

UNIVERSITY OF SAN DIEGO

INTRAMURAL

CAPTAINS HANDBOOK

OF

RULES AND POLICIES

2009 - 2010

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USD INTRAMURAL CAPTAINS HANDBOOK POLICIES AND PROCEDURES

SECTION 1

GENERAL INFORMATION

FORWARD

The purpose of Intramurals is to provide an opportunity for every student, faculty, and staff member of the University of San Diego to take part in competitive and recreational sports activities within the framework of the educational endeavor.

The success of the Intramural Program depends primarily on student participation and cooperation within the rules and activities offered. It is hoped that the USD community will take advantage of the many opportunities available and become involved in one of the many intramural activities.

The Intramural Sports Program at the University of San Diego offers a broad spectrum of activities for those individuals and teams interested in competition at varied skill levels, in personal challenges, and in fitness as well as enjoyment and satisfaction.

The success of the Intramural Sports Program depends on the leadership of the **Team Captain**, since the program could not function without an individual to organize interested participants into teams. The Team Captain has an extremely important role as the liaison between the Intramural Staff and the members of a team.

The Team Captain should read through this manual thoroughly and be familiar with the policies and procedures of the Intramural Program to ensure an enjoyable and successful season. Communication is a key success factor. The Team Captain must remain in contact, throughout the year, with the Intramural Staff. The captain must make sure of the correct time and date each event takes place and inform the team of the policies and procedures of the IM Sports Program.

The following information will benefit the team and individual team members as well as the Team Captain.

MISSION OF THE USD INTRAMURAL PROGRAM

1. To provide opportunities for social contact and development of lasting friendships.
2. To provide leadership and fellowship opportunities through recreational activities.
3. To provide diversified opportunities for every individual regardless of skill ability, to enjoy athletic participation.
4. To provide opportunities for the development of positive attitudes towards recreational and athletic activities.

OFFICE LOCATION, HOURS & INFORMATION FORMS

The USD Intramural Office is located in the northeast wing of the sports complex at pool level in the main recreation office.

The Intramural Office will be open Monday through Friday, 10:00 a.m. to 7:00 p.m. The number to dial for information is 260-4275

All Intramural entry blanks, information, league schedules, and league standings are located on the IM section of the Campus Recreation website.

SPORTS CENTER ADMINISTRATION

Campus Recreation Director - Gary Becker
Assistant Intramural Director -

INSURANCE & PARTICIPANT INJURIES

The Intramural Office does not have an insurance program for its participants. Participants play at their own risk since USD nor can the Intramural Department assume legal or financial obligations for its participants. All financial obligations for injuries are the sole responsibility of the participant. NOTE: All participants must read and sign the USD Intramural Release of Liability Form online prior to their first competition. Failure to do so will rule the player ineligible for competition. It is highly recommended that all players purchase their own health insurance prior to participating in Intramural play.

ENTRY FEES

There is no team entry fee, however all Intramural participants must pay a participant fee and register online on the Campus Recreation website.

FREE AGENTS

The IM Department encourages all individuals not on a team who would like to participate to attend the captains meeting of the sport of their choice. Captains meetings are held the week after a league sign up period closes. At this meeting the IM department will either organize free agents into a team or ask captains if they need additional players.

AWARDS AND AWARD CEREMONY

The winning teams or individuals in each of the IM activities will receive an appropriate award at the designated award ceremony. Awards, with a few exceptions, will be USD Intramural T-shirts. T-shirts will be distributed until supply diminishes.

PRACTICE TIME

There is very little time when facilities are available for practices. Most fields and the Sports Center are open when an activity is not scheduled. Check the university online calendar to determine when the facility is open. During open times facilities must be shared for informal use by all.

SECTION 2

UNIVERSITY AND CAMPUS RECREATION POLICIES

ALCOHOL & ILLEGAL DRUGS

The IM Department adheres to the policies of the Sports Center and the University of San Diego. AS SUCH, ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS ARE NOT PERMITTED AT INTRAMURAL ACTIVITIES WHICH TAKE PLACE ON UNIVERSITY PROPERTY. Violators (whether they be participants or spectators) will be asked to leave the premises. Second violations will result in suspension from all IM activities. Participants are not allowed to play under the influence of alcohol or illegal drugs.

