



CAMPUS RECREATION  
*Illinois State University*

**INTRAMURAL SPORTS  
PARTICIPANT HANDBOOK  
2024-2025**

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## PURPOSE

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The purpose of the Intramural Sports Participant Handbook is to establish rules and procedures that govern participation in the Intramural Sports program. Please note that it is the responsibility of each participant to know and understand these Campus Recreation rules and procedures. Unawareness of any Intramural Sports rule is not an excuse for failure to comply. The Intramural Sports program reserves the right to modify these rules, as necessary. If you have questions, comments, or suggestions for these rules or the Intramural Sports program in general, please contact the Intramural Sports Staff via email at [IntramuralSports@ilstu.edu](mailto:IntramuralSports@ilstu.edu) .

## CAMPUS RECREATION MISSION AND VALUES

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*Campus Recreation encourages the campus community to embrace fun and well-being through movement, challenge, and play.*

We Value:

**Learning and Development** - Promote leadership, growth and critical thinking

**Belonging** - Create a welcoming, safe and valued community

**Responsibility** - Ensure accountable, ethical, informed decisions

**Respect** - Embrace an inclusive and equitable environment

**Teamwork** - Cultivate a fun, collaborative and transparent atmosphere

# ELIGIBILITY GUIDELINES

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## Eligible Participants

- All registered undergraduate or graduate students at Illinois State University paying the general fee of the University – regardless of number of credit hours enrolled
- Faculty and staff currently employed regardless of Campus Recreation membership status
- Sport Club members (anyone listed on active roster) and NCAA practice squad members (including team managers) are limited in the number of participants that may play on an intramural team in. Please reference the chart below for number of member restrictions.
- Individuals are permitted to participate in Intramural Sports in accordance with their identified gender.

**Note:** Individuals must present a valid Redbird Identification Card at each Intramural Sports event in order to be eligible to participate. Individuals that are not already on the roster must present a valid Redbird Identification Card to be eligible to be added to the roster. Individuals will not be permitted to participate until a Competitive Sports Student Team Member has checked their ID and added them to the roster.

## Ineligible Participants

- Participants who played a sport professionally are ineligible in the related sport. A professional is defined as someone who receives monetary or product compensation for their performance, no matter the level of play.
- Athletes who participate in intercollegiate sports during the current academic year are ineligible to participate in that sport or its related sport for the entire academic year (fall to spring).
- Members of a varsity team who are declared ineligible for academic reasons, rule violations, etc. are ineligible to participate in the related sport for the entire academic year (fall to spring).

## Restrictions

Varsity/Sport Club	Related Intramural Sport	Maximum Club/Practice Squad Members Per Team
Baseball/Softball	12" Softball, Wiffleball	3,2
Basketball	3v3 Basketball, Basketball	1,2
Football	4v4 Flag Football, Flag Football	1,2
Roundnet	Roundnet	May play singles, doubles – 1 per pair
Soccer	7v7 Soccer, Indoor Soccer	2,2
Tennis	Tennis	May play singles, doubles – 1 per pair
Ultimate	Ultimate	2
Volleyball	4v4 Volleyball, Sand Volleyball, Volleyball	1,2,2

**Note:** This list is subject to change

# INTRAMURAL SPORTS CONTEST OFFERINGS

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## Leagues

Intramural Sports offers a wide variety of leagues based on the experience participants would like to have. These leagues vary in duration and, depending on the league structure, may include a playoff option. Championship winners for specific offerings will be awarded a free t-shirt. The following leagues may be available depending on the sport:

### *Major Sports*

- Competitive Leagues – Designed for players that want a more competitive environment and want to compete for a championship.
  - Format: Four scheduled regular season games. The top two teams of each pool will advance to a single elimination playoff, dependent on number of teams registered.
- Recreational Leagues – Designed for players that want to participate in sport with a more relaxed, recreational environment.
  - Format: Four scheduled regular season games. The top two teams of each pool will advance to a single elimination playoff, dependent on number of teams registered.

### *Minor Sports*

- Designed to create an enjoyable environment where teams experience friendly competition in recreational sports.
  - Format: Two scheduled regular season games. All teams will advance to a single elimination playoff.

