



## Intramural Sports Handbook

### **Intramural Policies**

All policies have been established to provide the best conditions for CSU students, faculty and staff. It is the responsibility of every intramural participant to be familiar with these policies and adhere to them throughout competition. Captains will be held responsible for knowing and enforcing all policies and procedures.

### **Assumption of Risk**

- The possibility of injury exists in all sports. The Intramural Sports staff, Campus Recreation Services, Cleveland State University, or the agents thereof will not assume any responsibility for injuries or damage to personal property resulting from participation in intramural sports. *Participation is at the individuals own risk.*
- There are inherent risks with all sports activities, and all participants acknowledge an assumption of risk by their voluntary participation in an Intramural Sports activity.
- All participants in the Cleveland State University Intramural Sports Program must sign the Hold Harmless Agreement (roster) before they may participate in any intramural activity. There shall be NO EXCEPTIONS to this rule.

### **Insurance**

Campus Recreation Services does not provide individual insurance coverage. Participants not adequately insured should secure an adequate individual health and accident insurance.

### **Alcohol Use**

Alcohol is not allowed on, or in, any of the Cleveland State University recreation facilities, including all intramural playing fields before, during or after intramural activities. If alcohol is found, it will be disposed of immediately and appropriate action will be taken. Participants and/or spectators that bring alcohol or play under the influence may be subject to penalties at the discretion of the Assistant Director-IM's, Sport Clubs & Summer Camps.

### **Blood Policy**

If and when an Intramural Sports staff member or official observes that a participant is bleeding, has an open wound, or has blood on his or her clothing, the participant will be directed to leave the game. The injured participant shall not return until the bleeding has stopped, the open wound is sufficiently covered and not soiled, and the article of clothing with blood is changed.



## Intramural Sports

### Eligibility

- **Students**-All CSU Students (full or part time) who are registered for classes may participate in intramural sports
- **Faculty and Staff**-Any faculty, staff or adjunct faculty member may participate in intramural sports
- **Recreation Center Members**-Any current recreation center member may participate in intramural sports

*NOTE: All intramural participants must have valid CSU ID to participate in Intramural Sports Programs. Any non-member with a valid CSU ID must pay the daily guest fee (each time) to participate in Intramural Sports Events that are conducted in the Campus Recreation Center. CSU ID cards will be checked before every intramural contest and are required for entry into the Campus Recreation Center.*

### Participant Limitations

- **Current Varsity Athletes:** A person who receives athletic financial aid, is a red-shirt, or participates at the varsity level anytime up to and including one calendar year before the start of the sport in which participation is desired, may not compete in that sport or a related sport at the intramural level.
- **Past Varsity Athletes:** Past varsity athletes from a two or four year school may not compete in that sport or a related sport until the expiration of a one-year waiting period.
- **Professional Athlete:** A person who has received professional playing status in a particular sport may not compete in that sport or a related sport until the expiration of a five year waiting period.
- **Sport Club Member:** An intramural team may have no more than **two** members of a related sport club on its roster. For example, an Intramural Sports indoor soccer team may have no more than **two** members of the Club Sport soccer team(s). An intramural team may have an unlimited number of members from an unrelated club sport. A sport club member is anyone who has participated in a sport club during the current academic year. A person who withdrew from a club during the academic year is still considered as a “club sport member” for the purpose of this rule.
- **Multiple Teams:** An individual may only play for one (1) team in a sport of the same league. An individual may play on one men’s/women’s team and a co-rec team.

*NOTE: Intercollegiate and Sport Club athletes at any junior college, college or university shall have restricted access for intramural sports participation in that sport or similar activity. Similar sports shall apply to:*

- *Football as associated with flag football*
- *Baseball/Softball as associated with softball*
- *Soccer as associated with soccer*



- *Basketball as associated with basketball*

### CSU ID

At any time during play an Intramural supervisor may ask for identification.

- **Signing in:** A valid CSU ID must be presented when signing in prior to any intramural event.
- **CSU ID Number:** The CSU ID number on the card must be the same CSU ID number on the team roster.
- **Failure to have ID:** Anyone not presenting a valid CSU ID will not be permitted to participate in the event.
- **Invalid ID:** Anyone caught using a fake ID or assumed name may be barred from intramural sports for one year & referred to Judicial Affairs or to the Associate Director of Campus Recreation.

### Ineligible Player

Any team caught using an ineligible player will forfeit all games or matches in which the ineligible player participated.

