intramural Council (see pg. 12). Games in which protests are upheld will be played from the point of the rule infraction. Protests concerning judgment of an official or forfeits will not be considered. In co-ed play, only protests regarding player eligibility will be accepted.

#### Forfeit Policy:

If a team or individual cannot avoid missing a contest, please contact the Intramural Sports Specialist **at least twenty-four (24) hours prior to the scheduled activity.** If this is done, no monetary fine will be imposed on either team. Remember that you penalize your opponent when you do not participate because they are also unable to play.

If a team or individual fails to appear for a scheduled event at the appropriate time and place the Supervisor will declare the team or individual present as the winner by forfeit. Contestants must fill out the scorecard completely and prove to the Supervisor that they were able to field a team for the contest. A team that forfeits a game, regardless of the reason, will be charged a \$10.00 forfeit fee for team sports and \$5.00 for small team sports. If the same team forfeits again during the season/tournament, they will lose their remaining deposit and will be dropped from the league. If both teams fail to show up, then a double forfeit will be recorded and both teams will be charged a forfeit fee. If a person forfeits a dual/individual event they will be charged a \$5.00 forfeit fee and dropped from the tournament. Forfeit deposits are as follows:

Division I Team Sports - \$20.00

Division II Small Team Sports - \$10.00

Division III Individual/Dual Sports - \$5.00

An Intramural Supervisor can assess a forfeit for use of an ineligible player, or for inappropriate behavior. There will not be a fee assessed for this type of forfeit.

During season and tournament play, a point penalty is also levied against the intramural group whose team or individual forfeits. The

amount of the point penalty is printed in the Point System section of this guidebook.

#### Re-Scheduling Policy:

Intramural and Recreational Activities does its best to schedule activities during time periods when the most students will be free and thus able to participate. However, being realistic, it is impossible to avoid all conflicts and at times choices must be made between activities on campus. In order to assist the individual who wishes to try and re-schedule a game/match proper procedures do exist.

Always check the activity sheets before signing up for an activity to make sure a conflict with another activity does not exist.

When a conflict arises notify the SIRA Office, and they will supply you with the phone number of your opponent and available re-scheduling times before your scheduled game/match. Remember, scheduling conflicts including teams or individuals are always left up to the discretion of the opponent and whether or not they wish to reschedule. Call your opponent and set up a time you both agree on that is before your next scheduled game/match. Ask your opponent to call the SIRA Office to verify the change.

The Intramural Sports Specialist must approve all re-scheduled games/matches. **In the event of a team sport re-schedule, twenty-four (24) hours notice must be given to the Intramural Sports Specialist and approval will depend on the availability of facilities, supervisors and officials.**

#### Postponements:

The Intramural Sports Specialist has the final authority on whether an activity will take place in inclement weather. The Intramural Supervisor shall be "next in line" to make the decision on postponing contests. Postponements or cancellations due to weather will be decided at 2:30pm for 4:00pm starting times and at 4:00pm for 6:30pm starting times on the scheduled playing date. Call the Intramural Information line at extension X1619 for this information. Regular season contests canceled due to inclement weather will not be rescheduled. Play-off contests will be rescheduled and new times and days will be posted the following morning, or at another time at the discretion of the Intramural Sports Specialist. Teams are responsible for checking the updated draw sheets for their new game time.

## **INTRAMURAL COUNCIL**

The Intramural Council is an organization that exists to serve as a liaison between the participants and the Intramural staff. The council will consist of the Intramural Sports Specialist, Intramural Supervisors, and at least one representative from each of the following organizations: fraternities, sororities, residence halls, male independents, female independents and officials. The council will meet once a month to discuss policy changes, rule violations and upcoming activities. The voting quorum shall consist of a majority of the council members present. Anyone interested in becoming a member of the council should contact the Intramural and Recreational Activities Department.

## **CONDUCT**

Good conduct and sportsmanship is vital and expected at all events sponsored by Intramural and Recreational Activities. Those individuals who do not display proper behavior will not be tolerated. In order to maintain proper conduct during intramural contests, the Intramural staff (IM Specialist, Supervisors, and Officials) shall make decisions on whether to warn, penalize or eject fans, players and/or teams for poor conduct. These decisions are final.

