



**CAMPUS
RECREATION**

**Intramural Sports
Participation
Handbook**

2023-2024

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Group Name:

SFA Campus Recreation

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Office Hours and Contact Information

Office Hours: Monday – Thursday 9:00am-8:00pm
Friday 9:00am-5:00pm

Office Location: Student Recreation Center 1103

Phone: (936) 468-1709

Web page: <http://www.sfasu.edu/campusrec/>

Email: Competitivesports.sfasu.edu

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POLICIES & PROCEDURES

ASSUMPTION OF RISK AND SAFETY

The possibility of injury exists in all sports. Stephen F. Austin State University, the Campus Recreation Department and the Intramural Sports Program assume no responsibility for injuries. However, basic first aid will be available. All IMS Site Managers and Game Supervisors are certified first responders and will assist with all injuries. **All participants acknowledge an assumption of risk by their voluntary participation in any Intramural Sports activity. All participants are advised to have proper medical coverage prior to participating.**

SECTION 1: REGISTRATION

All entries for team sports, individual and dual sports, and special events are handled in the Intramural Sports Office in the Student recreation Center. To register a team, please follow the steps listed below:

ONE-DAY TOURNAMENT REGISTRATION

1. Participants may register during any Major Team Sport registration or in the IMS Office. Registrations close 15 minutes prior to the start of the tournament. Registration varies on some events. *PLEASE CHECK FLYERS AND ONLINE FOR ACTUAL DEADLINES AND START TIMES.*
2. Registration will be accepted in the IMS Office in the Student Recreation Center or on-site starting 30 minutes prior to an event.
 - a) Students must check in at the front desk of the HPE Complex and acquire a shoe tag prior to participating in IMS events held in the HPE Complex.
 - b) Students must have a valid ID to enter any Campus Recreation facility.
3. For **ALL one-day tournaments** you must register 15 MINUTES prior to the event or you will not be allowed to participate. A registration form must be submitted with all information for the participant (name, phone, and email address.)
 - a) A blind drawing and seeding will take place 10 minutes prior to the event to determine match-ups.
 - b) Tournament format will be determined at the event dependent upon entries.
 - i) Single or double elimination format
4. A single representative can register as many participants as needed (i.e. fraternity IM Chair can register the members who are coming.)
5. Some sports offered may be listed as "Open" meaning both men and women can be on the same team, however no number is designated and therefore, it is not a Co-Rec event.
6. There is a penalty for a no show or forfeiting an individual/dual or minor team sport if you are in the Lumberjack Cup race. *Only register the people you know are coming.*

MAJOR/MINOR TEAM SPORTS

1. **Instant Scheduling** will be used for all major team sports. With this scheduling, all leagues will be set prior to the registration period. All accommodations will be made to provide an equal opportunity for all teams on all nights (I.E.: men's, women's, and co-rec leagues will be scheduled so that teams have options of nights and times). Leagues will also be broken into Competitive and Recreational divisions to differentiate between our competitive and recreational oriented teams.
2. To register your team in instant scheduling, the earlier you sign up, the better chance you have of getting the spot that best fits your team's needs. *NOTE: We do our best to accommodate everyone's first choice of time; however, it is not always possible to do this.*
3. IMLeagues.com registration process:

- a. For all major team sports and some minor team sports, captains will come to the rec center and register in person. You will come to the registration table and complete a registration form.
 - i. A registration form must be completed with Team Name, Captain, Co-Captain, emails for both, phone numbers for both, and three choices for playing time. You must provide the name of a captain with a phone number and **VALID EMAIL ADDRESS**.
 - b. You will then go the **Campus Rec Administration** Office and pay your registration fee.
 - c. You will then come back to the registration table and you will now be able to create a profile on IMLeagues.com, if you have not done so, and then create your team. Our staff will be there to help you through the process.
 - d. You will select your league, division based on nights and times offered.
4. **Registration fee:** We will no longer have a forfeit bond for major team sports. All teams will now pay a registration fee due prior to registering a team.
- a. **Major Team Sports** - \$40/team
 - b. **Minor Team Sports and Tournaments** – \$20
 - c. **Individual/Dual Tournaments and Leagues** – free
5. **Pre-Season Captain's Responsibilities/Meeting** – To ensure the captain is knowledge about the rules for each Intramural Sport, there will be a captain's quiz to be completed on IMLeagues.com. A team will not be created until the quiz is successfully completed. Each captain will be responsible for informing their team of the rules.

MAJOR TEAM SPORT WAITING LISTS

Because of our scheduling procedures, teams that fail to register during the registration period may be placed on a waiting list. Teams from the waiting list will have the opportunity to join leagues if teams fail to pay league dues, fail to show up for scheduled games, or be added to leagues that are created after the season starts if applicable. With the new registration structure, there are a limited number of leagues that will be offered, so registering your team early is advised. After the registration process has begun for a sport, adjustments to leagues and league times can be made if possible and at the discretion of the IMS Administration.