## Rules and Regulations

### Equipment:

- **Shoes:** Tennis shoes are the recommended footwear. No black-soled shoes that may mark the floor are permitted. Sandals, street shoes, combat boots, or hiking boots are not allowed. No player will be allowed to participate in bare feet.
- **Jewelry:** No jewelry or any other item deemed dangerous by the Intramural Staff may be worn during play. Any player wearing exposed permanent jewelry (i.e. body piercing) will not be permitted to play.
- There will be no hats, bandanas, or hard barrettes worn during play. Cloth (elastic) bands may be used to control hair.
- Players may wear soft, pliable pads or braces on the leg, knee, and/or ankle. Braces may not have any exposed metal and/or screws. Braces made of any hard material (including plastic) must be covered with a padded sleeve or at least one-half inch padding for safety reasons. Under no circumstances will a player wearing a cast or splint be permitted to play.
- If eyeglasses are worn, they must be unbreakable. Each player is responsible for the safety of his/her own glasses.

### Protests

- Protests must be made verbally to the supervisor in charge of the Intramural event.
- An official timeout will be taken in order to record the protest.
- Judgment calls will not be accepted as a subject of protest.
- A written protest from the team member must be handed in to the Assistant Director-IM's, Sport Clubs & Summer Camps during the next business day following the protested event. The protest must be filed between the hours of 9:00am and 6:00pm with Campus Recreation Services.



- A decision shall be made by the Assistant Director-IM's, Sport Clubs & Summer Camps and shall be final.

### **Forfeits**

- A forfeit will be called if a team is not ready to play at the designated start time.
- There will be a 10 minute maximum grace period if the team present is willing to wait.
- The present team will be given a win and the absent team will be given a loss, if neither team is ready to play, both will be given a loss.
- A team may choose to participate with the minimum number of players present. No special rules will be made for playing short; the team in question will just play at a disadvantage.
- If a team forfeits one game, the team is considered on probation. If that team forfeits more than one game they will be expelled from the league.
- After each forfeit by a team the team will be responsible for a \$10 forfeit fee to be paid before their next scheduled game. Information about payment of the fee is available at the Customer Service Desk.
- Failure to pay the forfeit fee will cause the team to be ineligible to play their next game.
- Failure to attend captains/organizational meetings will be considered a forfeit.
- **Unpaid fees will result in the loss of Recreation Center privileges.**

### **Postponements:**

- Any questions regarding game status, call the Intramural hotline 216-802-3211.
- A scheduled contest cannot be postponed except because of inclement weather or unforeseen circumstance. In the case of a conflicting event, 24 hours notice must be given to the Assistant Director-IM's, Sport Clubs & Summer Camps.
- The postponement will be decided by the on site supervisor for the intramural event, in the event of unforeseen circumstances or inclement weather and reported to the Assistant Director-IM's, Sport Clubs & Summer Camps. The Assistant Director-IM's, Sport Clubs & Summer Camps can also postpone a contest and notify the supervisor of the contest.
- If a contest is postponed during play due to unforeseen circumstances, the contest will be rescheduled and will resume from the point of postponement. If a game is called after halftime, then the game will be awarded to the team which is winning.
- Postponed contests may be rescheduled by the Assistant Director-IM's, Sport Clubs & Summer Camps.
- The Assistant Director-IM's, Sport Clubs & Summer Camps shall contact the team captains of postponed contest within 2 business days of the postponement, for the purpose of rescheduling.

## **Sportsmanship**

All CSU students are responsible for abiding by the University Student Conduct Code, a set of rules that protects people and property within the CSU community. This code



applies to all registered students and registered student organizations while they are on CSU premises or while they are attending CSU-sponsored events. A copy of the University Student Conduct Code is available in the Department of Student Life, located in UC 102; it is also online at [www.csuohio.edu/studentlife/StudentCodeOfConduct.pdf](http://www.csuohio.edu/studentlife/StudentCodeOfConduct.pdf).

