

**IOWA STATE UNIVERSITY
RECREATION SERVICES**

2006-2007

**INTRAMURAL
HANDBOOK**



Iowa State
INTRAMURALS
Just for the fun of it!

INTRAMURAL SPORTS SCHEDULE 2006-2007

M=Men W=Women CR=Co-Ed Open=any gender combination

SPORT	Coordinator	Entries Open	Entries Close
Ultimate Frisbee (M,W,CR)	Linda	August 14	August 24
Texas Hold'em (Open)	Linda	August 17	August 24
Labor Day Sand Volleyball (CR)	Linda	August 21	August 30
Flag Football (M,W)	Garry	August 21	August 30
Bowling (M,W)	Linda	August 21	August 30
Curling (Open) - \$15/team	Linda	August 23	September 6
Disc Golf (M,W)	Garry	August 28	September 6
9-Ball Pool Singles (M,W)	Randy	August 28	September 6
Broomball (M,W) - \$45/team	Linda	September 6	September 20
Adventure Race (M,W,CR)	Linda	September 11	September 20
Badminton Singles (M,W)	Garry	August 22	August 31
Volleyball 6-Player (M,W)	Linda	September 25	October 4
Dodgeball (M,W)	Garry	October 2	October 11
Cross Country (M,W)	Linda	October 9	October 18
Racquetball Singles (M,W)	Randy	October 9	October 18
Swim Meet (M,W,CR)	Linda	October 16	October 25
Indoor Soccer (M,W)	Garry	October 23	November 1
Table Tennis Singles (M,W)	Randy	October 23	November 1
Indoor Climbing Competition (M,W)	Linda	October 23	November 6
Foosball (Open)	Garry	November 6	November 15
500 Card Tournament (Open)	Linda	November 13	November 29
NCAA Bowl Pick'em (M,W)	Linda	December 6	December 18
3 Point Shoot (M,W)	Garry	January 2	January 10
5 Player Basketball (M,W)	Garry	January 2	January 11
Ice Hockey (M,W) - \$62/team	Linda	December 4	January 11
Wrestling (M,W)	Linda	January 10	January 24
Team Bowling (Open)	Linda	January 29	February 7
Hearts Card Tournament (Open)	Linda	January 29	February 7
Table Tennis Doubles (M,W,CR)	Randy	January 29	February 7
8 Ball Pool Doubles (Open)	Randy	February 5	February 14
Euchre Doubles (Open)	Linda	February 12	February 21
Racquetball Doubles (M,W)	Garry	February 12	February 21
Slow Pitch Softball (M,W,CR)	Garry	February 19	February 28
Co-Ed Volleyball (CR)	Linda	February 19	February 28
Co-Ed Broomball (CR) - \$40/team	Linda	February 21	March 7
NCAA Basketball Pick'em (M,W)	Linda	March 12	March 15
Badminton Doubles (M,W,CR)	Randy	March 5	March 21
Outdoor Soccer (M,W)	Garry	March 19	March 28
2-Person Best Shot Golf (Open) - \$20/person	Linda	April 2	April 11
Ultimate Frisbee (CR)	Garry	May 7	May 24
Disc Golf (M,W)	Garry	May 7	May 24
Sand Volleyball (CR)	Garry	May 7	May 24
Broomball Co-Ed (M,W,CR) - \$45/team	Garry	June 4	June 21
3-Player Basketball (M,W)	Garry	June 4	June 21
Slow Pitch Softball (M,W,CR)	Garry	June 4	June 21

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Coordinators:		
Garry Greenlee (gsgreen@iastate.edu)		294-0996
Linda Marticke (lkmarti@iastate.edu)		294-3234
Randy Heimerman (rdheimer@iastate.edu)		294-0998

RECREATION SERVICES INTRAMURAL ADVISORY COUNCIL

The importance of student input and cooperation with the Iowa State Recreation Services program cannot be overemphasized. Iowa State Recreation Services Advisory Council was created to keep Recreation Services (Intramural Sports) informed of student needs and desires. The Council acts as an advisory committee for intramural activities, advises the various professional intramural staff members within the department in the formulation of policies and operations, and represents the interests of the students of the university. It also serves as a protest appeal board for disputes that cannot be resolved by the Intramural Coordinator. If the individual(s) are not satisfied with the decision of the appeal board, the individual(s) have the right to appeal to the Dean of Students.