TEAM NAME POLICY

The Intramural Department encourages creativity, with discretion, when choosing a team name. We reserve the right to refuse or change any team name that is considered offensive, either

overtly or in meaning, in accordance with the philosophy of the University of San Diego. It is required that team names be appropriate, otherwise, a team will not be allowed to participate.

ALUMNI CARD POLICY

All participating alumni must have a current alumni card prior to participation in an intramural event. That card must be presented upon request to an intramural staff member. Alumni cards are free for the first year after graduation. Beginning with the second year a recreation card must be purchased from the Sports Center administration office.

DECISION POLICY

The Intramural Director reserves the right to rule on any situation not specifically covered in the rules. These decisions are made in the best interest of the overall program and are final.

The intramural department reserves the right to grant eligibility to individuals as specific situations warrant. Every effort is made to adhere to the eligibility rules listed below. In some instances the best interest of the program or specific individual situations may warrant an IM exception. This exception must be given final approval by the Campus Recreation Director.

SECTION 3

TEAM SIGN UP PROCEDURES

TEAM MANAGERS

Each team will be required to designate a team manager or captain who is the point of contact between the team and the intramural office. If a team is to compete successfully in IM Sports, a good leader is necessary.

The team manager is responsible for signing up online and submitting rosters. All roster players must be registered participants. The IM department will notify captains if a roster player is not registered. The captain is responsible for contacting teammates regarding schedules and/or schedule changes.

The team manager or captain will be required to attend a league meeting before the start of each sport season to discuss league rules, receive updated league schedules, and finalize team rosters. He will be responsible for communicating this information to his teammates.

The team manager must be able to be contacted by phone and e-mail. The IM department will make every effort to contact captains when changes are made, however it is suggested that team managers check weekly online to check for schedule changes or postponements. Managers must also notify the IM department of any conflicts or possible forfeits.

ENTRY FORMS AND TEAM ROSTERS

Sign ups and rosters for individual and team sports can be obtained online anytime during the semester prior to the activities' entry closing date. Entry deadlines for both individual and team sports will be announced and adhered to. Team entries will be taken on a first come first serve basis during the activity sign up period.

ROSTER DEADLINE

Tournaments: All team roster forms must be completed one day prior to the first game of tournament play. Eligibility will be checked prior to the first game and only eligible players will be on the score sheet. A player will not be allowed to participate until he has registered online.

Leagues: Captains must e mail in a league roster form including only registered players prior to the captains meeting. At games if asked all participants may be asked to produce a valid USD ID

to confirm they are the actual player on the score sheet. Using a non registered player will result in a team forfeit and the player not being allowed to participate in any future IM activity.

Players may be added to a team roster up to the last game of league play. These players must have first registered online. Late add players must show a current USD ID at the competition site prior to being allowed to play. No players may be added during playoffs.

SECTION 4

INTRAMURAL PARTICIPANT ELIGIBILITY

INDIVIDUAL ELIGIBILITY

A. The following individuals are eligible for IM events:

1. USD students (graduate and undergraduate) with at least 3 credit hours during the semester the IM activity is offered.
2. Faculty, Staff (full and ½ time: or equivalent to ½ time hours).
3. Alumni of the University as defined as graduating from the University with a degree and have a current Alumni card.

B. Intercollegiate Athletes

1. No member of an organized intercollegiate team is eligible to play in the IM sport corresponding to his/her intercollegiate activity (basketball, soccer, football, volleyball, softball vs baseball).
2. An intercollegiate athlete is defined as one who has practiced with an intercollegiate team up to and through the first game of the season. If a player drops prior to the first game he will not be considered an intercollegiate athlete.
3. Any individual who receives an athletic scholarship is considered to be an intercollegiate athlete regardless of participation or non-participation.
4. An individual is considered an intercollegiate athlete for the duration of one year from the ending date of his sport. The exception to this rule is the individual who has used up his intercollegiate eligibility. This individual will be given ex-intercollegiate status at the conclusion of the academic year when his eligibility was completed.
5. An ex-intercollegiate athlete is one who has not been involved in his sport for a period of one year. After a period of five years the athlete will no longer be considered an ex-intercollegiate athlete.

