Policies and Procedures

For The

San Francisco State University Intramural Program

Welcome to the SF State Campus Recreation Intramural Program. This program is designed to offer all SF State students an opportunity to participate in structured sports and recreational activity.

The Intramural (IM) Sports Program promotes fair play, good sportsmanship, team values, and a positive, healthy experience through physical activity.

Intramural leagues and tournaments are offered during both Fall and Spring semesters. The program will consist of several leagues and tournaments held throughout the semester.

Students, Faculty, and Staff are all encouraged to visit the Campus Recreation Office, SSB 105, or website, http://www.sfsu.edu/~recsport to inquire about new activities and programs. Employment opportunities and internships are available to those interested in sports program planning and event management.
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I. **Program Purpose**

The SF State Intramural Program is designed to provide opportunities for participation in a wide variety of sports and recreational activities for the entire University community. The activities represent a broad selection of sports ranging from those of a highly competitive structured program to informal, social activities. The events are designed to accommodate all ages, skill levels, gender, and sport and leisure interests. Through participation, students are provided an opportunity to increase physical fitness, augment leisure-time skills, and develop a positive attitude toward recreational endeavors.

Competition is offered for men, women, and co-rec participation. Competition is provided in the form of leagues, tournaments, and/or special events each semester. The programs offered are based upon student interest and the availability of resources and facilities.
II. Team Entry Procedures

1. IM Team Entry requires submission of an official Intramural Team Entry Form. These forms are only available on the Campus Recreation website for specific sport leagues.

2. All Entry Forms must be completely filled out and turned into the Campus Recreation Office, located in the Student Services Building #105, by the team entry deadline date posted on the Campus Recreation website and listed on the form.
   a. Teams Entry Forms when submitted will receive a date and time stamp to specify when the form was officially turned into the office.

3. Upon submission of the Team Entry Form by the Team Captain, a Forfeit Deposit must also be paid to secure the team’s spot in the league scheduling order.

4. Team Captain’s must next log onto imleagues.com and create their team. Players can then begin signing up to be part of that team.

5. The Team Captain or a team representative must attend the mandatory Captain’s Meeting for the team to be eligible to play. If a team is not represented, the team may be dropped from the league.

6. New players may be added to a team’s official roster on imleagues.com up until the second week of regular season play regardless of your team’s game schedule. Teams that have a bye the second week of play are not exempt from this rule.

7. Entries for each sport shall close at the end of the day on the DEADLINE FOR ENTRIES date. If a team does not turn in their roster by the deadline, they will risk non-entry into the league for that semester.

8. Cost for team/individual sports and special events may vary. If an entry fee or forfeit deposit is required, it will be posted on the entry form and is due when the form is submitted to the Campus Recreation Department Office.

9. Depending upon resources, staffing, and location availability a cap on the number of teams allowed into the league may be in place. Leagues still fill on a first come, first serve basis. A waitlist will start once a league is filled.

Entries into a league will be granted by the following conditions until league capacity is reached:
   a. Team Captain’s attendance at the scheduled captain’s meeting.
   b. According to the date and time stamp given upon submission of entry form.
III. **Player / Team Eligibility**

1. All current SF State students, faculty, and staff are eligible to participate, except as otherwise provided in the specific sport rules and regulations. Faculty and staff must purchase a Campus Recreation membership to participate in all intramural leagues. Community members and alumni are not permitted to play.

2. A player shall not be permitted to play in more than one IM team in the same league. Players are not allowed to play on both a men’s or women’s team and a co-rec team within the same sport.

3. All team players must be listed on the official team roster located on imleagues.com. It is the captain's responsibility to ensure everyone has done this not the Recreation Staff. Any team that allows an ineligible player to play will forfeit the game(s) in which the ineligible player participates.

4. Teams can add players to their team roster through the second week of the regular season, but cannot exceed the maximum number permitted per team in a league. Players can **not** be added during playoffs.

