

# IM Sports Captain's Handbook

## Intramural Sports Policies and Procedures



### Ferris State University University Recreation

#### Office Hours and Contact Information

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## Introduction

The Intramural Sports program is designed to provide an opportunity for learning and growth for the entire Ferris State community through participation in organized activities. We offer a variety of different events throughout the year for students and/ or faculty/staff to engage in, regardless of their skill level. There are leagues and tournaments for Men, Women, and Co-Rec teams. Championship teams will receive t-shirts and are eligible to participate in extramural events around the country. We strive to encourage the spirit of sportsmanship and fair play among participants and spectators. The rules and procedures set forth in this handbook will be used as guidelines to apply toward the Intramural Sports program.

## Rule 1: Facility and Policies

### **Article 1. Playing Locations**

- a) Intramural games will be played at:
  - 1) Intramural Sports Fields – Ferris Drive (across from Department of Public Safety and Cramer Hall)
  - 2) University Recreation Center – 401 South Street
  - 3) Ewigleben Ice Arena - 210 Sports Drive (across from Miller Hall)
- b) **Pets:** Due to health and safety concerns, pets are not allowed at the Intramural Sports Fields. This includes both formal intramural competitions/events and informal recreational activities.

### **Article 2. Policies**

- a) **Assumption of Risk:**
  - Students are advised that participation in the Intramural Sports Program involves physical risk. Participation in Intramural Sports is strictly voluntary. Injuries and their resulting cost are the responsibility of the participant. There is a possibility that a participant may be injured during the course of normal Intramural activities. This risk of injury extends to the physical being, as well as personal belongings that the individual may bring to the activity (including eyeglasses, or personal possessions left on the sideline in the SRC and the West IM Fields).
- b) **Alcohol and Drugs (on all IM Field Property):**



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- If any member of your team is suspected to be under the influence of drugs or alcohol by the supervisor or official on duty, he or she will be ejected from the game. He or She will need to meet with the Intramural Coordinator in accordance with the reinstatement process.
- **There is absolutely NO ALCOHOL, NO DRUGS and NO TOBACCO use out at the Intramural fields.** All teams/individuals that appear to be under the influence of such substances will be asked to leave the premises and may be banned from further participation.
- c) **Banned Equipment and Jewelry:**
  - The officials and supervisors on duty have the authority to disallow any participant from wearing any equipment, jewelry, or apparel which in their judgment is dangerous or disadvantageous to other participants. This is a rule for the safety of all participants, including the wearer of such apparel, and applies to any and all dangerous equipment and jewelry.
  - All jewelry is consider illegal and must be removed for participation. This includes any rings, watches, necklaces, earrings, bracelets, rubber bracelets, rope necklaces, facial piercings, etc. No exceptions will be made for jewelry which is made to be permanent or that is unable to be removed. Taping over, or using a band-aid to cover restricted jewelry is allowed only for ear rings.

## Rule 2: Eligibility

### Article 1. General Eligibility

- a) All currently enrolled Ferris State students, staff, and faculty are allowed to participate in IM Sports.
- b) **NO ID, NO PLAY. NO EXCEPTIONS!** All players must present their own personal FSU ID card before every game in order to participate.
- c) If you are caught trying to use someone else's ID, your team will forfeit that game, and the other person will need to come to the UREC office the following day to retrieve his/her ID.
- d) Use of ineligible players will result in forfeiture of all games they participated in.
- e) A player can only play for one team per sport. For example, a player cannot play for two men's team in a given sport. Also, if the player wishes to continue playing that particular sport they must continue playing with the first team they played with during the season. It will be up to the IM Sports Staff whether the participant will be suspended from any further IM activities. The exception is if they play for a Co-Rec team and a Men's, Women's, Fraternity, or Sorority team. Ultimately, a player can play on one men's or women's team, a Co-Rec team, and a fraternity or sorority team (3 teams total in a given sport).
- f) Any player using an assumed name or a false Ferris State I.D. shall be banned from all Intramural Sports for the remainder of that year.

### Article 2. Varsity and Club Athletes

- a) All current varsity athletes are INELIGIBALE to participate in SIMILAR intramural sports. Example: A varsity football athlete CANNOT participate in flag football but CAN participate in other intramural events like basketball or volleyball. If a varsity player is no longer listed on the varsity roster and/or no longer on the varsity team (for a whole year), they are eligible to play any sport they wish.
- b) No professional athletes from the same or similar sport will be allowed to participate in that sport.
- c) Club sport athletes are allowed to participate in the same sport they play for. (Example: A club soccer player playing IM Soccer). The maximum number of club sport players per team is 2.

