



## **Policies and Procedures**

**Tennessee Tech University Intramurals**

**Room 220 Fitness Center Cookeville, TN 38505**

**OFFICE (931) 372-3907 – FAX – (931) 372-6379**

<http://www.tntech.edu/intramurals>

### **INTRAMURAL TRADITION**

This program strives to offer the university community structured leagues and tournaments in a diverse array of activities including basketball, flag football, golf, volleyball and softball to name a few. Each event is presented under the simple philosophy that an Intramural program should be fun, fair and safe.

The Intramural staff serves the community of TN Tech University. Questions and comments may be directed to the Intramural Office located in the Fitness Center. Stop by the Intramural office in person or call at (931) 372-3907.

### **OFFICIAL UNIVERSITY IDENTIFICATION**

#### **VALID UNIVERSITY IDs ARE REQUIRED**

All participants are required to present their valid TN Tech Student, Faculty and Staff Ids to enter and participate in all TN Tech Intramural events, for every contest. IDs that will be accepted are as follows:

Current and valid TN Tech student photo IDs

Any valid TN Tech University photo Faculty/Staff IDs

**NOTE:** (Drivers License, class schedule, military ID, passport or other forms of identification will not be accepted)

## **ELIGIBILITY**

### **STUDENTS**

All officially enrolled TN Tech students with 6 semester hours are eligible to participate.

### **FACULTY/STAFF**

All currently employed regular faculty and staff members of TN Tech are eligible to participate.

## **PARTICIPANTS MAY PLAY ON ONLY ONE TEAM**

No eligible participant may play on more than one single-sex team or more than one Co-rec team in the same sport.

- (1) Ex. A student may not play on a Greek team and Independent team during the same sport or activity.
- (2) Ex. A player may not play on a Co-Rec "A" Division team and a Co-Rec "B" Division team during the same sport or activity.

Exception: Eligible participant may, however, play on one single sex team AND once Co-Rec team during the same even or activity.

A person may not change teams after checking in and/or playing in one game with a team.

**NOTE:** The first team a player plays for is considered his/her legal team.

New players may be added to the roster per the rules of that particular sport as long as they have not previously played on another team.

## **ORGANIZATION TEAM (Fraternities, Sororities, PFR)**

An Organization's players must meet the requirements for participation just like any other student participating in intramurals. (See Above Eligibility)

The team members must be affiliated with that organization.

**NOTE:** This may include being a pledge, being an active member, being an alumni member who is still enrolled in at least 6 semester hours, or being a faculty/staff member of TN Tech University and affiliated with that organization.

### **PROFESSIONAL ATHLETES**

Current and former professional athletes are ineligible to participate in the same or a related Intramural sport in which he/she was a professional.

These athletes are eligible, however, for participation in any sport unrelated to their professional sport.

For Intramural Sports purposes, a professional athlete is defined as an individual who has received compensation for playing the particular sport, including appearances, for money and is recognized by the sport's governing body as a professional.

Please refer to the following Related Sports List to address eligibility concerns.

### **VARSITY ATHLETES**

A varsity athlete is defined either as a currently listed member of a university varsity team or as a former member of a university varsity team.

Members of TN Tech varsity teams are ineligible to participate in a related Intramural sport for at least two full semesters, not counting summer sessions, from the last semester they competed.

As with former TN Tech athletes, students who have competed on the college (2 or 4 year institution) varsity level with other institutions are ineligible to participate in a related Intramural sport for at least two full semester, not counting summer sessions, from the last semester they competed.

Varsity athletes are eligible for all other Intramural sports outside of that which they play at the collegiate level. All athletes are encouraged to check with coaches and administrators of their sports for athletic department guidelines.

### **RELATED SPORTS LIST**

The following is a list of TN Tech University Intramural related sports:

Football-----Flag Football  
Basketball-----All IM Basketball related event  
Volleyball-----IM Volleyball  
Tennis-----IM Tennis Events

Golf-----All IM Golf Events  
Swimming-----IM Swim Meet  
Track-----IM Track Meet, Turkey Trot  
Baseball-----IM Softball  
Soccer-----IM Soccer  
Softball-----IM Softball

**NOTE:** The Intramural Department reserved the right to rule on player eligibility for Intramural events not specifically listed in the Related Sports List.