### **Team Names and Uniforms**

The Cleveland State University Intramural Sports Program reserves the right to change any team name that is deemed inappropriate or offensive to participants (including names involving profanity or of a sexually implicit nature). Please use the proper judgment when selecting names and uniform artwork... our goal is a pleasant, fun atmosphere for everyone competing. If you are unsure if a team name will be accepted, call the Assistant Director-IM's, Sport Clubs & Summer Camps for clarification

### **Ejection, Fighting, and Striking an Official**

- An individual ejected by an official for any reason will receive at least a one (1) game suspension and must meet with the Assistant Director-IM's, Sport Clubs & Summer Camps before reinstatement.
- Fighting is defined as physical contact and/or verbal abuse between two individuals and results in suspension for one semester from the Intramural Program followed by at least one semester of probation upon the discretion of the Assistant Director-IM's, Sport Clubs & Summer Camps.
- Any action taken at or toward an official in a physically threatening manner including verbal threats or the striking of an official will result in a lifetime suspension from intramural participation
- If in the opinion of the game official or event supervisor the fight was caused solely to disqualify a particular player on the other team, the penalty will be the immediate ejection of the player involved, the team captain and forfeiture of the game.
- The Assistant Director-IM's, Sport Clubs & Summer Camps reserves the right to refer any individual to Judicial Affairs or recreation center members to the Associate Director of Campus Recreation.

### **Reinstatement Procedures for Ineligible Players**

Participants who choose to follow unsportsmanlike practices and are ejected from a contest are ineligible to participate in any intramural activity pending a meeting with the Assistant Director-IM's, Sport Clubs & Summer Camps . The guidelines, which apply to reinstatement, are as follows:

- No individual will be reinstated prior to a personal meeting with the Assistant Director-IM's, Sport Clubs & Summer Camps to discuss the situation.
- It is the responsibility of the player(s) to contact the Assistant Director-IM's, Sport Clubs & Summer Camps and to resolve the situation.
- Contacting the Assistant Director-IM's, Sport Clubs & Summer Camps should be done between the hours of 9:00am – 6:00pm Monday through Friday.  
For best results, appointments should be made with the Assistant Director-IM's, Sport Clubs & Summer Camps. (216-802-3201)



- The period of suspension shall be determined from the result of the meeting with the player(s) and the Assistant Director-IM's, Sport Clubs & Summer Camps. The minimum suspension for an unsportsmanlike ejection shall be one intramural event.

### **Sportsmanship Ratings:**

- Each team will be given a sportsmanship rating by the game officials and supervisor after each event.
- A team must have at least a "B" average (3.0) or better sportsmanship rating during the regular season to be eligible for the playoffs.
- Special game Situations:
  - A team winning a game by forfeit or default will receive an "A" rating.
  - A team losing a game by forfeit will receive no rating which will neither positively nor negatively affect their sportsmanship rating.
- **"A" 4.0 Excellent Conduct and Sportsmanship:** Players cooperate fully with the officials and other team members. The captain calmly converses with the officials about rule interpretations and calls. The captain also has full control of his/her team.
- **"B" 3.0 Good Conduct and Sportsmanship:** Team members verbally complain about some decisions made by the officials and/or show minor dissension.
- **"C" 2.0 Average Conduct and Sportsmanship:** Team shows verbal dissension toward officials and/or the opposing team. The captain exhibits minor control over his/her team, but is in control of their own actions.
- **"D" 1.0 Below Average Conduct and Sportsmanship:** Teams constantly makes negative comments to the officials and/or opposing teams from the field and/or sidelines. The team captain exhibits little control over teammates or their actions.
  - A team which receives a "D" rating must have their captain meet with the Assistant Director-IM's, Sport Clubs & Summer Camps before their next scheduled game.
- **"F" 0.0 Poor conduct and Sportsmanship:** Team is completely uncooperative. Captain has no control over teammates, and/or themselves. Any team causing a game to be forfeited, other than by not showing, shall receive an "F" rating.
  - Any team receiving an "F" rating will be ineligible for the playoffs. A team which receives an "F" rating must have their captain meet with the Assistant Director-IM's, Sport Clubs & Summer Camps or the team will be ineligible for future contests until this requirement is met.

## **Intramural Staff**

### **Officials**

- The Assistant Director-IM's, Sport Clubs & Summer Camps will furnish officials for all contests for which they are needed.

### **Student Supervisors**

- A student supervisor will be assigned to each intramural sport.



- A student may be a supervisor for more than one sport provided that the times of the sports do not conflict.
- The student supervisor will be responsible for team check-in, schedule keeping, and equipment check during a contest.

## **Teams**

### **Rosters**

- Each team participating in an intramural sport shall submit a roster of players on the official entry sheet for that sport before the deadline.
- The minimum number of players needed for each league shall be the number of players needed to compete plus 1 additional player.
- Roster changes can be made up until the last game or match of the regular season.
- On the completion of every event, the Assistant Director-IM's, Sport Clubs & Summer Camps shall validate all students' eligibility. Any students found to be ineligible will not be allowed to play intramurals. All rosters will be frozen before the play-offs. If a team is found using an ineligible player, all games in which he or she participated in shall be forfeited.
- All team sports will follow an unlimited roster policy. Players may be added to the rosters at game time. Players may only play on one team per league.
- It is the responsibility of all team captains to verify their team roster after their last regular season game. Once playoffs begin that will be the official roster. If a player is not on the roster once playoffs begin and have not played in a game, they will be considered illegal and their team will lose that game by default.

