

Intramural Sports *Policy & Procedures* *Manual*

Section 1: Eligibility

Each person, team captain, and/or chairperson is responsible for verifying the eligibility of all participants. Questionable cases of eligibility should be referred to the Director of Student Activities and Intramurals before that person participates.

Article 1: Classification Eligibility

A. Undergraduate Students: All undergraduate, full-time students (eight credit hours) are eligible to participate in the Intramural Sports Program.

B. Graduate Students: All full-time graduate students, including those with staff appointments, are eligible to participate in the Intramural Sports Program.

C. Faculty and Staff Members: All full-time faculty and staff members are eligible to participate in the Intramural Sports Program.

D. Part-Time Students: All part-time undergraduate and graduate students are eligible to participate in the Intramural Sports Program.

Article 2: Program Group Eligibility

If otherwise eligible, any member or new member of an organizational program may represent that program within Intramural Sports. An individual who, because of membership affiliation, is eligible to participate for more than one organizational program or an independent program may participate with the unit of his or her choice. No individual is permitted to play in the same sport in the same semester for more than one team unless the second team they participate on is a Co-Rec team.

Article 3: Player Identity

A. ID: All intramural participants must furnish their Culver-Stockton College ID to the intramural staff before every intramural activity. If a participant does not have their ID with them, he/she will not be permitted to play in that contest and will be asked to leave the facility. No ID, No Play!!

B. Assumed Names: No participant may participate in intramural sports under any name other than their own.

Article 4: Eligibility Restrictions

A. Varsity and Junior Varsity Squad Members: Any participant, who is a member of a varsity or Junior Varsity squad at Culver-Stockton College, is thereafter ineligible for intramural competition in that sport, or similar sport, for a period of one full academic year. An academic year is defined as fall, spring, and summer semester in that order. Any individual who attends the university on athletic scholarship or is on the roster shall be considered a Varsity or Junior Varsity Squad Member.

B. Professional Athletes: Any participant who is ineligible for varsity competition because of loss of amateur status is prohibited from competing in the intramural sport in which he or she has obtained professional status.

C. Competing on Multiple Teams: A player who is otherwise eligible may participate on one CoRec team and one Men's or Women's team respectively for the same sport per season. A participant establishes eligibility with a team by having their name on the roster. Should a person play for more than one team, their eligibility lies with the team they played for first.

D. Roster Limitations: Each team can have a maximum of 15 active participants on a roster. An active participant is defined as an individual who has played any amount of time at any given time during the intramural schedule. Exceptions: If a participant incurs an injury that prohibits them from game play, the captain may petition the Director of Student Activities and Intramurals for additional roster spots.

Article 5: Ineligible Participant Penalties

A. Any person participating in an Intramural Sports activity who is found to be ineligible shall be suspended from that team or activity for the remainder of the season.

B. Any person participating in an Intramural Sports activity under an assumed name shall be ejected from the game and will be ineligible until the completion of the reinstatement process. Students will also be referred to the Dean of Students Office for further disciplinary action.

C. Any team using an ineligible player shall default the contest(s) in which the ineligible player participated for that team.

D. Any team using a player who uses an assumed name shall be suspended from that activity for the remainder of the season and placed on probation for the remainder of the academic school year. Violation of probation may result in expulsion from the Intramural Sports program.

Section 2: Captain Responsibilities

Article 1: Captain

Participants form their own teams and register during the appropriate dates and times as indicated in the semester calendar. One team member must be designated as captain.

Article 2: Responsibilities

The captain is a key link between the participants (team members) and the Intramural Sports staff. The captain is expected to assume the following responsibilities:

- A. Complete the registration process prior to the deadline.
- B. Inform all team members of the game time and location for every scheduled contest. GAME TIME IS FORFEIT TIME! Inform team members to show up 15 minutes prior to game time to keep contests on schedule. All game schedule information can be found online at <https://www.facebook.com/CSCIntramuralSports>
- C. Check eligibility of all team members according to the Intramural Policies & Procedures Manual. Be investigative of their eligibility status.
- D. Notify each team member that they must present a valid Culver-Stockton College ID before they can participate in the scheduled contest. NO ID, NO PLAY, NO EXCEPTIONS!
- E. Be familiar with rules, schedules, policies and procedures of the Intramural Sports Program and pass this information along to all team members.
- F. Inform, educate, and stress to all players and spectators affiliated with your team the importance of demonstrating good sportsmanship prior to, during, and following all scheduled contests. All participants and spectators should refrain from verbally or physically abusing the game officials or Intramural Sports staff.
- G. Work with Intramural Sports staff to ensure a safe, fun intramural sports experience for all participants.

