



CAMPUS RECREATION

Illinois State University



Intramural Sports Policy Handbook

Illinois State University

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Purpose

The purpose of this handbook is to establish policies and procedures that govern participation in the Intramural program. Please note that it is the responsibility of each team/participant to know and understand these policies and procedures. Ignorance of any Intramural policy is not an excuse for failure to comply. The Intramural Program reserves the right to modify these rules in whole or in part at any time as necessary. If you have questions, comments, or suggestions for these rules or the Intramural Program in general, please contact the Intramurals Office.

Campus Recreation Mission Statement

Our mission is to enhance the quality of life of our unique members by educating and encouraging active participation in recreational opportunities that develop leadership skills, foster social interaction, and reinforce healthy behaviors.

Process for Signing Up an Intramural Team

Please direct questions regarding the Intramural registration process to the Intramural Office at 309-438-PLAY (7529).

1. Log on to our Intramural webpage (CampusRecreation.IllinoisState.edu).
2. Click on the Sign Up tab. During your initial visit to the site, create an account. Next, go to the “Schools” link and click on “Illinois State University” in the menu bar.
3. Click on the sport icon you wish to sign a team up for or join a team.
4. Click on the day and time of the league for which you wish to register.
5. Click on “Create a Team” or “Join a Team”.
6. Complete the necessary information and agree to the Terms and Conditions set forth by Illinois State University Intramurals.
7. Click on “Submit”. Once the site has processed individual registration information, players are automatically directed to their team’s homepage.
8. From the team homepage, rosters may be completed (each player **MUST** have a profile on IMLeagues in order to be added to a roster).
9. Once the registration deadline passes for a particular sport, schedules are generated and posted.

IMPORTANT – Once a team registration is submitted for any sport, payment **MUST** be received at the Student Fitness Center at 347 S. University St. or on-line within 48 hours (**NOTE:** Teams **not** paying within this timeframe may be dropped from the league).

- Entries are taken based on availability and a first come, first served basis. If leagues or tournaments are filled prior to the entry deadline, additional “on time” entries will be placed on a waiting list, to be added ONLY if an opening develops.
- Attend the Mandatory Captain’s Meeting (see Playoff Eligibility). The team captain (or designee) can represent a maximum of two different teams. If a team representative does not attend, is late, or leaves early, the team will not be eligible for the playoffs in that respective sport.

Sportsmanship

Campus Recreation has developed a sportsmanship rating system that is intended to be an objective scale where Intramural staff can evaluate attitude and behavior throughout each Intramural contest. After each game, the Officials will rate each team on how well they acted before, during, and after each Intramural game. To be eligible for the playoffs, each team needs to achieve a 3.5 or better out of 5.0 average throughout the sport season.

<u>Scale</u>	<u>Description</u>
5	No Complaints / Rule Interpretation Questions Only / Cooperate with Staff / Reasonable and Rational Conversations / Respect is Shown
4	Couple Complaints / Questioning Some Calls / No Warnings Given / Captain Exhibits Control over Team
3	Default / Unsportsmanlike Call in SB, VB or FFB (Celebration, Equipment, Taunting, Disrespect) / Repeated Questioning / Yellow Card in Soc / Technical Foul in BB for Non-Sporting Behavior (Jewelry, Dunking, Illegal Substitution) / Sportsmanship Talk Given during Game
2	Multiple Unsportsmanlike or Technical Calls (not on same participant) / Captain Acting Unprofessionally / Player Ejection (except Dunking) / Excessive Arguing / Complaints are Verbal and Non-Verbal / Vulgarity
1	Multiple Player Ejections from Same Team / Not Acting within the Spirit of the Rules (Fake ID, Ineligible Player) / Player Acting with Malicious Intent / Requested Information NOT Provided in Timely Fashion / Captain Exhibited Little to No Control over Team
0	Forfeit / Threatening Behavior (Includes Verbal and Physical) / Game Called for Team Behavior / Damage to or Destruction of Property / Public Indecency

If a team feels they have been rated unfairly by the Officials during the game, there is a section on the sportsmanship evaluation form that allows Team Captains to appeal the rating and give their personal input.