ELIGIBILITY ENFORCEMENT

- A. The IM staff will investigate and take action on ineligible players regardless of an official protest. All individuals will be required to register online prior to their being allowed to participate in Intramurals.
- B. A team using an ineligible player shall forfeit all games in which said player played.
- C. Proof of University affiliation must be produced on demand if requested by the IM Department.
- D. Any player using an assumed name will be subject to disciplinary ruling; e.g. barred from IM sports. The team he represents will forfeit all games in which he participates.
- E. All score sheets will reflect the teams official roster.

SECTION 5

PLAYING POLICIES

LEAGUE AND TOURNAMENT RULES

- A. Individuals must be added to rosters by the last game in league play or the first contest in tournament play. Players may be added only up to the roster limit. Players may only be deleted from a roster due to verified injury. An addition for injury must be cleared by the IM Director or his assistant director. No additions allowed during playoffs. The added player for injury must play in at least one league game.
- B. A participant can play for only one team per sport. The second team with which the violating player plays shall forfeit all contests in which he participated, and the violating player will be ineligible for the remainder of that sport activity. (Exception - see D.)
- C. Players are bound to the team with whom they sign unless they have not played in any games and are released by the team captain of the team with the consent of the IM Coordinator.
- D. Players from disbanded teams may be drafted by an existing team at any point before half the league is over. Only one player from a disbanded team may be drafted by each existing team.
- E. To be eligible for league playoffs in any sport a player must have completed (actually played) in at least one league contest. A drafted player must have played in at least half the league contest for his new team in order to be eligible for playoffs.
- F. The men's and women's leagues will consist of undergraduate, graduate, faculty staff and alumni.
- G. Men's and women's Law School students will be allowed to participate in leagues where no grad/law school league is offered for them.
- H. Co-Rec leagues are open to graduate students, undergraduates, faculty, staff and alumni.
 - I. Only two alumni will be allowed per team for all leagues and tournaments.
- I. Scheduling will be done on a first come first serve basis.
- J. Tournament seeding will be done by the IM department.
- K. Actual playing rules can be attained online at the IM section of the Campus Recreation website. office.

LEAGUE AND TOURNAMENT DIVISIONS

- A. **A Division:** This division allows for one ex-intercollegiate athlete per team and is further governed by League and Tournament Rules - F,G,H,I. Teams entered in this league are experienced and competitive.
- B. **B Division:** This division is governed by League and Tournament Rules - F,G,H,I. Ex-intercollegiate athletes are not allowed to participate in this division. This division is for newly formed teams or teams who's participation is solely recreational.

LEAGUE STRUCTURE AND PLAYOFF SEEDING

- A. If a sport has less than 12 teams there will be only one division which will be designated as an open division. This division will follow all the "A" division eligibility requirements. Fifty percent of the teams will advance to playoffs.
- B. If a sport has more than 12 teams an "A" division and "B" division may be designated. 67% of the "A" division teams and 33% of the "B" division teams will advance to a single playoff if

there are less than 12 "B" divisional teams. If there are more than 12 "B" division teams then there will be two separate playoffs.

- C. If a league has more than 24 "B" division teams then a "C" division will be formed. 67% of "A" division teams will advance to their own playoff. 33% of "B" division teams and 16% (one out of six) of "C" division teams will advance to the "B" playoffs.

FINAL LEAGUE STANDINGS

- A. Final league standings will be based on the following order:
 - 1. Total place points
 - a. W=3 points
 - b. Tie=2 point
 - c. Loss=1 points
 - d. Forfeit = -3 points
 - 2. Head to head competition
 - 3. Game points for minus points against involving teams who are tied.
 - 4. Points FOR minus Points AGAINST involving all common opponents.
 - 5. Coin toss

PLAYOFFS

- A. Where time and facility availability exists, a league playoff will be permitted.
- B. In case of League Playoffs, IM awards will be given only to "A" division playoff winners.
- C. Seeding will be determined by the IM Coordinator or his designate.
- D. Approximately half of the teams in a league or sport will be entered in playoffs. For three week leagues all eligible teams are taken.