## Rule 3: Registration Procedure

### Article 1. Sign Up on IMLeagues

- a) Log into MyFSU
- b) Click the Student tab
- c) Click the Life@FSU link
- d) Click the Recreation link



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- e) Click the IMLeague Login link
- f) Create your IMLeagues account
- g) Create or join a team
- h) Pay Registration at the SRC

## Article 2. Captains Notice

- a) Captains: you must have the “starting” amount of players fully registered on IMLeagues to have your team approved for the league. For example, for 7v7 flag football you will need 7 players registered on IMLeagues and listed on your roster to be approved for the league you have chosen to play in. The required amount of players will depend on the sport (4v4 volleyball = 4 players signed up, 6v6 hockey = 6 players signed up, etc.). If you do not have the required amount of players registered by the registration deadline, your team will be put on the waiting list and you run the risk of not securing a spot in the league you want to play in and/or not being able to be in the sport at all.
- b) All players must be listed on the team roster before the end of the second week during the regular season.
- c) **Rosters will be frozen at the start of the THIRD WEEK of the regular season.** This means that all players **MUST** be signed up on IMLeagues on the roster of that team AND paid for prior to the beginning of the third week of the season. No additions will be allowed unless approved by the Intramural Coordinator.
- d) IM Sports recommends that you have at least two extra players than the required amount on your roster in case you need subs throughout the regular season and playoffs.

## Rule 4: Divisions of Play

### Article 1. Divisions

- a) Men, Women, and Co-Rec:
  - Check publicity flyers to determine what leagues and divisions of play are offered each semester.
  - Co-Rec teams consist of a combination of male and female participants. At no time may one gender outnumber the other by more than one.
- b) Greek (Fraternity, Sorority, and Greek Co-Rec):
  - Only FSU Students registered as active members or pledges of a fraternity/sorority will be allowed to participate for a Greek organization.
  - Any fraternity/sorority member not participating for their respective organization may participate for a residence hall.
  - Greek Co-Rec teams are a combination of fraternity and sorority participants.
- c) Residence Hall:
  - Open to all FSU Students living in campus housing units or other University Approved campus housing units. (i.e. residents halls, family housing, campus apartments, etc.)
  - If a residence hall does not have an intramural team, individuals living in campus housing may participate for another residence hall.

### Article 2. Playoff Levels

- a) Once we reach playoffs, if the league (men's, women's, Greek, etc.) is large enough, teams that have a record above .500 will be placed in the “A” bracket, while teams with a record below .500 will be placed in the “B” bracket. Teams that have a record AT .500 will be placed in either bracket accordingly.

## Rule 5: Captain's Responsibilities

### Article 1. Captain Responsibilities

- a) Participants from their own teams and register during the appropriate dates and times as indicated in the semester calendar. **One team member must be designated as the Team Captain.**
- b) The captain is the key link between the participants (team members) and the Intramural Sports Staff.



