



CAMPUS RECREATION
Illinois State University

**INTRAMURAL SPORTS
PARTICIPANT HANDBOOK
2018-2019**



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Information highlighted in gray is new for the 2018-2019 academic year.

PURPOSE

The purpose of the Intramural Sports Participant Handbook is to establish policies 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 policies and procedures. Unawareness 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, COMMITMENT AND VALUES

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.

We commit to provide:

- safe, clean and sustainable indoor and outdoor facilities.
- consistent, innovative and exciting programs.
- outstanding service with integrity, civility, and courtesy.
- opportunities to develop and grow as a leader.
- knowledgeable, professional and enthusiastic staff.
- quality and well-maintained equipment.

We value:

- **Integrity:** firm adherence to a code of morals or values
- **Development:** growing or causing to grow or become more advanced by deliberate effort
- **Teamwork:** self-sacrificing devotion for the betterment of the whole
- **Inclusion:** seeking ways to ensure access, voice, opportunity, and preparation
- **Fun:** amusement, enjoyment, and playfulness
- **Service:** contribution to the welfare of others
- **Safety:** mitigation of risk to protect from injury, loss, or accident

ELIGIBILITY GUIDELINES

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 that have purchased a current Campus Recreation membership.
- Sport Club members and NCAA practice squad members (including team managers) are limited in the number of participants that play on an intramural team in major sports, minor sports, and tournaments. Please reference the chart below for number of member restrictions.
 - Club Sport members are anyone that is listed on the active club roster.
- Individuals are permitted to participate in Intramural Sports in accordance with their declared public gender identity.

Note: Individuals must present a valid Redbird Identification Card at each Intramural Sports contest in order to be eligible to participate. Individuals that are not already on the roster must also present a valid Redbird Identification Card to be eligible to be added to the roster. Individuals will not be permitted to participate until an Intramural Sports staff member has checked their identification and checked them into the contest.

Ineligible Participants

- 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.
- 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 that sport or its 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	12" Softball, Wiffleball	3,2
Basketball	3v3 Basketball, Basketball	1,2
Football	4v4 Flag Football, Flag Football	1,3
Soccer	7v7 Soccer, Futsal, Indoor Soccer	3,2,2
Softball	12" Softball, Wiffleball	3,2
Table Tennis	Table Tennis	May play singles, doubles – 1 per pair
Tennis	Tennis	May play singles, doubles – 1 per pair
Ultimate Frisbee	Ultimate Frisbee	3
Volleyball	4v4 Volleyball, Sand Volleyball, Volleyball	1,2,2
Water Polo	Innertube Water Polo	2

Note: This list is subject to change if new sport clubs are added to the Illinois State University Sport Club program.

INTRAMURAL SPORTS CONTEST OFFERINGS

Leagues

Intramural Sports offers a wide variety of leagues based on the experience participants would like to have participating in the sport, their skill level, and their affinity group. These leagues vary in duration, and depending on the league structure may include a playoff option. The following leagues may be available depending on the sport:

Major Sports

- **Competitive Leagues** – Designed for players that want a competitive environment and want to compete for a championship.
 - Format: Four scheduled regular season games. Top ½ of each division will advance to a single elimination playoff.
- **Recreational Leagues** – Designed for players that want to participate in sport with friends in a recreational environment.
 - Format: Six scheduled regular season games. No playoff will follow the regular season.
- Sports include: 4v4 Volleyball, 12" Softball, Basketball, Indoor Soccer, Flag Football, McCormick Basketball, and Volleyball

Minor Sports

- Designed to create an enjoyable environment where teams experience friendly competition in recreational sports.
 - Format: Two scheduled regular season games. All qualifying teams will advance to a double elimination playoff.
- Sports include: 3v3 Basketball, 4v4 Flag Football, 7v7 Soccer, Dodgeball, Floor Hockey, Sand Volleyball, and Wiffleball

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.
- Sports include: Badminton, Bags, eSports, Spikeball, and Table Tennis

Special Events

Recreational events that do not consist of round robin or elimination tournament play, and are used to reach unique participants.

