

**COLORADO STATE UNIVERSITY
DEPARTMENT OF CAMPUS RECREATION
INTRAMURAL SPORTS POLICIES AND PROCEDURES
Updated Fall 2009**

The Colorado State University Intramural Sports Policies and Procedures provide the structure for the operation of the Intramural Sports program. These guidelines are provided for all participants. It is the responsibility of all participants to adhere to these policies and procedures.

Mission Statement

The mission of Intramural Sports is to provide a safe non-confrontational atmosphere in which the university community engages in sport activity in an organized setting, is encouraged to interact with respect for each other and employees, and receive benefits from exercise and friendly camaraderie.

Contact Information

The Intramural Sports Office, as well as the offices of the Intramural Sports professional staff, is located on the second floor of the Student Recreation Center, room 204.

Intramural Sports Office: 491-6671 imsports@colostate.edu
Website: <http://campusrec.colostate.edu>

Intramural Sports Professional Staff

Assistant Director: vacant

Sports Coordinator: Joshua Norris 491-4880 joshua.norris@colostate.edu

Captains' Responsibilities

- Make certain that team members can attend all scheduled games when signing up for a league or special event/tournament
- Ensure the eligibility of all team members and have all team members sign their team waiver prior to the waiver deadline
 - See the ELIGIBILITY section for more details
- Remind team members to bring CSU ID cards
 - Participants without a photo ID will be deemed ineligible
- Check website (campusrec.colostate.edu) for posted schedules and additional information
 - Playoff information, weather cancellations, etc
- Provide truthful information when asked by Intramural Sports staff to do so
 - Failure to do so may result in a suspension
- Review and sign the scorecard after each game
 - The captain's signature makes the score listed on the scorecard the official score, it is the captain's responsibility to make sure the correct score is listed and the correct team listed as the winner
 - Once the captain signs the scorecard the game/score is final
- Read and respond to emails/phone calls sent by the Intramural Sports staff

Refund Policy

No league, tournament or special event fees will be refunded after the schedules have been posted. In league play, teams will be guaranteed a minimum of three (3) games including playoffs. If a team plays less than three (3) games, it will be refunded \$12 per game less than three (3). Please contact the Sports Coordinator for refunds.

Team Name Policy

The Sports Coordinator will review team names and change those that are inappropriate. Team captains will be notified of their team name changes.

LEAGUE SPORTS

How to sign up

Information is released prior to the start of each semester. Such information is available to interested parties in the Intramural Sports Office and online on the Campus Rec Schedule (found at campusrec.colostate.edu). Registration periods are subject to change; participants are encouraged to check online for updates.

****CHANGE BEGINNING SPRING 2009****

ENTRIES FOR LEAGUE SPORTS ARE ONLY ACCEPTED DURING THE LISTED ENTRY DATES FROM 9AM-5PM ON A SPACE AVAILABLE BASIS.

Entries after the assigned deadline may or may not be accepted and are not guaranteed placement into a league. Applicable **entry form, fee, team name, and captain's contact information are needed to start the registration process.** Registration is not complete until the individual pays at the Service Center, takes their form to the Intramural Sports Office and picks a league to join. Entry forms are available online at <http://campusrec.colostate.edu>

Sports Offered

- Flag Football
- Softball
- Soccer
- Innertube Waterpolo
- Basketball
- 3v3 Indoor Soccer
- Volleyball
- Dodgeball

For these sports we offer two leagues based on skill level. For both, the seasons are usually six weeks in length, the first five weeks is the regular season and the sixth week is the championship playoff bracket for teams that qualify.

Types of Leagues

1. **Competitive** – a fairly high level of skill. This is the division for you if the majority (if not all) of your team has played the sport you are signing up for in an organized setting (high school, city leagues, etc)

Guidelines:

- * Maximum of two current Sport Club players in the same or like sport, (current is defined as one who has played either fall or spring of the academic year).
- * One past varsity letter winner in the same or like sport.
 - i. **NO** current varsity athletes or professional athletes are allowed to play in the same or like sport (including red-shirts).
- * Top two teams from each league will advance (free of charge) to the playoffs.
- * *Any team with a record of .500 or better that did not qualify for the playoffs can buy a spot in the playoffs for \$15 (space permitting). Specific information regarding when the playoff buy-in will occur will be posted at the top on your league schedule*