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- c) The Captain must maintain control of his/her team's sportsmanship. Your team will be graded each game and must maintain a 2.75 average to make the playoffs. Every team makes the playoffs as long as they have the proper sportsmanship average. The Captain is also in charge of the fans that come to support his/her team. The fans sportsmanship can also have an effect on your team's sportsmanship rating.
- d) **GAMETIME IS FORFEIT TIME.** If your team does not show up ON TIME for your scheduled game, your team will receive a forfeit and a 0 sportsmanship rating. If at least one member of the team shows up before the scheduled start time, a 5 minute grace will be added to the forfeit time.
- e) If your team forfeits, a \$35.00 fee will be issued to the Captain, and will need to be paid by 3pm prior to the next game. Failure to do so will result in a second forfeit.
- f) If your team forfeits a second time, by any means, the Captain will be issued another \$35.00 fee and their current team will be removed for the rest of the season.
- g) **Defaults:** an alternative to forfeiting a game. If your team will not be able to make it to a scheduled game, you may contact the Intramural office by **1:30 on the day of the game (1:30 on Friday for Sunday games)** and let us know you will default the game. Your team will receive a loss, but you will not have to pay a forfeit fee.
- h) The captain is expected to assume the following responsibilities:
  - Complete the registration of the team prior to the deadline.
  - Complete the mandatory online captain's quiz prior to the deadline.
  - Inform all team members of game time and location for every scheduled contest. **GAME TIME IS FORFEIT TIME!** Inform all team members to show up 15 minutes prior to game time to keep contests on schedule. All game schedule information can be found on IMLeagues.
  - Check eligibility of all team members according to the Intramural Sports Handbook. Be investigative of their eligibility status.
  - Notify each team member that they must present a valid FSU ID before they can participate in the scheduled contest. **NO ID, NO PLAY, NO EXCEPTIONS!**
  - Know the rules, schedules, policies, and procedures of the Intramural Sports Program and pass this information along to all team members. Verify team's record prior to start of playoffs.
  - Inform, educate, and stress to all players and spectators affiliated with your team the importance of demonstrating good sportsmanship prior to, during, and following all scheduled contests. All participants and spectators should refrain from verbally or physically abusing the game officials or Intramural Sports Staff.
  - Work with Intramural Sports Staff to ensure a safe, fun intramural sports experience for all participants.
  - Be responsible for the behavior of all your team's players and spectators.
  - Be responsible for ensuring that all your team members understand and abide by all the Intramural Sport Rules and Policies.
  - Be responsible for reading, understanding and informing your team members of the Intramural Code of Conduct.
  - Inform any ejected players that they must promptly leave the facility in which the competition is being held, or risk forfeiture of the remainder of the game.
  - Inform any ejected players of the procedural steps for reinstatement. This includes that the ejected participant will meet with the Intramural Coordinator within 48 hours of his/her ejection.
  - Only the Captain is permitted to clarify calls with the IM Sports Officials or IM Sports Supervisors at the specific game sites. If the captain is not present then the officials will pick an individual
- i) All activities have mandatory online captain's quizzes that are to be completed with 100% accuracy.
- j) The purpose of the captain's quizzes is to educate team representatives on information pertaining to their intramural participation. Information includes policies and procedures, conduct, sportsmanship rating, and sport specific rules.
- k) Team members are required to complete a rules quiz as well but it is not as in depth as the captains quiz.



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## Article 2. Players

- a) Extremely offensive conduct (obscene or insulting word gestures) towards intramural staff, spectators or other players will result in the ejection of a team member(s) from the game in which the offense occurred. Ejected individuals must leave the playing area. If they are asked to leave the gym they will be given five minutes to gather their belongings and depart. Further delay will result in team forfeiture.
- b) **All players ejected from an intramural contest, for any reason, must meet with the Intramural Coordinator before they are eligible to participate again.**
  - ***Ejected players will serve an automatic one-game suspension with the severity of the conflict dictating further suspensions. Also a player who is ejected from two contests during a season will not be eligible for playoff competition. If two or more players are ejected from a game, the entire team will not be eligible to continue play until the ejected players meet with the coordinator.***
  - The Intramural Coordinator reserves the right to impose further penalties.

## Rule 6: Protesting the Game, Forfeits and Defaults

### Article 1. Appeal Play/Protest

- a) It is the strong belief of Ferris State Intramurals that contests should be won or lost on the field of play. The intramural staff will resolve all disputes immediately.
- b) **Matters involving an official's judgment are not a basis for protest. Protests referring to or questioning an official's judgment call will never be granted. Intramural captain's that abuse the protest system shall be penalized at the discretion of the Intramural Coordinator.**
- c) UREC reserves the right to rule in any matters not covered in this handbook. We will apply the spirit of the rules and fairness in all situations. **The decision of an official or intramural staff member to eject a player or spectator for any unsportsmanlike conduct (be it verbal or physical) will be firmly upheld by the UREC department.**

### Article 2. Steps to Protesting a Game

- a) All protests must be registered immediately with the Sport Supervisor on site. A valid protest must either concern player eligibility or a misapplication or misinterpretation of a sport rule. A protest based on the judgment of an Intramural Sports Official is invalid. An official Protest Form must be completed with the Intramural Sports Supervisor on duty for the protest to receive further consideration.
- b) **Player Eligibility Protests:**
  - Opponents must verbally make the Intramural Sports Staff (Official or Supervisor) and suspected ineligible player aware of an eligibility protest before the respective player enters and participates in the contest.
  - Opponents give up their right to protest any player after the suspected ineligible player participates against them.
  - When protesting eligibility, a team must protest the eligibility of a specific individual. Entire teams cannot be "blanketed" by a protest; each individual must be protested separately. Eligibility violations occurring in league play must be protested before league play ends, and cannot be protested during playoffs.
  - Note: If your team lodges an eligibility protest against an individual(s), the eligibility of all members of your team or teams will also be checked.
- c) **Game Protests** – A valid game protest must include the following:
  - Protests must be made during the contest at the time of the incident by the team captain to the game official and/or the sport supervisor before the next "live" ball.
  - At that time, the reason for the protest must be given to the game official.
  - Protests must involve a misinterpretation or misapplication of a playing rule.
  - The Captains, the official(s) and any other staff present must sign the game score sheet upholding or denying the protest. Unless this procedure is followed, the protest will not be considered. Every attempt



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will be made to rule on the protest immediately. In many cases, the protest can be settled on the field of play.

