

OFFICE OF RECREATIONAL SPORTS

INTRAMURAL HANDBOOK



HUMBOLDT STATE UNIVERSITY

Revised August 2018

OFFICE LOCATION

The Intramural Sports Office is located in Recreation & Wellness
101

HOURS.

We are open Monday – Thursday 10:00 am - 9:00 pm
Friday from 10:00 am - 5:00 pm
Sunday 10:30 am - 3:30 pm

OFFICE STAFF

Jan Henry — Director of Recreational Sports

Phone: 826-5965 or email: jsh20@humboldt.edu

Eliot Baker — Assistant Director of Recreational Sports

Phone: 826-5961 or email: Eliot.Baker@humboldt.edu

For Office Staff, Drop-In Supervisors, and Sports Officials
please contact the Intramural Sports Office.

Phone: 826-6011

WEBSITE

<http://humboldt.edu/recsports>

SPORTS AND LEAGUE DIVISIONS

Humboldt State University regularly offers six Intramural Sports
to HSU Students, Staff, Faculty and Community Members.

BASKETBALL

"A", "B", Coed "Open"

DODGEBALL

"A" and "B" (Both Coed)

FLAG FOOTBALL

"A" and Coed "B"

SOCCER

"A", "B", "C", and "Open" (All Coed)

SOFTBALL

Coed

VOLLEYBALL

"A" and "B" (Both Coed)

FEES

Students play free

Individual Community Members

must pay \$30 per semester

Faculty and Staff Members pay half
the community rate (\$15) per semester

MISSION STATEMENT

Everybody Plays, Play with Us!

Intramural Sports at Humboldt State University offers HSU students, faculty, staff, and community members the opportunity to participate in recreational sports regardless of skill, ability, or previous experience.

Leagues are available in a variety of indoor and outdoor sports throughout the year. Individuals can form a team with friends or sign up independently at imleagues.com

Gender Inclusive Policy

Individuals can participate in any Intramural Sport in accordance with their gender identity, regardless of legal or medical status. Participants who identify as non-binary are welcome to participate in accordance with their identity. They will be exempt from any binary gender-specific rules or regulations.

We recognize that coming to know one's gender identity can be a complex process that occurs over an extended period of time. This policy is designed to affirm and include every individual that wishes to participate.

COMPETITION LEVELS

"A" League is designed for teams/individuals with very high skill levels, seeking intense competition. Any participant who is currently a member of an intercollegiate or sport club team in the same sport is permitted to play in "A" League with no restrictions.

"B" League is designed for competitive play with one restriction on eligibility. Any participant who is currently or was in the same academic year a member of an intercollegiate or sport club team in the same sport is not permitted to play in "B" League.

"C" League is designed for teams/individuals with a minor amount of skills and those playing recreationally and "just for fun." Current or former intercollegiate, sport club, and professional athletes in the same sport are NOT permitted to play in "C" league. Current "A" League players in the same sport are also not permitted to play in "C" league.

"Open" League is designed for coed teams who desire something in between recreational and competitive play. This league restricts participation by men to those who are not currently, or were in the same academic year, intercollegiate or sport club athletes in the same sport. "Open" league has no restrictions on women.

If participants play on a team in which they are NOT eligible, the team will forfeit any games they played in, once the intramural staff becomes aware.

REGISTRATION OF TEAMS

Registration for all Intramural Sport activities will take place online at imleagues.com

► Individuals must create an account on imleagues before they can create teams or request to be added to teams. Current matriculated students must create an account with their HSU email address by selecting the "School Users Member Registration" option. Non-students must create an account by selecting the "Non-HSU Students Guest Registration" option. Detailed instructions are available for download in the humboldt.edu/recsports Sign Up/Participation link.

► There are no registration fees.

► It is the responsibility of the team captain to submit a proper team name for their Intramural Sports team. The following restrictions are enforced: No vulgar or aggressive language or references, no references to alcohol or other drugs, no discriminatory references (race, religion, national origin, gender/gender expression, sexual identity, ability, political affiliations, among others), no body shaming language, and no references to non-enthusiastically-consensual sexual activity. This policy also applies to any photos you may choose to use in association with your team. The Director of Recreational Sports and Assistant Director reserve the right to censor and change team names and photos accordingly.