## **ENTERING INTRAMURAL EVENTS**

### **GUIDELINES TO ENTERING TN TECH UNIVERSITY IM EVENTS:**

Check the Intramural calendar for event. The list of Intramural events can be found on the TN Tech Intramural webpage and in the Fitness Center Room 220.

Obtain and complete the entry form including: team name, division of play, team captain's name, telephone number and email address. All players must sign the roster form/waiver of liability. Entry forms may be found at the Intramural office, Room 220 of the Fitness Center or online at <http://www.tntech.edu/intramurals>.

Turn in the Official TN Tech University Intramural Event entry form to the Intramural Office, Room 220.

Have a representative of the team attend any required Captain's Meetings for the event.

These meetings inform team members about event rules, policies and procedures and other event requirements.

Check rules/schedules on the intramural website to be sure of the dates, times and locations of you team's games.

Become familiar with these TN Tech University Intramural "Policies and Procedures"  
Bring a valid TN Tech student, faculty or staff I.D. to the event site, check-in and play.

## **ENTRY FORMS**

All entries, team and individual must be on the official Intramural Entry Forms.

- (1) Official TN Tech Intramural Entry Forms may be obtained at the Intramural office.

Entries must be submitted at the Intramural office by the deadline for that sport. Escort

A completed entry form includes the team name, captain/manager's name, home and/or cell phone number, email address, captain/manager's signature, along with the team's signature.

### **Team Names**

- (1) The team may choose a team name for competition.
- (2) If a team name is not given, the captain's last name shall be used by the IM office.
- (3) Team names created by the team and team captain must be within the bound of good taste.
- (4) The IM office reserves the right to alter any team name found to be of vulgar, tasteless or offensive nature.
  - (a) When in doubt, the IM office will alter a team's name.

### **CAPTAIN'S MEETING**

Captain's Meetings are intended to provide teams with a familiarity of rules, rule changes, and TN Tech IM policies and procedures.

These meetings are provided to enhance the quality and safety of the program and to offer teams an opportunity to ask questions concerning the event.

Captain's Meeting dates and times shall be announced during registration. These meetings provide an overview of event rules, etc.

Representatives should, either before or after the meeting, carefully read the specific event rules as well as the TN Tech Intramural Policies and Procedures to provide the team with the best possible preparation for the event.

### **TEAM CAPTAIN RESPONSIBILITIES**

Each team entered in any Intramural activity must have a designated Team Captain or Manager who will act as the official liaison between the team and the Intramural Department. Team Captain's should be interested in sports and the welfare of their organization/team.

Some basic Team Captain responsibilities include, but are not limited to:

Entering the team into the event which includes picking up the proper roster card. Attending all necessary Intramural Sports Captain's Meetings for event information or checking the Intramural bulletin boards/website for event information for those events without meetings. In the event that the Team Captain cannot attend a meeting, the

Captain should designate a team representative to attend the meeting and report all pertinent event information.

Notifying the team and contestants as to time and place of scheduled activity.

Becoming familiar with the rules and regulations governing each sport.

Becoming familiar with the TN Tech Policies and Procedures.

Checking eligibility of each player before and during the season.

Organizing the team to play according to the rules of the game and to conduct themselves according to proper sportsmanship. This responsibility also extends to helping the team's fans understand game rules and proper sportsmanship.

Organizing the team roster for play. This includes knowing who will play for the team to include them on the roster at games time.

## **INTRAMURAL OFFICIALS WANTED**

Opportunities are available for employment as Intramural Officials.

The TN Tech Intramural Program strives to produce highly trained and competent officials.

These challenging positions offer flexible schedules created around an individual's class requirements and availability.

No experience is necessary as training clinics are held for each sport officiated with continuing education occurring throughout event schedules.