### *Tournaments*

- One or two day competitive events for teams or individuals where skills range from recreational to competitive.
  - Format: Round robin play followed by a single elimination playoff for qualifying teams OR double elimination tournament with guaranteed three games depending on which sport and how many teams register

# REGISTRATION PROCESS

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## Create a Profile Through IMLeagues

All individuals must use their Illinois State University email address and student identification number to create a profile in IMLeagues, which allows them to join/create teams. Please [see our website for a detailed tutorial](#) about how to register and pay for your Intramural Sports Team.

Any team name that incorporates the following will be changed to the last name of the Captain. From there, it's the responsibility of the Captain to choose a new name.

- Any alcohol/drug reference
- Illegal activity
- Discrimination of any kind
- Sexual innuendos

- A play on words that eludes to indecency, obscenity, or profanity that could be deemed as offensive to members of the general public who hear/read it.

## Play as a Free Agent

Individuals who do not have a team still have an opportunity to participate in their sport of interest via the free agent option on IMLeagues. Those 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. It is not guaranteed that a free agent will be able to join a team. Follow these [tutorials](#) to complete the process for registering as a free agent.

## Additional Information

- Registration often opens at the start of the semester or when a sport is introduced and runs through the Wednesday before the season starts. Registration periods can be found on IMLeagues and the Campus Recreation website. During the registration period, teams may be paid for online or in person at the Student Fitness Center (SFC). Once a team is paid for, and they meet the minimum number of people on the roster, Intramural Sports Administration will manually move the team into their chosen division, if it's available. It is recommended that teams register early in the registration period as spots fill on a first-come, first-served basis. *Please create your team in IMLeagues before moving onto the payment process.*
- Once a player has checked in and played for a team, they may not switch to another team in that league. Players may be added to a team roster at any point (pool play, regular season, or postseason).
- All captains and participants are required to complete a league-specific quiz before creating or joining an Intramural Sports team. Quizzes will cover pertinent information pertaining to Intramural Sports procedures and sport-specific rules.

## DEFAULTS/FORFEITS

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### Defaults

Teams that know ahead of time that they will be unable to play in their scheduled contest must notify the Intramural Sports office via phone (309-438-3705) or email ([intramuralsports@ilstu.edu](mailto:intramuralsports@ilstu.edu)) by **2:00pm on the day of the contest** to avoid a forfeit. For games scheduled on Saturday or Sunday, notification of default shall be received by 2:00pm on the Friday before the contest. Defaults are recorded as a loss for that game, and the team is given a sportsmanship rating of "3.0".

### Forfeits

- Forfeits may be assessed for the following situations:
  - A team is unable to meet the required minimum number of players for their scheduled contest
  - Use of ineligible players
  - Unsportsmanlike conduct, verbal/physical abuse, or any other incident that causes the game to be stopped by Competitive Sports Staff
- Teams that forfeit in any sport format may not be eligible for the playoffs
- Teams that forfeit twice in a season will result in the team being removed from further competition.
- Forfeiting teams will be assessed a "No-Call, No-Show" fee. The fee will be \$15/official for officiated sports or \$15 for unofficiated sports and will be charged to the captain of the team. Details on how to pay the fee will be found in the email sent to the captain.

- A team that forfeits a game will receive a sportsmanship rating of “0” for the contest.
  - A team that wins by forfeit will receive a “5” in sportsmanship
- The team that is present at a forfeit shall have at least the minimum number of eligible players to start a game or both teams will be assessed a forfeit.
- A Competitive Sports team member will call the forfeit at the end of the official 10-minute grace period. The Competitive Sports team member’s decision is final.

## **Grace Period**

- Teams shall be ready to play on the playing area with at least the minimum number of players required and have all Redbird Identification Cards checked at the scheduled start time. If a team fails to be present or is unprepared to start the game, a 10-minute grace period shall begin, and the game clock will run for all timed sports.
- If a team uses the grace period, they will start down a sport-specific score penalty and may only earn a max sportsmanship rating of “3”.
- If the team forfeits at the end of the grace period, the final score will reflect the sport-specific grace period penalty. For the sport-specific score, please view the sport specific rules.
- If both teams use the grace period, the score penalties will be foregone but sportsmanship penalties will be enforced on both teams.