INDIVIDUAL AND DUAL EVENTS

TOURNAMENTS

For individual and dual tournaments, all registrations must be submitted to the Intramural Sports Office or onsite 15 minutes prior to the event. Ten minutes prior to the start of the event, players will draw their numbers that will correspond to the numbers on the brackets. Any players not present 10 minutes prior to the start of the event will be added to the remaining empty spots on the bracket. If a player is not present at the time their match is announced, they will have a two (2) minute grace period to arrive and begin. If the player(s) have not arrived two (2) minutes after their match has been announced, they will forfeit the match. **Switching places in the bracket will not be allowed for any reason.**

LEAGUES

For individual and dual leagues, registrations will be taken at the same time as major team sports. Participants must register with the registration table in the Student Recreation Center, and sign up on IMLeagues.com to be eligible to participate in the league. Matches will be scheduled via IMLeagues.com throughout the season, and a single elimination bracket will be held at the conclusion of the regular season. Teams will be given three (3) regular season games, followed by the playoff bracket.

SECTION 2: ELIGIBILITY

All SFA undergraduate and graduate students taking a minimum of two lecture class or six (6) hours at Stephen F. Austin as well as all full-time faculty/staff and active Campus Recreation members (18+) are eligible to participate in any and all intramural sports activities and events provided they present a valid SFA ID. Active Campus Recreation

members are not allowed to participate in specialty leagues or with Greek teams. **Alumni of the University are not permitted to participate in Intramural Sports unless they are taking graduate level courses or are full time faculty/staff for the University.** For more information, please call (936) 468-3507.

SPORT CLUB PARTICIPANTS

Sport club athletes are provided with funding and/or organized practices. Therefore, it is assumed that they are at a level above the average Intramural participant. Sport Club participants are restricted only in sports that they are a club member; i.e. club soccer = IMS soccer, club basketball = IMS basketball, club volleyball = IMS volleyball, etc. The amount of club sport athletes that can be on a roster for the sport or similar sport are listed below.

SPORT	CLUB SPORT ATHLETE LIMIT	
	MEN/WOMEN	CO-REC
Soccer	2	3
Volleyball	2	3
Basketball	2	3
Softball	4	4
4v4 Sand Volleyball	2	2

VARSITY ATHLETES AND PROFESSIONAL ATHLETES

Varsity athletes are not allowed to participate in Intramural Sports in sports or events similar to their varsity sport. There is a one academic year waiting period. This is only for an associated sport (i.e. basketball=basketball & skills competition; football=flag football & skills competition, etc.). Current varsity athletes (including red shirt athletes) are ineligible to participate in Intramural Sports activities that parallel their varsity sport. **It is highly recommended that varsity athletes check with their coach prior to participating in any IMS as there is a chance of injury that could jeopardize your health and future in your sport.** A varsity athlete is one whose name appears on an accessible roster for IMS administration. No team may have more than two (2) previous varsity athletes that participated in the sport parallel to that which they are participating. (i.e. no basketball team may have 3 or more previous varsity basketball players on their roster, regardless of school or level).

Any person who is currently or has ever played for a professional, semi-professional, or minor league team is ineligible to participate in that sport or event no matter how long they have been removed.

HOW MANY TEAMS CAN I PLAY FOR?

Individuals are allowed to play on only one team in any given division. Once a player's name is recorded on a scorecard, that player is now a member of that team and MAY NOT play for another team in the same division unless a team transfer request is granted by the IMS Office. If a player is caught playing for multiple teams, he/she will be suspended from all intramural participation for a minimum one game of that sport and the team that player is caught playing on will forfeit the game(s) in which the illegal player participated in. Once a participant has played one game on a team, they cannot play on another team. Players may play on one team in the following divisions:

- Men's Competitive OR Men's Recreation – only one team in either division
- Greek – only one team in each division, still eligible to play on team in regular IMS
- Women's Competitive OR Women's Recreational - only one team in either division
- Co-Rec – one team only

Example 1: A male player may play for a Men's Competitive, Co-rec and Men's Greek team. However, he cannot play for a Men's Competitive and Men's Recreational team. *Greek leagues are considered specialty leagues.*

Example 2: You may not play for a competitive team and play for a recreational team in the same division (men's/women's/co-rec).

Specialty Leagues

We will be offering some specialized leagues for groups on campus. All specialty leagues are designed for certain groups on campus and to participate in these leagues you must be a part of a certain group or organization. You are

limited to one team in each specialty league but you may also play on an open team (normal IMS leagues). Most Specialty League games will usually play on Sundays.

1. Greek Life Leagues – Greek organizations must be in good standing with a Greek Life Council to compete in the Greek Life League. Teams may be approved or denied participation in the Greek Life League at the discretion of the Intramural Sports Program and Greek Life.

TEAM SIZE LIMITS

Teams in every sport will be limited to a maximum number of players. This is due to teams becoming too large for a single sport, space issues, equipment issues, and assisting in team management. The max number of players allowed on a single roster in each sport is as follows:

8v8 Soccer, Softball	12/16
Soccer, Flag Football	12/10
5v5 Basketball, 6v6 Volleyball	10
6v6 Dodgeball, Flickerball	10
4v4 Sand Volleyball, 4v4 Flag Football, 4v4 Ultimate Frisbee	8
Battleship	6
3v3 Basketball	5
Tennis Doubles, 2v2 Sand Volleyball	2
Table Tennis	1

FREE AGENT PROGRAM

The Free Agent Program will help individuals become participants in the Intramural Sports Program by having their information available on IMLeagues.com during the season. If you have an interest in a particular sport or activity and do not belong to a specific team, come to the Intramural Sports Office while entries are open to sign up for the free agent program, or log-in to IMLeagues.com to register as a free agent online. Every effort will be made to make your information available to all captains, but no guarantee is made that you will be picked or placed on a team. If enough free agents sign up, the IMS Office will assist in forming a free agent team for that sport. We highly encourage you to talk to your Community Assistant if you live in a residence hall and ask about creating a team.