- d) If you disagree with the on-site decision, you may appeal the decision with the Intramural Coordinator.
- e) Games altered by valid protests will be replayed, if possible, from the point of the game where the protest occurred. Due to facility space limitations, the UREC Office and both team captains may agree to a non-playing solution.
- f) **Playoff Protests:**
  - Due to time constraints, protests during the playoffs will be decided by the Intramural Sports Supervisor on-duty. The decision of the Intramural Sports Supervisor is final and cannot be appealed to the Intramural Director.
  - A single elimination tournament will be held at the conclusion of the regular season. Captains are responsible for verifying their playoff schedule at the end of the regular season by checking <http://www.ferris.edu/HTMLS/studentlife/u-rec/students/intramurals/homepage.htm>. Every team makes the playoffs as long as they have a 2.75 sportsmanship rating.

## Article 3. Forfeits and Defaults

- a) **GAME TIME IS FORFEIT TIME! Forfeits** are detrimental to the entire program and are an injustice to participants who want to play. Players look forward to playing and are very disappointed when opponents fail to show. Therefore, a forfeit procedure (with re-entry fee system) has been instituted. This procedure is designed to eliminate forfeits. We do not want to discourage anyone from playing. We want you to participate! If a team forfeits a game, they must pay a \$35.00 forfeit fee before their next scheduled game. If the team captain does not respond or the forfeit fee is not paid prior to the team's next scheduled game, the team will be removed from the league. If a team forfeits twice they will automatically be out of the league.
- b) **Defaults** are an alternative to forfeiting a game. If your team will not be able to make it to a scheduled game, you may contact the Intramural office by **1:30 on the day of the game (1:30 on Friday for Sunday games)** and let us know you will default the game. Your team will receive a loss, but you will not have to pay a forfeit fee.

## Rule 7: Team Sportsmanship and Sportsmanship Ratings

### Article 1. Sportsmanship

- a) Sportsmanship is an important part of Intramural Sports and the policy is designed to encourage enjoyable recreation experiences for all participants and officials. Sportsmanship includes respect toward all players and officials, fair play, and following the rules.
- b) Teams will be rated on their sportsmanship, which may affect future play. Captains are responsible for the conduct of their team and spectators. Play hard, have fun, and be a good sport.

### Article 2. Sportsmanship Ratings

- a) The following sportsmanship policy is in place to encourage an enjoyable recreational experience for participants and officials. At the conclusion of each contest, game officials will rate each team based on the sportsmanship exhibited for that game. A 4.0 grade scale will be utilized as follows:
  - **4 – Exceptional Sportsmanship:** exhibited towards participants and officials. Individuals on this team were respectful of opponents and officials and encouraged each other's efforts. At no time was this team disrespectful towards participants or officials.
  - **3 – Satisfactory Sportsmanship:** exhibited towards participants and officials. Individuals on this team were respectful of opponents and officials except for one or two minor incidents.
  - **2 – Unacceptable Sportsmanship:** exhibited towards participants and officials. Individuals on this team were generally respectful of participants and officials, but on a number (more than two) of occasions were disrespectful of opponents or officials. Teams will also receive this rating for a forfeited game.



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- **1 – Sportsmanship Unacceptable and Needs Improvement:** More than one individual on this team was disrespectful of opponents or officials or a particular individual was often disrespectful of opponents or officials.
  - **0 – Intolerable Sportsmanship:** Majority of individuals on this team were disrespectful of opponents or officials on a regular basis or more than one individual was regularly disrespectful of opponents or officials. This team should reexamine the purpose of intramural sports.
- b) **TEAMS MUST MAINTAIN AN AVERAGE OF 2.75 TO BE ELIGIBLE FOR PLAYOFFS**, regardless of win/loss records.
- c) A team that receives a "0 – 2" rating must have their captain meet with the Intramural Coordinator or the Rec Sports Assistant the following day to be eligible to play their next contest.
- d) A team winning a contest by forfeit or default will receive a "4" rating.
- e) A team losing a contest by forfeit will receive a "2" rating.