The members of the advisory council shall elect the offices of president, vice-president, and secretary-treasurer. This election will be held the third meeting of spring semester. The Intramural Coordinator shall be the advisor to this council and shall call meetings as necessary.

Intramural policies and procedures may be amended by a majority vote of the Recreation Services Intramural Advisory Council with each council member having one vote. Amendments become effective the school year following passage unless specified for immediate adoption and passed by a 60 percent majority.

Representatives will be solicited from various student organizations whose participation in intramurals has been significant. The members of the advisory council will represent the different living units across the university (RCA, UDA, Greek, and Off Campus).

TEAM MANAGERS AND PARTICIPANTS

1. **All Participants:** Recreation programs are designed to help students, faculty, and staff become involved in recreational activities regardless of age, gender, handicap, skill level, or past experience, and develop a lifetime interest in recreational leisure time activities.

The I.S.U. Intramural Sports Program provides the opportunity for students, faculty/staff and their spouses to engage in intramural activities in accordance with the eligibility regulations outlined in this handbook.

Participants may choose from individual, dual or team activities. Male, female and co-ed activities are organized at various skill levels.

2. **Intramural Managers:** Floor/House managers provide an essential link between students and the Recreation Services Department. The strength of the Intramural Program depends on the success of our Intramural Managers. Promoting participation in the 50 sports offered through Recreation Services is a key to an enjoyable recreational experience at Iowa State. Listed below are the primary duties of a successful Intramural Manager.
 - a. Review the enclosed Intramural Handbook from Recreation Services. Familiarize yourself with policies and procedures. Items such as eligibility rules and forfeit fines should be of particular interest.
 - b. Pick up your informational fliers from your assigned mailbox located at 1240 State Gym.
 - c. Assist in the organization of intramural teams, encouraging participation by all.
 - d. Submit team and individual entry forms on time.
 - e. Provide team captain's current e-mail address and phone number.
 - f. Assist in the distribution of team schedules.
 - g. Assist team captains with notifying team members of game times.
 - h. Assist team captains with rescheduling of contest/s. This involves contacting the Intramural Coordinator for that particular sport and arranging a new time, as well as contacting the opposing team captain.
 - i. Provide eligibility information to your constituents. This information is in the Intramural Handbook (page 5.)
 - j. Inform team captains and individual participants of the forfeit policy. This information is in the Intramural Handbook (page 7, item 11.)
3. A mandatory meeting will be held in the fall and again during spring semester. Attendance is required at the fall meeting. The house will be assessed a \$10 fine for failure to attend.

ENTRIES INFORMATION

1. **ENTRY FORMS AND TEAM ROSTERS:** Team rosters, individual and dual entries must be submitted on official intramural sports entry forms. These forms will be available on-line at www.recservices.iastate.edu and must be completed in full before the entry will be accepted. Entries are due by 5:00 P.M. on the entry deadline. Sports that require an entry fee are only accepted in person at 2220 State Gym. These sports are curling, broomball, triathlon, ice hockey and golf.

New players may be added to a roster. This can be done by adding the name to the scorecard at the game site; it will be put on the roster by intramural personnel. A player is not officially on the roster until he/she plays for that team. Some sports require players to play in a preliminary game to be eligible for playoffs. In some sports, players may not be added for the semi finals or finals, this includes consolation brackets. Exceptions must be cleared in writing with the Intramural Coordinator. See specific sport rules.

NOTE: When completing the roster, the team manager should fill in playing conflicts (days and/or times) if these conflicts are to be considered in the scheduling of games. We will do our best to avoid conflicts for the preliminary contests.

2. **FEES FOR SPORTS:** A few sports require an entry fee. This fee may be paid by cash, check, or credit card (MasterCard or Visa). In some cases, a campus organizations intramural purchase order may be used.

3. **RESCHEDULING:** Rescheduled games must be confirmed at least 24 hours in advance of the regular and rescheduled times. Contact the Intramural Coordinator for possible open times (294-4980). The captain should then contact the opposing captain and request the change (giving him/her the alternate time). The opposing captain is not obligated to change the playing date. If in agreement, both captains must phone Recreation Services to confirm the change. All the above rescheduling steps require contact with the office between the hours of 8:00AM-5:00PM weekdays (294-4980.)

In individual and dual sports, a contest may be rescheduled with the permission of the Intramural Coordinator. Scores must be reported to the Intramural Coordinator before the next match.

