

# Yale

## Graduate & Professional Intramurals Handbook



Payne Whitney Gym  
70 Tower Parkway  
New Haven, CT 06511

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# Overview

The Graduate and Professional Intramural Program provides an opportunity for Yale affiliated personnel to socialize, compete and exercise in a safe, friendly environment. This program offers a platform for people to find recreational release through a variety of sports and competitive levels. In short, fun and enjoyment for all.

The Grad-Pro Intramural Program includes opportunities to join teams in volleyball, soccer, softball, basketball and ultimate Frisbee. Traditionally, teams are created by department or school, but students looking for a team are encouraged to complete the free agency form. With programs running year-round there is something for everyone.

The season format usually consists of round-robin play followed by playoffs. All games are played on weekends during the academic year and on weekday evenings during the summer. The length of the schedules and quantity of games reflects the number of registered teams and the availability of facilities. Most sports consist of competitive, recreational and co-recreational leagues.

The Grad-Pro Intramural program is managed by the Graduate and Professional Intramurals Coordinator, Kellie Faust, M.S.Ed. With the assistance of on-site supervisors and guidance from the Director of Intramurals, Tom Migdalski, M.S., the coordinator manages the program's scheduling and staffing needs, as well as oversees the overall execution of all Grad-Pro Intramurals, including seasonal registration, website management and facility reservations.

# Contact Information & Locations

Indoor: Payne Whitney Gym: 70 Tower Parkway, New Haven, CT 06511

Outdoor: Yale Bowl Fields (D-North, D-South, D-Special, Field C): 20 Central Ave, West Haven, CT, 06516

Graduate & Professional IM Coordinator:

Kellie Faust, M.S.Ed. - [kellie.faust@yale.edu](mailto:kellie.faust@yale.edu)

203-432-7784

IM Director:

Tom Migdalski, M.S. - [tom.migdalski@yale.edu](mailto:tom.migdalski@yale.edu)

203-432-2484

Administrative Assistant:

Kay Parady-Rauci - [karen.parady@yale.edu](mailto:karen.parady@yale.edu)

203-432-2487

Website:

[gradprointramurals.yale.edu](http://gradprointramurals.yale.edu)

# Registration

## HOW TO REGISTER A TEAM:

1. Go to [gradprointramurals.yale.edu](http://gradprointramurals.yale.edu)
2. Click on desired sport to access registration form.
3. Complete and submit registration form by the deadline.
  - a. Registration forms must be hand delivered to the Payne Whitney Gym, Room 509 or emailed to [kellie.faust@yale.edu](mailto:kellie.faust@yale.edu)
4. Select competition level and scheduling preferences.
5. Include roster with players who meet the eligibility criteria.
  - a. Additional players may be added to the roster later in the season, only if their names are submitted prior to the final two weeks of competition and they meet the eligibility requirements.

***Note:** Any team registering late will be placed on a waiting list. Also, scheduling preferences are not guaranteed, but will be taken into consideration when the schedule is created.*

# Free Agency

Free agency is the best way to sign up for a sport if individuals aren't able to form an entire team. Please read the sport specific rules prior to joining a team to make sure you understand all rules and eligibility guidelines.

A "Free Agent" team may be created if there are enough free agents interested in the same sport and level of competition. *Please resubmit free agency information every academic year.*

## **FREE AGENCY PROCESS:**

1. Complete and submit the [free agency form](#).
2. Once team registration is complete captains will be provided with a list of free agents.
3. Captains will most likely contact you within the first two weeks of competition. **If multiple captains want you on their team, you may only choose one team per sport.**
  - *If you are interested in playing multiple sports in one season, please note that different sport schedules may overlap.*
4. Free agents are also welcome to contact captains. *Once registration is closed and the schedule has been posted, you can find the list of captains on the [schedule page](#) of the website.*

# Safety & Medical Emergencies

## EMERGENCY ACTION PROCEDURES

In case of an emergency, call 911. This includes theft, illegal entrance, break-in, suspicious person(s) or emergency injuries. Inform the Site Supervisor of the emergency after calling 911, and then file an incident report with the IM Office. (Yale Police Dept. 203-432-4400)

## MEDICAL EMERGENCIES

- Immediately report any life-threatening or serious injury by calling 911.