Article 3: Uniform Requirements

Teams will be required to wear matching uniform colors in intramural flag football, soccer and basketball. Teams failing to arrive on-site without matching uniforms will be subject to forfeiture of their game.

Article 4: Scorecards

The scorecard is the official record of score, rosters, and results. The first and last names of a team's current roster will be printed on the scorecard. The score, as noted on the scorecard, shall be considered final unless a protest has been filed.

The team captain or captain's designee has the responsibility of ensuring that:

- A. the sportsmanship grade is listed
- B. the score is correct
- C. the correct winner has been noted
- D. the roster is correct and complete, i.e. all team members who participated in that game are listed on the scorecard. By signing the scorecard, the captain indicates that the scorecard is complete and accurate. Should the scorecard not be signed, the captain assumes the responsibility for any inaccuracies.

Article 5: Evaluation of Officials

Feedback is encouraged by our participants on the performance and professionalism of our intramural officials. Captains that would like to provide feedback on the intramural officials shall seek out the Director of Student Activities and Intramurals to set up a meeting to discuss officiating.

Section 3: Registration

Article 1: How to Register

- A. Official registration forms are available outside of Johnson 112 and will be available at all Intramural Captains Meetings.
- B. The captain/chairperson must complete the requested information at the top of the registration form, including appropriate team name, phone number, email address, and activity.
- C. Registration forms will only be accepted during the registration period.
- D. Communicate with team members and have an understanding of their schedule and availability.
- E. Registration forms received after the deadline may be placed on a waiting list.

Article 3: Team Names

The Intramural Sports Department reserves the right to change any team name that is deemed inappropriate or offensive to participants (including, but not limited to, names involving profanity or of sexually implicit nature). Please use proper judgment when selecting team names and uniform artwork. Our goal is a pleasant, fun atmosphere for everyone competing. If you are unsure if a team name or t-shirt artwork will be acceptable, please contact the Director of Student Activities and Intramurals for approval.

Article 4: Free Agents

Individuals who are looking for a team to join may go to the C-SC Intramural Sports Facebook group to seek out others looking to join a team or captains looking to add players to their roster. Free agents are encouraged to contact teams on their own or form their own free agent team. The Intramural Sports Department does not form free agent teams.

Section 4: Rescheduling

Article 1: Rescheduling Procedure

For league sports, captain's have the option to reschedule a contest if they cannot play during their regularly scheduled time. In order to reschedule a contest and avoid a no-show forfeit, the following procedures must be followed:

- A. A contest can only be rescheduled by the agreement of representatives from both teams.
- B. A representative of both teams must complete a Rescheduling Form at the Intramural Sports Office or email the IM Supervisor prior to 12:00 pm the day of the contest. For games scheduled on Sunday, rescheduling forms must be completed before 12:00 pm on the preceding Friday.
- C. Rescheduled games are not official until both representatives sign the rescheduling form or agree to reschedule the game via email through the Intramural Sports Office.
- D. If the form is completed at different times, it is the responsibility of the first captain to contact the IM Supervisor to verify the game has officially been rescheduled.
- E. Rescheduling is limited to available time, space, and personnel.

Section 5: Request to Cancel

Article 1: Cancellation Procedure

For league sports and tournament sports, captain's have the option to cancel their contest if they cannot attend or reschedule. In order to cancel a contest and avoid a no-show forfeit, the following procedures must be followed:

- A. A representative of the team must complete a cancellation form at the Intramural Sports Office prior to 12:00 pm the day of the contest. For games scheduled for Sunday, cancellations must be cleared before 12:00 pm on the preceding Friday.
- B. Cancellation requests may be completed over the phone.
- C. Cancellations are not official until the captain is contacted by the IM Supervisor. It is not acceptable to contact the opposing captain to cancel a game without going through the IM Supervisor.