For more information, call the Intramural office at 372-3907, stop by the office located in the Fitness Center or email the Intramural Sports Coordinator at [intramurals@tntech.edu](mailto:intramurals@tntech.edu)

## **TEAM ROSTER MANAGEMENT**

### **LEAGUE PLAY**

For IM events featuring league play (flag football, basketball, softball, etc.), teams may add players up to the point that:

- (1) the roster limit has been reached
- (2) the season has ended and the playoffs are to begin

To be eligible for the playoffs, a player must have played in at least one regular season game.

No player is officially on a league roster until he/she has checked-in to a contest of the official score sheet and signed the waiver of liability form.

A player may be on only one team in a single-sex league.

A player may be on only one team in a Co-Rec league.

A player may be on both a single-sex league team and a Co-Rec league team during the same IM league season.

The first team a player has signed in for is that player's official team for the duration of league play.

Participants who check-in to forfeited league contest are officially on the team's roster for which they checked-in.

All IM participants must complete a waiver of liability form to enter and participate in all TN Tech IM event or activities.

Rosters are frozen once the regular league season is over and the playoffs are to begin. New players may not be added to a playoff roster under any circumstances and regardless of roster spots available.

### **NON-SEASON TOURNAMENT PLAY**

For IM events featuring **NON-SEASON** tournament play rosters are frozen after the first played contest.

Forfeited contest in double elimination tournaments are not played contest.

Rosters may be filled to the roster limit with the names of players who will potentially play for the team but are not available for the first contest. Team Captains should know who will play for their teams.

A player may be on only one team in a single-sex event tournament.

A player may be on only one team in a Co-Rec event tournament.

A player may be on both a single-sex league team and a Co-Rec league team during the same IM event tournament.

The first team a player has signed in for is that player's official team for the duration of tournament play.

The players in question on a team roster may check-in for the team for a game in a subsequent round of the tournament provided they have not played for another team in the event.

If the player has checked-in for another team, the player is ineligible to play for another team for the remainder of the IM event.

Participants who check-in to forfeited tournament contest are officially on the team's roster for which they checked-in.

## **SUBSTITUTIONS**

Roster substitutions may be made any time prior to the start of an event, tournament or meet and the team or individual's call to play.

For example, if a team is entered in the Ultimate Frisbee Tournament and the schedule Player "A" is unavailable, a new Player "A" may take his/her place provided he/she meets overall TN Tech Intramural and event eligibility rules.

Once a player has begun play in a tournament, no substitution shall be made.

## **HEALTH, LIABILITY AND SAFETY**

All participants are required to complete a waiver of liability form prior to entering into Intramural competition. Before entering into any Intramural event, participants should be aware of the following:

The possibility of injury exists in all sports. TN Tech University Campus Recreation/Intramurals assumes no responsibility for injuries sustained during Intramural competition. Basic first aid, however, will be made available.

All injuries that occur during Intramural play should be reported to the IM staff to be properly documented.

All participants acknowledge an assumption of risk by voluntarily entering into any Intramural sports event or activity.

All participants must complete a waiver of liability form prior to entering into Intramural competition. There will be no exceptions.

It is recommended by the Intramural Program that all participants have a physical examination prior to entering into any TN Tech Intramural event or activity.

All participants are responsible for their own health insurance.

## **ASSUMPTION OF RISK**

Tennessee Tech University assumes no responsibility for injuries received during Intramural Sports activities. Students, Faculty and Staff are reminded that Intramural participation is completely voluntary. It is strongly recommended that all participants have a physical examination and secure adequate medical insurance prior to participation. The TN Tech Intramural program bases event rules on NIRSA, National Federation of High School Sports, NCAA and specific event governing bodies for play and safety. The TN Tech Intramural program also reserves the right to adjust event rules and make judgments based on the need for greater safety for event staff, participants and officials.

## **ILLEGAL EQUIPMENT AND ATTIRE**

Fore the safety and ease of participation, rules governing equipment and attire have been instituted. Check specific event rule for these and other instances of illegal equipment and attire.