### Important:

- Give your location first
- Describe the situation
- Give your name
- Give your phone number
- Do not hang up until the operator has received all the information and hangs up first.
- Send someone to the street to meet and direct the ambulance.
- Individuals that are trained in CPR, First Aid and AED should respond as needed. AED machines are located in the gym and in the varsity field house where the buses park. Seriously injured individuals should be made as comfortable as possible, but not moved or transported except by professionals.
- Less serious injuries should be addressed by the onsite supervisor and/or referees with first-aid kit and/or ice.
- In both cases, an Incident Report Form (found in the IM on-site office) should be completed in full and turned into the IM office within 24 hours (203-432-2487).

## STRUCTURAL EMERGENCIES & POWER OUTAGES

- All facility maintenance emergencies should be reported directly to the facility supervisor, security guard, front desk attendant or Yale Control Center 203-432-6888.
- Non-emergency maintenance problems should be reported to the facility director, Grad-Pro IM Coordinator, IM Director or Yale Control Center.

## BLOOD SPILLS

It is imperative that all IM staff take all possible precautions when handling injuries that involve direct contact with blood. Use the first aid kit, and always wear gloves when blood is involved. If you feel you are unable to help, please contact 911 or the Yale Athletic Training/ Sports Medicine room (203-432-0334), if available. Report all blood spills to a facility attendant.

## **INCIDENT FORMS & INJURY REPORTS**

All injuries must be reported. Completed reports are given to the on-site supervisor. Supervisors inform the Grad-Pro IM Coordinator of the incident, and turn in incident report to the IM office. (203-432-2487)

## **LIGHTNING/ THUNDER SAFETY**

Play must be stopped during lightening or thunder. All Yale IM participants must move into an enclosed indoor space or a hard-topped vehicle and remain there until storm ends. You must wait 30 minutes after the last flash of lightning or clap of thunder before resuming play. If canceled, games more than halfway completed will have their scores recorded.

## **Concussion Information Guidelines**

### **HOW TO RECOGNIZE A CONCUSSION:**

If any of the following signs or symptoms are present following an injury, fall, collision or blow to the head, the intramurals participant should be suspected of having a concussion and immediately removed from play:

- Dazed, blank or vacant look
- Lying motionless on ground/slow to get up
- Unsteady on feet/balance problems or falling over/incoordination
- Loss of consciousness or responsiveness
- Confused/not aware of plays or events
- Grabbing/clutching of head
- Seizure (spells)
- More emotional/irritable than normal for that person.

### **SYMPTOMS OF CONCUSSION:**

Presence of any one or more of the following signs and symptoms may suggest a concussion:

- Headache
- Dizziness
- Mental clouding, confusion, or feeling slowed down
- Visual problems
- Nausea or vomiting
- Fatigue
- Drowsiness/feeling “in a fog” / difficulty concentrating
- “Pressure in head”
- Sensitivity to light or noise



## On-Field / On-Court Management of Suspected Concussion:

Any intramural athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY using appropriate emergency management procedures. Once safely removed from play, the injured player must not return to activity until he/she is assessed and cleared by a medical professional. If a neck injury/severe neck pain is suspected/reported, the player should only be moved by trained emergency healthcare professionals. Call 911.

Teammates, supervisors or referees who suspect a player may have a concussion MUST do their best to ensure that the player is removed from the field/court in a safe manner and prevented from returning to play until evaluated by a physician. Additionally, the injured person should not be left alone in the first 24 hours, and should not drive a motor vehicle until provided with professional healthcare clearance. (Complete an injury report form and submit to the Intramural Office.)

If ANY of the following are later felt or reported by an IM participant, that player should be removed from play and transported for urgent medical assessment:

- Severe neck pain
- Deteriorating consciousness (increased drowsiness)
- Increasing confusion or irritability
- Severe or increasing headache
- Repeated vomiting
- Unusual behavior change
- Seizure (spells)
- Double/blurred vision
- Weakness or tingling/burning in arms or legs

In all cases of suspected concussion, the player must seek or be referred to a medical or healthcare professional for diagnosis and guidance, even if the symptoms resolve. Before restarting IM activity, the player must be symptom free and cleared for participation by a medical healthcare provider. Treatment for a concussion may include rest, avoiding all strenuous physical activity, and avoiding excessive brain and eye use, including reading, doing homework, watching TV/videos, playing video games, etc.