### **Free Agents**

Any person who does not have a team to participate on can sign up as a Free-Agent. The Assistant Director-IM's, Sport Clubs & Summer Camps will compile the pool of free-agents and any teams that are seeking extra members will be able to pick up a free agent from the pool before the start of the league. The remaining free agents will then be placed on Free Agent teams by the Assistant Director-IM's, Sport Clubs & Summer Camps.

## **Captain Responsibilities**

The following responsibilities list the expectations of team captains. Captains will be held accountable for all things listed below:

- Generally, season schedules will be available at the Captains Meeting. We require that a representative pick them up at the Captains Meeting.
- Playoff schedules for each sport will generally be available two business days after the final regular season game.
- You must know your roster, if you use an ineligible player, the contest will be forfeited.



- You are responsible to make sure your team is ready to play at the designated time. Game time is forfeit time.
- You are the spokesperson for the team to officials and IM supervisors. Remember, IM workers are students. They will generally only honor requests from the captain. If you are respectful and courteous you can expect to also be treated that way.
- The captain is expected to relay all appropriate information to the team, including league playing times, playoff game times, weather cancellations, rescheduled games, etc.
- Be sure you and your team understand the rules of each sport in which you are participating, and the general rules covered in the IM Handbook. Copies are available in the Recreation Center, on the web site and at the captain's meetings.
- The Intramural supervisor and officials must be notified immediately at the time a discrepancy or rule interpretation occurs if you wish to protest a call. The only protests initiated and accepted after a game will be those regarding player eligibility. However, protests involving judgment of the officials will not be accepted. Here are the steps to take when protesting:
  - Immediately after incident, request stoppage in play to clarify the problem with officials.
  - If the situation is not resolved, ask for the supervisor.
  - If still not satisfied, ask to fill out a protest form from the supervisor (make sure officials note the time, score, and circumstances).
  - Completely fill out the protest form. This protest will be turned in to the Recreation Center by the supervisor on the first day following the protested game. In addition, a written protest from the student must be handed in to the Recreation Center during the first business day following the protested event. The protest must be filed between the hours of 9:00am and 6:00pm in the Recreation Center.
- Playing captains (at the game site) may switch from game to game, so it is not necessary for the same person to be the "playing" captain throughout the season. The captain is responsible for your team's conduct. **The captain is the person who represents the team at the pre game meeting with officials.**
- Here are two types of improper conduct, with examples.
- Non-disruptive Conduct: If other players/coaches/spectators from either team get involved improperly by trying to break up the situation, but officials didn't feel those actions created an unsafe or inflammatory scene, play may continue.
  - Ex. 1: In basketball, player A fouls player B hard, with an elbow to the head. Two substitute members of player A's team leave the sideline to enter the court and grab player A as he walks after a departing player B. No further action occurs on court. Result: Players are issued warnings and the game continues.
  - Ex. 2: Same example, but player A's captain runs from mid-court, to grab player A, and no one else gets involved. Result: Officials will rule on punishment for player B only, and game continues. No other sanctions are necessary.



- Disruptive Conduct: If other players/coaches/spectators from either team get involved improperly, and officials deem their actions as unsafe or inflammatory, the game will be stopped immediately, resulting in further sanctions by the Assistant Director-IM's, Sport Clubs & Summer Camps against individuals and/or the team.
  - Ex. 3: Same foul example as #1, but the player A substitute grabs player B, who starts swinging at the player A subs. Result: game is over with team and individual sanctions to be determined.
  - Ex. 4: Same foul example, but on-court players from both teams rush onto the court and get in each other's faces, perhaps even making threats. Result: game is over with team and individual sanctions to be determined.
- Unsportsmanlike conduct (such as fighting or intentional striking) or verbal abuse (such as harassment or profane language) of an employee, participant, or spectator shall be cause for immediate suspension from the game; the team may forfeit and be ineligible for playoffs. Additional individual and team sanctions are listed above.
- Alcoholic beverages and drugs are not permitted on or around the intramural playing areas. In addition, players and coaches may not chew or smoke tobacco products during any intramural events and other facility restrictions may apply. Violators will be ejected. The supervisors or officials assigned to each game have the authority and responsibility to make decisions based on alcohol or drug use by the participants based on their actions, language and breathe odor. Individuals and/or teams will be asked to leave the intramural playing area in any of these cases. A team may also forfeit their game for unsportsmanlike conduct by their spectators, including drinking and drug/use abuse.
- Jewelry is not allowed in all sports, so be sure to remind your players before every game in order to avoid sport-specific penalties.
- Participation in the Intramural Program is voluntary. The university is not responsible for injuries incurred while participating in Intramural sports. Each participant is advised to carry personal health and accident insurance.