4. **DEFAULTS:** A team will default a contest (no forfeit fine assessed) when they are unable to play at the scheduled time or cannot arrange for a rescheduled time. To be considered a default, the Intramural Coordinator must be notified 24 hours in advance of the contest.
5. **GAME EQUIPMENT:** Game equipment for intramural team sports will be furnished by Recreation Services. One member from each team must give an Iowa State University ID to the official who will record the ID # on the scorecard. The team captain or team representative should immediately count the equipment items. If items are missing the official should be informed at this time. Equipment is the responsibility of the team during the game. At the conclusion of the contest, equipment should be counted and returned to the official. Any missing items will be noted by the official on the back of the scorecard and reported to the intramural coordinator. Unreturned equipment can be returned or paid for at specified rates. If not resolved within 30 days the team captain will be billed. Lost, stolen, broken or misused equipment will also be billed to the user.
6. **PERSONAL EQUIPMENT:** Any person wearing glasses or contacts assumes responsibility for protecting their eyes during a contest. Closed toe shoes must be worn. Soles may be smooth or have soft or hard rubber cleats. No metal spikes or cleats are allowed. If cleats are held on the sole by a metal post, that post must be part of the cleat, not part of the shoe sole. A worn plastic or rubber cleat showing metal makes the shoe illegal. Cleats worn to a sharp or pointed end are also illegal. Black-soled shoes, which scuff or mark floors, are not allowed on wood playing surfaces.
7. **INJURIES:** Participation in the intramural program is voluntary. Iowa State University and Recreation Services are not liable for injuries suffered by participants; therefore, all participants are advised to have proper medical insurance coverage before participating.

If a participant is injured during an intramural contest, the officials and supervisor will summon a "first responder" if needed. The supervisor will help summon transportation to Health Services or the hospital. (The injured party assumes liability for any transportation and/or medical charges.)

ELIGIBILITY

WHO IS ELIGIBLE TO PARTICIPATE?

Anyone participating in the intramural program must be a current ISU student, faculty/staff member, or spouse. All participants must have a current ISU ID Card. University affiliates are also eligible to participate with a current ISU ID Card. Some affiliates are:

ISU Center	ISU Alumni Assoc.	ISU Foundation
Research Park	Memorial Union	ISU Ag Foundation
USDA	Ames Lab	Iowa 4-H Foundation

Contests played in the Lied Recreation Athletic Center require a current student ID to enter the facility. Faculty, staff, spouses and affiliates need to have a user card or purchase a daily pass.

Non-registered students can participate in all Recreation Services programs and facilities by purchasing a special "Continuing Student Pass". Non-registered students are only eligible for this program the semester following their last semester as a registered student. Contact the Recreation Services Main Office (294-4980) for the fee amount and more specific information.

1. **INVESTIGATION OF ELIGIBILITY:** The Intramural coordinators will investigate eligibility questions when brought to their attention.
2. **ELIGIBILITY PENALTY:** Any person found to be ineligible (not a legal participant) may result in all teams on which they played during the tournament to be dropped from competition. Teams may **not play** an ineligible person during a playoff contest even by mutual agreement of team managers, captains or other individuals involved in the contest.
3. **PLAYING ON MORE THAN ONE TEAM:** Anyone playing for more than one team in the same division (men's, women's or co-rec) may face suspension penalties. Teams involved may be dropped from tournament competition.
4. **PLAYING UNDER AN ASSUMED NAME OR WHILE INELIGIBLE:** Any player guilty of participating under an assumed name or while ineligible (under suspension) will be suspended for a minimum of ten school weeks. Teams involved may be dropped from the tournament for that sport. The team captain may face suspension.
5. **PLAYING, BUT NOT LISTED ON THE SCORE CARD:** Not being recorded on the scorecard is a violation of the rules. There may possibly be a one game suspension for the individual as well as the captain. The team involved may be dropped from tournament play. The scorecard should list only the players present. Player names can be added when they arrive without penalty. When a person's name appears on a scorecard, the player is considered to have competed in that contest. Adding players to your roster is legal within a certain time frame. The type of sport and the length of season/tournament determine when new players may be added. See each specific sport rule summary or information flier for specific time requirements. Teams may be dropped for violation of this rule.
6. **AFFILIATION FOR DIVISIONS:** In team sports that are divided according to association (Greek, residence halls, etc.), at least half the team members on the official roster must be affiliated with the association for which the team is playing. (Affiliation for residence halls means a person is living in the house. Affiliation for the Greek division means a person is a member of a chapter or is a pledge of a chapter.) Any team not having at least half its roster affiliated with one of these divisions must play in the independent division. The Intramural Coordinator will determine the penalty for disaffiliation. Frederiksen Court participants are considered off-campus (independents).

