

East Tennessee State University  
Division of Student Affairs  
Department of Campus Recreation

## Intramural Policy Handbook

(Revised August 2017)

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### Purpose of Handbook

The purpose of this handbook is to establish policies and procedures that govern participation in ETSU's Intramural Sports Program. Please note that it is the responsibility of each team and each participant to know and understand these policies and procedures. **IGNORANCE OF ANY INTRAMURAL SPORTS POLICY IS NOT AN EXCUSE FOR FAILURE TO FOLLOW THE RULES.** The Intramural Sports Office reserves the right to modify these rules in whole or in part at any time as necessary. If you have questions, comments, or suggestions for these rules or the Intramural Sports Program in general, please contact the Intramural Sports Office.

### Introduction

The Department of Campus Recreation offers the University's students and employees a comprehensive individual and team intramural program. Intramurals are structured recreational and competitive sports and activities for individuals in the ETSU community. Competitions and activities are held in league, tournament, meet and race format. Previous athletic experience **is not** a prerequisite for intramural participation.

Traditional intramural sports include basketball, flag football, soccer, softball, and volleyball. Newer additions to the intramural schedule have included 4-on-4 flag football, dodgeball, inner tube water polo, kickball, ultimate frisbee and wallyball. In addition to the team sports leagues, a number of individual and special events are held throughout the year. Tournament winners receive Intramural Champion t-shirts.

The Intramural program is staffed by a full-time professional, a part-time Graduate Assistant and student workers who serve in the capacity of officials, game supervisors and program assistants/scorekeepers.

### Intramural Sports Directory

Intramural and Sport Club Office

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### Contact Information

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General Info – 423-439-7980 | 423-439-7970 (fax) | [www.etsu.edu/rec](http://www.etsu.edu/rec)

The Associate Director for Sport Programs reserves the right to rule on any situation not specifically covered by this policy handbook or other published intramural rules. The Associate Director also reserves the right to put into immediate effect any policy/rule changes deemed necessary. Those changes will be distributed electronically to affected participants and posted policies/rules will be updated.

## **Section 1 – General Information**

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### **Assumption of Risk and Release of Liability**

East Tennessee State University assumes no responsibility for injuries received during intramural activities. All participants are reminded that intramural participation is completely voluntary. Participants/spectators acknowledge the inherent risks associated with the activity and agree to hold harmless East Tennessee State University, the Department of Campus Recreation, its officers, agents, and employees from any and all liability, claims, actions, or causes of actions arising out of or related to any injury or illness, including death, that may be sustained by a participant/spectator, or to any loss or damage to property belonging to a participant/spectator, whether caused by negligence or otherwise. Participants/spectators agree to assume any financial costs that may result of or arising from intramural participation. It is strongly suggested that all players have a physical examination and secure adequate medical insurance prior to participation. The State of Tennessee, Tennessee Board of Regents nor ETSU cannot accept liability for injuries sustained by participants/spectators during intramural activities.

### **Player Safety**

**Concussions** – Any player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the game and shall not return to play until cleared by an appropriate healthcare professional (licensed physician). If a player is transported to a hospital or has been seen by a physician for concussion like symptoms, then documentation must be provided to the Associate Director stating the player is medically cleared to participate prior to further intramural participation. Common symptoms of concussion include:

- Headache
- Fogginess
- Difficulty concentrating
- Easily confused
- Slowed thought processes
- Difficulty with memory
- Nausea
- Lack of energy, tiredness
- Dizziness, poor balance
- Blurred vision
- Sensitive to light and sounds
- Mood changes – irritable, anxious or tearful
- Appears dazed or stunned
- Confused about assignment
- Forgets plays
- Unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes

**Blood Rule** – Any player with an open wound and/or blood on his/her uniform must leave the game. The player may not return until the wound is covered and there is no blood visible on the bandaging. Clothing with blood on it must be removed before returning to the game. The intramural staff will have a first aid kit on hand. This kit is to be used for injuries ONLY. Band-aids will not be given out unless a participant has a visible cut. Athletic tape WILL NOT be given out for any reason. Should an accident or injury occur, please notify a Campus Recreation staff member immediately.

**Lightning** – When a cloud-to-ground lightning bolt is seen, or thunder is heard, all outdoor intramural play shall be immediately suspended and participants and staff should take shelter:

- CPA intramural fields should shelter in the overhang area under the new expanded weight room/court 4.
- The field complex shelter location is the field house pavilion.

**Thirty-minute rule** – Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play. Any subsequent thunder or lightning after the beginning of the 30 minute count – reset the clock and another 30 minute count should begin.

**Pets** – Due to health and safety concerns, pets are not allowed at the Campus Recreation Field Complex, on the CPA intramural fields or within the confines of the intramural fields any time. This includes both formal intramural competitions/events and informal recreational activities.

### **ID Policy**

All participants must present a valid ETSU ID card, with visible picture, at the beginning of every game.

- A valid ETSU ID for intramural participation is the ID used to scan into the CPA
- It is University policy that individuals (including spectators) are in possession of their ID card at all times and must show their ID to a University official upon request. The fraudulent possession or use of another individual's card may result in the confiscation of the card and other campus actions.
- Each sport may have a sport-specific penalty for failure to turn in an ID prior to participation.

### **Student Employment Opportunities**

The Department of Campus Recreation hires student employees in a variety of jobs. The intramural program is always looking for students interested in working as intramural officials or program assistants/scorekeepers. APS, Federal Work Study and Regular Student Worker applicants are accepted. Applications from students who do not fall into a work study category are also accepted. Students willing to commit to working 10-15 hours per week and have knowledge of sports are encouraged to apply. Previous officiating experience is not required. Applications can be found on the Campus Recreation website ([www.etsu.edu/rec](http://www.etsu.edu/rec)) and at the CPA Member Services Desk.