Some basic equipment requirements are as follows:

### *Jewelry*

- (1) Jewelry may not be worn during Intramural events or activities.
- (2) Participants are expected to remove all jewelry prior to the start of all IM events.
- (3) This includes all necklaces, earrings, finger rings (including wedding bands and rings), bracelets whether metal chains, ropes or rubber bands.
- (4) Penalties will be assessed to those wearing jewelry and the penalized participants will be directed to leave the contest until the jewelry is removed.
- (5) EXCEPTION: Participants required to wear medical bracelets or medals may do so but the metal piece must be taped to the body with the medical information clearly showing and the even supervisors must be made aware of the condition prior to play beginning.

### *Clothing*

- (1) Athletic clothing shall be worn for athletic events.
- (2) Flag football, for example, has specific rules governing clothing.  
Short, sweats or other pants may not be worn that have belt loops, zippers  
Pockets or exposed draw strings  
These violations may not be covered with tape
- (3) The Intramural staff reserves the right to rule on proper athletic attire for all events.

### *Hair Adornments*

- (1) Hair pieces made of a hard or unyielding material may not be worn.
- (2) These pieces include but are not limited to Bobbie pins, berets, hair beads, etc.
- (3) Hair may be held in place with soft material adornments such as rubber bands, “scrunchies”, etc.
- (4) Hats may only be worn during the spring softball tournament.

### *Outdoor Footwear*

- (1) Proper athletic footwear is required for Intramural play.
- (2) For flag football, soccer, softball and other outdoor events or activities, cleats may be worn but may not be made of metal.
- (3) These cleats should be of molded rubber or be of the screw-in type.
- (4) Cleats may not be made of metal, ceramics or be of the screw-on type where the screw is part of the shoe itself.
- (5) No one shall participate in these activities in bare feet, socks, sandals, or other types of open toed shoes or boots.

### *Indoor Footwear*

- (1) Proper athletic footwear is required for Intramural play.
- (2) For indoor court events or activities (basketball, volleyball, etc.), non-marking athletic shoes are required.
- (3) No one shall participate in these activities in bare feet, socks, sandals, or other types of open toed shoes or boots.

### *Knee Braces*

- (1) Knee braces may be worn but any metal on the brace must be covered with a soft padding to prevent injury to other participants.

### *Cast*

- (1) Participants will not participate while any part of their body is held in a plaster or other hard cast.

- (2) Participants may, however, choose to play with a part of their body held in soft wrap.

### *Jerseys*

- (1) Intramural jerseys will be provided when necessary.
- (2) Teams are encouraged to provide their own jerseys with numbers on the front, back or both.
- (3) Team jerseys must be of similar color.
- (4) IM jerseys may be used to fill in holes in a team's jersey selection.

*Other forms of illegal equipment will be addresses according to specific event rules.*

- (1) Check the individual event rules for those specifics or ask a member of the Intramural staff prior to the event.

## **FORFEITS AND DEFAULTS**

### **FORFEITS**

The term "forfeit" is defined as a team not having enough members present at game time and ready to participate.

Teams not prepared to play a contest at the scheduled time and date shall automatically forfeit the contest.

Forfeited contest will not be rescheduled.

After a team forfeits two games in a league sport, they will be dropped from further participation.

Examples of forfeit losses can also be assessed for the following:

- 1) Ineligible players
- 2) Unsportsmanlike behavior
- 3) Use of banned substances (alcohol, drugs, tobacco)

**NOTE:** There is not a grace period. Game Time is Forfeit Time.

### **DEFAULTS**

The term “default” is defined as a team filing an advanced default form with the Intramural office before 2:00 PM the day of the contest.

**No advanced defaults will be taken over the phone and all defaults must be done in person by the team captain or the alternate captain.**

Any team or individual knowing in advance that they will not be able to play a regularly scheduled contest is provided the opportunity to default that contest.

A loss by default will not be counted as a forfeit but will count as a loss towards the team’s overall record.

Teams are permitted only one default during an event or activity.

No postponements will be made because of the absence of team members.

## **PROTESTS**

### **GAME AND RULE PROTEST**

All games and rule protest must be made at the time of the incident in question.

Rule Interpretation may be protested during an Intramural contest.

Official Judgment may not be protested.

If a team believes an Intramural official has misinterpreted a rule, they may protest by calling a time-out and asking for the protest.