## **Intramural Participant Disciplinary Policy Behavior Terminology and Penalties**

**Rule Violation Dismissal:** Any time an individual is removed from the remainder of the game for sport specific rules, i.e. fouling out, improper equipment, jewelry, etc.

**Result:** No further action is taken.

**Behavior Misconduct:** The list of misconduct penalties includes, but is not limited to:  
1) Verbal abuse, or being disrespectful to a participant, Intramural employee, or spectator; 2) Behavior beyond the bounds of Intramural or facility printed rules and sportsmanship (includes ejections); 3) Failure to follow alcohol, tobacco, and drug policies; 4) Becoming improperly involved in someone else's misconduct situation, 5) Failing to cooperate with Intramural/facility staff and/or policies.



**Result:** The individual(s) involved automatically receives at least a **game suspension** and **probation**.

**Altercation:** An altercation is considered an unsportsmanlike action or exchange, whether it is verbal, physical or otherwise between two or more individuals. Any actions to instigate, taunt, or provoke a response, are all considered altercations. This includes, but is not limited to, spitting, obscene gestures, or verbal abuse.

**Result:** An altercation requires the individual be given a **season** or **semester** suspension. A **probation** period begins at the completion of the suspension.

**Fighting:** A fight is a direct conflict that exhibits attempted or actual physical contact between individuals. Swinging with intent to hit, landing a blow, pushing, kicking, or tackling are just some examples. In other words, contact does not have to be made for the incident to be considered a fight. If any intent to injure is perceived by the Intramural staff, the incident is automatically considered a fight for the purpose of handing down a penalty.

**Result:** A fight is a serious offense that constitutes a **semester, year, or lifetime** suspension from **all** Intramural activities. A **probation** period begins at the completion of the suspension.

**Probation Violation:** Any time an individual on probation is involved in any additional type of incident at the behavior misconduct level or higher, it shall be considered a violation of probation.

**Result:** Any individual who violates the requirements of their probation shall be given a **semester, year, or lifetime** suspension. A **probation** period begins again at the completion of the suspension.

**Any type of intentional physical contact or altercation with a Campus Recreation Services Employee shall warrant an automatic year suspension.**

### *Penalty Explanation and Duration*

**Game Suspension:** A **game suspension** is defined as suspension from the current game, plus the next scheduled game in that sport, or one week, whichever is longer. This suspension includes all men's, women's, and co-rec play in Intramural Sports. Additional sanctions may apply within that sport or others.

**Season Suspension:** A suspension for the length of a **season** indicates that a player cannot participate in that particular sport (men's, women's, co-rec) for the remainder of the current season. If warranted, the individual may also be suspended from other intramural sports for the remainder of the academic year.

**Semester Suspension:** The **semester suspension** covers 15 fall and/or spring academic weeks or the remainder of the current semester. For the purpose of the semester suspension, only weeks when school is in session will be counted.

**Year Suspension:** A **one year** suspension covers one calendar year from the date of the incident. That is, if an individual is suspended for a year based on an incident that



occurs on 10/10/08, they are not eligible to participate in any intramural sport again until 10/10/09.

**Probation:** Any individual or team that is dismissed from an intramural event for violations at the misconduct level or higher shall be placed on **probation**. Probation may also be assigned for cases even when the individual or team was not dismissed from an event, based on report summaries and employee testimony. The length of probation is 15 fall and/or spring academic weeks from the time of the incident. Only the direct times during which the university is officially open for the fall and spring semesters will the probation period be counted.

*Note: Any individual who receive a game suspension or higher must meet with the Assistant Director-IM's, Sport Clubs & Summer Camps before participating in another Intramural event.*

**Lifetime** A **lifetime suspension** will include a player's involvement with CSU Intramural Sports as a student, faculty, or staff. Such a ban will only occur in a situation of gross or repeated misconduct level or higher violations.

### Appeals

**Eligible Appeals:** Any individual sanction resulting in more than one week of disciplinary action may be appealed.