INTRAMURAL PARTICPANT HANDBOOK

Lake Superior State University

	Contents
Introduction	
Philosophy	2
General Information	
Intramural Registration	

Intramural Rules and Policies

Participant Sign-in	6
Captain's Responsibilities	6
Insurance	
Awards	7
Injuries	7
Eligibility Regulations	
Participation Rules	
Governing Rules	
Forfeits and Defaults	
Protests	9
Disqualified and Ejected Player	
Regaining Eligibility	10
Code of Conduct	
Alcohol, tobacco, and other drugs	10
Team Names and Uniforms	11
Schedule Changes and Cancellations	11
Weather Cancellations	11
Tournaments	11
Sportsmanship	
Student Employment Opportunities	13

Introduction

This handbook is designed as an information guide for individuals interested in participating in Lake Superior State University intramural activities.

The Intramural Department believes that physical preparation and activity is as important to you as intellectual preparation in meeting the demands of everyday living. We extend an invitation to all students, faculty, staff, alumni, and community members to participate in the many activities offered by University Recreation.

If you have any questions or suggestions concerning the Intramural Activities please contact:

Joe Loomis 906-635-2602 jloomis@lssu.edu

Philosophy of the Intramural Sports Program

The purpose of intramural sports at Lake Superior State University is to provide a comprehensive and varied program of both recreational competitive experiences. Through a combination of tournaments and leagues, the Intramural Program hopes to make a significant contribution to the leisure time needs of the student body and staff.

The spirit of the intramural program is to participate and have fun in a competitive environment. The program is run primarily for and by the students. Above all else the Intramural Program exists to serve your needs. Ideas for new programs and improvements of existing programs are always welcome.

General Information

Intramural Sports Directory

Office: Norris Events Center, Room 101 Phone: 906-635-2602 Coordinator: Joe Loomis E-Mail: jloomis@lssu.edu

Intramural Registration

The Intramural Program uses IMLeagues.com to manage online registration and scheduling. IMLeagues.com is a website specifically designed for college intramural departments and contains many features such as customizable team pages, message boards, and much more.

All intramural participants will be required to create an account on IMLeagues.com. If you experience any technical difficulties with IMLeagues.com, please contact their support team. You can message, call or use their live chat.

IMLeagues.com also has a phone app available on Apple and Android phones.

How to create an Imleagues.com account:

- 1. Go to <u>http://www.imleagues.com</u>.
- 2. Click on the "Create Account" link.
- 3. Find "Lake Superior State University" under 'Register at School"
- 4. Enter your information. You must use your school email address (@lssu.edu).
- 5. Complete human verification box and agree to 'Terms and Conditions. Click ' Sign-up'.
- 6. You will be sent a confirmation email. Click on the link in the email to activate your

IMLeagues account.

- 7. The Lake Superior State University should appear. Click on "Join School."
- 8. Choose "Status" from drop-down menu and click on "Join School".
- 9. Success! Click "View School" and your IMLeagues.com account will be open.

The Intramural Sports Program offers two different types of leagues, team and individual. Policies and procedures vary between a team league and an individual league and are defined below.

To sign up for an individual league on imleagues.com: (i.e. Tennis, Table Tennis, and Billiards)

- 1. Go to imleagues.com and log in to your IMLeagues.com account
- 2. Click on the "Lake Superior State University" link at the top.

3. The current leagues will be displayed in the middle of the screen. Click on the individual league you wish to participate in.

4. Under the 'Register/Signup' drop-down menu, click on the "Signup".

5. Read the Intramural Waiver and check the box if you understand the waiver and agree to the terms outlined.

6. Your team name will default as your first initial and last name. This cannot be changed.

7. Enter your student ID number. A team logo or photo may be uploaded, but must be appropriate.

8. Make sure your phone number is inputted and is correct. All participants are encouraged to sign up for text message alerts. Text message alerts will be used for schedule changes & cancellation notification ONLY!

9. Click 'Create Team'.

10. Success! You are signed up for an individual league!

Individuals participating in individual leagues do not need complete the captain's training.