5. In order for a player to compete in playoffs, he/she must be listed as a team member on the team’s official regular season roster.

6. SF State intercollegiate athletes, including Red Shirts, are not permitted to participate in any intramural contests within the leagues or tournaments similar to that of the university team in which they play on.

7. Former SF State intercollegiate athletes are only permitted to play in Division A levels of play, but must have been removed from the intercollegiate team roster for that academic year. If found not be in compliance with IM policies the player will be immediately dropped from the league. Any games played by the team with the player in question will become automatic forfeits.

8. No professional athletes are permitted to participate in intramural activities.

9. Players will be required to show their SF State I.D. when participating in any intramural activity. Players who do not bring a valid ID, or are unable to prove their student status, during any game will not be permitted to Participate.

10. The limit on roster size is two times the number of players that are allowed to play at one time (Example: 5-on-5 basketball- the limit is 10 players on the roster), unless otherwise specified on specific sport rules.
11. An ejected player, or a player that receives a red card, is suspended at the time of the ejection indefinitely from all IM competition pending a meeting with the Intramural Coordinator, who will determine the appropriate period of suspension.

12. The IM staff has the authority, at any time, to recommend to the Intramural Coordinator that a player/team not be allowed to continue participating within a game or league.

**Playoffs**

1. Not all teams will automatically make the playoffs. To be eligible to compete in playoffs teams must comply with the following standards:

   a. Team’s placement in the standings are within the maximum number of teams eligible to make playoffs. The number of teams eligible to make playoffs may vary each semester depending on time and space availability.
   
   b. Team’s must maintain a 2.5 average Sportsmanship Rating (SR) or higher at the end of the regular season.

2. Teams that meet the above two standards will be eligible to compete in playoffs for their specific league. Teams will then be seeded accordingly by the following criteria:

   a. Win/Loss Record
   
   b. Sportsmanship Rating(SR)
   
   c. Head to Head
   
   d. Differential
IV. Captain’s Duties

The primary duties and responsibilities of team captains are to organize teams and to prepare the individuals for competition. Each team must be represented by a Team Captain. It is their responsibility to:

1. Keep members of your team informed of all Intramural activities and team’s game times while also promoting active participation and good sportsmanship.

2. Make sure that at all times your official team roster on imleagues.com is updated and correct and that all team members have signed the Team Liability Waiver.

3. Collect Entry Fee or Forfeit Deposit if required from team members and pay upon submission of the Entry Form.

4. Represent your team at all appropriate intramural captain’s meetings.

5. Notify your team or respective participants as to the date, time, and location of all scheduled contests.

6. Be knowledgeable of all playing rules governing the sport they are participating in.

7. Verify and sign the game score card after each game is played.

8. Be familiar with all intramural eligibility rules so that your team can adhere to these rules and regulations. Player eligibility is the captain’s responsibility.

9. Read and understand the Intramural Handbook as it pertains to their team’s participation.

10. Display good sportsmanship and encourage teammates to act in a similar manner.
V. Captain’s Meetings

1. Meetings are held at the beginning of each semester for all Intramural Sport Leagues taking place 1 week prior to the first week of games.

2. It is the team captain’s responsibility to know when the meetings are being held. These meetings are mandatory, and if a captain is unable to attend it is expected that a team representative attend in the captain’s place.

3. Rules are reviewed and questions are answered regarding format of the league, and important dates of league play.

4. If a team is not represented, the team will risk being dropped from the league.
VI. **Free Agents**

1. Students interested in playing on an Intramural Sports League, but don’t have a team can attend the Free Agent’s Meeting held at the beginning of each semester prior to games starting. The meeting is designed to assist all individuals looking for a team to get onto one.

2. Individuals can also create their user account on imleagues.com and sign-up as a free agent. The individual can then message team captains directly requesting to join their team.