At this time, the Intramural Coordinator, an Intramural Graduate Assistant or Intramural Office Supervisor will hear the protest and rule accordingly.

Should the protest be upheld, the team will be reissued the time-out and the adjustment will be made according to the rule.

Should the protest be found invalid, the team will lose the protest and the time-out and the game will continue.

### **EXAMPLE OF RULE INTERPRETATION:**

An example of rule interpretation concerns flag football. A legal catch in flag football requires the receiver to land with possession of the ball with only one foot in bounds. If the official called a pass play incomplete because the receiver did not have both feet in bounds, the team could protest the rule interpretation. The official has misinterpreted the rule and, therefore, the team has a legitimate protest.

## **EXAMPLE OF OFFICIAL JUDGMENT:**

Citing the above flag football example, if the official ruled that the receiver landed with possession of the football but with the first foot on the sideline, this would be the judgment of the official and, therefore, not a play to be protested.

## **ELIGIBILITY PROTEST**

Eligibility protest must be submitted in writing to the Intramural office, room 220 of the Fitness Center, by 12:00 p.m. (Noon) the following school day of the game or match in question.

These protest must be specific to the player(s) begin protested and the nature of the protest.

Examples of eligibility protest could include.

- (1) Whether a player is a currently enrolled student at Tennessee Tech University.
- (2) Whether a player is on more than one single-sex team or Co-Rec team.

## **INELIGIBLE PLAYERS**

The Intramural staff will investigate the eligibility of any participants for whom questions are raised and properly addressed.

Eligibility violations that come to the attention of the staff by any means will be dealt with accordingly.

Teams may not play ineligible players even by the mutual agreement of both team captains and the other players in the contest. Such players shall be ineligible for all competition until reinstated.

Players may not participate under an assumed name. Any team that uses a player under an assumed name will be disqualified for the remainder of the sport, and the ineligible player will be barred for the remainder of that sport and more.

During playoffs, the last contest in which an ineligible player participated shall be recorded as a forfeit win for the opposing team.

## **SPORTSMANSHIP POLICY**

### **PHILOSOPHY**

A part of the philosophy of the Intramural program at TN Tech is that sportsmanship is vital to the success of each program offered to the university community.

Intramural Graduate Assistants, Student Supervisors and Student Officials are trained within the rules and mechanics of the sports officiated and, as such, have the authority to make decisions to warn, penalize or eject participants or teams for displaying poor sportsmanship.

The Intramural Coordinator will rule on further penalties to be issues. All affected participants must report to the Coordinator of Intramural Sports before their next scheduled game before they will be reinstated to play.

### **OFFICIAL RESPONSIBILITY**

The TN Tech Intramural Department requires IM officials to enforce sportsmanship rules for participants.

Participants include, coaches, fans and guest; basically anyone attending the IM event.

The officials are instructed not to issue warning for unsportsmanlike behavior such as trash-talking or taunting of opponents.

If such unsportsmanlike comments are heard or actions seen, a penalty will be assessed immediately.

### **GRADES FOR EACH GAME**

The IM officials, supervisors and graduates assistants shall grade each team on its sportsmanship for each game.

For each conduct penalty assessed to a team, the team game grade will automatically drop one letter grade.

Two conduct penalties on the same player in one game shall result in an ejection from the contest.

Three conduct penalties on a team in a single contest will result in forfeiture of the contest and an automatic "F" grade for the game.

### **TEAM SPORTSMANSHIP POLICY**

In order for a team to qualify for the playoffs, or to advance in a tournament, they must:

- (1) Have finished with a .500 or better record unless another criteria has been declared for an event.
- (2) In the event of weather cancelling a night of games and limiting the number of games played, teams with 2 or less losses shall have earned playoff consideration.

(3) Have a “B” (3.0) sportsmanship average during the regular season, and maintain a “B” (3.0) average in the tournament.

(4) Have not forfeited even once during the regular season.