2. **Recreation** - less skill involved, more fun oriented. For those that comprise their team with players that have not played the sport they are signing up for in an organized setting (high school, city leagues, etc)

Guidelines:

- * **NO** sport club members, current or past varsity letter winners, or professional athletes in the same or like sport
- * Top team from each league will advance (free of charge) to the playoffs.
- * *Any team with a record of .500 or better that did not qualify for the playoffs can buy a spot in the playoffs for \$15 (space permitting). Specific information regarding when the playoff buy-in will occur will be posted at the top on your league schedule*

Divisions within Leagues

Within the two leagues we offer four divisions, although these divisions are played in different seasons (except for softball which is all played at once):

1. Men
2. Women
3. Coed (a set combination of males and females playing at a time)
4. Equal Opportunity (can be a combination of males and females with no restriction on the minimum number of either gender required)

SPECIAL EVENTS AND TOURNAMENTS

How to sign up

Entries for special events/tournaments will be accepted during their registration periods on a space available basis. Registration periods are posted online at

<http://campusrec.colostate.edu> .

Entries can only be accepted while the Student Recreation Center Service Center is open. Their hours are listed on the campus recreation website. Applicable **entry form, fee, team name, and captain's contact information need to be turned in at the Student Recreation Center Service Center to complete the registration process.** Entry forms are only available online (campusrec.colostate.edu).

Events/Tournaments Offered

- Sand Volleyball
- Paintball
- Golf
- Bowling
- Nintendo Wii
- And more!

These tend to vary more than our league sports. We are constantly trying new events in an effort to appeal to a broad range of participants. Generally speaking, we offer only one league (no competitive vs. recreation designation) and most are equal opportunity, although we have a few that offer men's, women's, and coed divisions.

ELIGIBILITY

Waivers

- Waivers/participation agreements will be issued and completed at every team's first game. Signatures and CSU PID numbers must be included on the agreements for players to be eligible
- Participants that do not sign the waiver at their team's first game can be added by coming to the Intramural Sports Office during office hours up until the waiver deadline
 - Monday-Thursday 2-6pm, Friday 2-5pm (times subject to change)
- **The waiver deadline will be listed on the top of your league schedule**
- **No names may be added to the waiver after the deadline, except in case of injury**
 - If there is an injury, a note of explanation from a doctor must be presented to the Sports Coordinator before the injured player may be replaced
- Waivers may be spot checked at any time by Intramural Sports staff
- **It is the responsibility of the team captain to ensure his/her players are eligible and have signed his/her team's waiver before the waiver deadline**

ID Policy

Each participant must present a valid photo ID card prior to participating in any Intramural Sports activity. Participants may be required to supply additional identifiable information in order to verify their identity. **Participants that cannot verify their identity will not be allowed to participate.** Individuals attempting to participate while using someone else's CSU ID card or information will not be allowed to participate and will face an indefinite suspension.

Eligible Participants

1. Full time (carrying 6 or more credits), fee paying students
2. Part-time (1-5 credits) students and Continuous Education students that have purchased a Semester Recreation Membership (\$95)
3. Spouses of students that have purchased a Semester Recreation Membership (\$95), provided the student is eligible to use the Student Recreation Center
4. Staff, faculty, and/or their spouses that have purchased a membership (\$130). In order for the spouse to purchase a membership, the faculty or staff member must already hold a membership

NO PERSON MAY PLAY ON TWO TEAMS in one division, in the same sport. A player **can only play for one team in one division of each sport (if you play on a competitive team you cannot play on a recreation team and vice versa)**. A student playing on two teams will result in a player suspension for the rest of that season and possibly team forfeiture. All participants must sign their team waiver **before** they can participate. Failure to do so could result in a player suspension and/or team forfeit.

It is the captain's responsibility to make sure his/her teammates are eligible and are not playing on more than one team.