# Late Policy & Protest Procedures

## LATE POLICY

Each late policy is sport specific. Generally, teams are expected to be at the fields and ready to begin play at the time designated on the schedule. If at the starting time a team has the minimum number of players, then the game must begin as soon as possible.

## PROTESTS

Protests involving eligibility may be made by any captain against any team and must be made during or immediately following a contest. Protests will be addressed by the coordinator or on-site supervisor. Once notified, the team captain is required to present that player's valid Yale ID for verification to the on-site supervisor, referee or coordinator. If no ID is available, then the captain must submit a brief statement that includes the name of the person in questions and the circumstances of eligibility. **If a person is found to be ineligible, all games in which he/she participated are recorded as losses.**

All other protests involving misinterpretation of the rules must be made at the time of incident. Play may be stopped and may not continue until the protest is resolved on the spot by the captains with the aid of the governing rules of the game, or if necessary by final decision of the on-site supervisor. **Any team that disputes and refuses to continue play will forfeit the contest.**

# Default & Forfeit Procedures

## **DEFAULT**

A default is an un-played game that is recorded as a loss rather than a forfeit. This occurs when the defaulting team's captain notifies the coordinator and the opposing team's captain at least 24 hours before the scheduled game time.

The team that is defaulting will receive the loss and the appropriate "points against" on its record per the specific sport rules. The opposing team will receive the win and the specific "points for" will be awarded to their record according to that particular sport's rules.

## **FORFEIT**

An un-played game that is recorded as a forfeit because the team failed to show up for its scheduled game and did not notify the coordinator and the opposing team's captain at least 24 hours in advance.

The team that did not notify the opposing team or coordinator will receive the loss and the opposing team will receive the win. Points for and against are distributed based on the sport specific rules.

There are also consequences for each time a team forfeits. Again, those consequences are sport specific, but the final consequence for every sport results in the forfeiting team being automatically disqualified from playoffs.

# Game Cancellations & Rescheduling

## CANCELLATIONS

If a game is cancelled by the coordinator due to weather or field availability, captains will be notified via email. If the season's time constraints allow, games that were cancelled by the coordinator will be rescheduled. If games cannot be rescheduled they will be nullified.

## RESCHEDULING

The captain of the team requesting to reschedule must contact the opposing captain and the IM coordinator **24 hours** prior to the contest.

If the opposing team's captain agrees to reschedule, then the captains and the coordinator will work to find a time that works for both teams. If there are scheduling constraints and a time cannot be found the team requesting the reschedule will take the loss, but no "points against" will be added to their record. The opposing team will receive a win by default and be awarded the default win points, which will be counted toward their final record.

**Note:** Teams have the option to decline a request to reschedule a contest. If declined, the game will be counted as a default, and the appropriate points for and against will be distributed to both teams.

If both teams need to reschedule a game, then they can work with the coordinator to find a time and date that works for both teams. If the captains cannot find a time that works for both teams then the game will be recorded as a double default. Teams will receive no points for or against.

All make-up games must be completed one week prior to playoffs, unless otherwise specified by the coordinator.

**Note:** *If there are extenuating circumstances, default points may be altered at the discretion of the coordinator.*

# Eligibility & Captain's Responsibilities

## ELIGIBILITY

All current graduate and professional students, alumni, faculty and full-time staff are eligible to participate. Spouses and same sex civil union partners are able to participate ONLY if they have a Yale ID. Only players listed on the roster are eligible to play in any intramurals game. Any updates to the roster must be submitted to the coordinator 24 hours prior to any game. Final updates to the roster must be submitted before the last regularly scheduled game. Additional participants can be added to the roster only if they meet the eligibility requirements. **Eligibility of the players is the responsibility of the team captain.**

**Playoff Eligibility:** In order to be eligible for playoffs, each participant who is listed on the roster must play in at least one regular season game.

**Multiple Team Rule:** Varies from sport to sport. Please refer to the specific sport's rules.

Yale affiliated members who are on a roster, but not members of the Payne Whitney Gym must purchase a guest pass at the front lobby desk or become a member of PWG. Guest passes are valid for one day. Graduate and professional students are considered members of the gym and must present their Yale ID and scan into the gym upon entry.