### **SPORTSMANSHIP RATING CRITERIA**

“A” Excellent Conduct and Sportsmanship: Players cooperate fully with the officials and opposing team member. The captain converses calmly with officials about rule interpretations and calls. (4 points)

“B” Good Conduct and Sportsmanship: Team members verbally complain about some decisions made by the officials and/or show minor dissension, which may or may not merit a Yellow Card/Technical Foul. Teams that receive one Yellow Card/Technical Foul will receive no higher than a “B” rating. (3 points)

“C” Average Conduct and Sportsmanship: Team shows verbal dissent towards officials and/or the opposing team, which may or may not merit a Yellow Card/Technical Foul. Captain exhibits minor control over his/her teammates, but is in control of him/herself/ Teams receiving multiple Yellow Cards/Technical Fouls will receive no higher that a “C” rating. (2 points)

“D” Below Average Conduct and Sportsmanship: Team constantly comments to the officials and/or the opposing team from the field and/or sidelines. The team captain exhibits little or no control over teammates or him/herself. Team that receive one Red Card/Ejection will receive no higher that a “D” rating. (1 point)

“F” Poor Conduct and Sportsmanship: Team is completely uncooperative. Captain has no control over teammates and/or him/herself. Any team causing a game to be forfeited, other than by not showing or any team that receives multiple Red Cards/Ejections will receive an “F” rating. (0 points)

A team winning by forfeit will receive an “A”/ (4.0).

A team forfeiting, for reasons other than sportsmanship, shall receive no grade.

### **INDIVIDUAL SPORTSMANSHIP POLICY**

Any player who is ejected from a contest must leave the field/court immediately after being ejected or the game will be forfeit.

The ejected player must also meet with the Intramural Coordinator prior to participating again in any event and is ineligible for all Intramural competition until a meeting takes place.

**NOTE:** Participants ejected from an Intramural event will not be permitted to attend, be a spectator, or participate at the court/field, during Intramural activity, until their suspension has been served.

Any unsportsmanlike acts from spectators shall be penalized to the captain.

## **REINSTATEMENT PROCEDURE**

Any player, coach, or spectator who is ejected from an Intramural contest is automatically suspended from all Intramural activity until official reinstatement.

To be reinstated, one needs to meet with the Intramural Coordinator as soon as possible following the ejection. Suspensions will not begin and reinstatement will not occur until this meeting has taken place.

Participants must meet or make an appointment to meet with the IM Coordinator within 3 days of the incident to be eligible for the minimum penalties of a suspension.

The Intramural Coordinator shall determine the period of suspension for each person who is suspended from all Intramural Activities.

- (1) The minimum suspension for any ejection is one game in the activity from which the person was ejected plus a three-month probationary period.

## **Intramural Suspension**

- (1) The individual may not participate in any formal activity, whether it is a team sport, individual event, or special event until the suspension is lifted.
- (2) Participation includes playing a sport or coaching a sport.
- (3) Suspended participants shall be on probation as spectators or fans.
  - (a) Incidents with suspended participants while a spectator shall result in a total suspension from all TN Tech Intramural involved events.

## **Intramurals Probation**

A team or individual may be put on probation for any length of time. An individual or team need not be ejected to be put on probation. In such cases, employee reports may activate such a sanction. A team or player on probation will be removed from further competition if they incur further unsportsmanlike penalties or engage in any unsportsmanlike acts. Players returning from long suspensions or with a history of issues will be placed on probation once they potentially become reinstated.

Violating probation includes, but is not limited to the following:

- Fighting (pushing, punching, tripping, late hits, cheap shots, or any type of physical contact)
- Using profane, inappropriate, insulting, or vulgar language or gestures - incidental or otherwise
- Use of alcohol, drugs, tobacco or any other banned substance.
- Verbal or physical baiting or taunting an opponent, including "trash talking" in any manner
- Attempting to influence an Intramural Staff member's decision
- Dissent towards an Intramural Official or Staff member's decision
- Disrespectfully addressing Intramural Staff
- Physical contact with Intramural Staff
- Failure to follow the directions of any Intramural Staff member acting in performance of their duties
- Physically damaging a facility, equipment, or other provided Intramural apparatus (example - hanging on the basketball rims)
- Delay of game and/or tactical fouls
- Engaging in any general unsportsmanlike act, especially those that show disregard for Intramural rules and policies (Unsportsmanlike conduct penalties)
- Any attempt to strike an opponent or Intramural Sports Staff member
- Aggressive action toward a participant or Intramural Sports Staff member
- Actions that may lead to a fight