The affiliation rule does not apply when teams are combined into one division. These teams are considered to be in the independent division.

Graduate students, faculty, and staff may play in undergraduate leagues or in the grad-staff division and vice versa. The official team roster should dictate which league to enter as determined by the status of the majority of the players.

The penalty for playing in the wrong affiliated division will be possible removal from tournament play. The Intramural Coordinator will make this determination.

7. **MINIMUM PLAYERS REQUIRED:**
 - a. Most sports will specify a certain minimum number of players to begin a game. Playing without a full team may result in a penalty. The minimum number of players for each sport will be listed on the entry form or the rule summary. Dual sports require two players. Each participant is responsible for the verification of his/her own eligibility. Team captains are responsible for checking the eligibility of their team players and should refer questionable cases to the Intramural Coordinator of the sport before allowing that person to compete.
 - b. Men must play in men's divisions. Women must play in women's divisions. Special participation consideration for each sport must be approved by the Intramural Coordinator.

- c. The Co-rec rule states that an equal number of each sex must be present to play. An additional player of either sex may be added depending upon the number of players needed to participate in that sport. Legal combinations for co-rec teams with an odd number of players are: 2 and 1; 3 and 2; 4 and 3; 5 and 4; 6 and 5.
- d. You may play on only one team in your gender division (not one per divisional league, but one class and only one skill level).

8. TEAM TRANSFERS:

- a. Round Robin and Elimination Tournaments: A player may transfer to another team during round robin play. However, once an individual plays for a team in playoffs, that person may only participate for that team.
- b. Consolation Tournaments: The first team you play for is your legal team and you may not play for another team.
- c. Males may play on one men's team and a co-rec team in each sport; females may play on one women's team and a co-rec team in each sport, not per division or league, just one team only! All other exceptions must be cleared in writing with the Intramural Coordinator.

9. **INDIVIDUAL AFFILIATION:** In individual and dual sports, each participant can be replaced before the first game. This substitution becomes your legal partner. A permanent substitution should be cleared by the Intramural Coordinator.

10. **LATE PENALTY:** Teams or individuals arriving late for a scheduled contest, but within the ten minute forfeit time, will be assessed a penalty according to the rules of the particular sport.

11. **FORFEITS:** A fine of \$10.00 will be assessed to the team captain/individual for each game/match forfeit. Additional fees may be assessed. The team captain will receive written notification of these fines. Payment can be made at 2220 State Gym by check (made payable to Recreation Services), a Campus Organization Voucher (the 1 page sheet), or cash. Fines not paid within 14 days of notification will be assessed to the captain's or individual's University Account.

12. **LEVELS OF COMPETITION:** In most tournaments, several skill level divisions are offered. Choose the level that best represents your skill level and type of competition. Both win-loss record and supervisor's skill level ratings will be used for placement in the proper division for playoffs. A request for a specific skill level should be made before the end of preliminary play. All teams qualify for playoffs in most sports except those that forfeit all preliminary games/matches or teams having unacceptable sportsmanship ratings. Combining classes or divisions may be necessary in cases of limited entries.

13. Jewelry is not permitted to be worn (and/or taped) in any intramural sport where contact is possible.

SAND BAGGERS (*playing below your skill level*): Individuals who sign up to participate below their skill level may be dropped from competition. The Intramural Coordinator will make this determination.

SUSPENSIONS, PENALTIES and PROTESTS
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1. **SUSPENSIONS AND RULES OF CONDUCT:** If any student, faculty/staff, spouse or spectator associated with any contest attempts to commit, incite or aid others in committing, any of the following acts of misconduct, he/she shall be subject to disciplinary procedures by the Recreation Services Office. Severe cases of misconduct will be referred to the Dean of Students Office for possible University action. (The Intramural Advisory Council will act as an appeal board in disciplinary cases.)

The consequences of any player ejected from a contest for any reason will result in immediate suspension from all intramural competition. The individual(s) must set an appointment to discuss reinstatement with the Intramural Coordinator. The Intramural Coordinator shall determine the length of the suspension period.

The use of alcohol or other drugs that may affect your safety or that of your opponents is not allowed.