<u>To</u> <u>sign</u> <u>up</u> <u>for</u> <u>a</u> <u>team</u> <u>league</u> <u>on</u> <u>imleagues.com</u>: (i.e. Competitive and Recreational Volleyball, Ultimate Frisbee, Basketball, Flag Football, Dodgeball, Broomball, and Soccer)

- 1. Log in to your imleagues.com account
- 2. Click on the "Lake Superior State University" link.
- 3. The current leagues will be displayed in the middle of the screen.
- 4. Click on the team league.

You can sign up to play in a team league* in one of the following ways:

- 1. Create a team and register as a Team Captain
- a. Under the 'Register/Signup' drop-down menu, click on the "Create Team" button.
- b. Select the appropriate division by clicking "Choose This Division".
- c. Read the Intramural Waiver and check the box if you understand the waiver and agree to the terms.

d. Enter your team name will default. Enter your student ID number. A team logo may be uploaded. Both your team name and team logo must be appropriate. e. Choose "Yes" or "No" under the Auto Accept Members setting. Auto accepting members means that anyone may join your team without your approval.

f. Choose "Yes" or "No" under the Looking for Free Agents setting. If you need additional team members, this is a great way to communicate with others that you are looking for more players.

g. Make sure your phone number is inputted and is correct. All participants are encouraged to sign up for text message alerts. Text message alerts will be used for schedule changes & cancellation notification ONLY!

h. Click 'Create Team'.

i. Invite members to join your team in the following ways:

i. If a student has already registered on imleagues.com: click the "Invite Players" link on the team page, search for their name, and invite them

ii. If the student has not yet registered on imleagues.com: click the "Invite Players" link on the team page, and then input the student's email address and send a message or send an invite via Facebook.

2. Join a team

a. Find the team and captain's name on division/league page and click "**Join Team**". Your request must be "**confirmed**" by the captain before you are officially on the roster "or"

b. Accept an invite from a captain to join his/her team. You receive an email and a notification on imleagues.com of the pending invitation. You will be on the team

roster once you have accepted the invitation.

To be eligible to play, individuals must appear on the team's roster. Roster additions can be made up to 24 hours prior to game time. Teams may add players to their rosters up to the last regular season game. Upon the start of a competition, the Rec Sports staff will check all rosters to ensure eligibility.

To Register as a Free Agent

Any individuals that are interested in participating, but do not have a team, can register as a 'Free Agent.' Free Agents are not guaranteed to be placed on a team, but you will be visible to all members of the site as a free agent. You are encouraged to message captains of teams "Looking for Free Agents" to let them know you are looking to join a team or create a new team with other free agents. Watch for a notice of a face-to-face Free Agents meeting a few days before the league registration deadline to help you organize a free agent team.

- 1. Under the 'Register/Signup' drop-down menu, click on the "Free Agent" button
- 2. Select the appropriate division by clicking "Choose This Division".
- 3. Read the Intramural Waiver and check the box if you understand the waiver and agree to the terms.
- 4. Enter in your student ID number.
- 5. Make sure your phone number is inputted and is correct. All participants are encouraged to sign up for text message alerts. Text message alerts will be used for schedule changes &

cancellation notification ONLY!

- 6. Include some information about yourself in the "Additional Info about Yourself" field.
- 7. Click "Post Listing".
- 8. Success! You are signed up as a free agent!

All schedules, announcements, and rules are available online at the on imleagues.com.

Intramural Rules and Policies

Participant Sign-in:

Student Activity Center and Taffy Able Arena

Upon entering the Norris Center (**Student Activity Center and Taffy Able Arena**) for an intramural event or program, each intramural participant must show their valid LSSU ID to the Norris Information Desk. If a staff member or student does not have their LSSU ID card, admittance to the Norris Center will be refused. Once upon entry of the Norris Center, the participant must show their LSSU ID card to the site supervisor, and the site supervisor will then check the participant off on the intramural sign-in sheet. If the person's name does not appear on the roster, the individual is not eligible to participate until registered.

*Community and LSSU Alumni participants: please have a photo ID ready to show the Norris Information Desk upon entry into the Student Activity Center. You will then need to show your photo ID to the intramural site supervisor.

Cisler Student Center

Upon arriving at the event location, the participant must show their LSSU ID card to the site supervisor, and the site supervisor will then check the participant off on the intramural sign-in sheet. If the person's name does not appear on the roster, the individual is not eligible to participate until registered.

*Community and LSSU Alumni participants: please have a photo ID ready to show the intramural site supervisor.