## Section 2 – Campus Recreation Facilities

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### **Basler Center for Physical Activity – 1244 Jack Vest Drive**

The Wayne G. Basler Center for Physical Activity, commonly referred to as the CPA, is the home of the Department of Campus Recreation and the location of the majority of intramural games and events. The CPA offers four multi-use basketball/volleyball courts, two racquetball courts, and an indoor pool. Outside of the CPA are three lighted multi-use intramural fields. The CPA intramural fields are referred to as the Front Yard, Side Yard and Back Yard based on their relative location to the CPA's main entrance. Six recreational tennis courts are located on the west end of the Dave Mullins Tennis Complex, behind Summers-Taylor Soccer Stadium. The Campus Recreation Tennis Courts are open to ETSU students, faculty and staff with Intramurals and Sport Clubs having priority for the facility.

### **Campus Recreation Field Complex – 1510 Seminole Drive**

The Campus Recreation Field Complex opened in September 2013 and is located directly behind the southwest corner of campus at 1510 Seminole Drive, the field complex is a short walk, drive, bike or shuttle ride from the CPA. The \$3 million facility is the site of the first-ever artificial turf field built for recreational use at ETSU. Field 1 is a multi-use field designed for softball and flag football. Field 2 is a natural grass multi-use field that is designed for softball but can also accommodate flag football, soccer and other sports. The complex is open to students, faculty and staff for intramural play and during scheduled open recreation hours. For more information, go to [www.etsu.edu/fieldcomplex](http://www.etsu.edu/fieldcomplex).

### **General Rules/Reminders**

- ◆ ETSU Campus Rec facilities are open to ETSU students, faculty and staff.
- ◆ All players and guests are expected to abide by all University and Department of Campus Recreation policies
- ◆ Tobacco, alcohol and drugs are prohibited at all ETSU/Campus Recreation facilities
- ◆ No pets are allowed at any of the Campus Recreation facilities
- ◆ All organized activities must be approved through Campus Recreation's facility request procedures.
- ◆ No food, gum or sunflower seeds are allowed inside the fields or dugouts of the Field Complex.
- ◆ Additional policies and rules specific to each facility are posted at those locations and on the Campus Recreation website at [www.etsu.edu/rec](http://www.etsu.edu/rec).

### **Trash**

Each team is responsible for picking up trash after their game. This includes all bottles, bags, wrappers, etc. Any team that leaves the facility before cleaning up may be given an unsatisfactory sportsmanship rating. This may adversely affect a team's play-off eligibility.

## Section 3 – Intramural Eligibility

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Intramural eligibility rules are designed to protect the rights and privileges of all the participants and ensure fairness of competition by having all participants and teams participate under the same rules and guidelines. The intramural staff will investigate the eligibility of a player when such a question or concern is brought to the Associate Director for Sport Programs' attention.

### **Eligible Participants**

- A. Currently enrolled ETSU Students  
*NOTE: Students must have paid their student activity fees prior to being eligible for intramural participation.*
- B. Full-Time ETSU Faculty and Staff (w/ CPA membership)
- C. Part-Time ETSU Faculty and Staff who have purchased a CPA membership

### **Ineligible Participant Examples**

- A. Students who have not paid student activity fees or have withdrawn from ETSU
- B. Students from other local colleges
- C. University School Students
- D. Faculty or Staff who are no longer employed by ETSU
- E. Spouse/Domestic Partner and Dependent CPA Members
- F. An eligible participant who misrepresents his/her identity to intramural staff by using another individual's ID
- G. Anyone who has had their intramural privileges revoked/suspended due to violation of intramural policies/rules

### **Additional Eligibility Policies**

- A. Participants may only play on one men's or women's team during a season. If a player is signed up on two teams, that player will only be eligible to play for the team that they played for first. For the purpose of enforcing this policy, once a player hands their ID to the intramural staff to check-in to a game they are considered as playing for the team. If the player plays on the second team, the player is considered an ineligible player.
- B. If a co-rec league is offered, participants may only play on one co-rec team.
- C. All players listed on a team's roster when rosters are locked at the end of the season **are** eligible to participate in post-season play.
- D. An individual may not participate under an assumed name or use false identification. Violation of this rule will result in suspension from further participation for the individual and possibly the team.
- E. The intramural staff reserves the right to declare an individual ineligible for competition/participation if his/her participation is considered unsportsmanlike or dangerous.

**Current Student Athlete Policy** – Student athletes who are receiving any assistance by way of athletic scholarships or other aid are eligible for intramural participation **except** for the sport or related sport for which they are receiving aid. Such aid is defined as: any aid, assistance, or benefit given to a student for his/her participation as a player in any varsity sport that is not available to the general student population. This includes, but is not limited to, scholarships, varsity lockers, apparel, footwear, equipment, etc. Any athlete who is working out with the varsity team (including walk-ons and red-shirt players) is considered a student athlete under this policy. Student athletes that were on their team's roster at the time of the first game, including red-shirted athletes, remain ineligible for that sport or related sport for the remainder of the academic year.

**Former College Athlete Policy** – An individual who has been a member of 4-year college varsity team is eligible for intramural participation in that sport, or related sport, beginning with the academic year **following** their last year as a member of the collegiate varsity team. An individual is considered to have been a member of the team if their name has appeared on a team's roster, or other publication such as media guide, website, etc. identifying the individual as being a member of the team. Intramural teams/rosters are only allowed one (1) former college athlete for the sport, or related sport, in which the athlete competed. No differentiation is made between NCAA D-I, D-II, D-III, and NAIA schools.

All former college athletes, **including** junior college athletes, are required to participate in the top competitive/skill level (if applicable) of the sport in which they competed collegially. Teams may request a waiver to this rule. A written request from the captain and former college player must be submitted to the Associate Director for Sport Programs for consideration.

**Sport Club Athlete Policy** – Members of sport clubs are eligible to participate in intramurals. However, any member of a sport club must participate in the top competitive/skill level (if applicable) for the sport in which they compete at the club level. Teams are allowed two (2) club athletes for the sport, or related sport, in which the athlete is a club member. For team sports in which the number of players to play a game is four (4) or less, the maximum number of club players is one (1).