Section 6: Forfeits

Article 1: Game Time

GAME TIME IS FORFEIT TIME! Any team failing to report, “ready-to-play”, at the scheduled starting time shall forfeit to their opponent. All teams should arrive 15 minutes prior to the start of the scheduled game to check in, complete the scorecard, and get any necessary equipment. The Intramural Sports staff maintains the official time at each activity area and determines forfeit time. The “ready-to-play” rule for intramural activities requires each team to have a minimum number of players present and to have its lineup properly recorded on the official scorecard. The minimum number of players required is listed in each sport specific rules.

Article 2: Claiming a Forfeit

A team claiming a forfeit must be present at the scheduled game time and ready-to-play. The team must record its line-up and sign the scorecard. Forfeits must be claimed at the time of the scheduled contest.

A. League Play: If neither of the teams arrives by the scheduled game time, the game will be recorded as a double forfeit and each team will be given a loss and a no-show forfeit on their record.

B. Playoffs/Single or Double Elimination Play: If neither of the teams arrives by the scheduled game time, the game will be recorded as a double forfeit and neither team will advance to the next round.

Article 3: Forfeits & Sportsmanship

Any team receiving a win by forfeit will be awarded an “A” sportsmanship rating. Any team forfeiting will be awarded a “B” sportsmanship rating.

Article 4: Limit of Forfeits

Any team that forfeits two of its scheduled contests in league play will be removed from the league. The team will forfeit to its opponents in all remaining contests. Missing the mandatory captain’s meeting counts as one of the allotted forfeits.

Article 5: Forfeit Fee Charge & Payment

Any team receiving a no-show forfeit will be charged a \$20 fee for the second occurrence. The individual who serves as captain will receive a notice that they will be billed and given an opportunity to dispute the charge within one week. Undisputed and upheld charges will be billed to the individual through their University account. Payment may be submitted to University Collections.

Article 6: Defaults

Defaults are assigned to teams that fail to adhere to the policies and procedures of the Intramural Sports Program. Violations such as use of an ineligible participant, participant playing under an assumed name, or team discipline are some examples of when a default would be used.

Section 7: Participant Safety

Article 1: Assumption of Risk

Many intramural sports activities present the inherent possibility of injury. Participation in the program is voluntary; individuals assume responsibility for their own health and safety. All individuals who intend to participate in vigorous sports should, for their own protection, have a physical examination to determine that they are physically able to participate. Medical insurance, which would cover expenses incurred in the event of injury, is strongly recommended. All players are also required to sign the Intramural Participation Waiver which will also serve as the team's roster.

Article 2: Blood Policy

If and when an Intramural Sports staff member or official observes that a player is bleeding, has an open wound, or has blood on his or her uniform, he or she will be directed to leave the game. The injured player is not to return until the bleeding has stopped, the open wound is covered, or bloody uniform is changed. Play will not resume on the playing surface until the blood has been removed.

Article 3: Inclement Weather -Cancellation of Activities

Intramural Sports contests are subject to cancellation due to poor weather conditions and/or unplayable field/court conditions. No decision will be made until 4:00 pm the day of the inclement weather. Additionally, the IM Supervisor may cancel games, if necessary, after 4:00 pm. The Intramural Sports Department will reschedule cancelled games only if time, space, and personnel exist. Teams should check the online schedule for rescheduled game information. The Intramural Sports Office will contact captains to inform them that contests are cancelled due to weather.

Article 4: University Closure

If at any time the University is closed due to weather or other related emergencies, all intramural contests will be cancelled.

Section 8: Sportsmanship & Player Conduct

Article 1: Unsportsmanlike Conduct

Players shall not commit acts of unsportsmanlike conduct. This includes, but is not limited to, arguments with officials and staff by any player, coach, manager, or spectator (flagrant fouling, fighting, etc. before, during or after a contest). No player, coach, or team shall:

A. Use foul or derogatory language, threaten, or verbally abuse any other participant or Intramural employee before, during or after the game. This includes trash talk.

B. Participate in a game for which he/she is ineligible.

C. Argue or talk back to the game official. Only the captain may address the official and only if done so in a courteous manner.