Entries will be taken on a first-come, first-served basis. Late entries will be accepted after the registration deadline and before the first week begins, if there is room in the league.

► Captains must complete the captain's quiz on imleagues successfully before registration ends.

CAPTAIN'S ROLE/DUTIES

Each team entering an intramural activity must appoint a team Captain. The Captain is the official liaison between the team and the Intramural Sports Program.

The Captain must be listed as a member of the team on the official team roster. Specific responsibilities of the Captain include:

- ▶ Completing the Captain's Quiz on IMLeagues.
- ▶ Notifying team members of playing rules, playing schedules and schedule changes, eligibility rules, and ensuring that their team is in compliance with all intramural policies and procedures.
- ▶ Representing the team in the case of protests/infractions.
- ▶ During a contest the team captain is expected to cooperate fully with the Intramural Sports staff in regards to: helping the official sign team members in on the official score sheet, lineups, scores, protests, injuries, player ejections, team conduct, spectator conduct, and any other situations that might arise throughout their participation in the sport/activity.
- ▶ Serving as a leader at contests by promoting fair play and helping create a positive atmosphere.
- ▶ Serving as a role model for good sportsmanship for your teammates.
- ▶ Maintain control of players at all times.

FREE AGENTS LIST

Looking to get on a team?

No team? No Problem! Enter your information on the Free Agents List(s) located on our website, IMLeagues.com/humboldt. Simply click on the sport(s) you are interested in and follow the link to the list. Attend drop-in activities for your sport(s), if available, and get to know other participants. If you have not been picked up by a team by the time the season begins, attend the first night of games and make yourself known as a player looking for a team. The Intramural Staff will assist you, if needed.

ELIGIBILITY

The following eligibility regulations have been established to protect the intramural athletes and to ensure them ample opportunity to participate. It is important that all participants observe the rules equally so that no team or individual may gain an advantage over those abiding by the rules. Each participant is responsible for the verification of his/her own eligibility. Each team captain is responsible

for the eligibility of their own team members.

In order to be eligible to participate in Intramural Sports, an individual will fall into one (1) of the following categories:

- ▶ Humboldt State University Student
- ▶ HSU Faculty/Staff member
- ▶ Community Member
- ▶ Before participation in an Intramural Sport, individuals must be registered online at imleagues.com.
- ▶ Students play for free.
- ▶ Community members must pay a \$30 fee per semester to participate. This payment must be received before participating in any game.
- ▶ Staff/Faculty members must pay a \$15 fee per semester to participate. This payment must be received before participating in any game.
- ▶ Roster additions and deletions may be made throughout the sport season in the Intramural Office and online. Roster additions made in the office must be authorized by the team captain.
- ▶ Any new participant must be added to the roster and sign a liability release BEFORE they play in any contest.
- ▶ For all intramural activities the final opportunity to add/delete a player(s) the last contest played in regular season. However, players must play in at least two league games to be eligible for playoffs.
- ▶ An individual may participate on more than one team within a league in a given sport. For example: a person may play on two "A" League Basketball teams.
- ▶ In tournament play, a player listed on two rosters will be considered a member of the team they **FIRST** play for. *Any player signed in on a game score sheet will be considered to "have played." This player has then established themselves as an eligible player on the first team. They would be ineligible for any other teams in the tournament.

Consequences for using an ineligible player(s):

- ▶ The team shall forfeit all contests in which the ineligible individual(s) played and will be required to meet with the Assistant Director before they participate in any future intramural activity. The type and length of disciplinary action will be determined on a case-by-case basis.

SPORTS RULES

General rules and regulations for each sport will be made available to participants online and in the Rec Sports Office before competition begins. In addition to the general rules, there are specific regulations, which will take precedence. In all circumstances the Intramural Sports Office reserves the right to put into immediate effect any new sport rule changes or modifications regarding participant eligibility. Before doing so the Office will notify participants through team captains.

SPORTSMANSHIP

A part of the philosophy of the Intramural Sports Program is that good sportsmanship is vital in every contest. Clearly, sporting contests are important to participants, but the importance should not become so overriding that players lose sight of appropriate behavior. The playing field is not a venue for physical or verbal abuse towards players, spectators and officials. In order to encourage proper conduct before, during, and after the scheduled contest, officials, supervisors, and administrative personnel will make decisions on whether to warn, penalize, or eject players, teams, and/or fans for unsportsmanlike conduct.