- Events include: Rock Climbing, March Madness Brackets, Minute to Win It, and Redbird Rumble

REGISTRATION PROCESS

Create a Profile

All individuals that participate in Intramural Sports must create a profile through [IMLeagues](#). All individuals must use their Illinois State University email address and student identification number to create a profile.

- [Tutorial](#)

Register a Team

1. [Create Team](#)
2. [Invite Team Members](#)
3. [Pay Online](#)
4. [Pick a Division](#)

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.

- Follow this [tutorial](#) to complete the process for registering as a Free Agent.

Note: It is not guaranteed that a Free Agent will be able to join a team.

Affinity Groups

- Men's – Teams comprised of males only
- Women's – Teams comprised of females only
- Co – Teams that must have a specific ratio for males and females
- Open – There is no specific ratio for males and females
- Fraternity/Sorority – Teams are comprised of representatives of a specific Greek organization
- Residence Hall – Teams are comprised of representatives of a specific residence hall

Additional Information

- Registration is a nine-day period that runs from Monday to the Wednesday of the following week. During this time, teams may be paid for online or in person at the Student Fitness Center (SFC), and then moved into divisions. It is recommended that teams register early in the registration period as spots fill on a first-come, first-served basis.
- An individual may play on one gender-specific and one coed team per sport. 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 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 policies and sport-specific rules. There will no longer be a Preseason Meeting before play begins.

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- Any team name that incorporates the following will be removed:
 - Alcohol/Drug Reference
 - Illegal activity
 - Offensive to any group of people (Religion, Race, Gender, Sexuality, etc.)
 - Sexual Innuendos
 - A play on words that elude to indecency, obscenity, or profanity that could be deemed as grossly offensive to members of the general public who actually hear/read it. Context is paramount in determining whether any particular word or phrase will be considered indecent, obscene, or profane.

DEFAULTS/FORFEITS

Defaults

Teams that know ahead of time that their team will be unable to play in their scheduled contest may notify the Intramural Sports office via phone (309-438-3705) or email (intramuralsports@ilstu.edu) by 2:00pm on the day of the contest to avoid a forfeit. For games scheduled on Friday, notification of a default shall be received by noon (12:00pm). 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”.

Forfeits

- Forfeits may be assessed for the following situations:
 - When 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 the Intramural Sports Officials or Evaluator.
- Teams in major sport competitive leagues, minor sports, or tournaments that forfeit will not be eligible for the playoffs.
- Teams that forfeit twice in a sport 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 \$10/official for officiated sports or \$10 for unofficiated sports, and will be charged to the captain of the team. The fee may be paid at the Bob and Julie Dobski Welcome Center of the Student Fitness Center (SFC).
- 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 players to start a game or both teams will be given 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 players 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 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 and an individual sport.

Flag Football

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

Badminton

Minutes Late	Penalty	Sportsmanship
0-9:59 minutes	Lose first game of set	Max 3
10 minutes	Forfeit	Max 0

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PLAYOFFS

Eligibility Standards

- End the regular season or pool play with an average sportsmanship rating of “3.0”.
- Avoid forfeiting any contests during the regular season or pool play

Advancing to Playoffs – Major Sport Competitive Leagues

Only the top ½ of registered teams in each division will qualify. If there is an odd number of teams within a division, one team over ½ the division will be taken to the playoffs. To determine the top ½ within a division, 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

Note: As a reminder, there are no playoffs for recreational leagues.