## CAPTAIN'S RESPONSIBILITIES

1. Submit all registration materials by the registration deadline.
2. Attend the scheduled captains meeting. If the captain cannot attend, a representative must be sent to the meeting instead.
3. Distribute important IM information and schedules to teammates.
4. Communicate with the IM coordinator and other captains of any scheduling requests in a timely manner.
5. Accountable for team's sportsmanship
  - a. Captains should set an example for teammates by playing within the IM guidelines and exhibiting a high level of sportsmanship.
  - b. Captains should address player conduct situations involving their team before the on-site supervisor must intervene.
6. Be knowledgeable of all game and eligibility rules.
7. Ensure that all teammates meet the eligibility requirements.
8. Inform teammates of any scheduling changes and IM updates.

# Sportsmanship & Participant Conduct

## **SPORTSMANSHIP**

Good sportsmanship is essential for the overall success and enjoyment of intramural programs. “Good Sportsmanship” means the understanding and practice of the rules of the game, respect for your team and the opposing team, respect the game officials and supervisors, and for all in attendance, maintaining a positive attitude, and keeping the game in perspective.

Acts of unsportsmanlike conduct will not be tolerated. This includes verbal or physical abuse of opponents, officials, supervisors and members of one’s own team. Any participant found violating this rule/code of conduct will be ejected from the activity and asked to leave the playing area before the game resumes. Please note that you can be penalized by the actions of the fans/guests who accompany you during gameplay. They’re just as much a part of the game as the participants are. Examples of fan misconduct are inappropriate cheering, taunting, verbal or physical abuse to officials and opposing participants.

The designated captain is the team representative and is responsible for maintaining proper behavior and sportsmanship of his/her players and fans. Inappropriate language and behavior will not be tolerated. If unsportsmanlike conduct is continued, after being asked to stop, the team(s) will be asked to leave the field and will receive a forfeit. Individuals found in violation of this rule/code of conduct may be subject to additional punishment after meeting with the Graduate & Professional Intramurals Coordinator and the Director of Sport & Recreation. Individuals will NOT be able to participate in any intramural activities until the meeting has taken place. Continuous unsportsmanlike conduct by individuals or teams will lead to expulsion from the league.

## **PARTICIPANT CONDUCT**

Individuals and teams are expected to demonstrate good sportsmanship, respect and cooperation with supervisors and other teams. Competitive play in intramurals is appropriate, but never at the expense of the mutual respect among competitors or the spirit of intramural comradery.

Intramural Supervisors and Referees are responsible for ensuring safe play and are vested with the power of ejecting players acting in any unsportsmanlike manner.

Fighting is not tolerated. Teams involved in fights will be dropped from league play for the remainder of the season. Individuals/teams that are ejected from the field/court will be suspended from further play and must meet with the Grad-Pro IM Coordinator to be reinstated. Disciplinary sanctions will be a minimum of one game. Antagonistic, violent or threatening behavior may result in indefinite suspension from all intramurals, and will be reported to the Director of Intramurals and the Director of Sports and Recreation.

# Employment

The success of the IM program is largely dependent on the quality of its sports officials. Well officiated contests, events, and activities enhance the quality of the program and the satisfaction of the participants. The IM program is continuously looking for individuals that have a passion for sports and a willingness to take on a new type of leadership. IM officiating is a great way to stay connected with athletics and current trends in sports, along with earning a paycheck. Students interested in paid positions can submit an application to the Grad-Pro Intramurals Coordinator, Director of Intramurals, student referee coordinator or student supervisor coordinator via email. Applicants should cite his or her sports experience, year in college, and position, sport(s) and season(s) desired. They also must provide their full name and Net ID. They are then hired into Student Employment, assigned a schedule through their coordinator, and paid weekly after completing and submitting a timesheet through Student Employment each week.

**Within the first two weeks of the season, all student supervisors and referees are required to complete a one-hour training class each year. Contact the IM Office for signup.**

# Seasonal Sport Offerings

## **FALL**

Soccer – Competitive/Co-Recreational

Softball – Co-Recreational

Volleyball – Competitive/Co-Recreational

## **WINTER**

Basketball – Competitive/Recreational/Co-Recreational

Volleyball – Competitive/Co-Recreational

## **SPRING**

Soccer – Competitive/Co-Recreational

Softball – Co-Recreational

Volleyball – Competitive/Co-Recreational

Ultimate Frisbee – Co-Recreational

## **SUMMER**

Softball – Co-Recreational

## **FLASH TOURNAMENTS**

Indoor Soccer – Co-Recreational (Winter)