Unsporting Behavior Rule (T-O-P = Time-Outs-Points)

Once an individual has been “cited” for unsportsmanlike behavior (Unsportsmanlike, Technical, Yellow Card), it is the Intramural staff and team’s responsibility to make sure the individual is removed from the contest (substitution) for:

- **3** Minutes (Basketball, Soccer, Flag Football), **6** Outs (Softball), **10** Points (Volleyball)

Team Captain Duties

- The Team Captain is responsible for the organization of the Intramural team. Team Captain duties include:
 - Registering their team online through IMLeagues prior to the deadline.
 - Being fiscally responsible for the paying the entry fee within 48 hours of signing up.
 - Attending the Mandatory Captain’s Meeting or making sure a teammate attends the meeting.
 - Securing a league schedule and notifying teammates of scheduled games or events.
 - Being familiar with all Intramural policies and Sport rules; distributing this information to the team.
 - Verifying all players on the roster for eligibility and completing any roster changes.
 - Promoting sportsmanship with teammates, fans and opponents at all Intramural events.
 - Being the team’s spokesperson during contests.
 - Signing and verifying the score sheet after each contest.

Levels of Play

The Intramural program offers a variety of divisions, levels of competition, days, times and formats of play to accommodate a wide array of individuals and abilities.

- **Men's:** Teams comprised of males only.
- **Women's:** Teams comprised of females only.
- **CoRec:** Teams comprised of a combination of **males:** females. See rules for specific gender requirements.
- **Open:** Teams can be comprised of any gender combination.
- **Greek:** Available only for active members and pledges of fraternities and sororities. Defined as a dues playing member, students must be listed with Greek Affairs during the current academic year.
- **Competitive Leagues:** The highest level of competition.
- **Intermediate Leagues:** For experienced players seeking semi-spirited play.
- **Recreational Leagues:** Social in nature and for novice players.

Alcohol, Tobacco and Drug Policy

- Alcoholic beverages, tobacco products (cigarettes, chewing tobacco, etc.) and drugs are not permitted on or around the Intramural playing areas. The Supervisors or Officials assigned to each game have the authority and responsibility to make decisions based on suspected alcohol, tobacco or drug use by the participants according to their actions, language, or breathe odor.
- Participants who appear to be under the influence of alcohol or drugs will not be permitted to participate in Intramural contests. If any member of a team is determined to be in possession of, or under the influence of alcohol or drugs, the team will automatically forfeit the contest and may be barred from further competition in that particular sport.
- Teams will be asked to leave the Intramural playing area in any of these cases and any second offense by the team will result in the team and its players being barred from further competition for the school year.

Intramural Code of Conduct

All players, captains, and spectators will be held to a reasonable standard of conduct and fair play. The "Intramural Disciplinary Policy for Individuals" was developed to address infractions committed by individuals before, during, or after Intramural play. In addition, the actions of individuals can also cause their team to forfeit the game and may impact the team's playing status for both current and future games. All sanctions, both team and individual, are based on the Illinois State University Student Code of Conduct.

- Any person deliberately striking, physically contacting or intimidating a participant, employee, or spectator may be barred from all other Intramural sports for an unlimited period of time.
- Verbal abuse (such as harassment, intimidation, taunting, profane language, or inciting violence) by or to a participant, employee, or spectator, whether before, during, or after an event, may be cause for immediate suspension from the game.
- Team Captains are responsible for their team's conduct. If a player becomes involved in a physical or verbal altercation, only the Captain is allowed to approach the situation, and must remove or quiet his/her own player only, as instructed by Intramural employees.
- If Captains are able to limit the improper conduct to just one player, and the appropriate actions are taken, only that player will be disciplined. If unsportsmanlike behavior occurs by more than one player from a team, the entire team will likely receive sanctions.

- **Non-Disruptive Conduct:** If other players/coaches/spectators from either team get involved improperly by trying to break up the situation, but Officials did not feel those actions created an unsafe or inflammatory scene, play may continue. However, those involved may be classified as having committed a Behavior Misconduct violation (see Intramurals Participant Disciplinary Policy).
- **Disruptive Conduct:** If other players/coaches/spectators from either team get involved improperly, and Officials deem their actions as unsafe or inflammatory, the game will be stopped immediately, resulting in further sanctions by the Intramural Office against individuals and/or the team.
- Participants or spectators who have been ejected from games and/or facilities may be required to sit out additional games/dates. Based on National Federation Rules, Intramural rules state that any ejection carries with it at least a one match suspension. Unsportsmanlike conduct by individuals will be handled by the Intramural Disciplinary Policy for Individuals. Additional offenses in any sport will result in further suspension.