A person is deemed Sport Club player if he/she participates in a club contest or practice following a designated "tryout" period, pays club dues, or appears on the club roster or waiver form. Once a person has been deemed a club member, he/she will be considered a club player with regard to intramural sports for the longer of (a) the remainder of the school year or (b) six (6) consecutive months from the date that he/she last participates in a club contest/practice, last appears on the team roster, or the date of their most recent signed sport club waiver form. Removal of the person from any club roster does NOT affect his/her Intramural status as a Sport Club player. Intramural players who join a club team during the Intramural Sport's season may be required to discontinue playing for their intramural team in order to keep their intramural team eligible under this rule.

**Professional Athlete Policy** – Any current or former professional athlete is ineligible to participate in the intramural sport or related sport that they played professionally. An individual loses his or her "Amateur Status" and shall not be eligible for participation in Intramural Sports competition in a particular sport if the individual uses his or her athletic skills (directly or indirectly) for pay/compensation in any form (other than tuition, housing, and other items received from a higher education institution in accordance with that institution's governing athletic body, i.e. the NCAA) in that particular sport. Students that are allowed to tryout with a professional team or organization remain eligible provided that they do not take part in any outside competition (games or scrimmages) as a representative of that professional team/organization. A professional team is any sports organization that has "Professional" included anywhere in the organization's name. Forms of payment include, but are not limited to: All monetary forms of compensation, personalized merchandise, housing accommodations, etc.

**Penalties** – The penalty for competing with an ineligible player is forfeiture of all games in which the violation(s) occurred. The team captain must meet with the Associate Director for Sport Programs and is subject to a minimum one- game suspension. In some instances, the entire team may also be expelled from further intramural participation.



## **Section 4 – Code of Conduct**

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### **Participant and Spectator Code of Conduct**

As a university activity, intramural events expect the same conduct and behavior as any other social and recreational activities. Participants and spectators are expected to conduct themselves in a sportsmanlike manner at all times. Any spectator exhibiting unsportsmanlike conduct, threatening behavior, or using obscene language will be asked to leave the facility by a staff member. Participants who are ejected from a game have one minute to leave sight and sound of the facility. Failure to comply will result in forfeiture of the game and campus police being called. Teams are responsible for the conduct and actions of individual members and their spectators.

### **Responsibilities of Participants**

It is the responsibility of each participant to be knowledgeable of all intramural rules and policies. Every participant is reminded that participating in the intramural program is a privilege.

- ◆ Each participant is responsible for their own conduct.
- ◆ Participants must behave in a sportsmanlike manner. *See Sportsmanship Policy*
- ◆ Participants are responsible for knowing their own eligibility status at all times.
- ◆ Individuals who violate CPA rules, intramural rules and policies, abuse the equipment or facility, or behave in an unsportsmanlike manner are subject to losing their privileges to participate in the intramural program and the use of the Basler Center for Physical Activity.

### **Electronic/Social Media**

Sportsmanship and conduct expectations of the Intramural Program extend to social networking websites such as Facebook, Twitter, etc. Participants who are found to have posted unsportsmanlike comments/material online are subject to disciplinary action through the Department of Campus Recreation and Office of Judicial Affairs.

### **Tobacco, Alcohol, Drug Policy**

It is against university policy to smoke or use tobacco outside the confines of a personal vehicle. Alcohol and other illegal substances are prohibited on the ETSU Campus, including the CPA and all intramural fields. Alcohol consumption prior to participation or during an intramural event is not only unsafe, but also a violation of University rules and is illegal for individuals underage. No individual is allowed to participate in an intramural event or be in attendance as a spectator while smoking/using tobacco or under the influence of alcohol/illegal drugs. Violation will result in the individual(s) being asked to leave the facility and possible referral to the Office of Judicial Affairs. Failure to leave the facility will result in campus police being called. In some instances, campus police may be immediately notified.

### **Apparel, Logos, and Sponsorships**

The intramural staff reserves the right to regulate all apparel, logos, and sponsorships. Apparel, logos, and sponsorships that include the following (but not limited to) are prohibited: Drugs, alcohol, illegal paraphernalia, or inappropriate/vulgar language, pictures or symbols.

## Section 5 – Entering an Intramural Activity

A complete list of intramural activities, entry deadlines, and other important dates is located on the intramural website ([www.etsu.edu/IMSports](http://www.etsu.edu/IMSports)). The ETSU Intramural Program utilizes an online registration/scheduling and league administration system located at **Imleagues.com**. All intramural participants are required to create an account on **Imleagues.com**.

### To create an Imleagues account:

- Go to [www.imleagues.com](http://www.imleagues.com) and click on the “**Create Account**” link.
- Enter your information, **including your school email address** (@etsu.edu), and submit.
  - **You must use your school email address.** The Imleagues system recognizes your school’s domain and will only allow you to join the ETSU site with the proper email domain.
- You will be sent an account verification email to your **school email account**.
- Log in to **imleagues.com** by clicking the link provided in the verification email.
- After verifying your email address, the East Tennessee State University link should pop up. Click “Join School”.

### How to sign up for an intramural sport:

- Log in to your **imleagues.com** account.
- Click on the “East Tennessee State University” link.
- The current sports are displayed toward the bottom of the screen. Click on the sport you wish to join.
- Choose the league you wish to play (i.e. Men’s Competitive, Men’s Recreational, Women, etc.).
- You can join the sport one of three ways:
  - **Create a team** (for team captains)
    - Captains must accept team members’ requests before they are on the team’s roster.
    - Division space is limited and is on a first come, first served basis. Teams must have the minimum number of players on their roster **before** their placement in the division is confirmed.
    - Teams without the minimum number of players by the entry deadline will be **removed** from the league.
  - **Join a team** by:
    - Finding the team and captain name on division page and requesting to join.
    - Going to the captain’s player card page, viewing his team, and requesting to join.
    - Accepting a request from the captain to join his team.
  - **Join as a Free Agent.** Team captains can search for free agents and extend invitations to join their team.
- **Minimum/Maximum Number of Players** – Teams must have the minimum number of players prior to the entry deadline. Those numbers are as follows:

**Minimum/Maximum Players to Register a Team**

Sport(s)	Min.	Max.
Softball	14	30
Flag Football (CR), Soccer	12	25
Flag Football (M/W), Ultimate Frisbee, Kickball	10	22
Basketball, Volleyball, Dodgeball, Inner Tube Water Polo	8	18
4-on-4 Flag Football, Wallyball	6	12
3-on-3 Basketball	3	6

*Note: Intramural Champion t-shirts will be limited to two times the minimum number for that sport (A team winning intramural flag football will be limited to 20 t-shirts (10 x 2 = 20).*

*In order for a player to receive an Intramural Champion t-shirt, they must have participated in at least 2 games during that season (combined regular season and playoffs). T-Shirts for players not present at the championship game will be given to the team captain for distribution.*

### On-Site Registration

Some single day and individual events may have on-site registration. Watch for announcements about on-site registration. These events **will not** follow the Imleagues registration procedure.

### Team Names

The intramural staff reserves the right to change or alter any team name that is vulgar, offensive or in poor taste. The intramural office also reserves the right to re-name any teams that have duplicate names.

## Section 6 – Team Sports

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### Responsibilities of Team Captains

Captains and Assistant Captains must be playing members of their team. In their roles, Captains and Assistant Captains acknowledge and agree to assume certain responsibilities, including but not limited to:

- ◆ Serving as a liaison between their team and the Department of Campus Recreation. It is important that the captain periodically check the Imleagues website for updates and schedule changes. The captain and assistant captain should be sure to have their phone number listed on their Imleagues profile and the number is a working number.
- ◆ Only the captain shall discuss game issues with Campus Recreation/Intramural staff.
  - The captain is the only player who may question the ruling of an official. Questions as they relate to an official's judgment will not be allowed.
  - The intramural staff does not recognize the use of coaches. Coaches are considered spectators. They may not be on the field/court, call time outs or address the officials/supervisors during the game.
- ◆ Knowledge and understanding of all rules and policies associated with the activity/sport.
  - All rules and policies will be distributed and discussed at the captains' meeting.
- ◆ Verifying the eligibility of all players listed on the roster.
- ◆ Informing all players and spectators of the rules, policies and sportsmanship code of Campus Recreation.
- ◆ Notify all team members and spectators that tobacco, alcohol, and other illegal substances are prohibited at all ETSU facilities and that no one is allowed to be at a game while under the influence of alcohol and/or illegal drugs.
- ◆ Team captains and assistant captains are ultimately responsible for the conduct of their team, including spectators.
  - Team captains and assistant captains are subject to disciplinary action, including suspension, if they show no effort to control their team, do not actively discourage unsportsmanlike conduct, or if their team is found to have participated with an ineligible player(s).

### Captains' Meetings

A meeting for all team captains will be scheduled before the team's season begins. This meeting is **MANDATORY** – All teams **must** be represented. If a team captain or assistant captain is unable to attend the meeting, they should send a representative from their team's roster. All representatives must be prepared to show their ETSU ID at the meeting.

- **NOTE: Failure to attend the meeting will result in the team losing their place in the league/division.**

### Revising Rosters

Teams may add or remove players from their roster throughout the regular season. When adding players, the player must be added **and accepted** by the captain **before 2:00 p.m.** to be eligible to play the same day. If a player is added to a roster after the 2:00 deadline, that player may play provided the captain provides an **updated** print-off of the team's roster or is able to show the intramural staff the online roster via a smartphone or other device.

Team rosters will become locked at the end of the regular season. A player may only be removed from a roster if the player has not checked into a game. Once players have checked in they are considered as having played in that game. Players who have played for one team may not be added to another. Players who would like to request an exception to this must email [IMSports@etsu.edu](mailto:IMSports@etsu.edu) with their reasoning. These requests will be handled on a case by case basis.

### Competitive/Skill Levels – Regular Season

In an attempt to keep leagues and divisions competitive and fun for all participants, and as participation numbers allow, different competitive/skill levels will be offered within each league. Teams and players are encouraged to choose the league that best applies to their competitive and skill level.

- ◆ **Competitive Level** – As its name suggests this level is designed for the more competitive, organized, and structured teams. This level is for the teams that come to the games looking to win. These teams may hold practices and have set plays. Players who played at the high school level are encouraged to sign up for the competitive level, and those that played above the high school level are required to play in the competitive level.
  - **Division I and Division II (Comp D-I, Comp D-II)** – In some sports, the competitive level will be subdivided into Division I and Division II. Comp D-I is intended for the most advanced and skilled teams while Comp D-II is intended for organized and competitive teams that may lack the experience or skill to play in the top level.
- ◆ **Recreational Level** – Designed place an emphasis on recreation and participation instead of competition. This level is for the teams who would like to win, but are primarily just looking to come out and have a good time. Teams in this level may be scheduled an extra regular season (round robin) game in lieu of advancing to a postseason playoff tournament.

## Section 7 – Intramural Scheduling

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Scheduling is determined by a variety of factors including the number of teams involved, the availability of facilities and the event's time frame. Depending on the type of activity, schedule formats may either be:

- Round robin format (pool play) followed by a single elimination tournament, or
- Single or Double elimination tournament
- *Regular leagues usually consist of a 3-5 game regular season followed by a single elimination playoff bracket.*

Intramural leagues are scheduled Sunday through Thursday. Games usually begin at 4:30 or 5:00 p.m. However, games are subject to beginning as early as 2:00 p.m. on Sunday and 3:00 Monday – Thursday. League schedules will be posted on the Imleagues.com website. Any schedule changes or updates will be done through Imleagues.com. It is the team's responsibility to check their Imleagues team page. Schedules for weekend events will be given out at the captains' meeting or as soon as possible thereafter.

**DO NOT call the CPA for game times. Game times WILL NOT be given out over the phone.**

### **Game Check-in**

Teams are expected to be ready to check in with the scorekeeper or supervisor 10 minutes prior to their scheduled game time and captains are expected to be ready to meet with the game officials. Teams should be ready to play immediately following this meeting. **Game time is forfeit time.** Teams not ready to begin at game time will be assessed a forfeit.