3. After the 2nd league game, official team rosters will be frozen and free agents can no longer join a team for that season.
VII. **Sportsmanship Rating (SR)**

Team sport activities find their origin in the basic human need for play. Winning and losing are mere outcomes of this play spirit. Abusive language towards officials, other participants and manipulation of the rules are not “part of the game”. All players are encouraged to exercise good judgment in caring for the safety of others as themselves. At SF State, an intentional foul is a violation of the rules and is considered cheating and a gross offense against the spirit of competition. All players are asked and expected to participate within the context of this spirit of play/competition.

- Team will be rated on a 4 point scale. Four (4) being excellent sportsmanship, and zero (0) being poor sportsmanship. Teams will be rated at the conclusion of each game by the officials and score keeper’s, and in some cases the manager on duty.

- Team must maintain a 2.5 average sportsmanship rating or higher in order to be eligible to compete in the playoffs.

- If a team forfeits a game, the team will receive a 0.0 sportsmanship rating for that game. The opposing team that was present will receive a 4.0 rating for that game.

- Any team that has a player ejected can receive no higher than 2.0 rating for that game.

- A team’s spectators will also be considered when rating a team.

**Criteria for Sportsmanship Rating:**

**4.0 points**
1. Excellent Attitude.

2. A pleasure for officials, scorekeepers and opponents to interact with.

3. Team has winning and losing in perspective such that their conduct in all ways provides an example for the league and the program.

**3.5-3.0 points**
1. Team shows good sportsman/ woman ship.
2. Full cooperation with officials and scorer’s.

3. Opponents treated with respect.

4. Obvious good attitude.

5. No warnings, ejections, yellow cards or technical fouls.

**2.5 points**

1. Still shows cooperation with officials and opponents, however some complaints and grumbling. Good attitude is missing on occasion.

2. No blatant displays of bad attitude.

3. Captain/manager are in control of team.

4. Maximum of one technical foul or yellow card. No red cards or ejections.

**2.49-1.0 points**

1. Continuous complaints to officials and scores about calls and interpretations.

2. Clear bad attitude or misunderstanding of the Spirit of Competition on the part of one or more players.

3. Captain/manager are not in control of teams players.

4. Team may receive yellow cards or 1-2 technical fouls.

**0 points**

1. Blatant disrespect for the Spirit of Competition, officials, scorekeepers and opponents.

2. Play is dangerous with occasional intent to injure opponent.

3. Captain/manager have no control of team conduct.

4. Team receives multiple yellows or a red (ejection) card.

5. Two of these ratings and a team will forfeit its spot.
VIII. Forfeits & Deposits

1. Upon submission of the Team Entry Form by the Team Captain, a Forfeit Deposit must also be paid to secure the team’s spot in the league scheduling order. Cash only will be accepted. Leagues still fill on a first come, first serve basis and the deposit does not guarantee your team will be scheduled.

2. Teams that are placed on the waitlist and not scheduled into the league will have their forfeit deposit fully refunded once all the scheduling has been completed. Team Captain’s that fall into this situation will be notified when they can pick up their deposit from the Campus Recreation Department Office.

3. Scheduled teams in a league that do not forfeit any games during the regular season (not including playoffs) will have their deposit returned.

4. Scheduled teams in a league that forfeit one game will lose half of their original deposit and teams that forfeit two or more games will lose their full deposit.

5. Only the Team Captain, or a team representative assigned by the Captain and verified by the Intramural Coordinator, will be allowed to pick up the deposit amount being returned if owed. Once notified, Team Captains will be able to pick up their deposit return at the Campus Recreation Department Office, located in Student Services Building, 105.

6. Deposits being returned will be available for pick up starting December 1st in the fall semester and May 1st in the spring semester. Captains will have until the last day of finals by 5:00pm to pick up their deposit being returned. Any money not collected by that day/time will be considered a donation to the Intramural Program.