Eligibility Guidelines

All registered students at Illinois State University paying the general fee of the University, as well as faculty and staff, are eligible to participate in Intramurals (regardless of number of credit hours).

General Eligibility

- All participants need to bring their Illinois State University picture identification card in order to participate. NO ID, NO PLAY, NO EXCEPTIONS!
- Eligibility status is the responsibility of each individual participant and team captain. All participants must check in with their Redbird Identification Card prior to entering each contest. Late arriving participants must check-in with the scorekeeper before entering the contest.
- Male participants may play with one men's team and/or one co-rec team only. Female participants may play with one women's team and/or one co-rec team in a sport season only. After entering one contest with a team, a player may not transfer to another team in that sport.
- The team registration form must include the names and ID numbers of the participants playing, plus their signature acknowledging the inherent risks and their consent. Additionally, the team captain must sign the registration form declaring eligibility of all team members and an awareness of the possible penalties for violation of eligibility rules.
- The Intramural staff reserves the right to check eligibility of all participants.

Free Agents

- The Intramural staff does not place individuals on a specific team; however, we do provide a service called the "Free Agency List." The "Free Agency List" is designed to aid those interested in participating in a particular sport that are lacking a partner or team with which to play. Individuals who want to be added to the "Free Agency List" can go online at any time and add their name and information to the list.
- The following options are available for individuals looking for a team after posting your information online:
 - View the online list below of eligible free agents and contact them directly to form your own team.
 - Attend a captain's meeting to meet team captains and advertise yourself as a free agent to teams looking for players.
 - Wait for a team captain to contact you.
 - Show up at the venue during the regular season and ask to join any team you are eligible for.

Roster Changes

- Rosters must be updated online prior to a player participating with an Intramural team.
- Individuals must register with IMLeagues, join their team, agree to the Intramural Program waiver, and present a valid ID on-site in order to participate.
 - **Leagues:** Players can be added to a team, but it must be prior to the start of the second scheduled night of play.
 - **Tournaments:** Players can be added to a team, but it must be prior to the end of pool play.

Penalty Enforcement

Cases involving ineligibility (falsifying identities; already played on another team, violated “ringers” policy, etc.) will cause the player and/or team to be barred from the sport for the season, forfeiture of the game that he/she played illegally in, and the team that he/she played illegally for will be ineligible for playoffs.

Specialists

Specialists are defined as eligible participants with certain playing restrictions as a result of advanced training or practice, coaching, or competition while representing a University, College or Junior College in a related sport. Specialists are:

- i. Former Members of a Varsity or Junior Varsity Team
- ii. Current Sport Club Members
- iii. Former Professional Players

Members of Intercollegiate Sport Teams

- Athletes who participate in intercollegiate sports, who are trying out for, or who are working out with a team during the current academic year are ineligible to participate in that sport or its related sport (i.e. a baseball player cannot play for an Intramural softball team) for the **entire** academic year (Fall to Spring).
- Former varsity athletes must wait until the next Fall semester before being eligible to play that sport at the Intramural level.
- Members of a varsity team, who are declared ineligible for academic reasons, rule violations, etc. are ineligible to participate in that sport or its related sport.
- Individuals who are practicing, working out, or trying out for a varsity team are ineligible to participate in that sport until they stop participating with the team.
- Members of a “scout” team are eligible to participate in related Intramural activities, given no NCAA infractions exist.

Members of Sport Club Teams

- Athletes who participate in the Sport Club Program are eligible to participate in their sport or related sport.
- A player or coach who has been out of the club program for an entire school year (Fall-Spring) will no longer count as one of the team’s club players.

Former or Current Professional Players

- Participants who played a sport professionally are ineligible in that sport or related sport. A professional is defined as someone who receives monetary or product compensation, no matter the level of play. Individuals interested in Intramural participation have the opportunity to make an appeal with the Assistant Director (309.438.5106) for eligibility on a case-by-case basis.