ID POLICY

All participants of intramural sports activities must show a valid SFA ID to be allowed to participate. To participate in major and minor team sports, the SFA ID must be shown to the IMS Game Supervisor so they can record the ID number onto the roster. **IF YOU DO NOT HAVE AN ID, YOU WILL NOT BE ALLOWED TO SIGN IN ON THE ROSTER AND PARTICIPATE.** This is true for all students and faculty/staff alike.

If you are caught using a fake ID or if you have acquired a validation sticker illegally, you will be suspended from IMS activities for a minimum of one academic semester, the ID will be confiscated, you will be ejected from the area, and you and the person on the confiscated ID will be reported to SFASU Police. Intramural Sports is here for current students, faculty and staff, and Campus Recreation members to participate. We encourage former students, alumni, and community members to come and support our participants, but as spectators.

ID Policy for Student Recreation Center and HPE Complex

- **Student Recreation Center:** When you enter the Student Recreation Center, you must swipe your ID at the welcome desk to gain access to the facility. If you do not have your SFA ID, you will NOT BE ALLOWED INTO THE FACILITY. Access to the rock wall, the pool, the courts, the sand volleyball courts, the outdoor courts will not be allowed without a valid SFA ID.
- **HPE Complex:** The majority of IMS events will be held in the HPE Complex. When you enter the HPE Complex, you must surrender your SFA ID at the equipment cage to get a shoe tag so you can enter and use the facility.

For volleyball, basketball, and flickerball (as well as any other IMS event being played in the HPE Complex). We will be swiping student ID's in the HPE now, and you will take your ID with you to your respective activity. IDs will be turned in to the IMS Game Supervisor and your ID will be kept throughout your team's game. IMS participants may check out equipment at the HPE check-in window; jerseys will be issued to the participants at the court.

Write-In Option

Competitive Sports Staff will allow a write-in option for the roster for the first game of the season given that the player is eligible to participate on the team and presents a valid form of ID. After the first game has occurred, there will be no more write-in options under any circumstances. After the first game, captains must ensure every player is registered on the team on IMLeagues prior to 3pm of the game day.

SECTION 3: FACILITY POLICIES AND PROCEDURES

INTRAMURAL SPORTS COMPLEX

All Intramural Sports events located at the Intramural Sports Complex will have the following rules and policies and procedures in place.

1. **NO SMOKING OR TOBACCO PRODUCTS ARE ALLOWED ON THE FIELDS.** If people are caught smoking, they will be asked to go to the street. If they are observed a second time they will be asked to leave the complex for the remainder of the night's events.
2. **NO ALCOHOL IS ALLOWED ON THE FIELDS.** SFA PROHIBITS possession or consumption of alcoholic beverages on University property. This includes the Intramural Sports Complex, HPE Complex, or any other venue utilized for Intramural Sports. If a team, either its participants or spectators, is found to possess or consume alcoholic beverages at a sponsored event, that team may be forfeited from the event and suspended from all Intramural activities. If the team, either participants or spectators, fail to comply with the request of the Intramural Sports Site Manager or Game Supervisor, SFASU Police will be called to handle the situation. For further information on the SFASU alcohol policy, please refer to the Student Handbook for the complete policy.
3. Pets are allowed on the Intramural fields but must be on a leash.
4. Trash – please pick up after yourself and your team/spectators. We are very lucky to have this complex and if **YOU** do not take care of it, then we will not have it anymore. There are trash cans located throughout the complex.
5. Campus Recreation, Intramural Sports and SFA are not liable for any personal belonging brought to any facility or venue. It is highly recommended that students do not bring any items of value to our facilities. Space is available for storage, but patrons must provide their own lock for lockers.

STUDENT RECREATION CENTER AND HPE COMPLEX

All Intramural Sports activities and events that take place in the HPE Complex (HPE) are subject to the policies and procedures set forth by the Campus Recreation Policies and Procedures manual.

These are just a few of the policies that will most likely affect you and your participation in Intramural Sports at the HPE:

1. All participants must read and follow all posted signs in the Student Recreation Center and HPE Complex.
2. Closed toed shoes must be worn to enter any activity area at all times.
3. A valid SFA ID is required to enter the building. You will swipe your ID at the Student Recreation Center and keep it on your person at all times.
 - a. You must have a shoe tag to enter any recreation area of the HPE Complex. You will be asked to go to the equipment checkout and check in and get a shoe tag before being allowed to participate in any IMS event in the HPE. When you enter the HPE, you must scan you SFA ID and be issued a shoe tag to enter. You will keep your SFA ID if you are participating in an Intramural Sport event.

The Site Manager or Game Supervisor on your court will keep your ID at the court throughout your game.

- b. Equipment rentals are available at the equipment check out desk and for many of the IM events equipment rental will be free.
4. Campus Recreation, Intramural Sports and SFA are not liable for any personal belonging brought to any facility or venue. It is highly recommended that students do not bring any items of value to our facilities. Space is available for storage, but patrons must provide their own lock for lockers.

