



ASSOCIATED STUDENTS
Campus Recreation



SAN JOSE STATE UNIVERSITY

Intramural Sports

Policies and Procedures

2014-2015

Updated: 7/2014

1. Intramural Sports General Information for Participants

1.1 Associated Students Mission

Our mission is to represent the students of San Jose State University and continually improve the quality of their educational opportunities and experiences. Campus Recreation provides students, faculty, and staff with opportunities to stay healthy, have fun, and enhance their education and development experiences through recreational activities.

1.2 Contact Information

Associated Students Campus Recreation and Intramural Sports are located in the Sport Club Event Center, Room 1014. It is the first door on the right as you come in the main entrance of the building.

Campus Recreation main line: 408-924-6218

Campus Recreation Manager/Outdoor Adventures

Kristine “Kirky” Kirkendall 408-924-6217

kristine.kirkendall@sjsu.edu

Assistant Director, Fitness

Christina Maino 408-924-6228

christina.maino@sjsu.edu

Intramural Sports and Open Recreation Coordinator

Matthew Lee 408-924-6266

matthew.lee@sjsu.edu

Intramural Sports Hotline 408-924-6271

Website for Campus Recreation information, including all Outdoor Adventures, Fitness Scheduling, Open Recreation and policies and procedures: <http://as.sjsu.edu/ascr/index.jsp>

Website specifically for Intramural Sports Information: <http://www.imleagues.com/sjsu>

1.3 Intramural Sports Eligibility

It is the responsibility of each team captain to verify the eligibility of his/her team members.

1. All students, faculty, and staff, with their **valid SJSU Tower Card** are eligible to participate in Intramural events.
2. Spouses of anyone that is described in Number 1 are eligible to participate in all Intramural events, with or without their spouse. An IM Sports Spouse Pass must be purchased by the

SJSU participant for their spouse at the ASCR Office, in person, by presenting the spouse's driver's license number and paying the \$5 fee. Proof of spousal status must be shown by presenting one of the two following items in order to purchase an IM Sports Spouse Pass:

- Copy of valid marriage certificate, or
- Completed ASCR Affidavit of Domestic Partnership Agreement (available online and in the ASCR office)

The spouse will then be able to participate by presenting their driver's license when checking in every time with the Intramural Supervisor. This pass is in effect from the time bought until the start of the next academic year.

3. Intercollegiate, semi-professional (receiving pay for playing), professional, and Olympic athletes: Any participant whose name appears on a team roster for any of these types of teams or organizations is ineligible to participate in the Intramural Program's sport equivalent(s) for one academic year following the one in which he/she was a member of the team. (Example: If the player appeared on the SJSU Basketball roster in 2012-13, he/she will not be eligible to participate in any Intramural Basketball event for the year 2013-14. This rule also applies to "Red Shirts.")
4. SJSU Club Sport, non-SJSU "Club", or other travelling "club" team players: An intramural team may not have more than **two** players from the club sport equivalent sport on their Intramural team roster. Most non-SJSU club teams in all sports will fall under this category. The Intramural Coordinator will make case by case determinations, if necessary, as to whether or not a non-SJSU sport team falls under this category.
5. Corresponding sports: Varsity players and club players have restrictions for sports they can participate in. Corresponding spots are as follows for varsity and/or club members:
 - a. Baseball/Softball: Wiffleball, Softball
 - b. Basketball: Basketball, 3-on-3 Basketball
 - c. Football: Flag Football, 4-on-4 Flag Football
 - d. Soccer: Soccer, Indoor Soccer, 2-ball Soccer
 - e. Volleyball: Indoor and Outdoor VolleyballAny other determinations by the IM Sports Coordinator will take into effect similar rules.

Any games that are found to have had ineligible players checked in will be forfeited by the offending team.

Intramural Sports and Campus Recreation reserves the right to check on the eligibility of players at any time.

1.4 Tower Card ID Policy: No ID, NO Play, NO EXCEPTIONS

All participants must present their valid SJSU Tower Card to the Intramural Supervisor before participating in each contest. Intramural Supervisors will not allow anyone to play in a game without proper identification.

NO TOWER CARD ID= NO PLAY. NO EXCEPTIONS.