- If a team is found to have played with an ineligible player, the team can be given a loss for each game the ineligible player participated in. Any ineligible player loses the right to participate in Intramural Sports for the remainder of that sport season, or until they meet the eligibility requirements stated above
- A team may be disqualified and removed from participation if it fails to follow the guidelines listed throughout this document

SPORTSMANSHIP

Player Conduct

1. Removal from a game: In order to avoid problems, Intramural Sports staff may, at their discretion, remove a player from their contest for a moment to "cool off". If Intramural Sports staff observes misconduct by a player, that player may be ejected permanently from the game. If ejected, that player must leave the game site immediately and will receive at least a **one week suspension** from all Intramural Sports activities. Before playing again, that player **MUST** make an appointment to meet with the Sports Coordinator (491-4880). Until that player meets with the Sports Coordinator, they will be denied all access to the Recreation Center and cannot participate in the Intramural Sports Program until the problem has been resolved
2. Any physical contact with Intramural Sports staff eliminates **the involved** person from Intramural Sports indefinitely.
3. **Verbal abuse** directed towards any member of the Intramural Sports Staff may lead to a player being **eliminated from Intramural Sports indefinitely**
4. Physical, verbal, and non verbal abuse (including but not limited to; fighting, obscene or profane language/gestures, and racial/sexist comments) will not be tolerated and will result in ejection/suspension
5. Alcohol and tobacco use is prohibited at all Intramural Sports events that take place on CSU campus, participants may be asked to leave if they cannot follow this rule
6. Intoxicated players will not be allowed to participate in Intramural Sports, which can

result in a player ejection and/or team forfeit

The Sports Coordinator will make the final decision in all player conduct cases

Disciplinary Procedure

The following is a “3 strikes, you’re out” disciplinary procedure used by Intramural Sports. These actions will be taken against any participant for behaviors deemed inappropriate and worthy of documentation by Intramural Sports staff members and potentially could be forwarded to **Conflict Resolution and Student Conduct Services, within the Division of Student Affairs.**

Strike 1 – The behavior will be documented and the player will be required to meet with the Sports Coordinator before continuing participation in Intramural Sports. **The participant will be suspended from Intramural Sports for no less than 1 week.**

Strike 2 – The behavior will be documented and the player must meet with the Sports Coordinator and will be placed on probation during which the player may not participate in CSU Intramural Sports. This could result in a meeting with a Conflict Resolution and Student Conduct Services officer. **The participant will be suspended from Intramural Sports for no less than one semester.**

Strike 3 – The behavior will be documented and the **player may be permanently expelled from Intramural Sports, and may have to meet with a Conflict Resolution and Student Conduct Services Officer.**

Team Sportsmanship and Rating System

The development of **team sportsmanship is very important in all Intramural Sports activities.** All participants are expected to cooperate with Intramural Sports staff when asked to do so. Failure to do so may result in individual and/or team suspension/forfeiture. The sportsmanship rating system provides a scale upon which teams’ attitudes and behaviors can be judged. A team’s behavior before, during, and after an Intramural Sports event will be taken into account. Team captains will be held responsible for making sure everyone affiliated with his/her team is aware of this system. The Intramural Sports staff is empowered to make a judgment as to where a teams’ overall sportsmanship would rank on a scale of ‘Acceptable’ (A), ‘Unacceptable’ (U), or ‘Season Ending’ (SE). Each game will be judged and recorded.

A team is responsible for the actions of the individual team members and spectators affiliated with it. The team captain’s efforts in assisting the Intramural Sports staff to calm difficult situations and to restrain troubled teammates are key to controlling conduct and **keeping Intramural Sports fun.** Team captains should choose his/her teammates carefully, as all team members will suffer the consequences of any disciplinary action taken by the Intramural Sports staff against their team. Sportsmanship is essential to all Intramural Sports activities. In order to encourage proper conduct and sportsmanship, Intramural Sports staff will make decisions on whether to warn, penalize, or eject participants. These decisions are final. The Sports Coordinator will rule on penalties as a result of poor player conduct or sportsmanship.

The three different team point ratings are: A (Acceptable), U (Unacceptable), SE (Season

Ending).