Captain's responsibilities

Each team must appoint a captain. It is important for these individuals to be interested and conscientious in order to reduce forfeits and postponements. All important matters will be directed to the captain and it is their responsibility to inform all team members, if the captain is not present, an appointed co-captain will assume these responsibilities. No team will be allowed to compete in any sport without one of these individuals present. Specific responsibilities of the captain include

- 1. Ensuring complete and accurate team information on the roster as well as keeping the roster up-to-date.
 - a. Team captains are responsible for all additions to and removals of all participants from team roster.
- 2. Making sure that all members of the team are eligible to participate according to the Intramural Sports Policies & Procedures.
- 3. Attend the mandatory preseason meeting.
- 4. Notifying team members of playing schedules/schedule changes.
- 5. Ensuring that adequate number of players from roster is available to play each night and the adequate number of players arrives on site 15 minutes before game time.
- 6. Communicating with the Intramural Coordinator by 5:00 p.m. on the business day prior to their contest if there will not be adequate individuals from your roster to play. If appropriate notice is given, the team will receive a default. It will not be counted as a forfeit. Weekend/Monday requests must be made by 12:00 noon on the preceding Friday

- 7. Representing the team in the case of protests.
- 8. If a team is suspended for any reason, it is the captain's responsibility to represent their team in a meeting with the Intramural Coordinator in order to regain eligibility.
- 9. Promoting fair play and a positive atmosphere at contests.
- 10. Responsible for their players conduct before, during, and after each intramural contest.
- 11. Responsible for the conduct of their team's fans.

Insurance

It is recommended that all students provide themselves with some form of accidental insurance.

Awards

In each league, t-shirts will be awarded to the championship team. In order for a player to be eligible for a championship t-shirt, they must have been on the roster of the championship team and participated in at least one game.

Injuries/Illness

Participants who are injured or become ill while participating in any activity sponsored by the University Recreation must report such injury/illness to the Intramural Supervisor in charge of that activity before leaving the activity area so that a First Report of Injury/Accident/Illness may be completed.

Any Intramural Staff member has the authority to remove a player from play if an injury is suspected.

If necessary, referral to the campus or community medical personnel may be made at that time.

Head Injury and Concussion Awareness

University Recreation requires that its participants have an awareness and knowledge of the risks associated with head injuries and concussions. It is the role of the whole UREC Program; including all of its professional staff, student staff, and participants to serve an active role in concussion prevention, recognition and treatment.

There are trained University Recreation staff present at many events that head injury/concussions can be reported to and can provide recommendations. Although none of these parties have the authority to diagnose a concussion, all have the authority to withhold participants suspected of a concussion or other injury from participation, refer to advanced medical care, or call for emergency care.

Please visit the following site for more information regarding signs and symptoms: https://www.lssu.edu/university-recreation/headsup/

Eligibility Regulations

- 1. The intramural rules have been designed to encourage participation by the majority of students while at the same time discouraging individuals and teams from gaining an unfair advantage. At all times that spirit of intramurals-maximum participation and enjoyment; not winning at any cost-must be kept in mind when interpreting the intramural rules
- 2. Current LSSU students (as defined in the Student Handbook), LSSU faculty and staff are eligible to participate in intramural competition at no cost.
- 3. Community and Alumni over the age of 18 are eligible to participate in intramural activities but must pay a registration fee.

- 4. No player may participate on more than one team in the same sport. The team on which an individual first plays will be considered their team for that sport.
- 5. Varsity athletes in season, in organized practice, or in training may not participate in the parallel intramural sport.
- 6. Varsity letter winners at LSSU or any other four year college or university are ineligible to participate in the sport or associated sport in which that earned their letter for a period of two years following their last collegiate season.
- 7. Professional athletes are permanently ineligible in the sport or associated sport which they are considered "professional."
- 8. It is the responsibility of the intramural team captains to check the eligibility of their players and to protest the eligibility of players on other teams they believe may be in violation of intramural eligibility rules.
- 9. In the event of possibilities not covered in the above rules or any eligibility questions, the Intramural Coordinator will determine eligibility on the principle of whether or not the athlete gains a significant advantage because of their coaching and/or training.

Gender Identity Policy

All events are classified as Open, Coed, Women's, or Men's. Individuals shall be permitted to participate in Intramural Sports events (leagues, tournaments and one-time special events) in accordance with that person's asserted gender identity.