1.5 How to Sign Up for Intramural Sports

Team Rosters: For all team sports, captains are responsible for managing their team rosters online through IMLeagues (a team name and password can be set for adding to any team – the captain sets these). This site is accessible through the ASCR website at <http://as.sjsu.edu/ascr> or just directly at www.imleagues.com/sjsu. Captains are responsible for checking and informing all team members of the schedules. Other captain's duties and responsibilities are detailed in the sections that follow. Players can also add to team rosters online with the team name and team password, after creating an account in IMLeagues. Teams can also change their settings on IMLeagues regarding if they are seeking players or not (in team settings). A good place to look is the free agent list if you want to add players.

Players may also add teams at the game sites up until their first playoff contest (if applicable). Teams that wish to add players must have a tower card ID and a valid email address to be added to any team. All participants in intramural sports MUST have an account with IMLeagues and be students, faculty, or staff in order to participate.

IMLeagues: All participants must have an IMLeagues account. In order to register for an IMLeagues account, follow these instructions:

- 1.) Go to www.imleagues.com/SJSU/Registration
- 2.) Enter your information, and use your school email if applicable (@sjsu.edu) and submit.
- 3.) You will be sent an activation email, click the link in the email to login and activate your IMLeagues account.

In order to sign up for an intramural sport:

- 1.) Log into your IMLeagues.com account.
- 2.) Click the create/join team button at the top right of your User Homepage OR click on the "San Jose State University" link to go to your school's homepage on IMLeagues.
- 3.) The current sports will be displayed click on the sport you wish to join.
- 4.) Choose the league you wish to play in (Men's, Women's, Co-Rec, etc.)
- 5.) Choose the division you'd like to play in (Monday, Tuesday, etc.)

IMLeagues is designed to be user friendly for participants. On the website, you will be able to add/remove participants, find free agents looking for teams, search the IM Sports and register teams, and check out the standings for teams in your division. This will be the primary place you look to find your game schedules as well. Schedules are subject to change due to time and facility constraints, and if schedules change you will be notified by the IM Sports office in advance. If you have any questions regarding IMLeagues and registration feel free to contact the Intramural Sports Coordinator or stop by the office at any time!

1.6 Free Agents (Individual Players without a team who want to play)

No team? Can't find enough players to form a team? You can sign up online as a free agent or look for free agents to join your team.

1. *Registering as a free agent:* If you visit the ImLeagues home page, www.imleagues.com/sjsu, and click on "register" in the top right hand corner, you can register as a free agent. When you access this page, you see the list of open sports and can register as a free agent in those sports. You can add a description and describe your skill level as well if you desire.
2. *Captains looking for free agents:* Captains have the ability to look for free agents as well. If your team needs a secret weapon, or just looking for more players, a good place to look is the free agent list in a sport.
3. *Free Agent teams:* If there are enough free agents at any time in a sport and if there is open availability within leagues and divisions, the IM staff will attempt to form a free agent team with the available free agents. Due to scheduling constraints, free agent teams will be unlikely to choose a time to play and will have to play when there is open availability in the scheduling. Teams will only be formed if there is availability and enough free agents to form the minimum roster.

Many teams do not look for free agents. The role of free agency is not for IM Staff to place players on teams, as many teams already have a set roster with people they know and formed the team with. This gives teams another option if they look for players or a chance to be made into a free agent team. Do not anticipate being added to an already formed team unless said team is actively seeking additional players.

2. The Role of the Team Captain

2.1 General Responsibilities

Team Captains are responsible for:

- 1.) Informing teams of general policies and procedures that all players need to adhere by
- 2.) Relaying team information to their players, including: team schedules, event rules, dates, times, and locations of play.
- 3.) Ensuring that you field an eligible team for each contest.
- 4.) Making sure all players have their Tower Card ID and check in with it prior to each contest.
- 5.) Providing information for intramural sports staff that is requested.

- 6.) Checking their results online and making sure that each game is accurate prior to playoff brackets being published.
- 7.) Attending all required captains meetings for each event they are the captain of, OR making sure their team is represented by a team member.