## Article 3. Sportsmanship Ratings During the Playoffs

- a) If a team receives a "0-2" rating, the captain must come into Intramural Office the following day to discuss the rating. A decision will be made as to whether the team will continue to participate in the playoffs.
- b) If they do continue in the playoffs, they must receive a "4" or "3" rating for remaining playoff games.
- c) A player receiving an ejection will be disqualified from all remaining playoff games.

## Rule 8: Intramural Code of Conduct, Sanctions and Ejections

### Article 1. IM Code of Conduct

- a) Safe and enjoyable participation is the goal of Ferris State Intramurals. University Recreation takes sportsmanship very seriously and offenders will be dealt with seriously. Sportsmanship policies will be enforced strictly to ensure the safety and enjoyment of all players and the Intramural Staff.
- b) Any person who commits, attempts to commit, incites or aids others in committing any acts of misconduct shall be subject to disciplinary procedures by University Recreation.
- c) **Unsportsmanlike conduct includes, but is not limited to:**
- Fighting (pushing, punching, tripping, or any type of physical altercation)
  - Using profane or inappropriate language or gestures
  - Baiting or taunting an opponent, including "trash talking" in any manner
  - Attempting to influence an IM Staff member's decision
  - Dissent towards an IM Official or Staff member's decision
  - Disrespectfully addressing IM Staff
  - Physical contact with IM Staff
  - Failure to follow the directions of any IM Staff member acting in performance of their duties
  - Mistreating a facility, equipment, or any of the Intramural supplies
  - Delay of game and/or tactical fouls
  - Engaging in any general unsportsmanlike act

### Article 2. Ejections

- a) Players may be ejected for two unsportsmanlike penalties, one severe unsportsmanlike penalty, or be removed by an Intramural Staff member for a gross violation.
- b) Ejected players will be asked to leave the field of play and the facility. The ejected person must leave the playing area immediately and has **5 minutes** to leave the facility. Any ejected person not adhering to this rule will cause their team's game to be forfeited.
- c) If DPS officers are required to escort a person from the facility, a full semester suspension will be added to the player's reinstatement process.



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## Article 3. Sanctions

- a) *365 Day Suspension:*
  - A suspension from all Intramural activities for a calendar year (365 days)
- b) *Semester(s) Suspension:*
  - A suspension from all Intramural activities for one or more semesters
- c) *Season Suspension:*
  - A suspension that removes a player for the remainder of a current season
- d) *Game Suspension:*
  - A suspension for one or more competitions that may carry other sanctions depending on the severity and seriousness of the incident(s)
- e) *Probation:*
  - A team or individual may be put on probation for any length of time. An individual or team need not be ejected to be put on probation. In such cases, employee reports may activate such a sanction.
  - A team or player on probation will be removed from further competition if they incur further unsportsmanlike penalties or engage in any unsportsmanlike acts.
  - Players returning from long suspensions or with a history of issues will be placed on probation once they potentially become reinstated.

\*\*\*NOTE: The Intramural Program has the jurisdiction to suspend or remove individuals and teams from participation in any and all Intramural Sports activities. The Intramural Program and University Recreation reserves the right to remove any player or team for involvement and/or further unsportsmanlike actions, and to refer participants to the Office Of Student Conduct and make recommendations for their consideration.\*\*\*

***All teams must have a 2.75 sportsmanship rating in order to make playoffs.***

## Article 4. Fighting

- a) **THERE ARE SEVERE PENALTIES FOR FIGHTING DURING IM SPORTS!**
- b) **Our definition of fighting is extensive and includes aggressive actions some might not consider fighting.**
- c) **The penalty for fighting is a minimum 1-year suspension from Intramural Sports.**
- d) **Behavior classified as fighting includes, but not limited to:**
  - Striking or attempting to strike an individual
  - Engaging an individual in a combative manner
  - Throwing a punch at an individual
  - Spitting at an individual
  - Kicking or attempting to kick an individual
  - Brandishing a foreign object or weapon with intent to harm, injure, or intimidate an individual
  - Retaliating against an aggressive act
  - Verbally threatening an individual

\*\*\*The Intramural Sports Coordinator, UREC Professional Staff and IM Staff will evaluate each situation based on severity.\*\*\*