Participation Rules

- 1. No persons can play for two different teams during any one intramural sport.
 - a. This includes: no player my appear on a recreational and competitive league roster within the same sport.
- 2. Players performing for a team must be on the official team roster. A participant's name should not appear in more than one game roster.

Governing Rules

- 1. All games will start at the appointed hour or a forfeit will occur. There will be a ten minute grace period.
- 2. Teams with three forfeits in a season may be dropped from the league.
- 3. Any player receiving unsportsmanlike conduct will not be allowed to play in their team's next game and must talk to the Intramural Coordinator before being able to participate in any further competition. This player must leave the playing area or his team will be given a forfeit.
- 4. The use or possession of alcohol and/or illicit drugs will not be tolerated in conjunction with any intramural event. Any individual or team found in violation of this policy will be immediately suspended from play and will be eliminated from the competition for the remainder of the semester. Their remaining games will be forfeited.
- 5. All protests, with the exception of player eligibility, must be settled on the court/field during the contest by the intramural officials or supervisor.
- 6. Any team which uses an ineligible player shall forfeit all games in which that player participated.
- 7. Any official at any time has the authority to suspend a player from the intramural event. If a participant is suspended twice, they remain ineligible for the remainder of the semester.
- 8. Any participant addressing an official in an unsportsmanlike or discourteous manner will be suspended immediately.
- 9. Shoving or striking an official shall result in suspension from all intramural activities for an indefinite period. Other action may also be taken when appropriate.

Forfeits/Defaults

Default Policy

Any team knowing in advance that they will be unable to play a regularly scheduled contest is provided the opportunity to default (not play this contest). In order for the contest to be considered a default, the team captain must contact the Intramural Coordinator by 5:00 p.m. on the business day prior to their contest by writing. Weekend/Monday requests must be made by 12:00 noon on the preceding Friday in writing.

Default vs. Forfeit

A team that legally defaults will receive a loss in the league standings, not a forfeit.

Forfeits

Games will be started on time! Teams are expected to be ready to play at game time. Any team failing to report to participate at the scheduled starting time shall forfeit to their opponent. If both teams fail to report to participate, each team shall be credited with a forfeit and the game shall not be rescheduled. This applies to special events as well.

Winning by Forfeit: In order for a team to receive a win by forfeit, it must have the minimum number of players required to begin according to the rules of the sport present at the scheduled location and at the scheduled time "ready to play."

Limit of Forfeits: Any team that forfeits the equivalent to two nights of league play may be removed from the league for the remainder of the season by the Intramural Coordinator. Teams that forfeit will not be eligible to participate in the championship tournament.

Protests

All protests must be registered immediately with the site supervisor. A protest is not complete until a written version of the protest is submitted to the Intramural Coordinator by 12:00pm (Noon) of the day after the game in question. If it is not received by noon on the following day it will be rejected. For weekend games, the deadline is 12:00pm (Noon) on Monday following the game.

Protests will be handled as follows:

- 1. All protests will first be dealt with by the Supervisor on site.
- 2. If you disagree with the on-site decision, you may appeal with the Intramural Coordinator. Protests must be submitted in writing to the Intramural Coordinator or intramurals@lssu.edu.
- 3. Games altered by valid protests will be replayed, if possible, from the point of the game where the protest occurred.

Disqualified/Ejected Players

A player disqualified from the game for conduct must leave the area/complex after speaking with an Intramural Sport Supervisor IMMEDIATELY, and will be declared ineligible for play in ANY Intramural

Sports activity until they have submitted a letter requesting reinstatement and have to meet with the Intramural Coordinator. The player shall be suspended for no less than one week. The suspension will not begin until after the suspended person has met with either the Intramural Coordinator. Failure to leave the area/complex may result in disqualification of the captain, or forfeiture of the game. Any second occurrence of unsportsmanlike conduct by a team may result in that team eliminated for the remainder of the season.

A team which participates with an ejected player in a regular season game shall forfeit that game.

Regaining Eligibility

To regain eligibility, the ejected player must prepare a typed statement detailing the events that took place; submit a copy of the statement and set-up an appointment with one of the Intramural Coordinator to discuss the matter. Even if it is the last contest for their team, the ejected person's suspension will continue until the person meets with the Intramural Coordinator.