A-Acceptable

- Team captain displays good control over his/her team. Converses reasonably and rationally with Intramural Sports staff about rule interpretations/calls and cooperates by providing any information requested by the Intramural Sports staff
- Team members accept judgmental decisions made by the Intramural Sports staff during the contest
- Team members demonstrate good sportsmanship towards their opponents, spectators, and the Intramural Sports staff
- Team members participate with the intent to abide by the game rules and the Intramural Sports policies and procedures
- Respect is shown for Intramural Sports' facilities and equipment

U-Unacceptable

- Three or more yellow cards in any one contest towards one team (players or spectators).
- Two or more unsportsmanlike penalties, technical fouls, yellow cards, etc
- Team members continue to complain about Intramural Sports staff's decisions and/or shows dissension. Complaints may be voiced "verbally" or "nonverbally"
- Excessive verbal abuse (trash talk) towards opponents
- Team captain shows little control over his/her team. Converses in a dissenting manner with Intramural Sports staff about rule interpretations/calls and does not cooperate. Does not provide information requested by any Intramural Sports staff member trying to perform their duties
- Team members do not meet eligibility requirements for participation in Intramural Sports
- Public indecency or obscenity (cursing out loud, grabbing of ones genitals, etc.)
- Individuals/teams playing after the consumption or suspicion of consumption of alcohol or drugs
- Damage/destruction of facilities or equipment

REGARDLESS OF THE LENGTH OF A SEASON, ONE UNACCEPTABLE RATING WILL AUTOMATICALLY ELIMINATE A TEAM FROM PLAYOFFS AND TWO UNACCEPTABLE RATINGS WILL ELIMINATE A TEAM FROM THE LEAGUE.

SE-Season Ending

- Team is uncooperative and out of control
- Team captain demonstrates poor control over his/her team
- Multiple ejections occurring or multiple red cards are given
- Participants constantly complaining to Officials/Supervisors. There is excessive argument with opposing teams or **COMMUNICATION IS VERBALLY ABUSIVE**
- Any threatening behavior or physical abuse (verbal/nonverbal) to any Intramural Sports staff, participant, or spectator
- Any physical contact with any Intramural Sports staff
- Team fails to cooperate with the Intramural Sports staff; team falsely represents or withholds any information requested

TEAMS WILL AUTOMATICALLY BE REMOVED FROM ANY FURTHER COMPETITION.

Appeal of a Team Sportsmanship Rating

Team captains will be notified of any negative sportsmanship rating their teams receive and can appeal them. **A written appeal must be filed and a meeting set up with the Sports Coordinator within 24 hours after being notified of a negative rating.** During the appeal process, the burden of proof shifts to the team captain. The process is a review of the incident(s) and the reasons for the rating. Teams will remain at their current status until the appeals process has been completed. The appeal will be reviewed by the Sports Coordinator.

THE SPORTS COORDINATOR WILL MAKE THE FINAL DECISION ON ALL UNACCEPTABLE AND SEASON ENDING RATINGS

Protests

- Any protest of an Intramural Sports activity due to a **rule interpretation** MUST BE MADE AT THE TIME OF THE INCIDENT. The Sport Supervisor and Student Coordinator will hear the protest at this time and attempt to resolve the problem. If the Sport Supervisor and Student Coordinator are unable to resolve the problem, the game will be played under protest and the protesting team must sign a written protest form. This form may be obtained from the Sport Supervisor and must be filled out and turned in to the Sport Supervisor on the field/court before the game can continue. The Sports Coordinator will contact the team captain the following business day
- No protests can be filed after a game is concluded
- If a player's eligibility is questioned, it must be reported to the Intramural Sports staff before half of the game has been completed (end of first set in volleyball, end of third inning in softball, end of third game in dodgeball), and the team captain must file a protest form with the sport supervisor
- Under no circumstances will a judgment call be grounds for protest
- Successful protests that may result in a different winner will be replayed from when the protested play was incorrectly called

Validity of a protest is the decision of the Sports Coordinator, and/or the Tournament Director

ADDITIONAL INFORMATION

Forfeits

- **Game time is forfeit time**, all teams shall be ready to play at their scheduled game time
- Optional grace period
 - At game time, if one team does not have the minimum number of players needed to participate or is otherwise not ready to play, the captain of the team that is prepared to play will be offered two options:
 1. Take the win due to forfeit, or;
 2. Give the opposing team an additional five minutes to obtain the minimum number of players required to participate
 - **The decision of the captain is final and cannot be changed**