Seeding in Playoffs

The bracket will be created according to regular season record and will avoid matchups that cause two teams from the same regular season division to play each other in the first round. The following tiebreaker hierarchy will be used when seeding:

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 posted on IMLeagues, teams may request to reschedule their game if they have a conflict. All requests shall be submitted through IMLeagues, and need to be approved by the opposing team and Intramural Sports professional staff before the game will be rescheduled. There are no guarantees that submitting a request means the game will be rescheduled. All requests must be approved by both teams by 2:00pm the day of the originally scheduled game. For games scheduled on Saturday or Sunday, requests shall be approved by 2:00pm on the Friday before the contest. If teams cannot agree on a reschedule time, then the game will be played at the originally scheduled day and time.

Championship Winners

Intramural Sports champion t-shirts are awarded to winning team members and individual/dual champions of major sport competitive leagues, minor sports, and tournaments throughout the school year. 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.

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EQUIPMENT/UNIFORM

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, 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 sandals, socks, bare feet, or shoes with hard soles.

All jewelry shall be removed before participating in Intramural Sports activities. Taping over jewelry is not permitted as it could still result in injury to the individual or any other participants. No casts, splints, or metal braces will be allowed unless they have been sufficiently padded and deemed so by a Campus Recreation team member. 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).

Weather

Intramural Sports Cancellation Policy

Cancellation information will be made available on the Illinois State University IMLeagues page, 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 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 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. 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 make every effort to reschedule the game.

Refunds

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.

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PROTESTS

Protests may be made on the basis of player eligibility or when misapplication of the rules involves the outcome of the game. No protest may be entered on any judgment of an Intramural Sports official.

Eligibility Protest

Any team protesting the eligibility of any player must 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.

Any team protesting the eligibility of any player must file a protest by:

- Halftime of sports/events that have halves (examples: Basketball, Indoor Soccer, etc.)
- End of 1st game of sports/events that use a best of three formats (examples: Volleyball, Table Tennis, etc.)
- End of 3rd inning of sports/events that have innings (examples: Softball, Kickball, etc.)

If a player shows up or enters the game for the first time after the above occurs, protest must be filed by the end of the game/match. By filing a protest, the game/match will be delayed while the Intramural Sports Evaluator fills out all paperwork. By filing a protest, not only will the Intramural Sports staff investigate the team that is being protested, but also they will investigate the scoresheets of the team protesting.

Misapplication of Rules Protest

Questions pertaining to misapplication of rules on the part of game official(s) must be addressed to the Intramural Sports Evaluator 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” and inform the official that he/she wishes to have a ruling on the application by the Intramural Sports Evaluator.
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 Intramural Sports Evaluator when necessary.
3. If corrections are necessary, the Intramural Sports Evaluator shall rule immediately and the team shall not be charged with a time out; however, 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 Intramural Sports Evaluator 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.

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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” 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. 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 Competitive Sports Supervisor.
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 and there are no warnings, yellow cards, or conduct-related penalties.
2	This is an unacceptable rating. Below Average Conduct and Sportsmanship - Team constantly comments to the Officials, Supervisor, and/or opposing team from the field and/or sidelines. Poor sportsmanship may include non-verbal and verbal dissent towards officials and/or the opposing team, which may or may not merit sport specific, conduct-related penalties such as a yellow card (futsal, soccer, volleyball, team handball), unsportsmanlike penalty (flag football), or technical foul (basketball).
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. 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.

INTRAMURAL SPORTS DISCIPLINARY POLICY (BEHAVIOR TERMINOLOGY AND PENALTIES)

Intramural Sports participants are held to a high standard of sportsmanship. The Intramural Sports Disciplinary Policy was 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.

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
- 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 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 Intramural Sports team members, the incident is automatically considered a fight. Any type of intentional physical contact or altercation with an Intramural Sports team member shall warrant an automatic year suspension.

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.

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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.

APPEALS PROCESS

Eligible Appeals

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

1. The participant must email 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 after the decision was made.
 - 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, he/she can request a review by the Executive Director of Campus Recreation.

Notification and Reinstatement

When a player is given a suspension, the player will receive an email message or phone call outlining the terms of the suspension. 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.

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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. 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, 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 needs to be covered.
- If a participant has blood on their clothing, s/he 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.