**"Let Them Play" Exception** – If a team does not have enough players at the game time, a grace period may be allowed by the request of the opposing captain. This is at the sole discretion of the opposing team captain and the opposing captain shall not be pressured into making a decision one way or the other. Once the grace period is offered, the opposing captain cannot rescind. This grace period will not exceed 5 minutes.

- The game clock (if applicable) will be started at game time, following the captains meeting.
- If, after 5:00 has passed, the team still does not have the players required to start then the game will be forfeited.
- When the team reaches the required number of players, they must call a time-out (if applicable) to stop the game clock and get their late players checked in.
- Once the players have checked in then the game shall begin as stated by rule.
- For games that do not utilize a game clock or time-limit (volleyball, wallyball, etc.), then the penalty shall be forfeiture of the first game of the match. In these cases, the grace period shall be extended to 10 minutes.

### **Cancelling/Postponing Games**

Due to unavoidable circumstances (inclement weather, power outages, etc.), it may become necessary to cancel or postpone intramural games. Games may also be cancelled due to poor and/or unsafe field conditions. When possible, the decision to cancel games due to inclement weather will be made at least two (2) hours prior to the start of the first game of the day. However, as is the case with most weather-related situations, a game-time decision may have to be made. When games are cancelled due to inclement weather and/or poor field conditions, the intramural fields will be closed and informal play or team practices will not be allowed.

- ◆ Once games are cancelled or postponed, an email/text announcement will be sent through the Imleagues.com website. An intramural staff member will notify the affected teams' captains by phone.
- ◆ During winter weather related situations, the intramural schedule of games will follow the University's schedule for evening classes – If the University cancels evening classes then intramural games will not be played. If the University decides to hold evening classes, then intramural games will be played as scheduled. For Sunday games, a decision will be made by the intramural staff and communicated to participants.
- ◆ Due to inclement weather or other unforeseeable circumstances, games in progress may also be suspended or terminated. This decision will be made by the Associate Director for Sport Programs, Intramural Graduate Assistant or supervisor-in-charge. If time and facilities allow, suspended games will be restarted at a later date. If a suspended game is not able to be rescheduled, each team will be given 0.5 win and 0.5 loss (or tie). Games that are terminated will be considered final based on the score at the time of termination or last completed inning.
- ◆ Since Campus Recreation utilizes a combination of natural and artificial playing surfaces, there may be times that games scheduled for natural grass fields are cancelled when games scheduled for artificial turf fields are still played. In these cases, **the intramural staff reserves the right to alter the schedule (switch fields) to allow priority games to be played**, as determined by the Associate Director for Sport Programs.
- ◆ Safety of participants and staff will always be the primary consideration in the cancelling or suspending games.



## **Rescheduling**

Games that are not affected by weather or other unforeseeable conditions/circumstances **will not** be rescheduled. Teams should not contact the intramural office requesting a game to be rescheduled.

- ◆ Every effort will be made to reschedule postponed and/or suspended games. Rescheduling is not guaranteed for league play and will depend on the availability of facilities and time remaining before playoffs.
- ◆ Reasonable accommodations for the teams affected will be made during this process, but teams should understand that time and facility availability will limit the options for reschedules. Most of the time, rescheduled games will not correspond with the teams' original game days/times.

## **Play-off Structure, Selection and Seeding**

At the conclusion of the regular season, teams may advance to a postseason playoff tournament. Depending on the sport, facility space and amount of time available, playoff tournaments may be limited to a certain number of teams. Playoff games can be any day, any time and generally will not correspond with a team's regular season schedule.

**Teams wishing to not be placed in a postseason playoff bracket should contact the Intramural Office prior to the end of the regular season. This will avoid a forfeit or default once the playoff schedule has been published.**

**Tournament Structure** – When a league is divided into different competitive/skill levels, two tournaments of comparable size will be scheduled, resulting in an “A” Tournament and a “B” Tournament.

- The “**A**” **Tournament** will be structured like a traditional playoff tournament – teams will be seeded according to their regular season performance. Higher seeds will usually get the advantage of having their first round games scheduled according to their regular season division day/time. Special attention will be given to avoid teams meeting in the first round that played in the regular season (cross-bracketing divisions).
- The “**B**” **Tournament** will be structured with a different strategy applying to team placement within the tournament. Teams in the “B” Tournament will not necessarily be “seeded” in an effort to avoid first round mismatches and consideration will be made for teams' initial (first round) playoff game to correspond with their regular season division day/times (less emphasis on cross-bracketing and competitive advantages).

Leagues that are not divided by competitive/skill levels will generally have one playoff tournament. That tournament will usually follow the “A” tournament guidelines; however, certain sports may incorporate some of the principles of a “B” tournament. In rare cases where demand warrants, a league may have both an “A” and “B” tournament.

**Tournament Selection** – All competitive teams will automatically qualify for a postseason tournament.

Competitive teams will be selected for the “A” tournament based on their win-loss record until the bracket is filled. If there are not enough competitive teams to fill the “A” tournament, then recreational teams may qualify. The “B” tournament will be filled by competitive and recreational teams who did not qualify for the “A” tournament, as space allows. Estimated play-off tournament sizes will be announced at the captains' meeting before the start of the season, if possible, or at some time during the season.

**Tournament Seeding** – will be based on teams' regular season win-loss records, with winning percentage being used if teams do not have an equal number of regular season games. Division winners will receive the top tournament seeds, followed by non-division winners. If there are only two divisions, a cross-bracketing seeding system will be used. The Intramural Staff reserves the right to make minor adjustments to tournament seedings in an effort to avoid first round “rematches”, correct obvious errors in tournament seedings and/or advance a recreational team to the “A” Tournament even if they are not selected.