POSTPONEMENTS

- A. The IM department looks unfavorably upon postponements and will work to prevent any deviation from the published schedule.
- B. Should postponement prove unavoidable, the IM department will communicate the change in schedule to all team managers and reschedule the contest or event at the earliest and most convenient date available. A request for postponement of contests must be in writing to the IM department one week (7 days) prior to the playing date. The IM department will then determine if the postponement will be awarded.
- C. Postponements must be played no later than two weeks from the published date. If due to a lack of facility availability or officials, a game cannot be replayed, the game will be considered a tie for both teams. Depending upon circumstances (IM Coordinators discretion) the game may not be considered a forfeit.
- D. Rainouts: In cases of inclement conditions, team managers are responsible to check one hour before their scheduled time. Games will only be canceled the day of the activity.

PROTESTS

- A. All protests must be made at time of infraction and will follow the following procedure:
 - 1. Verbal protest by captain to Field Supervisor or if not there, the official in charge. On-field decision of protest according to playing rules and IM policies may be made by the individual in charge.
 - 2. Further protest must be recorded on score sheet and forwarded to the IM Coordinator. The IM Department will accept only protests regarding player eligibility or rule interpretations. All protests must be made in writing to the IM Coordinator within 24

hours after the contest in question and shall be accompanied by a \$25.00 dollar protest fee. In protests regarding rule interpretations, both contestants and officials in charge shall be permitted to present their versions of the case before a decision is made. Fees are refunded for protests upheld as valid. Games in which a playing rule interpretation protest is deemed to have a direct bearing on the outcome of the contest shall be replayed from the time of protest.

- C. Protest Committee shall consist of the IM Coordinator and the Campus Recreation Director. If any one of these individuals is participating in the activity where the protest exists, this person will be replaced by another Campus Recreation Administrator.
- D. In cases where no IM policy, rule or regulation exists, it will be up to the Protest Committee to make a judgment based on circumstances and fairness of play.
- E. In extreme cases the IM Protest Committee may overturn a IM rule in the spirit of fair play. This decision however, is very rarely invoked or considered.

FORFEITS

Forfeits are detrimental to the IM Program. Many times a team plans a day around an IM game only to have that day ruined because an opponent failed to show. The IM Department looks unfavorably upon forfeits. As such, the following rules have been established.

- A. A team is considered to have forfeited a game if it cannot field the required number of its roster players 10 minutes after the scheduled starting time.
- B. A game will not be considered a forfeit if the number of participants (male and female) is equal for both teams allowing for fair play. This rule allows teams to play with fewer players when both teams have an equal number of men and women for league or tournament play.
- C. A team may use a non-roster, but IM registered player to play in a game, but that team must forfeit that game and the official IM forfeit score will be counted in league standings.
- D. A team using an ineligible player will forfeit all games that said player participated in. The official IM forfeit score will then be applied to league standings.
- E. A forfeit can be awarded by the Officials for misconduct of player or team.
- F. Any team that forfeits the last game of the season will not be eligible for playoffs.
- G. Official IM forfeit scores to be used in determining league or tournament standings:
 - 1. Football 12-0
 - 2. Softball 10-0
 - 3. Basketball 25-0
 - 4. Inner tube Waterpolo 11-0
 - 5. Soccer 3-0
 - 6. Volleyball 11-0, 11-0
 - 7. Floor Hockey 5-0
 - 8. All other sports to be designated by the IM Director.
- H. Forfeits will be handled in the following manner. If at the scheduled game time a team does not have the minimum number of players to start the game they will be given 10 minutes to have the number there before the game is called a forfeit. For example, the game time scheduled is 6:30, the game will be called a forfeit at 6:40 if the team still has not shown up. If at any time , however, during the 10 minute forfeit period the team shows up they will be allowed to play but they will be assessed the following forfeit period penalties:
 - Flag Football**....minimum of 5 players; 6 for co-rec (3 women minimum)
 - 1. Lose the right to protest the game.
 - 2. Lose the options with regard to the coin flip.
 - 3. Start the game with an (8) point deficit.

Softball....minimum of 8 players; 7 for co-rec (3 women minimum), can not bat two men back to back or have a women bat in duplicate spots. You will have to alternate two men in one batting spot. The extra man may play in the fld.

1. Lose the right to protest the game.
2. Will be visitors on the scorecard
3. Start the game with a (3) run deficit.

Basketball....minimum of 3 players; 3 for co-rec, you may never have more than one more man than woman on the court.

1. Lose the right to protest the game.
2. All possessions in jump ball situation go to the opposing team.
3. Start the game with a (10) point deficit.