- If the captain decides to allow the other team five minutes and they show up within those five minutes and play the game, both teams must accept the result of the game
- If both teams or individuals fail to be ready at game time, then both will be charged a forfeit
 - To obtain a win for a contest by forfeit, the minimum lineup of participants must be present and ready to play. Coed restrictions still apply
- Team misconducts may also result in forfeiture
- **Forfeited games are not rescheduled**
- During league play two forfeits will result in a removal from the league
- During tournaments one forfeit will result in a removal from the event

Forfeit scores:

Indoor Soccer	5-0
Outdoor Soccer	3-0
Softball	10-0
Coed Flag Football	25-0
Men's/Women's Flag Football	19-0
Waterpolo	15-0
Basketball	20-0
Volleyball	21-0, 21-0
Coed Dodgeball	5-0
Men's/Women's Dodgeball	4-0

Equipment

- Participants are required to wear appropriate apparel/shoes for all Intramural Sports activities.
- While participating outside, players may wear athletic shoes or molded cleats.
 - **Metal/steel cleats, sandals, bare feet are NOT allowed.**
- While participating inside, non-marking athletic shoes must be worn.
- **PARTICIPANTS SHALL NOT WEAR ANY VISIBLE JEWELRY (INCLUDING TONGUE RINGS) DURING INTRAMURAL SPORTS ACTIVITIES** with the exception of medical alert bracelets or medals, which must be taped to the body.
- It is recommended that participants not wear eyeglasses unless they are shatterproof
- **Apparel/footwear/equipment may be disallowed if deemed unsafe by Intramural Sports staff**

Schedules and Cancellations

- Schedules are available online at (under the Intramural Sports link at <http://campusrec.colostate.edu/>) by 5:00pm the Wednesday following the entry deadline
- The Sports Coordinator makes the final decisions on postponements and cancellations
- Teams are expected to play their games as scheduled
 - **GAMES WILL NOT BE RESCHEDULED** unless it is deemed necessary by the Sports Coordinator
- If games are cancelled due to inclement weather, they will not be rescheduled. Check <http://campusrec.colostate.edu/> or call 491-6671 **AFTER 4:30pm** for cancellation notification. All teams scheduled to play games cancelled due to weather will receive a WIN.

- Games may be rescheduled for playoff determination as deemed necessary
- Teams will be guaranteed a minimum of three games. Please see refund policy at the beginning of this document

Championship Prizes

Winners of league sport playoffs and winners of special events/tournaments will receive a CSU Intramural Sports prize. Participants must be on the team waiver to receive a prize and the maximum number of prizes given for each team sport is as follows:

- Coed Flag Football-12
- Men's/Women's Flag Football-11
- Softball-13
- Soccer-13
- Innertube Waterpolo-10
- Basketball-9
- 3v3 Indoor Soccer-6
- Volleyball-9
- Coed Dodgeball-7
- Men's/Women's Dodgeball-9
- For team special events and tournaments, prizes given will not exceed 150% of a number of participants needed for a full lineup

Tie Breaker Procedure

- Two teams tie for first place in any league or second place in competitive league: When two teams tie for a place in league play, the team that won the league game between the two teams in question will be awarded the higher place. In the event that two teams are tied and have not played due to weather, a tiebreaker game may be played prior to playoffs.
- Three teams tie for first place in Competitive league: Places will be determined by the following methods:
 1. Determine point differential - points scored and points allowed for each team in question. Team with lowest point differential is dropped.

Example

Team A defeated Team B 60-48
 Team B defeated Team C 48-46
 Team C defeated Team A 53-45

Team A:	scored	60 + 45	=	105
	allowed	48 + 53	=	<u>101</u>
				+4
Team B:	scored	48 + 48	=	96
	allowed	60 + 46	=	<u>106</u>
				-10
Team C:	scored	46 + 53	=	99

$$\text{allowed } 48 + 45 = \frac{93}{+6}$$

Team B is dropped because of lowest total.

2. Look back at league play between the two teams with the highest total: Team A and Team C. The team that won the game between Team A and Team C will be awarded the highest place and the team that lost will be awarded the next highest place
3. If the three teams have the same point difference after the preceding computation, point differential for teams involved in all games will be used
 - a. Any further steps will be determined by the Sports Coordinator

Tie breaker for three team ties in the Recreation Leagues and 2nd place in Competitive Leagues

If three teams tie for second place use the above method and drop the two teams with the lowest point total and award second place to the team with the highest point differential. This procedure is also used to determine Recreation League champions.