Use of Facilities (B-1): Taken from SFASU University Policies by Board of Regents

Penalty and Hearing

1. Suspension – If a user or sponsor violates the provisions of this policy, or the laws regulating the use of state property, the appropriate University official with the approval of the Vice President to whom he/she reports may suspend the use of University facilities, or certain University facilities, by the user or sponsor for a specified period of time not to exceed one (1) year...
2. Notice of Suspension – When a University official suspends a user or sponsor from the use of University facilities, the official shall notify in writing, the user or sponsor, and the vice president who has the responsibility for space assignment, of the suspension. The written notice shall contain all the following information:
 - a. That the user or sponsor may not use the University facilities, or certain designated University facilities, for a specified period of time, not to exceed one (1) year from the receipt of the notice;
 - b. The name and title of the University official imposing the suspension, along with an address where the University official may be contacted during regular work hours;
 - c. A brief statement of the acts or omissions resulting in the suspension; and
 - d. Notification that the suspended user or sponsor is entitled to a hearing on the suspension.
3. Request for a Hearing
 - a. A suspended user or sponsor may submit a written request for a hearing on the suspension to the appropriate University official within fourteen (14) days of the receipt by the user or sponsor of the notice of suspension. The University official shall grant a hearing not later than seven (7) days from the date of the request and shall immediately mail written notice of the time, place, and date of the hearing to the person.
 - b. The hearing shall be held before a discipline committee reviewing the suspension in question.

ALCOHOL

Stephen F. Austin State University PROHIBITS possession or consumption of alcoholic beverages on University property. This includes the Intramural Sports Field Complex, Student Recreation Center, HPE Complex, or any other venue utilized for Intramural Sports. If a team, either its participants or spectators, is found to possess or consume alcoholic beverages at a sponsored event or if they come to participate under the influence of alcohol or drugs, that team may be forfeited from the event and suspended from all Intramural Sports activities. If the team, either participants or spectators, fail to comply with the request of the Intramural Sports staff, SFASU Police will be called to handle the situation. For further information on the Stephen F. Austin alcohol policy, please refer to the Student Handbook for the complete policy.

SECTION 4: EQUIPMENT/JEWELRY

EQUIPMENT

The Intramural Sports Program will provide most equipment for the major sports offered (soccer balls, volleyballs, basketballs, softballs) and most of the individual/dual and special events. Personal equipment used during intramural play must meet the requirements of the rules governing the sport. The participant may be required to provide their own equipment for some of the individual/dual sports such as golf balls or footballs. However, the Student Recreation Center and HPE Complex Equipment Desk does issue most of the needed equipment to students

with a valid SFA ID card. Captains are responsible for educating their team on the equipment restrictions for team sports. These regulations are found in each sport's rule packet, which can be accessed by everyone on IMLeagues.com.

JEWELRY

Jewelry **IS NOT ALLOWED** in any sport with the exception of medical alert bracelets. Medical alert bracelets must be taped to the body so that it is not exposed. This is a safety issue and will be enforced at every game. **NO EXCEPTIONS** will be made for decorative or religious jewelry that is intended to be permanent or not removable for any reason. ALL earrings, necklaces, rings (including wedding rings), watches, eye rings, lip rings, nose rings, studs, hoops, rods, etc. must be removed prior to any intramural participation. This includes rubber bands and live strong bracelets.

SECTION 5: SCHEDULES/RESCHEDULES

SCHEDULES

All major and minor team sport schedules will be available on www.imleagues.com. Minor team sports schedules will be similar to major team sports schedules or drafted at the event site in the form of brackets. Individual and Dual Sports will be prepared 10 minutes prior to the event time and posted at the venue.

RESCHEDULES

Teams will be able to reschedule games on their own. The Campus Recreation Office must receive emails from all 4 captains agreeing to the switch by 3pm of the day of the contest. The switch will not occur unless all 4 captains have received an email approval by our office and it has been changed on IMLeagues.com.

SECTION 6: SPORTSMANSHIP

TEAM NAMES AND UNIFORMS

The Intramural Sports Program reserves the right to change any team name that is deemed inappropriate or offensive. Teams that choose to wear uniforms must keep designs or logos displayed on their uniforms in good taste. Uniforms displaying inappropriate or suggestive material will be reprimanded by the Intramural Sports Office.

WHO IS RESPONSIBLE FOR PARTICIPANT BEHAVIOR?

First and foremost every individual is responsible for their own behavior. Every intramural participant is expected to behave in a manner that is respectful to other participants and staff and display conduct that is not demeaning or harmful to another person. If a person is involved in a sportsmanship related incident, that person will be responsible for clearing up the situation. If the person chooses not to take care of the situation in a timely manner, the captain of the team and/or the entire team can be held responsible for the individual's conduct.

- The IMS Office will request a meeting with participants who have been reported to violate the policies and spirit of this program. If a request is made by the IMS Office with an individual, the team captain will also be asked to attend so the matter can be resolved properly.