2.2 Captains' Meetings

For some league sports, one captain (or another team representative) must attend that sport's Mandatory Captains' Meeting. Sports that have Captains' Meetings are noted on online. **THESE MEETINGS ARE MANDATORY.** Failure of a team to be represented at a Captains' Meeting will result in an automatic forfeit being assessed to the team's record and could result in the team being dropped from the league. Captains' Meetings are brief, important, informational sessions involving discussion of rules and rule changes, eligibility, schedules, and other event-specific details.

Please note: The captain shall be the only player on a team who discusses game situations with game officials.

3. Equipment/Injuries

NO JEWELRY IS ALLOWED with the exception of medical alert jewelry, which must be taped down. This includes, but is not limited to earrings, wedding rings or bands, other rings, mouth, facial, and body piercings, necklaces, bracelets, rubber bands, Armstrong (and similar) bracelets, and metal barrettes. **TAPING OF JEWELRY TO THE BODY IS NOT PERMITTED.**

Proper footwear and attire is required and shirts must always be worn – including under ASCR-provided jerseys. Metal cleats or spikes are prohibited. No Open toed shoes are allowed.

Specific sports may have their own set of equipment rules and requirements that participants must adhere to. Please review the specific sport and event rules prior to participating to ensure you are legally and properly equipped. For example, flag football requires shorts WITHOUT pockets. This is a safety requirement participants must adhere to. All equipment requirements are in place to ensure the safety of the participants and mitigate the risks of playing intramural sports.

If individuals have questions regarding illegal attire, such as jewelry or headwear that their religion mandates, a meeting must be set up with the intramural sports coordinator to ensure all safety requirements are met. Participants who have not set up a meeting before attempting to play will not be allowed to play.

Injuries: Participation in Intramural Sports activities is completely voluntary. These activities involve risks of physical injury greater than those encountered in daily life, and by taking part in sports and other activities participants acknowledge and assume risks inherent therein. The

Intramural Sports Program does not carry accident or injury insurance to cover participants in sports activities. Therefore, all students are strongly urged to purchase health insurance before participating in any activity. The A.S. Business Office has an insurance policy that can be purchased by students.

Minor injuries that may occur at intramural contests may be able to be treated. Major injuries will be managed appropriately.

4. Leagues and Divisions

League designations

Men's leagues/divisions are for men or women. Women's leagues are for women only. This is to ensure fair and competitive play for all intramural sports participants. Coed leagues are for a combination of men and women (see individual sport rules for roster requirements and lineup limitations). Open leagues are for *any* combination of men and women. In any one event/sport, a player is allowed to participate on ONLY one men's team **OR** one women's team **AND** one coed team.

Men's, Women's leagues/divisions may include the following:

1. Competitive = A more competitive athletic environment for players with experience. For league events, playoffs will follow the regular season for teams that qualify.
2. Fraternity = Specifically for Greek organizations. Participants must be current members or pledges of the organization they're playing for.
3. Recreational = A more relaxed athletic environment, with an emphasis on friendly competition for the fun of it, and/or for novice players. There will be no playoffs for Recreational leagues.

If there are both competitive and recreational leagues, a participant **may not** participate in both leagues. Participants may also not participate in fraternity **and** competitive leagues.

Coed leagues may also include Competitive and Recreational Divisions. See individual event details for information on what leagues and divisions are being offered for each event.

If there are not enough teams to make both a competitive and a recreational league, both leagues will be combined into one.

5. Team Rosters

Each team is responsible for their roster online. Team Captains are responsible for ensuring their team roster is completed properly, and that it is correct. Captains can edit rosters on IMLeagues. Ineligible players will be noted online. If a player is labeled as ineligible, contact the IM Sports Office.

1. No players may be added to the roster after that team's first scheduled playoff contest of a league event is completed.
2. For tournaments, rosters must be complete by the conclusion of your first game played. In other words, you can sign people up at your first scheduled tournament game and after that your roster is locked.
3. Once a player participates in one game for a team in a league/event, they may not switch to another team in that league/event. Special rules may apply to certain tournaments or circumstances and will be up to the discretion of the Intramural Sports Coordinator.

Players may be added online via the IMLeagues website. Captains will have to either find that player (if they already have an account on the website) or send them an email requesting them to join IMLeagues and be a member of the team.