**Any player ejected from an intramural contest for misconduct is automatically suspended from the next game her/his team plays. A player is suspended until they make an appointment to meet with the Intramural Sports Specialist to return to play. This person is also subject to further disciplinary action by the Intramural Sports Specialist.**

## **I WON!!**

Winners of championships (individual, dual, and/or team sports) are given their choice of the Intramural Champion awards available that year. The number of items awarded to a championship team is one and one-half times the number of participants on the playing field/court for that particular sport. Special awards may be presented to the winners of certain sports. Intramural and Recreational Activities reserves the right to modify its policy concerning awards.

## **POINT SYSTEM**

Intramural Sports competition is governed by a point system. Points are awarded for placement in the Intramural Sports tournaments based on length of activity and number of participants involved in the activity. Recognition is given to the organization that has accumulated the most points at the end of the year in the Men's and Women's and Co-Rec divisions.

In individual sports, a team (with the exception of Co-Rec teams) may enter as many people as they wish, but only the top five scores will be awarded points towards the All University Championship. In team sports, only the top two teams from any affiliated group (i.e. fraternity, sorority, residence hall, etc.) will receive points. In small team sports only the top three teams will receive points. Forfeit points are always counted, but a forfeit does not count as one of the top scores for a group.

### **Division I--Team Sports (Football, Basketball, Soccer, Volleyball and Softball)**

Competitive - 1. 100 2. 80 3. 50 4. 50 5-8. 20 9-?. 5 forfeit -20  
Recreational - 1. 50 2. 40 3. 25 4. 25 5-8. 10 9-?. 3 forfeit - 10

### **Division II--Small Team Sports (3-on-3 Basketball, Bowling, Wallyball, Ultimate Frisbee, Spike Fest, Innertube Water Polo, Kickball, Dodge Ball, and Softball Tournament)**

Competitive - 1. 50 2. 40 3. 30 4. 30 5-8. 12 9-?. 6 forfeit -10  
Recreational - 1. 25 2. 20 3. 15 4. 15 5-8. 6 9-?. 3 forfeit - 5

### **Division III--Individual/Dual Sports (Tennis, Racquetball, 2-Ball and Billiards)**

Competitive - 1. 40 2. 30 3. 20 4. 20 5-8. 10 9-32. 5 forfeit -10  
Recreational - 1. 20 2. 15 3. 10 4. 10 5-8. 5 9-32. 3 forfeit - 5

### **Division IV--Definite Ranking (Turkey Trot, Hot Shot & Free Throw)**

Competitive - 1. 20 2. 16 3. 12 4. 8 5-8. 4 9-32. 2 forfeit -10  
Recreational - 1. 10 2. 8 3. 6 4. 4 5-8. 2 9-32. 1 forfeit - 5

### **Division V—Individuals part of a Team (Swimming, Track & Field)**

Competitive - 1. 10 2. 8 3. 6 4. 4 5. 2 6. 1 forfeit -10  
Recreational - 1. 5 2. 4 3. 3 4. 2 5. 1 6. .5 forfeit - 5

### MALE AND FEMALE ATHLETE OF THE YEAR

Each spring nominations are taken from the campus community for male and female athlete of the year. Criterion involved in the selection of male or female athletes of the year includes: number of activities entered, number of individual forfeits, sportsmanship, athletic ability, and tournament advancement. The Intramural Council votes on the nominees, and awards are presented to the individuals receiving the most votes.

### SPORTS OFFICIAL OF THE YEAR

The Intramural Department appreciates the hard work and dedication all our officials display throughout the year. However, one sports official each year is honored with the award of Sports Official of the Year. This individual should have the following qualifications: knowledge and application of rules, consistency, enthusiasm, leadership, good positioning and mechanics. The Intramural Council will vote on the nominees, and the individual receiving the most votes will be presented with an award at the end of the year.

### SOUTHWESTERN OFFICIALS ASSOCIATION (SOA)

The purpose of the officials association is to serve the Intramural & Recreational Activities Department by promoting better officiating through clinics and meetings throughout the season. The association will also serve as an avenue for students, faculty and staff to gain and provide information on officiating. The club would be an open forum to any Southwestern University student or faculty and staff members who are interested in the officiating of sports. No previous officiating experience is needed to join the association.

If you would like more information concerning SOA please contact the SIRA office at 863-1606.