Below is an example of the penalty for a team sport. See specific sport rules for grace period details related to that sport.

### **Flag Football**

<b>Minutes Late</b>	<b>Penalty</b>	<b>Sportsmanship</b>
0-9:59 minutes	Starting score 9-0	Max 3
10 minutes	Forfeit	Max 0

## **PLAYOFFS**

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### **Eligibility Standards**

- End the regular season or pool play with an average sportsmanship rating of “3.5”
- Avoid forfeiting any contests during the regular season or pool play

### **Advancing to Playoffs**

Only the top two teams in each pool will qualify, though this might vary depending on sport and number of teams. Intramural Staff will communicate to captains if this differs from stated plan. To determine the standings, the following criteria will be used:

1. Regular season winning percentage
2. Regular season team sportsmanship rating average
3. Head-to-head competition
4. Points allowed

## Rescheduling

During the playoffs, there is a chance that teams will not be playing at their originally scheduled day and time due to facility availability. Once brackets are finalized on IMLeagues, teams may request to reschedule their game if they have a conflict. All requests shall be submitted to [IntramuralSports@ilstu.edu](mailto:IntramuralSports@ilstu.edu) or by calling the Intramural Sports office at (309) 438-3705. Teams should give as much notice as possible so the Intramural Sports staff can contact the other team and find an available time. Requests must be made no later than 2:00pm the day before the contest, but earlier is preferred. For games scheduled on Saturday or Sunday, requests must be made by 12:00pm on Friday. *Not all reschedule requests will be fulfilled.* It will depend on opponent, facility and student staff availability, and amount of notice given by team. If teams cannot agree on a reschedule time, then the game will be played at the originally scheduled day and time.

## EQUIPMENT/UNIFORM

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All necessary game equipment will be provided during Intramural Sports contest. However, teams are encouraged to bring their own equipment for warming up. Intramural Sports will provide a game ball for every contest, but teams can agree to use a different ball if they so choose.

All team members must wear appropriate athletic apparel during all Intramural Sports activities. Teams are encouraged to wear matching uniforms or at least a similar color, but there will be Intramural Sports jerseys for checkout, if needed. Any shoe that could possibly endanger another participant (i.e. metal cleats) is prohibited. No one may play in socks, bare feet, or open toe shoes (sandals, socks, crocs).

Jewelry rules vary by sport depending on that sport's governing body rules. It's the responsibility of the captain and members to ensure they follow the jewelry rules for their sport. Hard and unyielding items (guards, casts, braces, etc.) on the elbow, upper arm, or shoulder shall be padded with a closed-cell, slow-recovery foam padding no less than ½-inch thick. Knee and ankle braces, which are unaltered from the manufacturer's original design/production, do not require any additional padding. **You must schedule an appointment with the Intramural Sports Coordinator prior to playing if you have a special equipment need (i.e. religious or medical) or have questions about the above.**

## Intramural Sports Cancellation Procedures

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### Weather

Cancellation information will be made available on the team/individual IMLeagues schedule, and an email will be sent to all participants. Cancellation decisions are typically made by 2:00 p.m. on the day of play (or on-site if weather develops quickly). If teams have not received an email from the Intramural Sports office that their game is cancelled, games will be played as scheduled.

### Makeup Games

Scheduled contests that are cancelled due to inclement weather, facility problems, or reasons beyond the control of the staff will be rescheduled when possible if they occur during league play. However, some reasons beyond our control (facility space, staffing or time limitations) will not allow this. Intramural Sports will not issue refunds for cancelled games that have been rescheduled. A cancelled game will not count for or against a team. 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 reschedule the game or work with the involved teams to find a suitable alternative.

## Refunds

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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 receive the refund, the Team Captain or the individual who paid the entry fee needs to fill out the proper application form emailed by Competitive Sports Team. Payments made with a credit card will be refunded to the payment card. All other forms of payment (cash, check, debit card) will be refunded with a check that must be mailed out (cannot be picked up). Refunds may take up to 10 business days from date of provided address.

## PROTESTS

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Protests may be made on the basis of player eligibility or when misapplication of the rules involves the outcome of the game. Protests entered on any judgment of an Intramural Sports official will be denied. A protest form can be found on the Campus Recreation website under the [Intramural Sports resources tab](#).