INFRACTIONS	MINIMUM SUSPENSION*
Unsportsmanlike behavior	One game
Verbal abuse	One game
Physical contact (unnecessary) i.e. bumping, pushing, grabbing	One game
Fighting (striking or swinging)	Ten academic weeks
Threatening behavior (verbal) towards an official	Ten academic weeks
Threatening behavior (physical) towards an official	One academic year
Individual playing under assumed name	Ten academic weeks (Plus the team may be dropped)
Captain of a team that uses a player under an assumed name	Four academic weeks (Plus the team may be dropped)
Individual playing illegally on more than one team in the same sport	Four academic weeks (Plus the teams involved may be dropped)
Captain of a team that uses an ineligible player	Four academic weeks (Plus the team may be dropped)

*These suspensions are minimums. The Intramural Coordinator will determine if further suspension is necessary.

Individuals or teams that behave in an unsportsmanlike manner after the conclusion of a contest could be subject to suspensions similar to the ejection policy for participants. In addition, unsportsmanlike acts committed by players or spectators at the conclusion of a game could result in withholding of awards.

2. **SPORTSMANSHIP RATING:** Teams will be given a sportsmanship rating by the officials for each game. Ratings are A, B, and C. A “C” rating is not satisfactory and the team will receive a letter to encourage better behavior. A second "C" rating could result in the team being dropped from further competition. A “C” rating is subjective and is given by the game officials/supervisors or sport director. There does not need to be any specific penalties of unsportsmanlike behavior to receive a “C” rating. Likewise unsportsmanlike penalties during the contest does not necessarily mean a team will receive a “C” rating. Failure to treat officials/supervisors and opponents with respect could lead to a “C” rating.
 - a. Teams/individuals may be dropped on the first offense if the conduct is racial or excessively violent in nature. This determination will be made by the Intramural Director.
 - b. Awards may be withheld from championship teams or selected individuals if their sportsmanship following the contest is inappropriate. This will be determined by the Intramural Director.

3. **RULE INTERPRETATION PROTESTS:** Protests based on a decision involving a **judgment call** by the official **will not** be allowed.
 - a. Protests concerning interpretation of playing rules will be allowed, that is, failure of an official to apply a proper rule, penalty or violation to a given situation that has a direct and immediate impact on the outcome of a contest.
 - b. Protest Procedure
 1. Whenever a matter of protest arises during a contest, the captain or manager of the protesting team must notify the official and the opponent of his protest BEFORE THE NEXT BALL IS "LIVE." Failure to lodge a protest will void the protest.
 2. Upon notification of a protest, the official in charge will suspend play.
 3. The protesting captain or manager will state specifically the basis for his/her protest. In turn, the official in charge will explain the basis of the decision.
 4. If the protesting party wishes to appeal the decision of the official in charge, he/she must request that the field/court supervisor review the decision before play resumes. The supervisor will render a decision on the question

4. **APPEAL FOR RULE INTERPRETATION PROTESTS:** If the protesting party is still not satisfied with the decision, he/she must file a formal protest with the Intramural Coordinator prior to the next contest.
 - a. The formal written protest should be submitted and include:
 1. Date, time, and place of the game
 2. Contestants names
 3. Names of the officials involved
 4. Citation of official game rules or local rules
 5. Explanation of the situation which prompted the protest (includes the score at the time)
 6. Playing time or plays remaining in the period
 7. Who had possession of the ball and its location; plus any other FACTS involved in the play
 - b. If a formal protest is upheld, the Intramural Coordinator will determine the point at which the contest will be continued. This decision lies solely with the Intramural Coordinator. Only games where it is believed that the outcome was directly affected will be considered.
 - c. Failure to submit the formal protest as described is cause for denial of the protest.
 - d. Rule Summaries take precedence over the Intramural Handbook Policies, Penalties and Procedures.

5. **ELIGIBILITY PROTESTS:** Protesting the eligibility of players will be the responsibility of the individual team or team captain and should be made at the start of the game or when the player in question arrives at the game site, but may occur prior to the next contest.
 - a. In protests regarding player eligibility, all pertinent information (i.e. date, time, location of contest, and names) must be noted as well as notifying the supervisors at the game site, if possible. If player identification is needed, the supervisors or officials will be utilized.
 - b. Individual players found ineligible automatically forfeit the game in which they participated. During playoffs eligibility protests must be filed before the accused team plays another contest or the protest becomes null and void.