SPORTSMANSHIP RATINGS

All teams will receive a sportsmanship rating between 4 and 0 for each intramural contest they play. Teams must maintain a "2.5" average to advance to playoffs. Any teams that do not meet this requirement will not be allowed to participate in playoffs. Any unsportsmanlike conduct penalty or technical foul will result in a team automatically dropping to the next lowest rating. Example: A basketball player slams the ball in disgust because of a call by the official. The official calls a technical foul. That team's rating drops from a 4 to a 3.

At the completion of each game the game officials and the Intramural Staff present will evaluate your team and assign a Sportsmanship Rating. Outstanding sportsmanship will earn a team a "4" rating for that contest. Poor sportsmanship will result in a rating of "2", "1", or "0", depending on the level of sportsmanship.

NOTE: All teams will start the game with a Sportsmanship Rating of "4."

"4" - Outstanding Sportsmanship & Conduct: All players cooperate fully with staff, officials and the opposing team throughout the course of competition. The captain respectfully converses with staff and officials when needed and has full control of his/her team. No sportsmanship related disciplinary action is taken against any team member.

"3"- Good Sportsmanship and Conduct: Team members are in control throughout the contest. Sportsmanship and actions of team members are at acceptable levels. Team does not show any aggressive dissent towards staff or opposing team. Teams that receive one (1) sportsmanship-related violation will earn no higher than a "3" rating for that contest.

"2" – Average Sportsmanship & Conduct: Verbal dissent towards officials, staff and/or opponents that may or may not result in a sportsmanlike related penalty. Teams that receive two (2) sportsmanship-related violations will earn no higher than a "2" rating for that contest.

"1" – Below Average Sportsmanship & Conduct: Team members continually exhibit dissent towards officials, staff and/or opponents ("trash-talking") either on or off the playing field/court and/or sidelines. The team captain shows little control over the actions of his/her teammates or him/herself. Teams that receive multiple sportsmanship-related violations would earn no higher than a "1" rating for that contest. The captain will be contacted by the IMS Office to set a disciplinary meeting to discuss the events of the game/activity. Possible disciplinary actions can be set forth by the IMS Office including, but not limited to: probation, suspension of a player, suspension of a team, termination of a team.

"0" – Poor Sportsmanship & Conduct: The team is completely uncooperative, out of control or shows no respect for staff and/or opponents. The team captain shows no control over the actions of his/her teammates or him/herself. Fighting also falls under this category. Any team that receives multiple sportsmanlike related penalties will earn no higher than a "0" rating for that contest, and may face team suspension or disqualification from the remainder of the season. The captain will be contacted by the IMS Office to set a disciplinary meeting to discuss the events of the game/activity. Possible disciplinary actions can be set forth by the IMS Office including, but not limited to: probation, suspension of a player, suspension of a team, termination of a team.

NOTE: Any team that is assessed a sportsmanship-related penalty during a game cannot receive a Sportsmanship Grade higher than "3" for that contest. If a team receiving a 1 or 0 sportsmanship rating for a contest, the captain and co-captain MUST set a time to meet with the Coordinator – Intramural Sports prior to their next game or the team will be suspended.

TEAM CAPTAIN RESPONSIBILITIES

The team captain will be held responsible for the actions of their team and their spectators. The team captain will be used as a mediator for his/her team throughout the season and throughout all intramural contests. We ask that the captain take control of players and spectators that are acting out and assist the Intramural Sports staff as much as possible in those cases. The captain can be reprimanded along with unruly players or spectators if the situation calls for such actions to be taken.

UNSPORTSMANLIKE CONDUCT

Any player ejected from a contest will be removed from the complex or building immediately (out of sight and sound) and is *indefinitely suspended*. That player must schedule a meeting with the Coordinator – Intramural Sports. Ejection from a contest will result in a minimum one game suspension that may be extended pending the outcome of the disciplinary meeting. Any player ejected from two contests will be suspended for a minimum of the remainder of

the sport, pending a meeting with the Coordinator – Intramural Sports. Anyone involved in physical abuse of an official or a player will be suspended from the Intramural Sports Program.

INDIVIDUAL SPORTSMANSHIP - CUMULATIVE

- “1” unsportsmanlike penalty/technical = Minimum warning/suspension
- “2” unsportsmanlike penalty/technical = Minimum one game suspension
- “3” unsportsmanlike penalty/technical = Minimum done for season
- “4” unsportsmanlike penalty/technical = Minimum one year suspension
- ***Unsportsmanlike conduct penalties do transfer from sport to sport and semester to semester.***

MANDATORY DISCIPLINARY MEETINGS

To be considered for reinstatement to Intramural Sports activities after an ejection, all individuals, teams, or organizations must schedule a meeting with the Coordinator – Intramural Sports. That meeting must take place **within one (1) week of the ejection**. The meeting must be scheduled, **do not just show up to discuss the issue unannounced**. If no meeting takes place within that one-week period, the player, team, or organization will face indefinite suspension from all intramural activities for one (1) academic semester. If a player is ejected, the captain is advised to attend the meeting also along with any witnesses the player would like to bring forth to testify in their defense. A decision will be made within 48 hours of the meeting and the player, team, and organization will be notified verbally of the final decision.

- All decisions made by the Coordinator - Intramural Sports can be appealed to the Campus Recreation Discipline Committee.
- The Campus Recreation Department Appeals Committee will hear the appeal if they feel there are grounds to appeal the decision.
- The Appeals Committee is made up of five student members (taken from different program areas of Campus Recreation) and a professional chair.