### Eligibility Protest

Any team protesting the eligibility of any player must file the protest via email to [IntramuralSports@ilstu.edu](mailto:IntramuralSports@ilstu.edu) and provide evidence by noon of the next business day following the contest. Such evidence may consist of written and signed testimony of a witness; days, dates, time validating illegal participation; picture, roster, etc. that can show ineligibility. When an eligibility protest is submitted, the Intramural Sports staff will investigate both the team filing the protest and the team in question to ensure validity of rosters.

### Misapplication of Rules Protest

Questions pertaining to misapplication of rules on the part of game official(s) must be addressed to the Competitive Sports Supervisor at the time the misapplication occurs and prior to the next live ball or play. The procedure shall be:

1. If a team feels the official has made a misapplication of a rule, the captain shall immediately request a "time out" for protest purposes and inform the official that they wish to have a ruling on the application by the Competitive Sports Supervisor or other qualified staff present.
2. No protest which involves the judgment of the official(s) shall be upheld. The judgment of the official(s) is final. This also includes the Competitive Sports Supervisor when necessary.
3. If corrections are necessary, the Competitive Sports Supervisor shall rule immediately, and the team shall not be charged with a time out. If the official's application was correct, the team will be charged with a time out.
  - If a team does not have a "time out" remaining, and the official's application is upheld, the team will be assessed the sport specific penalty for using a time out when none are available.
4. If the participant still does not agree with the decision at the game site, the Competitive Sports Supervisor will assist the participant in filling out the [Intramural Sports Protest Form](#). The contest will continue from this point "under protest." Protests must be submitted to Intramural Sports staff at the game site prior to the conclusion of the evening. Intramural Sports Staff will make every effort to address the protest. No results are guaranteed as a result of the protest.

# SPORTSMANSHIP

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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 “3.5” or better throughout the regular season.

A sportsmanship rating below “3” is considered ‘unacceptable’. Any team receiving an unacceptable rating will be notified via email. Any team receiving a sportsmanship rating of “2” or “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. The individual(s) who are removed from play for poor sportsmanship will receive at least a one game suspension be suspended from all Intramural Sports activity until meeting with Intramural Sports Pro Staff where further consequences may be determined.

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 will result in that team’s removal from the tournament.

<u>Scale</u>	<u>Description</u>
5	Excellent Conduct and Sportsmanship - The team shows good sportsmanship and cooperates with the opposing team or Competitive Sports Team Members. There are no major complaints or conduct-related penalties. The team is under control without any need for captain intervention.
4	Good Conduct and Sportsmanship - The team still shows cooperation with officials and opponents but may have some complaints and grumbling. There are no blatant displays of bad attitude. The captain is in control of the team and there are no warnings, yellow cards, or conduct-related penalties.
3	Average Conduct and Sportsmanship - The team shows momentary lack of cooperation with officials, opponents, or supervisor. There may be consistent complaining but no excessive display of bad sportsmanship. Captain mostly has control of the team.
2	<b>This is an unacceptable rating.</b> Below Average Conduct and Sportsmanship - Team constantly comments to the Competitive Sports Team Members and/or opposing team from the field and/or sidelines. Poor sportsmanship may include non-verbal and verbal dissent towards Competitive Sports Team Members and/or the opposing team, which may or may not merit sport specific, conduct-related penalties.
1	<b>This is an unacceptable rating.</b> Poor Conduct and Sportsmanship - Captain has no control over teammates and/or themselves. Team is completely uncooperative and poorly represents themselves and the Illinois State Intramural Sports Program. Teams, including fans, receiving multiple yellow cards, a red card, unsportsmanlike penalties, technical fouls, or an ejection will receive no higher than a “1” rating.

If a team feels that they have been rated unfairly during the game, they may file a protest by emailing the Intramural Sports office at [intramuralsports@ilstu.edu](mailto:intramuralsports@ilstu.edu).