Restrictions

Related Sports:

<u>Sport</u>	<u>Related Intramural Sports</u>
Basketball	Basketball, 3-on-3 Basketball, Free Throw, 3 Point Contests
Football	Flag Football, 4-on-4 Football
Softball and Baseball	12"/16" Softball, Wiffleball
Tennis	Tennis, Racquetball
Volleyball	Volleyball, Sand Volleyball
Water Polo	Water Sports

Intramural teams are subject to the following standards:

1-2 Person Sport	1 Specialist
3-4 Person Sport	2 Specialists
5-6 Person Sport	3 Specialists
7+ Person Sport	4 Specialists

The Intramural staff reserves the right to check eligibility of all participants or teams.

Game Check-In

Rosters will be printed on the score sheet of every game. Prior to the start of each contest, players are required to present their valid Illinois State University picture identification card to the designated Intramural Official at their field/court. NO ID, NO PLAY, NO EXCEPTIONS!

Schedules

Schedules are available on Fridays by 2:00 p.m. on the Intramural website. The Team Captain is responsible for verifying and sharing the information with their teammates.

The Intramural Office will **not** call teams or captains to inform them of their first game or playoff eligibility.

Intramurals Cancellation Information

Cancellation information will be made available on the Illinois State University IMLeagues.com webpage. Cancellation decisions are usually made by 2:00 p.m. on the day of play (or on-site). Playoff games will rarely be cancelled prior to play; most decisions will be made at the game site.

Game Rescheduling

Scheduled contests that are cancelled due to inclement weather, facility problems, or reasons beyond the control of the game will try to be rescheduled if they occur during league play. However, some reasons beyond our control (facility space, staffing or time limitations) will not allow this. No refunds will be issued.

A cancelled game will not count for or against a team. It will stand as "no game" if less than one half of it has been played. If one half or more of the game has been played (or time specified in the rules) the game will stand as a final score, and will count as a game played. If game cancellations occur during the playoffs, the Intramural Program will make every effort to reschedule the game. **Playoffs only:** A team desiring to change the day and /or time of a game must contact the Intramural Program within 48 hours preceding the original play date. There are no guarantees that a game can be rescheduled due to scheduling, time and staff restrictions.

Reimbursements

If a league or tournament has been cancelled due to weather, lack of interest, or any unforeseen reasons; the entry fee will be refunded by the University. In order to get the refund, the Team Captain or the individual who paid the entry fee needs to fill out the proper application form. For auditing purposes, the reimbursement check must be mailed out (cannot be picked up) and will take up to 10 business days from date of provided address.

Forfeits/Defaults

To avoid a forfeit, a team must have the minimum number of players required in each sport (listed in the sport specific rules) at the scheduled playing area and ready to play at the scheduled time. The team must then participate for at least the minimum period/score required by sport rules, without violating any rules or policies that might result in a forfeit. A team forfeiting once loses their playoff eligibility.

Two forfeits in a sport season results in the team being dropped from further competition.

Forfeits may be assessed for, but not limited to, the following:

1. *The use or attempted use of ineligible players.*
2. *Player(s) who participates without first checking in with the scorekeeper, using their appropriate ID, and when discovered, cannot produce an appropriate ID showing them to be a roster member.*
3. *Unsportsmanlike conduct, verbal/physical abuse, or alcohol and drug related offenses.*
4. *Not appearing or appearing late at a scheduled contest.*

Forfeiting teams will be assessed a “No-Call, No-Show” fee. The fee will be charged to the captain. The fee is \$10/official utilized in the game. Fees will not exceed \$30. The fee can be paid at the Bob and Julie Dobski Welcome Center of the Student Fitness Center.

Default: *Teams that know ahead of time that their team will be unable to play may notify the Intramural Office by noon on the day of the scheduled game to avoid a forfeit. These teams will be issued a default. Teams that are issued a **default** still receive a “loss” for the scheduled game and a reduced sportsmanship rating (3.0 out of 5.0).*

Team Names and Uniforms

The Intramural Program reserves the right to prohibit or modify team names including but not limited to names deemed to be in poor taste, derogatory, profane or sexually explicit in nature. Please use proper judgment when selecting names and uniform artwork. If you are unsure if a team name will be accepted, contact the Intramural Program and speak with a representative.

Team uniforms must be the same color and must include numbers on either the front or back. If teams are unable to provide their own uniforms, the Intramural program will have some available for use.