SUMMONS/NOTIFICATION OF DISCIPLINARY MEETING

All ejected participants will be notified through email alerting them to the ejection policy of the program. Once a meeting has been scheduled and held, the outcomes of the meeting will again be emailed to alert the participant of the actions being taken by the IMS Office.

PHYSICAL ABUSE OF INTRAMURAL PARTICIPANTS, OFFICIALS, OR STAFF

If an intramural participant initiates or retaliates in a physical way (striking or attempting to strike, push, or shove another opponent, official or staff member), that person will be subject to the Intramural Sports “Death Penalty” which is a lifetime ban from all Intramural Sports programming. That person is also subject to a possible one (1) year ban from Campus Recreation programs and facilities. This includes retaliating to being struck or attempting to be struck by an opponent.

VERBAL ABUSE OF THREATS OF INTRAMURAL PARTICIPANTS, OFFICIALS, OR STAFF

If an intramural participant threatens or provokes an opponent, official or staff member by verbally threatening or taunting an opponent, that person will be subject to the Intramural Sports “Death Penalty” which is a lifetime ban from all Intramural Sports programming. That person is also subject to a possible one (1) year ban from Campus Recreation programs and facilities.

CONTINUOUS UNSPORTSMANLIKE CONDUCT BY PLAYERS, TEAMS, OR ORGANIZATIONS

Any team that accumulates multiple unsportsmanlike fouls in a single game (determined by each sport and listed in the rules) could be suspended from ALL Intramural Sports activities indefinitely. Any player, team, or organization that is repeatedly observed or reported to display unsportsmanlike behavior before, during, or after intramural activities could face possible suspension from future games, sports, or for entire academic semesters.

PROFANITY POLICY

A strict “No Cursing” Policy will continue throughout the 2019-20 year. To better enhance the program as well as continue the educational mission of the University, the Intramural Sports Program will not tolerate blatant use of profanity during intramural participation. Any participant heard using profanity during competition will receive an unsportsmanlike conduct penalty. There is zero tolerance for violation of this rule. Continued violation of this policy by any player, team, spectator or organization will lead to departmental reprimands including, but not limited to, suspension of the right to participate in any intramural activities for any length of time.

SPECTATOR POLICY

Campus Recreation wants spectators to know they are part of the game. Please keep in mind however that it is still just a game. Spectators should have fun and encourage their own team, rather than discouraging their opponent or harassing the officials. Spectators must remain in their designated areas and may not enter the playing fields or courts. Spectators violating these guidelines or exhibiting unsportsmanlike conduct will be asked to leave the playing facility and their “team” may be assessed additional penalties. ***Some sports may not allow spectators due to safety issues and spacing concerns.***

EJECTION FROM LAST TEAM GAME OF THE SEASON

Any player that is ejected during or after the last game of a season in a sport may be subject to possible suspension from all Intramural Sports activities during and including the next major team sport. Any player ejected from that last game must still meet with the Coordinator - Intramural Sports.

SECTION 7: PLAYOFFS

ALL TEAMS MEETING THE SPORTSMANSHIP REQUIRMENTS FOR PLAYOFFS WILL ADVANCE TO THE SINGLE ELIMINATION TOURNAMENT.

- Teams must maintain a minimum “2.5” average to advance into the playoffs.
- If a team receives a “2” in game one of the playoffs, they must get a “4” or a “3” in game two to continue in the bracket.
- If a team receives a “1” or “0” sportsmanship grade, they are removed from the bracket regardless if they win or lose their game.

ELIGIBILITY FOR PLAYOFFS

All players that participated in at least one (1) game for a team during the regular season are eligible to play in the playoffs for that team. Player’s names must be typed onto the score sheet or on the adjoining roster form to be eligible to participate. If a player’s name does not appear on either, they are INELIGIBLE AND WILL NOT BE ALLOWED TO PARTICIPATE.

ID POLICY FOR PLAYOFFS

All players must bring a valid SFA ID or other photo ID to the contest and present it to the Game Supervisor to be allowed to participate.

BRACKETS AND SEEDING

All brackets will be created by the IMS Office prior to the playoff captain’s meeting. Brackets will be based on seeding of all teams in a league (the #1 vs. # last, #2 vs. # second to last, and so forth.) These brackets will be available on IMLeagues.com at the conclusion of all regular season games. Scheduled playoff games will not be rescheduled unless a team will be unable to field a team due to ACADEMIC CONFLICTS ONLY.

Seeding Criteria

1. Winning percentage
 - a. Head to head match-up (if applicable during regular season)
2. Point Differential (offensive points scored minus defensive points allowed)
3. Sportsmanship Average

4. Offensive points scored
5. Coin Flip/Names from a hat

NOTE: some seeds may be moved to keep them from playing teams from their own division during the regular season (this is done at IMS Administration discretion)

SPORTSMANSHIP POLICY FOR PLAYOFF GAMES/SPECIAL EVENT TOURNAMENT

Unsportsmanlike conduct during playoff games/special event tournaments will not be tolerated. If that player is ejected and his team loses, he/she will be subject to suspension for the next team sport they wish to play in (SEE EJECTION FROM LAST GAME OF SEASON FOR MORE INFORMATION). If a 2nd player from that same team is ejected for sportsmanship related violations any time during those playoffs or special event tournament, that team will forfeit the game and be removed from play, regardless of score. Teams must maintain a minimum “2.5” average to advance into the playoff games/special event tournaments.