- **It shall be considered a gross violation of the sportsmanship code if a team intentionally loses a game or does not compete in good faith in an attempt to avoid being placed in a stronger play-off tournament.**

**Tie-breakers** – will be used to determine seedings and, if necessary, division winners:

- 1) Head to Head
- 2) Competitive teams will receive the higher seed over recreational teams
- 3) Point differential among affected teams (for 3-way ties; after 3-way tie is broken start over at first tie-breaker)
- 4) Opponents' W-L percentage (strength of schedule)
- 5) Fewest points/runs allowed (*per game avg.*)
- 6) Point/Run Differential (*per game avg.*)
- 7) Sportsmanship Average
- 8) Coin Flip

## Section 8 – Forfeits/Default Policy

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### **Forfeit Fees**

**Teams assessed a forfeit will be charged a forfeit fee.** The amount of the fee varies from sport to sport and is based on factors such as length of game, amount of staff required for the game, etc. A second forfeit by a team will result in the team being removed from the league **and an additional** forfeit fee being assessed. This includes forfeits resulting from, but not limited to:

- Not having enough players to start a game – Game time is forfeit time (*see exception*)
- Not having enough players to continue a game due to players being ejected/disqualified
- Being assessed a forfeit (disqualified) by the officials or game supervisor for unsportsmanlike conduct, excessive physical play, fighting, etc.

### **Forfeit Fee Tiers**

**\$30.00** – Basketball, Flag Football, Soccer, Softball

**\$20.00** – 4-on-4 Football, Kickball, Ultimate Frisbee, Volleyball, Water Polo

**\$10.00** – Individual/Dual Sports, Wallyball; Second forfeit in same day for team sports

### **Payment Instructions**

Forfeit fees must be paid within 48 hours of the team's forfeit or prior to noon on the day of the team's next game (by noon Friday if the team's next game is on Sunday), whichever comes first. If a team does not pay the forfeit fee prior to their deadline, the team's remaining schedule will be cancelled and the team will be removed from the league.

**NOTE: This does not forgive fee(s) owed.**

Forfeit fees are collected electronically via ETSU's Marketplace. Teams assessed a forfeit fee will receive an email with a direct link to the payment page.

**Unpaid Fees** – Teams with an outstanding fee at the time play-off brackets are drawn will not be placed in a tournament bracket. Teams are still responsible for any fees resulting from forfeits during the playoffs. Teams that have not paid their forfeit fee by the end of the sport's play-off tournament will have a **\$10.00 late fee** assessed (\$5.00 late fee for \$10.00 forfeit fees). **All players** on the team will be ineligible to participate in any intramural activity until **all fees** are paid.

**The team captain** is ultimately responsible to the Intramural Program for any fees owed. The captain may have a hold placed on their Imleagues account and not allowed to register for any further intramural event until the fee is paid. If a team still has outstanding fees after the last week of classes, the team captain may have a hold placed on their grades, transcripts and registration until all fees are paid.

**Weekend Tournaments** – In the case of weekend tournaments, a **forfeit deposit** may be required during the registration process. Teams will be required to bring their forfeit deposit in the form of a check to the captains meeting before the tournament. Teams that do not forfeit during the event will have their returned to them at the conclusion of the tournament.

### **Defaults**

A default is an un-played game that results in a loss for the defaulting team, but does not require the payment of a forfeit fee. A default does not affect a team's sportsmanship status. Defaults may be granted in two situations:

1. A team may request a default if circumstances prevent them from fielding the minimum number of players to start a game. The captain or assistant captain must come to the Intramural office in person or notify the Intramural office email from the team captain's school email account. Phone calls will no longer be accepted. The default must be requested prior to the default deadline:
  - **Game Day Mon-Thurs:** 12:00 p.m. the day of the game
  - **Game Day Sunday:** 12:00 p.m. Friday
2. A team no longer has the minimum number of players and is unable to continue a game due to player injury.

Teams are allowed one (1) default per season. Two (2) defaults will result in a forfeit for the team and the forfeit fee being assessed. An additional default may be granted for the play-offs without penalty provided the team captain meets the deadline requirements set forth above.

Teams that have a forfeit and a default on their regular season record shall not be eligible for a play-off tournament.

## Section 9 – Protest Procedure

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From time to time there may be grounds for a team to protest a game, match or official's ruling. The following procedures should be followed at such times.

- ◆ **Teams may not protest the judgment call of an official.** Only protests concerning player eligibility or misinterpretation of a playing rule will be considered.
- ◆ **Player eligibility** – Player eligibility can be protested throughout the season or tournament. Those intending to protest the eligibility of a player are encouraged to state their intent to the supervisor prior to the start of a game or match. Protests after a game shall be directed to the Associate Director for Sport Programs.
- ◆ **Rule Interpretation** – If a team wishes to protest the interpretation of a rule, the captain must register a verbal protest with the head official prior to the next play. The head official will notify the supervisor who will record all information pertinent to the game. When possible, the protest will be ruled on immediately before any further playing action occurs. NOTE: If there is no verbal protest prior to the next play, the team loses its right to protest.
  - If the ruling of the official is upheld, the team will be charged a time-out and play will resume immediately. If a team loses a protest and does not have any time-outs remaining, they will be assessed a technical foul (or equivalent) for delay of game.
  - If the team's protest is upheld, the team will not be charged with the time-out.
- ◆ **The Associate Director for Sport Programs will rule on all protests.** If the Assistant Director is unavailable, the supervisor-in-charge may rule on any protest of rule interpretation. If the team disagrees with the ruling of the supervisor, a written appeal may be made to the Assistant Director by noon the following day.

## Section 10 – Sportsmanship Policy

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**Sportsmanship**, civility and conduct of participants and students are an essential focus of the Department of Campus Recreation. While the game atmosphere is often competitive, ensuring participant safety, providing a fun, social atmosphere and promoting sportsmanlike behavior among participants and team followers are of primary concern. The game atmosphere should remain good-natured at all times and participants shall maintain good sportsmanship throughout their participation in all facets of the Intramural Program.

Teams are reminded that **sportsmanship** involves more than just shaking hands at the end of the game.