# INTRAMURAL SPORTS DISCIPLINARY PROCEDURES

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Intramural Sports participants are held to a high standard of sportsmanship. The Intramural Sports Disciplinary Procedures were created to reprimand those who do not meet that standard. Anything covered in the [Student Code of Conduct](#) applies directly to Intramural Sports competitions and events and violations may be reported to Student Conduct for further review.

## Behavior Misconduct

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

- Verbal abuse, or being disrespectful to a participant, Competitive Sports Team Member, or spectator
- Behavior beyond the bounds of Intramural Sports or facility printed rules and sportsmanship (includes ejections)
- Failure to follow alcohol, tobacco, and drug procedures
- Becoming improperly involved in someone else's misconduct situation
- Failing to cooperate with Competitive Sports/facility team members and/or rules (i.e., dunking, etc.).
- 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 some examples. Contact does not have to be made for the incident to be considered a fight. If any intent to injure is perceived by the Competitive Sports team members, the incident is automatically considered a fight and ISU Police will be called. Any type of intentional physical contact or altercation with an Competitive Sports team member shall warrant an automatic year suspension minimum. Individuals involved in the above actions will also be reported to University Conduct.

**Result:** The individual(s) who are removed from play for the above will be suspended from all Intramural Sports activity until meeting with Competitive Sports Professional Staff where further consequences may be determined. Depending on incident, details may also be shared with Student Conduct. Sanctions may include a semester, year, or lifetime suspension from all Intramural Sports activities depending on the situation.

If an individual is involved in any additional type of incident, post suspension, previous misconduct may be considered when determining recourse. Any behavior pre, post, or during competition that is deemed disrespectful, offensive, or of poor sportsmanship may result in at least one game suspension and require a meeting with Competitive Sports Professional Staff.

## Notification and Reinstatement

When an individual/team is ejected, they will receive an email message notifying them of the indefinite suspension, pending a meeting with the Competitive Sports Professional Staff. To continue participation in the Illinois State University Intramural Sports program, a suspended individual/team must:

- Schedule a meeting with the Competitive Sports Professional Staff to discuss the incident in detail. The meeting with the Competitive Sports Professional Staff must occur before the player is eligible to play again in an intramural league, even a different sport.
  - It is the suspended player's responsibility to contact the Competitive Sports Professional Staff to schedule this meeting and it is recommended that the player make this contact as soon as possible due to possible availability constraints. In some cases, the Competitive Sports Staff may waive this meeting requirement in lieu of phone or e-mail correspondence. This process might change depending on the involvement of Conduct on a case-by-case basis.

- The Competitive Sports Professional Staff will then set a suspension length based on all information. Games missed prior to meeting with staff will not count toward the suspension to be served.

## Appeals Process

Any individual/team sanction resulting in more than one week of disciplinary action may be appealed within five business days of being notified. They must follow this process:

1. The participant must email [intramuralsports@ilstu.edu](mailto:intramuralsports@ilstu.edu) to request an appeal. This correspondence should include the reason for the appeal and needs to be submitted within five business days of being notified.
  - Appeals should be based on the decision-making process and/or the fairness of the process that led to the terms of the disciplinary action
2. The Associate Director will decide to accept or deny the appeal based on a review of the basis for the appeal.
3. If the appeal to the Associate Director is denied and the participant wishes to continue the appeals process, they can request a review by the Director of Campus Recreation.

## ALCOHOL, TOBACCO AND DRUG PROCEDURES

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Alcoholic beverages, tobacco products (cigarettes, vapes, chewing tobacco, etc.), and drugs are not permitted on or around the Intramural Sports playing areas. Competitive Sports Staff have the authority and responsibility to make decisions based on suspected alcohol, tobacco or drug use by the participants and spectators according to their actions, language, or breath odor.

- Participants and spectators who appear to be under the influence of alcohol or drugs will not be permitted to participate or spectate in Intramural Sports contests. If any member of a team or a spectator is determined to be in possession of, or under the influence of alcohol or drugs, the team may automatically forfeit the contest and may be barred from further competition.
- Teams and spectators may 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.

## ASSUMPTION OF RISK

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Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to participation in Intramural Sports activities. 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. As a reminder, ISU does not provide insurance coverage for participants.
- If a participant is bleeding, they 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 needs to be covered.
- If a participant has blood on their clothing, they will be removed from the contest upon detection. 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.