AWARDS

Overall champions in each sport will be awarded an Intramural Sports champion t-shirt. The maximum number of shirts given out for team competition will be as follows: Soccer (15); Flag Football (16); Volleyball (12); Basketball (12); Softball (18); 4v4 Sand Volleyball (8); 2v2 Sand Volleyball (4); 3 on 3 Basketball (6); 4 on 4 Flag Football (8); 6v6 Dodgeball (12); 2v2 Spikeball (4). Winners of Individual/Dual events will be given an Intramural Sports Champion t-shirt.

Team photos will be taken for historical records. Names of each participant will be recorded and these photos will be displayed on the Campus Recreation website and also available through *Facebook* on the Campus Recreation page.

SECTION 8: DEFAULT/FORFEIT LIMITS

DEFAULTS

Any team knowing in advance that they will be unable to play a regularly scheduled contest is given the opportunity to default a contest (not play a game). In order to properly default a contest, the team captain or representative must call the Intramural Sports Office by 3pm the day of the scheduled game. Weekend requests must be made by noon on the preceding Friday. A team that legally defaults a game will receive a 3 sportsmanship rating but will not receive a forfeit and your team will not be charged a forfeit fee of \$10. The winning team by default will receive a 4 sportsmanship rating.

FORFEITS

A team will forfeit a contest when: (A) a team is not ready to play after the grace period for that sport has expired; (B) a team is found to be using an ineligible player; (c) a team does not have the minimum number of players to start a contest outlined in the rules for that sport. **GAME TIME IS FORFEIT TIME! GRACE PERIOD: IF 1 PLAYER FROM THE OPPOSITE TEAM IS PRESENT, THE TEAM WILL HAVE A 10 MINUTE GRACE PERIOD. DURING THAT GRACE PERIOD THE GAME CLOCK WILL START. IF THE TEAM HAS NOT ARRIVED AFTER 10 MINUTES, THE GAME WILL BE CALLED IN FAVOR OF THE TEAM THAT WAS PRESENT.** If a team forfeits a game for any reason, they will be charged a \$10 forfeit fee and the team will be suspended until the fee is paid. Any member of the team may pay the \$10 forfeit fee in the Intramural Sports office. The team that is present will receive a “4” sportsmanship rating. The team that forfeited the game will receive a “0” sportsmanship rating.

If a team forfeits a game, the score will be recorded as follows:

- Soccer – 2 – 0
- Flag Football – 9-0 men’s and women’s, 12-0 co-rec
- Volleyball – 25-0, 25-0, 15-0
- Basketball – 10-0
- Softball – 5-0

FORFEIT & DEFAULT LIMITS

Teams may default and or forfeit a maximum of 2 total times during the regular season. This limit means that a team can either default twice or default and forfeit once each without being eliminated from the league. Once the teams reach the maximum limit, the next default or forfeit will eliminate the team from the league. Exception: if a team forfeits twice during the regular season the team will be eliminated from the league. Teams will still be charged a \$10 forfeit fee for each forfeit.

SECTION 9: WEATHER

Participants may have games cancelled due to inclement weather. If this happens, participants will be updated via IMLeagues and social media. The web site will be updated as much as possible to reflect the weather situations, but please check your email or Twitter or Instagram (@SFAlntramurals) for confirmation. If you have not received notification, that means the either games will still be played or the administrative staff have not yet made a decision.

INCLEMENT WEATHER POSTPONEMENTS

If we cancel one set of games, we will more than likely cancel an entire night to keep confusion to a minimum. If an IMS event is cancelled due to inclement weather, the rescheduled days and times of the games will be determined by the Intramural Sports Office at the earliest convenience. Input from teams will be used if provided in advance of the new schedule being sent to the league. As much notice as possible will be given to the teams regarding new games. ***Be prepared for a quick turn around on rescheduled games rescheduled due to weather.***

INCLEMENT WEATHER DELAYS/GAME ENDED EARLY

If an intramural contest is delayed due to weather or any other reason, the following procedure will be used:

1. If the game has reached a certain point it will be either delayed or called as a final. The IMS Office will attempt to reschedule games and finish them, but depending on field/court availability/time of the season, games can be called.
 - a. Soccer - Halftime
 - b. Flag Football – Halftime
 - c. Softball – 3rd inning completed
2. If a game is delayed, all information in the game will be recorded by IMS Staff at the site and submitted to the IMS Office.
3. The game will be rescheduled and completed from the point where it left off.
4. Players that were not present at the original game are LEGAL to participate.
 - d. Exception: Playoff game – if they are not on the master roster, they may not be added.
5. Officials – it is not a guarantee that the game will resume with the same officials as the original game, but every effort will be made to keep as many as possible.

TOURNAMENT DELAYS AND PLAY-BY-DATE SYSTEM

If a tournament is delayed due to weather, time constraints, court/field availability, etc., a play-by-date system will be used. If participants can agree on a day and time to finish, then the tournament will be postponed and completed at a later date. If participants cannot agree on a day and time, then each participant remaining in the bracket will be given a schedule with set dates that they must report scores by.

