

ACTIVATE

INTRAMURAL SPORTS



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 Sports program. Please note that it is the responsibility of each team/participant to know and understand these policies and procedures. Ignorance of any Intramural Sports policy is not an excuse for failure to comply. The Intramural Sports 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 Sports Program in general, please contact the Intramural Sports 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 Sports Team

Please direct questions regarding the Intramural Sports registration process to the Intramural Sports Office at 309-438-3107.

A tutorial on how to register for Intramural Sports can be found on the [Illinois State University Campus Recreation website](#).

IMPORTANT – After registering, payment **MUST** be received at the Student Fitness Center at 347 S. University St. or teams can be paid for online. (**NOTE:** Teams will not be able to enter their team into a division until they pay the registration fee).

- Entries are taken based on availability and a first come, first serve 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. The Intramural Sports Office will contact all waitlist teams via email if any opening occurs. The first team to have the minimum number of players on their roster and to submit payment will be granted the open spot.
- Each team must have a representative attend the mandatory Preseason Meeting, and the representative must be on the roster at the time of the meeting. 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

Intramural Sports has developed a sportsmanship rating system that is intended to be an objective scale utilized by the Intramural Sports team members to evaluate attitude and behavior throughout each Intramural Sports contest. After each game, the Officials will rate each team on their sportsmanship before, during, and after each Intramural Sports game. To be eligible for the playoffs each team must average a 3.0 or better throughout the regular season.

A sportsmanship rating below 3 is considered to be ‘unacceptable’. Any team receiving an unacceptable rating will be notified via email. Any team receiving a sportsmanship rating of 1 will be required to set up a meeting

with the Intramural Sports Office prior to their next scheduled contest. Failure to do so will result in the forfeiture of any subsequent games.

Teams receiving an unacceptable sportsmanship rating in the playoffs will be eliminated regardless of the outcome of the game. An unacceptable rating in the playoffs may subject the offending team to further consequences as determined by the Intramural Sport Office for other Intramural Sports activities or seasons.

<u>Scale</u>	<u>Description</u>
5	Excellent Conduct and Sportsmanship - Captain, players, and fans all display an excellent attitude. Conduct is positive and respectful at all times, even if the opponent does not display a high level of sportsmanship. If necessary the captain calmly converses with the Intramural Sports Officials regarding rule interpretations and calls. The team has winning and losing in perspective such that their conduct in all ways provides an example for the league and the program.
4	Good Conduct and Sportsmanship - The team shows good sportsmanship and cooperates with the opposing team, Officials, and Intramural Sports Supervisor. Opponents are treated with respect and there are no warnings, yellow cards, or unsporting technical fouls.
3	Average Conduct and Sportsmanship - The team still shows cooperation with officials and opponents but may have some complaints and grumbling. Good attitude is missing on occasion but there are no blatant displays of bad attitude. The captain is in control of the team.
2	This is an unacceptable rating. Below Average Conduct and Sportsmanship - Team constantly comments to the Officials, Intramural Supervisor, and/or opposing team from the field and/or sidelines. Poor sportsmanship may include non-verbal and disrespectful attitude toward the officials or opponents. Team captain exhibits little or no control over teammates or himself/herself.
1	This is an unacceptable rating. Poor Conduct and Sportsmanship - Captain has no control over teammates and/or himself/herself. Team is completely uncooperative and poorly represents themselves and the Illinois State Intramural Sports Program. Player ejections, malicious intent, and cheating could all be behaviors displayed by a team receiving a 1.

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 Captains to appeal the rating and provide personal input.

Team Captain Duties

- The Captain is responsible for the organization of their Intramural Sports team. Team Captain duties include:
 - Registering their team online through IMLeagues prior to the deadline.
 - Being fiscally responsible for the paying the entry fee prior to the registration deadline.
 - Attending the mandatory Preseason Meeting or making sure another member of the team roster is in attendance.

- Securing a league schedule and notifying teammates of scheduled games or events.
- Being familiar with all Intramural Sports policies and sport rules; distributing this information to the team.
- Verifying all players on the roster are eligible
- Make roster changes and updates as necessary
- Promoting sportsmanship with teammates, fans, and opponents at all Intramural Sports events.
- Being the team’s spokesperson during contests.
- Signing and verifying the score sheet after each contest.

Levels of Play

The Intramural Sports 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 and females. See rules for specific gender requirements.
- **Open:** Teams can be comprised of any gender combination.
- **Competitive Leagues:** The highest level of competition.
- **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 Sports 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 Sports 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 Sports 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 Sports Code of Conduct

All players, captains, and spectators will be held to a reasonable standard of conduct and fair play. The “Intramural Sports Disciplinary Policy for Individuals” was developed to address infractions committed by individuals before, during, or after Intramural Sports 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 Sports 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 Intramural Sports 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 Sports 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 Sports rules state that any ejection carries with it at least a one match suspension. Unsportsmanlike conduct by individuals will be handled by the Intramural Sports 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 with memberships to the Student Fitness Center, are eligible to participate in Intramural Sports (regardless of number of credit hours).