Equipment

- Game equipment will be provided during the contest only. Equipment will not be provided for team practices before or after an event. Softball gloves are items that must be brought by team members.
- Athletic shoes must be worn during all Intramural activities. Any shoe that could possibly endanger another participant (i.e. metal cleats) is prohibited. No one may play in sandals, socks, or bare feet.
- All jewelry must be removed before participating in Intramurals. Taping over jewelry is not permitted.
- Safety and “purpose served” will be the primary factors when deciding on allowable additions to the basic uniform and equipment.

Game Results

Results and sportsmanship ratings are recorded on the official score sheet and are also posted online. Captains are required to verify the score of each game with a signature, and may check their sportsmanship rating with the Intramural Supervisor on-duty. Captains are responsible for checking league standings and reporting any inaccuracies to the Intramural Office.

Playoff Eligibility

After a league's pool play has been completed (typically five scheduled games), the playoff schedules will be posted online. All teams will qualify for playoffs except if the team or individual:

- Was issued one or more **forfeits**.
- Has a **sportsmanship rating** of 3.5 or lower out of 5.
- Did not have a team representative present at the **Mandatory Captain's Meeting** and did not notify the Intramural Program that they would not be in attendance.

Team captains will be contacted once the playoff schedule is available online. Do NOT call the Student Fitness Center for playoff times. All teams that qualify for the playoffs must be available for any of the game days and times.

Champion T-Shirts

Intramural champion t-shirts are awarded to winning team members and individual/dual champions throughout the school year. Individual participants on a winning team will receive an Intramural champion t-shirt if they played in at least one game and did not commit multiple "behavior misconduct violations", "altercations" or higher violations (see Intramural Disciplinary Policy).

Assumption of Risk

- Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to participation in Intramural activities. ISU does not provide insurance coverage for participants.
- Individuals who participate in Intramurals will be doing so at their own risk. Participation in any activity is voluntary.
- Illinois State University is not responsible for any injury that may occur to individuals participating in any Intramural activity. Participants injured during play must have an accident report form completed and turned in to the Intramural Office within 48 hours of the injury.
- If a participant is bleeding, s/he will be removed from the contest immediately. Before the participant can re-enter the contest, all bleeding must be stopped and any open wound or laceration be covered.
- If a participant has blood on their clothing, s/he will be removed from the contest upon detection. The blood may or may not be their blood. Even a participant who has someone else's blood on their clothing will be removed from the contest. The participant cannot re-enter the contest until the clothing has been removed or replaced.

Protests

Protests may be lodged based on rule discrepancies or rule interpretations involving Intramural staff. Protests based on an Official's judgment call are not valid and will not be accepted.

Steps to be followed when filing a protest:

- Request a stoppage in play immediately after the play in question, and try to resolve the situation using the Team Captains and the Officials.
- If a discrepancy still exists after the official ruling is made, the Team Captain must immediately ask for and notify a Supervisor verbally, that the remainder of the game will be played under protest. The Supervisor will attempt to resolve the complaint.
- If the Supervisor cannot settle the dispute, the game Officials will note the time, score, and circumstances and play will continue.
- At the end of the contest, the protesting team's Captain must complete and turn in a written protest form that night, in conjunction with an Intramural Supervisor. The completed form will be turned in to the office by the Supervisor along with game results. If a protest occurs during a playoff game when the winning team is scheduled to play again that night, a final decision will be reached before that next game begins.
- Protests involving player eligibility will be accepted in the Intramural Office during the next weekday after an event.
- Protests will be ruled on by the Intramural Office staff as quickly and fairly as possible. Both Team Captains will be contacted regarding a final decision.

Intramural Disciplinary Policy (Behavior Terminology and Penalties)

Rule Violation/Dismissal

Any time an individual is removed from the remainder of the game for sport specific rules. (i.e. fouling out, improper equipment, jewelry, etc.).

Result: No further action is taken.

Behavior Misconduct

The list of misconduct penalties includes, but is not limited to:

- Verbal abuse, or being disrespectful to a participant, Intramurals employee, or spectator;
- Behavior beyond the bounds of Intramural or facility printed rules and sportsmanship (includes ejections);
- Failure to follow alcohol, tobacco, and drug policies;
- Becoming improperly involved in someone else's misconduct situation; or,
- Failing to cooperate with Intramural/facility staff and/or policies (i.e., dunking, etc.).