6. **5 PLAYER BASKETBALL:** In the Under 6 Foot Division, a height protest must be made prior to the start of the contest. The supervisor will measure the individual's height on location. If an individual arrives after the contest starts, the appeal must be made at half time or the end of the game, whichever is appropriate. Participants should avoid conflicts and potential problems by being measured prior to the season by an intramural staff member. Any individual over the height limit will be ineligible to participate. A game will be forfeited if a person has already played in a game and is then determined too tall.

7. **PROFESSIONAL ATHLETES:** Current professional athletes are not eligible to participate in their sport or any related sport. A professional player or athlete is defined as one who has received monetary compensation for his/her athletic services. Former professional players may participate in their sport or related sport but must be placed by the Intramural Coordinator in an appropriate skill level.

8. **INTERCOLLEGIATE TEAM MEMBERS:** A varsity squad member is any individual participating in intercollegiate contests attending regular practice, whose name appears on the official squad list, or who has won a letter at a recognized senior college. Interpretations: Included as a varsity squad member are red shirts, junior varsity players, and freshmen. Once considered a varsity squad member, you are one for the entire school year unless you have been dropped from the squad list and are no longer playing or practicing with the team. You must drop before the second intercollegiate contest for varsity members or before the second j.v. contest for j.v. players.

Intercollegiate Sport	Intramural Sports (ineligible to play)
Basketball	Basketball (free-throw contest and/or 3 point contest)
Football	Flag football and/or Treds Football
Golf	Golf
Hockey	Hockey and/or broomball
Softball	Softball
Tennis	Pickleball
Volleyball	Volleyball and/or sand volleyball
Wrestling	Wrestling (individual and/or team)

9. **FORMER INTERCOLLEGIATE TEAM MEMBERS:** Individuals that have participated at the intercollegiate level at a four-year institution, in an individual or dual sport is not eligible in their specialty event/sport. Examples are but not limited to: tennis, golf, swimming, bowling, cross country, etc. Exceptions may be made on an individual basis by the Intramural Coordinator.
10. **SPORT CLUB MEMBERS:** A sport club member is any individual participating in intercollegiate contests or attending regular practice. Team sport club members shall be eligible in the sport of their specialty on a restricted basis. See rule summary for specific sports.
EXCEPTION: In intramurals we consider the Hockey Club to be a varsity sport. For intramural broomball, hockey club players are eligible, but are limited to one player per team and they must play in the highest skill division.
11. **AWARDS:** Members of championship teams are eligible for individual awards. In order to qualify, your name must have appeared on a scorecard for a minimum of two games. The number of awards given a team is three more than the number allowed on the field/court at one time. If you have more players than the maximum number allowed, t-shirts may be purchased for a fee.

All faculty, staff, spouses and affiliates must pay a fee for each award/t-shirt.

Individual and dual sport tournament winners also receive awards.

A maximum of two awards will be awarded to any one participant in a single sport. Awards must be picked up within one calendar year.

Awards may be withheld from championship teams or selected individuals if their sportsmanship following the contest is inappropriate. The Intramural Coordinator will determine the consequences.

12. **APPEALS:** If participants desire to appeal protest decisions, suspensions or sportsmanship issues, they may elect to meet before the Advisory Council. This is usually done at the monthly meeting held the last Sunday of the month. To be placed on the agenda ask the Intramural Coordinator or Advisory Council President.

EMPLOYMENT OPPORTUNITIES

Officials: Students at Iowa State University are employed as intramural officials throughout the year. This form of participation provides an opportunity for students to gain officiating experience in team sports. Student supervisors are utilized in individual and dual sports.

Officials in specific sports are required to play an active role in pre-season officials' clinics and meetings. Rule clarification, officiating techniques, mechanics and etiquette are discussed at these sessions. In some cases, game situations are provided in order to prepare the officials for the intramural season.

**RECREATION SERVICES OFFICE
2220 STATE GYM**

PHONE: 294-4980
WEB SITE: www.recservices.iastate.edu
WEATHER HOTLINE: 294-5002

RECREATION DIRECTOR: Mike Harvey
2220 State Gym
294-4980
mharvey@iastate.edu

**ASSOCIATE DIRECTOR:
INTRAMURAL SPORTS/
FACILITY OPERATIONS** Garry Greenlee
2220 State Gym
294-0996
gsgreen@iastate.edu

**INTRAMURAL SPORTS
COORDINATOR:** Linda Marticke
2220 State Gym
294-3234
lkmarti@iastate.edu

**INTRAMURAL SPORTS
PERSONNEL COORDINATOR:** Randy Heimerman
2220 State Gym
294-0998
rdheimer@iastate.edu

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