7. Submission of a Team Entry Form and a Forfeit Deposit are a contract with the Campus Recreation Department to the effect that we will schedule you for competition if time and space permits, and your team will be there to play every week. Please honor that contract and respect your fellow students’ time by appearing for your scheduled games at least 10 minutes before your scheduled game time starts.

8. If a team does not have the minimum number of players to start at the scheduled game time a 5 minute grace period is granted. After 5 minutes the shorthanded team will forfeit resulting in a win for the other team.

9. Any team that forfeits the first two games during the regular season may be dropped from the league, without notice, in order to accommodate a waitlisted team for that sport. Dropped teams will also lose their full deposit.
IX. **Protests**

1. There shall be no protest allowed on a judgment call.

2. All protest must be on interpretations and must deal directly with the score.

3. All protests must be made by the team captain, at the time of the protest, to the IM staff or Intramural Manager on site.

4. The Team Captain must then submit in writing a statement and reason for the protest to the Intramural Coordinator.

5. Any team playing an ineligible player loses all rights to protest a game on any basis. Proof of such violation must be presented before the case can be settled.

6. Failure to follow the foregoing provisions to the letter will automatically invalidate the protest.

7. The Intramural Coordinator will rule on the protest to decide whether the protest was a judgment call by the officials or manager on site.
X. Publicity

1. All Intramural Sports events are publicized on the Campus Recreation Intramural Board near the Men’s Locker room and online at http://www.sfsu.edu/recsport. Through these mediums information such as: Meeting Dates, Games Scheduling, Scores, Team Rankings, and other important dates can be found.

2. Participants playing in the intramural program that have signed the intramural team roster and liability waiver have agreed to allow the Campus Recreation Department to take pictures, videotape, and use images of your team and individual players for recognition, marketing, and promotion of the intramural program.
XI. **Injuries**

1. Participation in Intramural Sports is voluntary. San Francisco State University, The Division of Student Affairs, the SF State Campus Recreation Department and its staff are not responsible for injuries suffered by the participants.

2. All participants are advised to have proper medical coverage and are encouraged to consult their physician before participating in any intramural contest.

3. If you are injured during an IM contest, the Intramural Staff on site will give any assistance if possible. If more assistance is needed, the Intramural Supervisor will summon the Department of Public Safety (UPD) and/or Emergency Services if needed.

4. The injured party assumes liability for any transportation and/or medical charges incurred.

5. Upon the occurrence of any injury or incident, a report will be completed by the Supervisor on site and filed with the Intramural Coordinator.
XII. Behavior & Conduct

1. The team captain is responsible for the actions of their team and their spectators. The IM staff will seek the appropriate actions through the captain.

2. Verbal abuse, physical hitting, or other threatening behavior towards another team, spectators, or IM staff, including officials, by an IM participant or a spectator may result in being ejected by an IM staff member or supervisor.

3. If a player is ejected from a game, he/she/they are suspended immediately from all IM competition. The player/team must set up an appointment with the IM Director to seek reinstatement. The Intramural Coordinator will determine the length of the suspension.

4. Any team that has a player ejected can receive no higher than a 2.0 sportsmanship rating for that game.

5. If an ejected player engages in any IM activities before meeting with the Intramural Coordinator, his/her team will be forfeited out of that sport league in which the incident occurred.

6. The Intramural Coordinator has the authority to determine the length of suspension depending on the severity of the situation.

7. ZERO TOLERANCE POLICY
   There is ZERO TOLERANCE towards all violent and/or threatening behavior in all SF State Intramural Leagues. Players and/or spectators involved in any behavior which could potentially cause harm or injury to another player, ie: body checking, throwing punches, tripping, excessive taunting, verbal or physical abuse, and other malicious acts will be severely dealt with. In addition, talking to a game official is strictly prohibited and trash talking, arguing, or harassing a Campus Recreation employee will not be tolerated. Individuals choosing to engage in such behavior will be banned from future participation within the SF State Intramural Program forever, and a report will be filed with the University Police Department, possibly resulting in assault charges being filed against the individual.