Result: The individual(s) involved automatically receives at least a game suspension and probation.

Altercation

An altercation is considered an unsportsmanlike action or exchange, whether verbal, physical or otherwise between two or more individuals. Any actions to instigate, taunt, or provoke a response, are all considered altercations. This includes, but is not limited to, spitting, obscene gestures, or verbal abuse.

Result: An altercation requires the individual be given a season or semester suspension. A probation period begins at the completion of the suspension.

Fighting

A fight is a direct conflict that exhibits attempted or actual physical contact between individuals. Swinging with intent to hit, landing a blow, pushing, kicking, or tackling are just some examples. In other words, contact does not have to be made for the incident to be considered a fight. If any intent to injure is perceived by the Intramural staff, the incident is automatically considered a fight for the purpose of handing down a penalty.

Result: A fight is a serious offense that constitutes a semester, year, or lifetime suspension from all Intramurals activities. A probation period begins at the completion of the suspension.

Probation Violation

Any time an individual on probation is involved in any additional type of incident at the behavior misconduct level or higher, it shall be considered a violation of probation.

Result: Any individual who violates the requirements of their probation shall be given a semester, year or lifetime suspension. A probation period begins again at the completion of the suspension. Any type of intentional physical contact or altercation with a Intramural Sports Employee shall warrant an automatic year suspension.

Penalty Explanation and Duration

Game Suspension: A game suspension is defined as suspension from the current game, plus the next scheduled game in any sport, or one week, whichever is longer. This suspension includes all men's, women's, and co-rec play in any sport. Additional sanctions may apply within that sport or others.

Season Suspension: A suspension for the length of a season indicates that a player cannot participate in the sport (men's, women's, corec) for the remainder of the current season. If warranted, the individual may also be suspended from related sports for the remainder of the academic year.

Semester Suspension: There are two types of semester suspensions (based on the nature and severity of the incident), during which time a player cannot participate in any Intramural sports. The half-semester suspension covers seven (7) fall and/or spring weeks. The whole-semester suspension covers 15 fall and/or spring academic weeks. For the purpose of the semester suspension, only weeks when school is in session will be counted.

Year Suspension: A one year suspension covers one calendar year from the date of the incident.

Probation: Any individual or team that is dismissed from an Intramural event for violations at the misconduct level or higher shall be placed on probation. Probation may also be assigned for cases even when the individual or team was not dismissed from an event, based on report summaries and employee testimony. The length of probation is 15 fall and/or spring academic weeks from the time of the incident. Only the direct times during which the university is officially open for the fall and spring semesters will the probation period be counted.

Lifetime Suspension: A lifetime suspension will include a player's involvement with Illinois State University as a student, faculty, staff, or alumnus. Such a ban will only occur in a situation of gross or repeated misconduct level or higher violations.

Eligible Appeals

Any individual sanction resulting in more than one week of disciplinary action may be appealed within one week of being notified.

Notification and Reinstatement

When a player is given a suspension, the Team Captain (as listed on the entry form) will be notified of the suspension by phone and/or email and will be responsible for relaying this information to the player. An email message, or phone call to the player may also be made. To continue participation in the Illinois State University Intramural program, a suspended player must:

- Complete the original suspension (or new suspension if successfully appealed).

- Schedule a meeting with the Assistant Director and/or Intramural Graduate Assistant to discuss the incident in detail if the suspension was longer than one game or one week.

The meeting with the Assistant Director and/or Intramural Graduate Assistant must occur before the player is eligible to play again in Intramurals. This meeting may take place at any point during the suspension. It is the suspended player's responsibility to contact the Assistant Director and/or Intramural Graduate Assistant to schedule this meeting. It is recommended that the player make this contact as soon as possible due to possible availability constraints. In some cases, the Intramural contact may waive this meeting requirement in lieu of phone or e-mail correspondence. The Intramural staff reserves the right to modify any Intramurals policy listed as they deem fit.

Appeals Process

Opportunities exist to appeal decisions made by the Assistant Director and/or Graduate Assistant, regarding participant/team disciplinary sanctions, protest hearing results, and general program decisions.