Teams that wish to drop players must contact the intramural sports staff in order to do so. They can do that by email (matthew.lee@sjsu.edu) or by calling the office at 408-924-6128 during normal business hours.

6. Participant Conduct

6.1 Associated Students Commitment

Associated Students is committed to providing services and activities that enhance the opportunity to meet, recreate, and maximize student life. As such, unsportsmanlike conduct and behaviors from participants will NOT be tolerated in any form. Harassment of any nature including but not limited to, age, religion, sexual orientation, and racial slurs will automatically garner a suspension of at least one semester from intramural sports participation.

Verbal abuse, harassment, threats, and violence directed towards any participants or intramural staff will not be tolerated. All participants are expected to behave civilly and respectfully in an effort to maximize the student experience in our programming.

6.2 Sportsmanship Expectations

All participants are expected to maintain a high level of sportsmanship throughout their contests. We know the games are important to the participants, but it should not override what is or what is not appropriate behavior. The playing site is not a venue where physical or verbal abuse for players or spectators. In order to encourage and maintain appropriate behavior before, during and after the contest, officials, supervisors and administrative personnel will make decisions about whether to warn, penalize or eject players, teams, and/or fans for unsportsmanlike behavior.

To ensure these expectations are upheld, officials and IM staff reserve the right to eject and/or remove a participant from a contest and/or playing area if they are out of line.

6.3 Fighting

The Associated Students Campus Recreation Program prohibits fighting during all Intramural events. Any participant or spectator who strikes, attempts to strike, an official, Supervisor, participant, spectator or joins a fight in progress will be subject to suspension from the IM Sports Program for up to one year, or a time determined appropriate by the Intramural Coordinator. This person may also be subject to disciplinary actions as stated in the San José State University Student Code of Conduct, and referred to the Office of Judicial Affairs. Charges may also be brought against participants who physically assault officials or staff.

6.4 Ejections

Intramural officials, Supervisors, and Staff reserve the right to eject any individual, team, or spectator who involves themselves in a physical altercation or who consistently exhibits unsporting behavior or other actions not appropriate for the campus recreational activity environment. Any ejected player (or spectator) must leave the facility immediately, **and** will be suspended a minimum of one week or contest (if there are BYE weeks in the season). Repeat offenders of this rule are subject to suspension from the Intramural Sports Program altogether for a period of time determined appropriate by the Intramural Coordinator.

1. Any player ejected from an Intramural Sports contest must contact the Intramural Sports Coordinator (Matt Lee) at matthew.lee@sjsu.edu or 408-924-6218. They will be suspended via IMLeagues and appear ineligible for any future contests until they meet with the IM Coordinator.
 - a. Failure to do so may result in suspension from Intramural Sports activities and access to Sport Club facilities.
 - b. Any player receiving two (2) ejections in a single academic year may be ineligible to participate in any Intramural Sport for the remainder of the semester and the following semester. Final decisions regarding player eligibility are determined by the Intramural Sports Coordinator.
 - c. Punishment for ejections or unsportsmanlike behavior is considered final after meeting with the IM Sports Coordinator.

Any participant who is ejected from the playoffs of leagues or tournament brackets will be suspended for the remainder of the playoffs or tournament. If a participant is playing in both co-rec and another league, they are suspended from BOTH teams for the remainder of the playoffs.

6.5 Sportsmanship Ratings

Good sportsmanship is important and plays a factor into potential playoff qualification and the ability to continue playing games. Fair play is always encouraged. For specific unsportsmanlike behavior, officials and supervisors have the ability to penalize offending teams which in turn affects the offending team's sportsmanship rating. This rating can determine playoff eligibility and further sanctions if teams do not behave and cooperate in a reasonable manner. Below is a guideline for how supervisors and officials will rank teams for sportsmanship follow contests:

4	Good sportsmanship shown throughout the contest. No cards or unsportsmanlike fouls.
3	Unsportsmanlike conduct – only minor infraction. One technical foul, yellow card, or unsportsmanlike penalty is issued, but that is the only problem during the contest. Some questioning of officials calls.
2	Consistently questioning officials' calls Use of profane language directed toward officials or other team Two or more technical fouls, yellow cards, or unsportsmanlike penalties issued on different players. Spectator harassment of officials Team loses game by forfeit
1	One player ejected from any team for unsportsmanlike action. One player ejected along with one other issue of unsportsmanlike conduct (yellow card, technical foul, etc.) Two or more technical fouls, yellow cards, or unsportsmanlike penalties issued on the same player (automatic ejection).
0	Player threatens an official or Supervisor Contest is terminated due to two ejections in the same game. Contest is terminated due to officials' or Supervisor's decision

Failure to maintain a seasonal average of 2.75 will disqualify teams from playoff eligibility. The average of the sportsmanship ratings from all games played will determine this. If any games are not played as scheduled, this will not factor into the sportsmanship rating.

If a team receives a sportsmanship rating of 0 or 1, the captain(s) must meet with the Intramural Coordinator prior to their next scheduled contest in order to remain in the league. Team captains are responsible for monitoring their team's sportsmanship ratings and average. If captains have issues with their sportsmanship rating for a contest, please contact the IM sports staff and they will look into making sure there were no issues recording the score.

- Teams winning by forfeit without playing will automatically receive a rating of 4.
- Teams winning by forfeit after playing some or all of a contest will receive their given rating issued for that contest.
- Teams losing by forfeit will receive a rating of 2, unless their forfeit comes as a result of two or more ejected participants or unacceptable sportsmanship.
- Teams winning by default will automatically receive a rating of 4.
- Teams losing by default will receive a rating of 3.

If a team in the playoffs receives a sportsmanship rating of a 0 or 1, they may be ineligible to continue in the playoffs. These teams must meet with the Intramural Coordinator to discuss their playoff eligibility going forward.

7. Forfeits and Defaults

7.1 Forfeits

Scheduled game time is start time. The Intramural Supervisor will determine the official time during all events. Teams must be checked in and **ready to play** – meaning on the playing field/court, with proper equipment and uniforms, with at least the minimum player requirement to start.

Any team that forfeits one of its scheduled games in league play will have to pay a forfeit fee in order to become eligible for the playoffs. This fee is \$15 in order to become eligible for the playoffs. If your team does not make the playoffs, you will be reimbursed this fee. Fees must be paid in person at the ASCR Office before the end of the regular season.

Teams that forfeit 2 games during the regular season will automatically be dropped from league play. There is no option for reinstatement and no refund on the \$15 charge if a team had previously paid it to become eligible for the playoffs or a refund on team fees originally paid.

Teams or individuals that forfeit a contest during a *tournament* event are automatically dropped from the event without possibility of reinstatement.

7.2 Defaults

Teams may avoid a forfeit by notifying the Intramural Staff at the ASCR Office in the Sport Club that they will not be able to make their game on a scheduled day. **Teams that choose to default a game must inform the IM Sports Office before NOON the day of their game. If they play a game on Sunday, they must inform the IM Sports Office before 4:00pm on Friday.**

A default will allow the team to remain in the league/event and does not require payment of the forfeit fee for playoff qualification. If a team wins by default during the regular season, that team will get credit for winning by the same scores as are awarded for winning by forfeit. A team that defaults or forfeits (in any combination) twice in the same league season will be dropped from the schedule for the remainder of the season.

8. Protests

Only protests regarding **rule interpretation** and **player eligibility** will be accepted. **No protests concerning judgment will be considered.**

1. **Rule Interpretation/Misapplication:** Protests involving a misinterpretation or misapplication of a rule must be lodged by the team captain at the time of the incident. The captain must request the game be stopped to obtain a ruling from the Intramural Supervisor. Failure to obtain an immediate ruling from the Intramural Supervisor will void any future right to protest that incident. Should the captain still feel the ruling is incorrect, he/she must then lodge a written (or email) protest to the Intramural Coordinator at the Sport Club, Room 1014 by 12:00PM the next business day following the contest in question. The protest will then be considered and ruled upon. Any rule interpretation or misapplication received after that time *will not be considered*.
2. **Player Eligibility:** Protests involving the eligibility of a player(s) in a contest must be lodged by the *opposing team captain* with the Intramural Coordinator no later than 12:00PM the next business day after the contest in question. An eligibility check will then be performed by the Intramural Coordinator and the protest will be ruled upon. Any player protest received after that time will not be considered.
3. All player eligibility protests during the PLAYOFFS must occur ON SITE before the game begins.
4. All rulings on protests are considered final after being reviewed by the intramural sports coordinator.