General Eligibility

- All participants need to bring their Redbird identification card in order to check in and participate in any Intramural Sports activity. NO ID, NO PLAY, NO EXCEPTIONS! Late arriving participants must check-in with the scorekeeper before entering the contest.
- Eligibility status is the responsibility of each individual participant and team captain.
- Male participants may play with one men's team and/or one co-rec team only per sport. Female participants may play with one women's team and/or one co-rec team per sport. After entering one contest with a team, a player may not transfer to another team in that sport.
- The Intramural Sports Office reserves the right to check eligibility of all participants.

Free Agents

- The Intramural Sports Office 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 log onto IMLeagues 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 the sports Preseason 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.

Roster Changes

- Rosters must be updated online prior to a player participating with an Intramural Sports team.
- Individuals must register with IMLeagues, join their team, and present their valid Redbird ID on-site in order to participate.
 - **Leagues:** Players can be added to a team, at any point during the regular season. Rosters lock once playoffs begin.
 - **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 “specialist” 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:

- Current or former members of a varsity or junior varsity team
- Current or former Sport Club members
- Former professional players

Members of Intercollegiate Sport Teams

- Athletes who participate in intercollegiate sports 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 for the entire academic year.
- Members of a “scout” team are eligible to participate in related Intramural Sports 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 Sports participation have the opportunity to make an appeal with the Assistant Director (309.438.3705) for eligibility on a case-by-case basis.

Restrictions

Related Sports:

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

Intramural Sports teams are subject to the following standards:

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

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

Schedules

All team schedules can be found on the Illinois State's IMLeagues website. A tutorial for rescheduling a game can be found here (**no reschedule times will be offered during the regular season**). Any other questions regarding scheduling should be directed to the Intramural Sports Office at 309-438-3107.

The Intramural Sports Office will send an email confirmation to all participants when league playoff brackets have been posted. The Intramural Sports Office will **not** call teams or captains to inform them of their first game or playoff eligibility.

Intramural Sports Cancellation Policy

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.

If teams have not received an email or a phone call from the Intramural Sports Office that their game is cancelled they should assume the game is occurring as scheduled.

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 Sports Program will make every effort to reschedule the game.

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 (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 Sports Office by 2:00pm 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 sportsmanship rating of 3.0 out of 5.0.*

Team Names and Uniforms

The Intramural Sports 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 Sports Office please contact us at 309-438-3705. 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 Sports 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 Sports 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 Intramural Sports activities. 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 on the Illinois State IMLeagues website. Captains are required to verify the score of each game with a signature, and may check their sportsmanship rating with the Intramural Sports Supervisor on-duty. Captains are responsible for checking league standings and reporting any inaccuracies to the Intramural Sports Office. Modifications to league standings will not be made

Playoff Eligibility

After a league’s pool play has been completed, the playoff schedules will be posted on IMLeagues. If facility space allows, all teams will qualify for playoffs except if the team or individual:

- Was issued one or more **forfeits**.
- Has an **average sportsmanship rating** of 3.0 or lower out of 5.
- Did not have a team representative present at the **mandatory Preseason Meeting**.

Team captains will be contacted via email 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 Sports 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 Sports champion t-shirt. However, the number of available shirts per winning team will be limited to 2.5 times the number of participants required on the field/court at a time.

Recreational League teams will not receive a championship t-shirt.

Assumption of Risk

- Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to participation in Intramural Sports activities. ISU does not provide insurance coverage for participants.
- Individuals who participate in Intramural Sports 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 Sports activity.
- 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 Sports team members. 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 Sports 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 Sports Office during the next weekday after an event.

- Protests will be ruled on by the Intramural Sports Office as quickly and fairly as possible. Both Team Captains will be contacted regarding a final decision.

Intramural Sports 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, Intramural Sports employee, or spectator;
- Behavior beyond the bounds of Intramural Sports 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 team members and/or policies (i.e., dunking, etc.).

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

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 Sports team members, 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 Intramural Sports 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 an Intramural Sports team member 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. 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 Sports 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.

Appeals Process

Eligible Appeals

Any individual sanction resulting in more than one week of disciplinary action may be appealed within one week of being notified. Please contact the Competitive Sports Assistant Director at 309-438-3705 for any appeal requests.

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 Sports program, a suspended player must:

- Complete the original suspension (or new suspension if successfully appealed).
- Schedule a meeting with the Intramural Sports Coordinator to discuss the incident in detail if the suspension was longer than one game or one week.

The meeting with the Intramural Sports Coordinator must occur before the player is eligible to play again. This meeting may take place at any point during the suspension. It is the suspended player's responsibility to contact the Intramural Sports Coordinator 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 Sports Coordinator may waive this meeting requirement in lieu of phone or e-mail correspondence. The Intramural Sports Office reserves the right to modify any Intramural Sports policy listed as they deem fit.