Code of Conduct

The code of conduct exercised by the LSSU Intramural Program is the Student Code of Conduct. If the LSSU Code of Conduct is violated, the incident will be reported to the Student Affairs staff. The Student Development staff of the pertinent campus will follow the disciplinary actions set forth by the respective campus's discipline process. Please refer to the LSSU Student Code of Conduct for more information.

Intramural Participant Rules

- Appropriate attire is to be worn at all times while using the facility.
- Shirts and shoes must be worn at all times.
- No jewelry is prohibited to be worn during intramural play.
- Brimmed hats are prohibited during all intramural activities except softball. Participants my wear stocking caps.
- Sports-bras, bathing suit tops, halter tops, etc. are not acceptable.
- Clothing with inappropriate logos or advertising are NOT permitted.
- Metal cleats are prohibited.
- Participants must wear shoes except during sand volleyball.

Alcohol, Tobacco, and Other Drugs Policy

No person (player or spectator) will be permitted to participate in an intramural contest or activity under the suspicion of or influence of alcohol or illegal substance.

Alcohol, tobacco, and all illegal substances are prohibited from intramural play.

Team Names and Uniforms

The Intramural Sports program reserves the right to change any team name that is deemed inappropriate or offensive to participants (including profanity, sexually explicit, or references to alcohol,

tobacco, or other drugs). Please use proper judgment when selecting names and uniform artwork, our goal is a pleasant, fun atmosphere for everyone competing. If you are unsure if a team name will be accepted, contact the Intramural Coordinator.

Schedule Change or Cancellation Notification

Intramural Sports makes every effort to play all activities as regularly scheduled. In the event that your team's schedule changes due to a default/forfeit, weather cancellation, or other extenuating circumstance, team members will receive notification via imleagues.com through an email message, and if set up, a text message. There will also be a league announcement located on the league page on imleagues.com.

Weather Cancellation

Rainouts will not be determined until 3:00 p.m. each day. Team captains will receive notification via imleagues.com through an email message, and if set up, a text message. There will also be a league announcement located on the league page on imleagues.com. Intramural Sports will not call participants to inform them games are cancelled due to weather.

The Intramural staff encourages everyone to sign up for text alerts through imleagues.com. Only important messages regarding schedule changes due to weather conditions and defaults/forfeits will be sent. The program will not spam you with solicitation text messages.

Tournament

Eligibility

Due to the size of some leagues, not all teams may be eligible to participate in the season ending championship tournament. The number of teams eligible for championship night will be determined after league play has been scheduled. In order to be eligible to participate in the season ending championship tournament night, teams must have a sportsmanship average of a 3 at the completion of week 5. Teams will be notified via email of their tournament eligibility.

Seeding

Tournament seeding will be determined based on the following scale.

- 1. Teams will be ranked in order based on their wins and losses.
- 2. If there is a tie between teams, the team with the higher sportsmanship average will get the higher seed.
- 3. If a tie remains, the team with the most points for and least points against them will get the higher seed.
- 4. If a tie still remains, the team that won in a head to head competition will receive the higher seed.
- 5. If a tie still remains, a coin toss will determine the higher seed.

Sportsmanship

Integral to the philosophy of LSSU Intramurals is that good sportsmanship and fair play are vital aspects of intramural competition. It is necessary for the successful operation of the program that individuals display proper conduct in all instances. The sportsmanship rating system is intended to be an objective scale by which teams' attitudes and behaviors can be assessed.

Behavior before, during, and after a contest is included in each rating. Each team captain is responsible for educating ALL players and fans affiliated with his/her team about the sportsmanship policy; however, it is the responsibility of all team members to control the conduct of its own team members and fans.

At the end of each contest, the site supervisor will ask each team the following question -

Based on today's/tonight's game, would you describe your opponent as –		
Exceptional Sports (5): The team went above and beyond expectations and consistently demonstrated a good sportsmanship behaviors.	all of the	
Great sports (4): The team demonstrated the good sportsmanship behaviors with a couple minor incide unsportsmanlike behavior.	ents of	
Good Sports (3): The team demonstrated the good sportsmanship behaviors with a few minor incidents unsportsmanlike behavior.	of	
Needs Improvement (2): The team demonstrated some good sportsmanship behaviors with a lot of min of unsportsmanlike behavior.	nor incidents	
Poor Sports (1): The team demonstrated few sportsmanship behaviors with a lot of minor incidents of unsportsmanlike behavior or a major incident of unsportsmanlike behavior.		