## **TENNESSEE TECHNOLOGICAL UNIVERSITY**

### **No Smoking & Tobacco-Free Campus Policy**

Tennessee Tech University (TTU) agrees with the US Surgeon General that tobacco use in any form, active and/or passive, is a significant health hazard. TTU further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen, and that the State of Tennessee is actively dissuading its employees from smoking. TTU supports the American College Health Association *Position Statement on Tobacco on College and University Campuses* ([www.acha.org](http://www.acha.org), Feb 2005). Due to these health risks, TTU has adopted a NO SMOKING & TOBACCO-FREE CAMPUS policy.

### **No Smoking & Tobacco-Free Campus**

#### **Policy**

Effective January 1, 2010, TTU is a *No- Smoking & Tobacco-Free Campus*, with all smoking ('herbal' and tobacco) and all other tobacco usage permitted only in private vehicles. This policy applies to all university buildings and grounds; TTU-affiliated off-campus locations and clinics; and any buildings or properties owned, leased or rented by TTU in all other areas. Smoking & tobacco use continues to be prohibited in all state vehicles. This no smoking & tobacco-free campus policy is in effect 24 hours a day year-round.

### Background

The university promotes a healthy, sanitary environment free from all smoke ('herbal' and tobacco) and tobacco-related debris. The TTU community acknowledges that long-term health hazards may accrue to people who use tobacco products or who are subjected to second-hand smoke. The failure to address the use of tobacco products on campus would constitute a violation of the Americans with Disabilities Act, the Vocational Rehabilitation Act and Tennessee law.

### Support

Understanding the addictive nature of tobacco products, TTU will make every effort to assist those who may wish to stop using tobacco. TTU Human Resources, Health Services and Counseling Center offer current information about available resources. The State offers toll-free assistance at 1-800-QuitNow (1-800-784-8669). The American Cancer Society offers free counsel to individuals wanting to quit.

### **Compliance and Enforcement**

It is the responsibility of all members of the TTU community and visitors to comply with this no smoking & tobacco-free campus policy. Violations of the policy will be dealt with in a manner that is consistent with university procedures. There shall be no reprisals against anyone reporting violations of this policy.

### **No Smoking & Tobacco-Free Campus Enforcement Policy**

All employees and students are encouraged to remind visitors to the campus who violate this policy that TTU is a no smoking & tobacco-free campus. Visitors who refuse to abide by the policy will be asked to leave the campus.

Student violations of this policy should be reported to Residential Life or the Office of Student Affairs. Students continuing in violation of this policy will be subject to the Student Disciplinary Process of the *TTU Student Handbook*, administered by the Dean of Students.

Faculty, staff and administrator violations are to be reported to their supervisors, who will provide the initial reprimand and counsel to that person. Further violations will be handled through the progressive discipline process.

University Police will handle anyone refusing to comply or who becomes abusive toward the reporting party.

## **INCLIMENT WEATHER – CHECK WEBSITE**

In case of rain, lightning, or any threatening weather conditions, check the Intramural website for playing status that day. It will not be decided until 3:00 PM.

If games have been postponed or canceled, the message on the IM website will be adjusted to say as much.

If games have not been postponed or canceled, the message on the IM website will be of a general nature with no references to any particular dates or times.

The decision to start or postpone games will be made by the Intramural Staff as the weather conditions dictate and usually no earlier than 3:00 PM during the week.

Any contest or events to be rescheduled will be as quickly as possible.

As with all Intramural events, scheduling information will not be given over the phone.

It is the responsibility of the team captain to check updated schedules or brackets on the TN Tech IM website or bulletin boards for new game times.

In the event of severe weather during Intramural activities, Intramural supervisors will direct participants to see shelter in designated areas. Intramural supervisors will keep everyone in the shelter and they are to remain there until an all clear is given.