D. Intentionally strike, push, trip or flagrantly foul another player.

E. Mistreat the facility, equipment or supplies of Culver-Stockton College.

Article 2: Ejection Procedure

Any player, coach, or fan ejected from an intramural contest for any reason must leave the playing area immediately after information is obtained by an Intramural staff member. Failure to leave the area may result in forfeiture of the contest by the team associated with the ejected person. Any participant, coach, or fan that is ejected from a Culver-Stockton College Intramural Sports contest is immediately ineligible from further competition in Intramural Sports until he/she meets with the Director of Student Activities and Intramurals. It is the individual's responsibility to schedule an appointment promptly with the Director of Student Activities and Intramurals to review his/her behavior and individual suspensions are effective only after a meeting (i.e., no self-imposed penalties). Contact the Director of Student Activities and Intramurals at 573-288-6571 between 8:00 am and 5:00 pm Monday through Friday to set up an appointment. Cases involving physical abuse of or between participants, spectators, and/or IM staff may be referred to the Office of the Dean of Students for potential action.

Article 2: Appeals

Following the imposition of the penalty or ruling, an organization or individual who believes that due to unusual circumstance the assessed penalty or interpretation was unjustified may appeal to the Dean of Students. The Dean, or a designated representative, will decide the appeal. The appeal must be in writing and must be submitted to the Dean or a professional administrative staff member of the Division before 5:00 pm of the next regular business day following the institution of the penalty. During the period of the appeal, the penalty imposed will be in effect.

Article 3: Sportsmanship Ratings

Our purpose is to provide exercise, recreation, and fun to our participants in a relaxed, yet structured environment. Everyone is encouraged to play to the best of their abilities, but cheating, verbal and physical abuse, and a win-at-all-cost attitude is considered inappropriate. Having these principles of sportsmanship in our foundation is necessary to facilitate the spirit of competition. Therefore, this team sportsmanship rating system is in place to encourage ethical conduct at all Intramural Sports contests. The following rating system will be used as a guideline:

“A” Excellent Conduct and Sportsmanship – Team members cooperate fully with the officials and opposing team members. The captain calmly converses with officials about rule interpretation and calls. The captain also has full control of his/her teammates. (4 points)

“B” Good Conduct and Sportsmanship – Team members verbally complain about some decisions made by the officials and/or show minor dissent but overall, the captain has control over his/her teammates. Teams that receive one unsportsmanlike conduct penalty shall receive no higher than a “B” rating. (3 points)

“C” Average Conduct and Sportsmanship – Team displays verbal dissent towards officials and/or the opposing team. Captain exhibits minor control over his/her teammates. Teams receiving two unsportsmanlike conduct penalties shall receive no higher than a “C” rating. (2 points)

“D” Poor Conduct and Sportsmanship – Teams constantly comment to the officials and/or opposing team from the playing area and/or sidelines. The team captain exhibits little or no control over teammates or himself/herself. Teams receiving three unsportsmanlike conduct penalties shall receive no higher than a “D” rating. (1 point)

“E” Unacceptable Conduct and Sportsmanship – Team is completely uncooperative. Captain has no control over teammates and/or himself/herself. Any team causing a game to be forfeited by unsportsmanlike behavior, or receives four unsportsmanlike conduct penalties shall receive an “E” rating. The captain of any team receiving an “E” rating must make an appointment with an Intramural Administrative Staff Member before further play will be permitted. (0 points)

Article 4: Playoff Eligibility

A team must have a 2.75 or better sportsmanship rating during regular season to be eligible for the playoffs. Teams may appeal Sportsmanship ratings to the Director of Student Activities and Intramurals at which time the officials for the competition will justify the ratings. Appeals must be submitted to the Director of Student Activities and Intramurals within 24 hours of the contest.

Any team that receives an “E” rating during the regular season will not be eligible for playoffs

Article 5: Playoff Sportsmanship Ratings

If a team receives an “E” Sportsmanship rating they will be eliminated from the playoffs. Any team that receives a “D” Sportsmanship rating must meet with the administrative staff member in charge of the program to discuss the rating before further play in the playoffs will be permitted. Failure to meet will result in an automatic forfeit from further play.

Section 9: Equipment

Article 1: Equipment

The Intramurals Office will provide most equipment for intramural events. The participant must provide however, softball/baseball gloves and cleats. **Only rubber cleats are allowed.** Proper attire is required for intramural events: shirt, shoes etc. No jewelry or sweatshirts may be worn during games unless permission is granted by the IM Supervisor.