The rating will be recorded by the site supervisor on the score sheet. In addition, the site supervisor will give a sportsmanship rating to each team. The scores will be averaged. The Rec Sports staff reserves the right to review and/or change any sportsmanship rating given.

All teams are required to have a sportsmanship average above 'Good Sports' (3.0) in order to remain in the league. If a team falls below a 'Good Sports' (3.0), the captain will be required to meet with either the Intramural Coordinator and the team will be placed on probation. During probation, the team will have 1 week to get their sportsmanship average above a 'Good Sports' (3.0) or they will be removed from the league. If a team falls below an average of a 'Good Sports' (3.0) two times during the season they will be removed from the league. Any team that receives more than 1 'Poor Sport (1)' rating by a site supervisor will be removed from the league.

A team's sportsmanship average will also be used to determine eligibility to play in the season ending championship tournament and to break a tie in team rankings. The team with the higher sportsmanship average will get the higher seed.

If a game is not played due to a default, both teams will receive an 'Exceptional Sports (5)' rating for sportsmanship. If a team forfeits a game, they will receive a 'Needs Improvement (2)' rating for sportsmanship and if their opponent qualifies for a win by forfeit, they receive an 'Exceptional Sports (5)'

sportsmanship rating.

		Sportsmanship Continuum	
	Good Sports	Needs Improvement	Poor Sports
CHARACTER	Many positive comments of encouragement towards teammates and opponents Acknowledged good plays made by others and accepted bad calls gracefully No cursing or comments of a derogatory nature Ready to play at game time	No positive comments of encouragement towards teammates and opponents Some negative comments, criticizes teammates Players curse at self in a low tone Kiddingly mock the skill level of an opponent Not ready to play at game time	Many negative comments, verbal harassment of opponents, taunting or trash talk of opponent Frequent use of profane or vulgar language that could be clearly heard by others Swearing or derogatory comments directed at someone
GAME	 Game was properly defaulted (notified staff by 5pm the day before) 	 Game was forfeited as a result of a 'no show' 	
GAME	Team abided by the rules of the game Play was honest, clean, and fair	Once or twice dishonest about call or rule Using gamesmanship to win or gain an advantage	 Team is consistently cheating or being dishonest about calls or rules Team purposely strives to score as many points as possible to embarrass their opponent
EQUIPMENT	 Treated facilities and equipment with absolute respect 	 Accidental damage or destruction of any campus recreation facility/equipment due to inappropriate use 	 Purposeful damage or destruction of any campus recreation facility/equipment Dunking/Touching or hanging on the rim at anytime
CONDUCT	Players' interactions with opponents, spectators, and staff was cordial and non-aggressive Any conflicts were resolved calmly and with an open-mind Respected and abided by program policies and processes	 Once or twice players verbally complain or argue about calls, rules, and policies 	 Players are completely uncooperative with intramural staff Argued a lot about calls, rules, and policies Any threatening behavior (verbal/nonverbal) towards any player, spectator, or campus recreation employee Play is dangerous with intent to injure opponent
DNISO1/	 Team accepted winning and losing graciously There were sincere handshakes and congrats at the end of the game 	 Team did not accept losing Handshakes and congrats at the end of the game were insincere or given with sour attitude 	 Team did not accept losing No handshakes and congrats at the end of the game
WARNING/ EJECTION	 Teams received no warnings or ejections 	 Received a warning, but displayed good sportsmanship after the warning 	 Disregards warning and/or gets ejected
POLICY	Abided by all policies of the Intramural program		 Individual is caught trying to use someone else's ID Team knowingly plays with an ineligible participant Team withholds any requested information
RATING	 Any team with an average below 'Good Sports' (3.0) will be placed on probation 		 Any team who receives more than 1 'Poor Sport' (1) rating by a site supervisor will be removed from the league

WE EXPECT EVERYONE TO BE A GOOD SPORT

Student employment Opportunities

Students interested in the possibility of employment are urged to contact the University Recreation located in the Norris Events Center Room 101 or call 906-635-2602.

Jobs That Are Available Include:

Sport Supervisors, Officials, Scorekeepers, Marketing/Programming, and Website Maintenance