The TTU Intramural Sports department is equipped with an automated lightning prediction device that is located with the Intramural supervisors during outdoor Intramural activities.

## **FACILITIES**

The IM offices are located in the Fitness Center providing easy access to Intramural league and tournament information, roster forms and other pertinent information.

Information will be posted outside the Intramural Office in the Fitness Center.

The Intramural Complex is located across Willow Ave from the TTU Fitness Center. The Intramural Complex is made up of three softball fields, two

football/soccer playing fields and is open for Intramural activities during the academic semesters.

Gymnasium facilities are located in the east gym of the TTU Fitness Center and Memorial Gymnasium.

No pets are permitted on the fields at any time.

Smoking is not permitted on the Intramural Fields.

## **EQUIPMENT CHECKOUT**

Policies for TTU Intramural equipment checkout.

Equipment may be checked out from the TTU Intramural Department only by the following groups.

- TTU Campus Recreation
- TTU EXPW Instructors
- TTU ROTC
- TTU Athletics
- PHC Sororities
- IFC Fraternities
- Registered TTU Student Organizations with a campus advisor.

There is a 24 hour notice to check out equipment from TTU Intramurals with the exception of equipment that is being used by TTU Intramurals or TTU Campus Recreation during which equipment may not be checked out and takes priority over other groups.

Equipment may only be checked out from the TTU Intramural Department from 8:30AM - 4:00PM Monday through Friday, during the fall and spring academic semesters.

Certain equipment is not available for checkout regardless of organization. Examples include Nintendo Wii systems and games, televisions, DVD players, emergency medical equipment, grounds keeping equipment, or clothing.

Intramural field equipment such as soccer goals, bases, field paint, etc. will not be made available during non TTU Intramural or Campus Recreation events. Equipment will be locked and unavailable to protect such equipment for the enjoyment of others.

The Intramural field lights will not be available for times during which official TTU Intramural or Campus Recreation events are not being held on the Intramural fields.

The TTU Campus Recreation Department, TTU Intramurals, Intramural Coordinator and Intramural Staff reserve the right to adjust these policies and the right to rule on the use of equipment and field use.

## **TTU INTRAMURAL FIELD RESERVATIONS**

Policies for reservations of the TTU Intramural Fields.

The following policies include any and all areas specified for use by organizations, individuals and for all events scheduled in said areas.

- The Intramural Coordinator must approve the event.
- Two week notice is necessary for all reservations.
- Field reservations will not be made for use more than 2 months prior to the event taking place.
- TTU Intramurals / Campus Recreation events take priority over all other events.
- Reservations may be made for the TTU Intramural Fields by the following groups.
  - TTU Campus Recreation
  - TTU EXPW Instructors
  - TTU ROTC
  - TTU Athletics
  - PHC Sororities
  - IFC Fraternities
  - Registered TTU Student Organizations with a campus advisor.
- Active full-time and part-time students, full time Faculty/Staff, and University organizations will not be charged to use the TTU Intramural fields for University related events.
- Any and all parties/groups are responsible for cleanup after event and for any damages incurred during events.
- Intramural field equipment such as soccer goals, bases, field paint, etc. will not be made available during non TTU Intramural or Campus Recreation events. Equipment will be locked and unavailable to protect such equipment for the enjoyment of others.
- The Intramural field lights will not be made available for times during which official TTU Intramural or Campus Recreation events are not being held on the Intramural fields.

The TTU Campus Recreation Department, TTU Intramurals, Intramural Coordinator and Intramural Staff reserve the right to adjust these policies and the right to rule on the use of equipment and field use.

**The TN Tech University Campus Recreation Department, Intramural Program, Intramural Coordinator and Intramural Staff reserve the right to rule on any case not specifically covered in the rules of the game or in these policies and procedures and will do so in the spirit of the rule and in the spirit of fun, fair and safe participation. To this point, the right is also reserved to put into effect and add to these policies and procedures any new rulings, pertaining to Intramural Sports, unsportsmanlike behavior, fair play and the safety of the IM participants that will lead to the enhancement of the event or activity and the program's overall philosophy of fun, fair and safe.**