



## Extramural Handbook

### ARTICLE I -- PURPOSE

The purpose of the extramural championship series Association shall be to foster and enhance the equality of recreational sports programs, facilities, and services in various settings throughout the state of Arkansas. This may be accomplished through professional meetings, publications, and/or other methods for the dissemination of ideas. All policies and activities shall be consistent with the philosophy of the National Intramural-Recreational Sports Association (NIRSA).

### ARTICLE II – COMMITTEE MEMBERS

Bill Mock (UA)-Chair      Kelley Roach (UACCM)      Josh Riley (UCA)      Carol Cummings (ASU)

### ARTICLE III – HOST ROTATION

Year	Softball	Basketball	Football
2011	ATU		UCA
2012	ATU	UA	ATU
2013	ATU	ASU	UALR
2014	ATU	UCA	UA
2015	ATU	UALR	ASU

The above schools have expressed interest to be included in the extramural championship host rotation. Institutions are affiliated with the NIRSA and have adequate facility to accommodate such tournament play.

*\*\*ATU has agreed to host the State Softball Championships until it is soundly established and will be considered in the next rotation cycle beginning in the Spring 2016.*

## ARTICLE IV – ENTRY FEES & AWARDS

### Section 1—Team Entry Fees

NIRSA Institutional Member Fee -- \$225.00

Non-NIRSA Institutional Member Fee -- \$275.00

### Section 2 – Team Awards

- **Team Trophies:** Trophies should be provided to the 1<sup>st</sup> place teams in the Men's and Women's divisions in all extramural tournaments.
- **All-Tournament Team:** An all-tournament team shall be recognized with the most valuable player in the Men's and Women's division recognized with an individual award.
- **All-Tournament Officials:** The top three (3) officials shall be selected by the officials committee at the conclusion of each extramural tournament by the officials committee. They shall be recognized individually and awarded with individual awards.

### Section 3 – Regional/National Bids

- **Teams:** State winners who receive and accept an awards package (paid entry fee or travel stipend) must attend the NCCS Regional or National Championship Tournament. Any teams who accept an entry fee that does not attend the regional/national tournament shall provide 72 hours' notice to their institution or host school notifying them that they are not attending the tournament, if obligations are not met then the offending team shall be subject to reimbursement of entry fee to the host school.
- **Officials:** Top officials receiving bids to work a regional or national tournament shall be awarded to the top two (2) officials by the officials committee.

## ARTICLE V – GAME OFFICIALS & STAFF

### Section 1 -- Selection

- Officials Committee and Student Officials for the tournament will be selected through an application process. (*Appendix B*)
- Officials must submit an application within the prescribed deadline period for consideration. The initial deadline for consideration should be three weeks prior to the tournament.
- An email should be sent to all applying officials indicating their application was received.
- The Director of Officials and Tournament Director will be responsible for the final selection of officials.

### Section 2 – Game Fee

- Officials will be paid a minimum of \$10 per game.

### Section 3 – Amenities

- A dressing area separate from the team dressing area must be provided for officials. This dressing area should also include showers and restrooms.
- Please ensure that officials have transportation to and from the host site.

- Hotel rooms should have no more than four officials.
- Hotels may be willing to provide shuttle service to and from game/meeting sites as part of agreement

#### **Section 4 -- Staff Apparel**

- One T-shirt for each working staff member. Enhancements include: multiple shirts, apparel upgrades, jackets, hats, visors, etc.
- Staff Appreciation Gifts.
- One item for each non-wage staff member. Examples include portfolios, glassware, whistles, bags, etc.
- Gifts specific to officials working the tournament

#### **Section 5 – Officials Committee/Director**

- The Director of Officials will be determined by the extramural committee and host school for that event.
  - The director shall oversee the committee, prepare appropriate material, and conduct officials training session prior to the event.
- The officials committee will be determined by the Director of Officials and host school for that event.
  - The committee shall assist in all training sessions and provide valuable feedback to student officials throughout the event.
- The officials committee will determine the top three (3) officials for the tournament.

### **ARTICLE VI – BID PROCESS**

*Contact information can be found on the NIRSA website at [www.nirsa.org](http://www.nirsa.org)*

*May be faxed or e-mail by their individual deadline.*

#### **Section 1 – Letter of Interest**

Institutions interested in hosting an extramural tournament or be included in the rotation cycle must submit a letter of interest to the assistant state director/extramural chair six (6) months before the NIRSA Annual Conference.

#### **Section 2 – Facility Guidelines (Appendix A)**

Institutions will receive a facilities packet once the Letter of Interest is received. This packet must be filled out in its entirety submitted to the assistant state director/extramural chair three (3) months before the NIRSA Annual Conference.

#### **Section 3 – Acceptance/Declined**

All institutional bids received by their deadline will be presented at our Annual State Meeting by the Extramural Chair recommendation to be added to the next rotation cycle and will be voted upon the membership. Notification will be sent to the institution within five (5) weeks from the final day of the Annual NIRSA Conference.

## **ARTICLE VII – FORMS**

*All host institutions must use the approved applications, waivers, and score sheets for the appropriate tournament.*

*The following forms are the following:*

*Appendix A*

*Extramural Facility Packet*

*Appendix B*

*Extramural Forms (Roster, Waiver, Staff/Officials Applications)*

*Appendix C*

*Extramural FFB Rules & Regulations*

*Appendix D*

*Extramural BB Rules & Regulations*

*Appendix E*

*Extramural SB Rules & Regulations*