**Sportsmanship** encompasses how teams and individual participants carry themselves on the field/court and sidelines throughout the course of the game – how teams interact with each other, with the officials, and with the game staff. A true measure of one's character is how they respond to adversity. In sports, there is always a winner and a loser. Officials make judgment calls in good faith and those decisions must be abided by. While all officials strive to get every call right, inevitably calls will be missed – whether in perception or actuality. Many sources of frustration for participants result from a lack of knowledge of the rules. Each team captain and participant should take personal responsibility to become educated of intramural policies and sport rules.

Teams, players, captains and/or spectators found in violation on the Sportsmanship Policy are subject to disciplinary action by the Department of Campus Recreation and possibly the Office of Judicial Affairs. **Individuals and teams do not need to be ejected from an intramural game to receive disciplinary sanctions.**

### Sportsmanship Code

All participants, by signing up for intramural activities, agree to the following Sportsmanship Code:

- *Participants agree to treat all persons involved in or associated with their intramural games (including the Department of Campus Recreation and its staff) with dignity and respect. Participants expect to be treated in the same manner.*
- *Participants agree to not use profanity, make disrespectful gestures or comments, or fight.*
- *Participants agree to let their captain calmly and respectfully discuss any questions or problems concerning the game being played, keeping in mind that the official is the final authority on the playing field or court.*
- *Participants will compete in a fair manner and within the intent and integrity of the rules.*
- *Participants agree to actively discourage unsportsmanlike conduct by any other participant(s) and/or spectator(s).*
- *Participants agree to follow all guidelines and policies established by the Intramural program, the Department of Campus Recreation and the Division of Student Affairs.*

### **Unsportsmanlike Conduct Penalties**

When a player is assessed a penalty for unsportsmanlike conduct, that player is required to leave the game immediately. The player may return at the next substitution opportunity (as permitted by rule). However, the team may elect to use a time-out in order to avoid this substitution. This does not apply to penalties called for administrative violations, even though they may be assessed as unsportsmanlike/technical fouls.

### **Sportsmanship Ratings**

Teams will be given sportsmanship ratings after every game. Game officials and/or supervisors will assign a rating to each team based on their sportsmanship and conduct. **Teams must maintain an average rating of 3.0 to qualify for the play-offs, regardless of a team’s win-loss record.**

Team Rating		Sportsmanship and Conduct
Excellent	5	The team presents outstanding character during competition and interacts with staff, officials and opponents in a sportsmanlike manner. The team represents a perfect example of the Sportsmanship Code.
Very Good	4	The team fully cooperates with officials/staff and presents a good attitude. The team receives no warnings, technical fouls, unsportsmanlike penalties or yellow
Acceptable	3	Team engages in few arguments with officials and staff. Team is awarded a maximum of one technical foul, unsportsmanlike penalty or yellow
Unsatisfactory / Poor Team Forfeits	2	Team consistently engages in arguments with officials and/or retains a bad attitude towards opponents. Team is given multiple warnings and/or penalized during the game for unsportsmanlike conduct. Team forfeits due to not showing up/not having min players.
Unacceptable	1	Team maintains no respect for officials and/or opponents and has complete disregard for the safety and well-being of participants/staff. The captain has no control of the team. The team receives multiple technical fouls, unsportsmanlike penalties or cards.
Team Disqualified	0	Team is completely uncooperative and out of control before, during or after the game. Team captain exhibits poor control over self, the team and/or spectators. Multiple ejections or blatant unsportsmanlike conduct that endangered participants, officials or staff. Team fails to cooperate/comply with Campus Rec staff or University officials; falsely represents or withholds any requested

### **Regular Season Sportsmanship**

- Teams that receive a rating of 1.0 or lower for any game during the regular season must meet with the Associate Director for Sport Programs to be eligible to play in their next contest. If a team receives a second 1.0 or below rating in the same sport they will be subject to immediate dismissal from the league
- Teams that receive a “0” rating are subject to immediate dismissal from the league.
- Teams winning by default or forfeit receive a rating of “4.0”.
- Teams losing by default receive a rating of “3.0”. Teams who forfeit receive a rating of “2.0”.

### **Playoff /Tournament Sportsmanship**

- A team must maintain its “3.0” average or better Sportsmanship Rating during the play-offs. The average will include regular season and play-off games. When a team has had a game cancelled due to weather or other unforeseen situation and a satisfactory sportsmanship grade would have qualified the team for the play-offs, the captain may submit a written appeal to the Associate Director for Sport Programs requesting their team be permitted to participate in the play-offs. Appeals will be reviewed on a case-by-case basis.
- A winning team which receives a sportsmanship rating of “1.0” to “2.4” in a play-off game is subject to dismissal from further tournament play and should be prepared to appeal to the Associate Director for Sport Programs on the next business day to remain in the tournament. If the team is allowed to advance, it must receive a Sportsmanship Rating of “3.0” or higher in all remaining play-off games.
- A team which receives a Sportsmanship Rating of below “2.0” in their final playoff game is subject to further disciplinary action as a team in subsequent sports, as individuals or to the team captain.
- Any team that is disqualified from a play-off game is subject to further disciplinary action as a team in subsequent sports, as individuals when appropriate, or to the team captain.

**It is the responsibility of the captain to know their team’s sportsmanship average at all times.**



## **Section 11 – Ejections and Suspensions**

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Participants and spectators that choose to exhibit unsportsmanlike behavior before, during, or after a contest, directed toward an opponent, official or intramural staff member may be ejected. An official, game supervisor or intramural staff member may administer the ejection. Examples of unsportsmanlike conduct which will result in ejection include, but are not limited to, the use of profanity, vulgar and abusive language, disrespect towards any official or intramural staff member, unnecessary roughness, excessive technical fouls, flagrant actions toward an opponent, flagrant actions toward an official, and fighting or inciting a fight.

### **Ejections**

Any person/participant who is ejected from a game as a result of unsportsmanlike conduct is required to leave the confines of the playing area within a timely manner. This is usually measured by one minute, however the game supervisor may allow slightly more time if they feel it is appropriate or necessary. Ejected players must leave sight and sound of the facility. Failure to do this will result in a forfeit for their team and Campus Police being called.