Example- If horseshoes goes late and we do not have lights to finish the tournament then the players remaining will be emailed a schedule with their opponent and the opponent's contact information along with a date that they must play by and report a score to the Intramural Sports Office. If the players do not report scores, than they will have forfeited their rights to the game and the points will be split evenly among remaining players.

SECTION 10: PROTESTS & APPEALS

All protests, except player eligibility, must be made by the team captain at the time of the incident to the Site Manager. Questions pertaining to the interpretation of rules on the part of officials must be resolved by the Site Manager in charge of that activity at the time of the interpretation occurs and prior to the next live ball. (Some sports alter this slightly, so each protest policy is explained in the sport rules.) Participants may not protest official's judgement calls.

PROCEDURE FOR PROTESTING A MISINTERPRETATION OF THE RULES

- 2.) The team/participant feels an official has made a misinterpretation of a rule; the team captain shall calmly request a "time out" and must say to the Site Manager, "I want to protest."
 - a. If a team does not have a time out to call for a protest, they can still protest by alerting the official to the protest of the call.
 - b. If corrections are necessary, then the corrections will be made.
 - c. If the protest is denied, a delay of game penalty/technical foul (depending on the sport) will be administered.
- 3.) No protest will be upheld which involves the judgment of an official(s). The judgment of an official is final. This judgment extends to the Site Manager.
- 4.) If corrections are necessary, the Site Manager shall rule immediately and the team/participant shall not be charged with the time out; however, if the official's interpretation was correct then the team/participant will lose 1 point on their sportsmanship rating for that game.
- 5.) An error in interpretation by the Site Manager will be subject to a written protest that must be filed by 12:00 noon the next business day. The team must alert the Site Manager that they wish to protest the final ruling. The remainder of the game will be played under protest. The Site Manager will record all pertinent game information on the protest form and the form must be submitted to the Coordinator – Intramural Sports by 12:00 noon the next business day. If the ruling of the Site Manager is in error, a decision will be made by the IMS Office as to how to handle the protest and the game.
- 6.) Any forms not submitted by 12:00 noon the following day will not be heard or discussed.
- 7.) Constant protesting of calls will not be allowed and if teams are judged to be making a "mockery of the game," the team may be disqualified.

PROCEDURE FOR PROTESTING ELIGIBILITY

- 1) You MUST show your SFA student ID or driver's license to the Game Supervisor in order to be allowed to play.
- 2) If you believe a player from an opposing team is ineligible by rule from an intramural event, you may submit a contest protest form at any time before; during or immediately following the contest. If you leave the facility or venue, you may not protest the eligibility of that player.
 - a. Obtain the form from the Site Manager on duty.
 - b. Complete the form and return to the Site Manager.
 - c. The Coordinator – Intramural Sports will inquire into the matter and determine the eligibility of the player and contact you regarding the decision.
- 3) If you choose to protest the number of Club players participating in a contest, you must do so at the immediate time of the infraction. Follow the procedure above to file the protest.
- 4) If a player is found to be illegal, the team using that player will forfeit the contest regardless of the outcome and the score will be recorded as a forfeit (the team will *not* be charged the \$10.00 forfeit fee).

PROCEDURE FOR APPEAL

Sanctions given by the IMS Administration may be appealed to the Campus Recreation Discipline Committee within two weeks of the action.

1. Incident occurs
2. Program meeting with parties involved to discuss issue and come to a resolution
 - a. If participants fail to appear, decision is made and participants are notified.
3. Resolution is deemed unjust or unethical based on previous decisions or policy regarding a situation is not followed
 - a. All incidents do not have to be followed exactly the same way because all situations are different
 - b. There is a difference between the intent of a policy and the letter of the policy

4. Student submits a written request for a disciplinary meeting with dates and times of availability
 - a. Written request gives a summary of the actions leading to the sanction, the sanction itself, and the reasons why the sanction is being appealed.
5. The Campus Recreation Discipline Committee will review the request and determine if there is a need to hold a disciplinary meeting to discuss the issue(s) any further.
 - a. The Campus Recreation Discipline Committee can refuse to hear an appeal if they deem it is inappropriate or unnecessary.
6. Disciplinary meeting takes place with Campus Recreation Discipline Committee and a final verdict is rendered.
 - a. The committee is made up of five (5) Campus Recreation student employees at the manager level or higher.
 - b. Kenny Norris, Assistant Director-Facilities, or Brian Mills, Assistant Director for Intramural Sports, Sport Clubs and Summer Camps will chair the Campus Recreation Discipline Committee during appeals hearings. The chair will serve as a non-biased, non-partisan member and will serve only to ensure the proceedings are handled correctly.
7. Any further protests of decision will be directed to Ken Morton, Director of Campus Recreation.

REINSTATEMENT PROCESS

When a participant has been ejected from an intramural event, they will be suspended on IMLeagues and must go through the reinstatement process before participating in an intramural event.

1. The ejected participant must email the Coordinator – Intramural Sports set up a meeting time.
2. The participant will meet with the Program Assistant and 2 other game supervisors. After the hearing, the Program Assistant will make a decision and recommend to the Coordinator. The Coordinator will finalize the decision and email the participant.
3. The participant may appeal the decision to the Discipline Committee within 2 business days of the decision.