Soccer....minimum of 5 players; 5 for co-rec, can never have more than one more man than woman on the field.

1. Lose the right to protest the game.
2. All choices will go to the opposing team.
3. Start the game with a (2) goal deficit.

Volleyball....minimum of 3 players for 4 x 4 co-rec, can never have more than one more man than woman on the court.

1. Lose the right to protest the game.
2. Opposing team gets first serve each game.
3. Start the first game with an (8) point deficit.

Tennis

1. Begin the pro-set with a (3) game deficit.

3 X 3 Basketball.....minimum of 2 players, for co-rec at least one of the two must be a woman. A woman must be on the court at all times.

1. Start the first game with a (7) point deficit.
2. Lose the right to start each game with the ball.

Wiffelball.....minimum of 3 players

1. Loose the right to protest the game.
2. Start the game with a (2) run deficit.
3. Will be visitors on the scorecard.

NOTE: The game clock will be running during the 10 minute forfeit time for all the intramural events.

FORFET FEES

In an attempt to alleviate the problems of forfeits, a forfeit reinstatement fee (\$25.00) is required to be paid by the forfeiting team prior to being scheduled in playoffs. This fee must be paid by the last game of league play. If a team forfeits a second game in league play it will be ejected from its respective league.

A team is considered to have forfeited a game if it cannot field the required number of players five minutes after the scheduled starting time.

SECTION 6

SPORTSMANSHIP AND ENFORCEMENT

Good sportsmanship is a top priority of the IM department. For a large portion of IM participants good sportsmanship is never a problem. The Intramural Sports program will not tolerate unsportsmanlike conduct directed toward sports officials, supervisors, staff members, players, spectators and/or the program. In order to encourage proper conduct during a game, officials and supervisors are given authority on whether to warn, penalize, or eject players and/or teams for poor sportsmanship. This policy is based on the concept that IM sports are offered to its participants as a medium for positive social interaction, and as a contributor to personal physical fitness. The importance of winning is viewed only as a conclusion to an activity that should be played at an aggressive level considered appropriate for recreational play. In order to adhere to this philosophy the IM department has established the following sportsmanship rules and enforcement policies. These policies pertain to all players, coaches, and spectators.

MISCONDUCT

A. Defined

1. Verbal abuse towards players, officials, IM supervisors, or verbal abuse in general.
2. Taunting of players or IM staff members.
3. Overly aggressive play that could lead to injury or fighting.
4. Consistent complaining or leaving the field of play by an individual or team.

B. Enforcement

1. First instance will be issuance of a warning from an IM official.
2. Second act will result in player being ejected from the game and sitting out the next scheduled contest.
3. A player who demonstrates a consistent tendency for misconduct at IM events will be given a first time warning from an IM supervisor. If misconduct continues said player will be placed on probation. Further misconduct will result in suspension from all IM activities for a period of no less than one year.

FLAGRANT UNSPORTSMANSHIP

A. Defined

1. Violent or overly aggressive tactics that leads to injury or team intervention.
2. Fighting on or off the field of contest. Throwing a punch as the aggressor or in retaliation is considered fighting.
3. Striking an IM official.

B. Enforcement

1. Overly aggressive tactics (#1) or fighting (#2) will result in ejection from play and suspension for the remainder of the season (including playoffs). If the incident occurs at the end of league or playoffs the individual will be suspended from all IM participation for a period of one full semester. A second incident by the same player will result in removal from further IM activity for no less than one calendar year.
2. Situations where teams leave their areas (ie. Bench clearing) will result in suspension of the game with both teams being assessed a forfeit loss. A team clearing its bench will be dropped from the league.
3. Striking an IM official will result in suspension from all IM activity for life and the possibility of criminal charges being filed.

PROBATIONARY RULE

If in the judgment of the IM department an individual exhibits excessive poor sportsmanship, that individual will be suspended from the next playing game and will be placed on probation. Upon a second act of poor sportsmanship, said individual will be suspended from all IM sports for a period of one year.

REINSTATEMENT RULE

After a player has been ejected from a game that player must meet with the IM Coordinator by the designated deadline presented to the players team captain when the player was ejected.

TEAM RATINGS

Team evaluations are done by the Sports supervisor at the conclusion of each weeks play. If in the opinion of the League supervisor a team receives an unacceptable rating the team captain will be contacted and notified of the rating by the IM Coordinator. A second such rating will result in the team being dropped from the league.