An example of a rule misapplication is penalizing a team 5 yards when it should be 10 yards. An example of a judgment call (and one that CANNOT be protested) is an official saying a player is out of bounds when a team thinks they were in bounds.

9. Playoff Qualification

Please see individual sport rules regarding playoff qualifications. In order to determine playoff qualification, the following criteria will be used, in order:

1. Sportsmanship rating average (minimum 2.75 required).
2. Win/loss record. Unless otherwise specified in a sport's rules, teams must win at least one regular season contest to qualify for playoffs.
 - A. Any contest that is defaulted by a team will receive a 3 for a Sportsmanship rating.
 - B. Any contest that is forfeited by a team will receive a 2 for a Sportsmanship rating.
3. In the event of a record tie, the following criteria will be used, in order:
 - A. Head-to-head record.
 - B. Point differential.
 - C. Points allowed.

Any team that forfeits two contests in a league sport will be removed from playoff eligibility. Teams must also pay the forfeit fee to be eligible for the playoffs if they have only one forfeit.

10. Game Scheduling/Changes

10.1 Online Schedules

Game schedules will be available online at least 3 days prior to an event starting. You should have a general expectation of when you will play your games based on when you signed up online. If there are issues with scheduling, you will be contacted prior to final schedules being published. The intramural office will do the best they can to accommodate all teams, but there are occasions where scheduling and facility constraints make it difficult. Please be as open as possible in terms of playing times and dates.

10.2 Weather and Game Postponements

If weather or field issues cause games to be postponed, games will be made up if possible. If it is not possible for games to be made up (due to time or facility constraints), both teams will receive a win and a sportsmanship rating of 4.0. All teams that have postponed games that are not made up will also automatically qualify for the playoffs regardless of their W/L record, unless their sportsmanship rating is below 2.75.

If the weather is questionable for a game day, plan on all games being played until you are notified from the IM Staff by email of games being cancelled for the day. You can also check the IM Sports Hotline, 408-924-6271, which will be updated on days where weather is questionable. This will keep you up to date as well on when games are postponed for the day. For the most up to date information, call no more than 2 hours prior to your scheduled contest.

11. Alcohol & Drug Policy

All Intramural event areas are alcohol and drug-free. Captains are urged to notify all players and spectators that alcohol and drugs are strictly prohibited at all IM Sports events, and no one is allowed to participate while under the influence of alcohol or drugs. If alcohol is present, the contest will not be played and will be considered a forfeit. This policy includes spectators. The Intramural Staff, Supervisors, and officials have the authority to restrict participants and spectators from remaining at Intramural events who appear to be under the influence of alcohol or drugs.

12. Awards

Winners of Intramural events will receive Intramural Champion t-shirts. Maximum t-shirt distribution per team is as follows:

3-on-3 Basketball = 7	Wiffleball = 12
5-on-5 Basketball = 14	Ultimate = 14
Flag Football = 18	Dodgeball = 12
5-on-5 Soccer = 12	4-on-4 Volleyball = 8
7-on-7 Soccer = 18	6-on-6 Volleyball = 14
Softball = 18	Floor Hockey = 14

Only players that have checked in for a game will be awarded a t-shirt. Players must be present to receive their own shirt, or may come into the ASCR office to get their shirt.

Extramural Tournaments

Playoff teams in flag football and basketball may have the opportunity to participate in extramural tournaments at other schools. Please contact the Intramural Coordinator at matthew.lee@sjsu.edu or 408-924-6218 for more information. In the Fall of 2013, San Jose State University represented us proudly by winning the regional flag football tournament at UCLA and then participating in the NCCS National Tournament at the University of West Florida in Pensacola!

If you have any questions or comments regarding the Intramural Rules & Regulations please contact the Intramural Sports and Open Recreation Coordinator at 408-924-6218 or email matthew.lee@sjsu.edu.

<http://as.sjsu.edu/ascr>