### **Suspensions**

**Automatic Suspension** – Any player, coach, or spectator who is ejected from an Intramural Sports contest as a result of unsportsmanlike conduct will be automatically suspended from all further intramural activities until officially reinstated. Ejected individuals and team captains are required to meet with the Associate Director for Sport Programs to discuss the incident prior to reinstatement. Additionally, a player who accumulates three unsportsmanlike penalties during the course of a semester (regardless of sport) will also be automatically suspended from all further intramural activities and must meet with the Assistant Director to discuss the player's behavior.

Whenever a meeting with the Assistant Director is required, **it is the responsibility of the team captain and player** to contact the Assistant Director to schedule this meeting.

**Mandatory Minimum Suspension** – After meeting with the Assistant Director, ejected players will be required to serve a mandatory minimum one-game suspension. Depending on the severity of the incident, this suspension may be lengthened and include loss of recreational privileges at the CPA and other Campus Recreation sponsored activities and possible referral to the Office of Judicial Affairs.

**Extent of Suspensions** – Suspensions can extend to, and include, a lifetime ban from the Basler Center for Physical Activity and all Campus Recreation activities!

### **Reinstatement and Probation**

Before reinstatement, any ejected participant(s), teams/organizations must submit a written request for reinstatement. This request should include an outline of the events surrounding the ejection, the individual's actions that led to the ejection, and assurances as to how this type of behavior will be avoided in the future. The letter should be professionally written, include proper punctuation and be free of grammatical errors. Students needing help in writing this letter can receive assistance from the Center for Academic Achievement (CFAA) on the first floor of the library. This letter shall be submitted to the Assistant Director within two business days after the player/captain's meeting with the Assistant Director. It is the responsibility of the suspended player to make sure this requirement is met.

Upon submission of a satisfactory request for reinstatement and completion of their suspension, a suspended player will be reinstated. A reinstated player will automatically be placed on probation through Campus Recreation for the rest of the school year. If it is considered to be late in the school year (i.e. after Spring Break) then the probationary period may carry over into the following fall semester. If, during this probationary period, the individual is ejected from another intramural game, they will be required to serve a minimum three (3) week suspension. Additional disciplinary actions may be taken if deemed appropriate, including a longer intramural suspension, loss of CPA privileges and/or referral to the Office of Judicial Affairs.

### **Appeals**

Students receiving disciplinary sanctions have the right to appeal. Appeals must be made in writing to the Director of Campus Recreation within 48 hours of receiving notice of the sanction. In the event that the Director of Campus Recreation issued the sanction, any appeal should be made to the Associate Dean of Students for Judicial Affairs.

## **Section 12 – Severe Offenses**

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All incidents included under, but not limited to, this “Severe Offenses” section may be referred to the Office of Judicial Affairs and the Department of Public Safety with charges (student judicial and/or criminal) being sought in some instances. The ETSU Department of Public Safety is a full law enforcement agency with ability to file criminal charges and the authority to arrest.

### **Fighting**

Fighting or threatening to fight will result in the automatic ejection players involved. Players involved in a fight will be indefinitely suspended from all Intramural and Campus Recreation activities. Those players will be required to meet with the Associate Director for Sport Programs and Director of Campus Recreation. The Assistant Director and Director will determine the length and extent of the suspension, however a minimum one-year suspension from intramural activities and loss of CPA recreational privileges.

- ◆ Players leaving the bench to become involved in a fight will be treated as outlined above.
- ◆ Players that leave the bench area during a fight attempting to be “peace-makers” will be automatically ejected and subject to the ejection and reinstatement procedures.
- ◆ Teams involved in a fight will forfeit their game and are subject to removal from the league and further action.

### **Intent to Injure**

Any player who is determined by the game officials or game supervisor to have deliberately attempted to injure another player will be immediately ejected and receive an indefinite suspension from all Intramural and Campus Recreation activities. The player will be required to meet with the Associate Director for Sport Programs and Director of Campus Recreation. The Assistant Director and Director will determine the length and extent of the suspension.

### **Offenses towards Officials/Staff**

Intramural officials, like the majority of intramural participants, are students. Any abuse – physical, verbal, or threatening – of intramural officials and staff will not be tolerated.

- ◆ Verbal abuse of an official/staff member will result in an unsportsmanlike penalty or technical foul on the offending player. Depending on the nature/severity, the player may be immediately ejected.
- ◆ Any player who makes physical contact (i.e. pushing, striking, spitting on, etc.) will be immediately ejected and receive an indefinite suspension from all Intramural and Campus Recreation activities.
- ◆ The player will be required to meet with the Associate Director for Sport Programs and Director of Campus Recreation. The Assistant Director and Director will determine the length and extent of the suspension.
  - A **minimum one-year suspension** from all Intramural and Campus Recreation activities, including access to the CPA, will be assessed in the case of verbally threatening or making deliberate physical contact with an intramural official or staff member.
  - A **lifetime suspension** from all Intramural and Campus Recreation activities, including access to the CPA, will be assessed in the case of assaulting or making excessive physical contact with an intramural official or staff member. Additionally, criminal and student judicial charges will be sought.

### **Falsification of Identification / Identity Theft**

It is University policy that an individual (including spectators) be in possession of their ID card at all times and must show their ID to a University official upon request. The fraudulent possession or use of another individual’s card may result in the confiscation of the card and other campus actions. Any individual who participates or attempts to participate using another individual’s ID card will result in suspension from further participation for the individual(s) and possibly the team. The incident will also be submitted to the Office of Judicial Affairs for review.

### **Willful Facility/Equipment Damage**

Any player, coach, or spectator who willfully/deliberately damages facilities and/or equipment will be ejected. The individual will be billed for the cost of all damages. The individual(s) will receive a hold on all grades, transcripts and registration until the bill is paid. In addition to financial responsibility for the damages, the individual(s) will be subject to further disciplinary action through Campus Recreation, the Office of Judicial Affairs and/or Public Safety.