A team is responsible for the actions of the individual team members and spectators related to their team. **Organizations shall be held responsible for the behavior before, during, and after the game.** The team rating system is intended to provide an objective scale in which teams can be judged on attitude and behavior throughout the intramural season. The rating system will be used in conjunction with the rules that govern conduct in a specific sport (ie. red/yellow cards in volleyball/soccer, and technical fouls in basketball). The rating system is designed to rate teams and not individual conduct. Team managers will be informed of the system at the mandatory captains meeting that will precede each of the major sports. It will be the responsibility of the team captain to relay the information to all players and spectators affiliated with their team.

If a team exhibits acceptable behavior, but an individual is ejected from the contest, the intramural sports staff will assess the situation. The team rating system is not intended to penalize an entire team for individual cases of unacceptable behavior. However, the team captain's effort in assisting officials to calm difficult situations and to restrain troubled teammates will be the key determinant in the decision to hold the team or individual responsible for unacceptable behavior. The three different ratings are: Acceptable, Unacceptable, and Season Ending. **Ratings apply to behavior before, during, and after the game.**

Acceptable Rating

1. Demonstrates good sportsmanship toward both the other team and all intramural staff.
2. The team captain exhibits control over his/her team and spectators.
3. Players and spectators comply with the rules and accept, within the spirit of the rules, judgmental decisions made by the officials during the game.

Unacceptable Rating

1. Participants continue to complain about officials decisions, after warning.
2. The team captain exhibits little control over their team and/or spectators.
3. Arguing between teams after warning.
4. Complaints from spectators after warning.
5. If two players receive an unsportsmanlike foul before, during and/or after a game, the team will receive no better than an unacceptable rating.

Penalties for Unacceptable Rating

Any team that receives an Unacceptable rating will be suspended from playing in their next scheduled game (including playoff games) and a loss will be recorded. If a team receives two Unacceptable ratings, they will automatically be dropped from the league.

Any team that receives three of the following in one game; technical fouls, unsportsmanlike fouls, ejections, will forfeit that game and an unacceptable rating will be given.

Season Ending Rating

1. Team is uncooperative and out of control.
2. Team captain exhibits poor control over themselves, their team, and/or their spectators.
3. Players and/ or spectators are involved in a fight or physical altercation.
4. If a team gets two unacceptable ratings they will be dropped from the league.

SECTION 7

INTRAMURAL STUDENT WORKERS

The Intramural Department hires work study and contracted students to work in the program. All interested individuals should contact the assistant IM Coordinator at 260-4275.

IM FIELD SUPERVISORS AND STUDENT SUPERVISORS

These individuals supervise the day of the sport activity. They assist with league scheduling, schedule officials, solve protests, make sure the field is set up and bring out the equipment. Student supervisors are generally hired out of the officiating program or from IM support personnel.

OFFICIALS

All prospective officials are required to attend a preseason training clinic before being allowed to work for the IM department. At this clinic information concerning playing rules, officiating mechanics, and control techniques will be provided. All first semester officials, will be paid \$9.00 per hour. After this, returning officials will receive a \$0.25 increase per hour each year up to a maximum of \$10.00. In addition, junior and senior officials with at least two semesters experience will be considered for the job of student IM supervisors. This is the top student position and starts at \$10.50 per hour.

Quality officiating is the key to the success of any athletic program. The IM department tries to provide the best officiating possible for all its leagues and tournaments. Even so, team captains are reminded that these officials are not professionals. They are students like the participants. Please remind all players of this fact. Also regarding officials:

1. Officials will have the sole authority on the field.
2. The judgment of officials is final and not subject to official protest.
3. Officials in charge shall declare contests forfeited when a team fails to appear within 5 minutes of the scheduled starting time. Only the opposing team captain can authorize an exception. The game will then be shortened to meet time constraints.
4. Officials have the authority to eject a player from any IM contest if a participant exhibits unsportsmanlike behavior. If, in the official's judgment, the situation warrants is continuation of a contest, the official may take such action.

SCORE KEEPERS

When available, SCORE KEEPERS keep scores on the games, check the eligibility of players, run the clock and maintain statistics. At times teams will be asked to supply their own SCORE KEEPERS.