- ▶ This sportsmanship policy was created to place the responsibility of good behavior on the captains and teams themselves.
- ▶ **Team Ratings:** Each team will be rated on their sportsmanship behavior after every contest. The official(s) and supervisor(s) responsible for the contest issue the ratings. Each rating has defined and specific behavioral guidelines. Ratings are 5, 4, 3, 2, 1, and 0 with 5 being perfect sportsmanship and 0 being totally uncontrollable behavior. Teams must maintain a 4 point average over the course of the regular season to be eligible for playoffs regardless of their win/loss record.

Any team falling below the 4 point average at the conclusion of the regular season will be automatically eliminated from any playoff opportunity. The average is calculated by taking the total of all ratings and dividing that by the total number of games played.

- ▶ For specific unsportsmanlike behavior sport by sport, yellow/red cards, warnings/ejections, or technical fouls will be issued by the official(s) working the contest. All ejected and red carded student players will be ineligible for at least one (1) game and cannot return to the playing area until they have met with the Recreational Sports Assistant Director. All unsportsmanlike conduct contributes to the ratings that are given after each contest.

Any non-student (community member) who is ejected from a contest is automatically suspended for the remainder of the season and the season that follows. Any subsequent ejection will result in permanent suspension from the intramural program. Conduct from non-students (community members) that is disrespectful or abusive towards any intramural staff member before or after a game, on or off campus, and through any mode of communication, could result in suspension from the Intramural Sports Program from a short length of time up to a permanent basis at the discretion of the Director and Assistant Director. The Recreational Sports Office is committed to serving our student population in a safe and enjoyable manner and we will not tolerate inappropriate behavior from non-student participants. We expect community members to be role models for our students.

- ▶ Good sportsmanship and fair play is always expected.

END OF SEASON TOURNAMENT

After five to seven weeks of play, teams that meet all of the requirements will be eligible for a single elimination seeded tournament. Teams will be seeded based on the following criteria (listed by decreasing level of consideration): win/loss record, head-to-head record, sportsmanship score average, point differential.

STUDENT PARTICIPANT CONDUCT

Student here refers only to current matriculated Humboldt State University students. Any player who commits any of the following acts of misconduct shall be subject to disciplinary procedures by the Intramural Sports Program:

- ▶ Any player that verbally abuses or threatens an Intramural Sports staff member including supervisors, scorekeepers, and officials will be suspended a minimum of one (1) game and will be subject to further disciplinary action upon review of the incident by the Recreational Sports Director and Assistant Director.
- ▶ Any player that hits, strikes, or attempts to hit or strike an Intramural Sports Staff member including supervisors and officials will be suspended from the Intramural Sports Program for a period of one (1) calendar year and will be subject to further disciplinary action upon review of the incident by the Recreational Sports Director and Assistant Director. Such violation will also be turned over to the Office of Student Rights and Responsibilities and be subject to prosecution under the terms of the University Student Code of Conduct.
- ▶ Any player that hits, strikes or attempts to hit or strike another player will be suspended a minimum of one semester and will be subject to further disciplinary action upon review of the incident by the Recreational Sports Director and Assistant Director. Any severe incident will warrant suspension of that individual from the Intramural Sports Program for one (1) calendar year. Such violation will also be turned over to the Office of Student Rights and Responsibilities and be subject to prosecution under the terms of the University Student Code of Conduct.
- ▶ Any team that is involved in a team fight will forfeit that contest in which the fight occurred and may be suspended from that sport for the remainder of the season or year. All team members will be subject to further disciplinary action upon review of the incident by the Recreational Sports Director and Assistant Director. Such violation will also be turned over to the Office of Student Rights and

Responsibilities and be subject to prosecution under the terms of the University Student Code of Conduct.

- ▶ Ejected players, coaches and/or fans must remove themselves immediately from the playing area, out of sight and out of sound. Failure to comply within one (1) minute will result in a team forfeit. It is the captain's and/or co-captain's responsibility to assist the Intramural Sports staff in this process.

FORFEITS

Part of the philosophy of the Intramural Sports Program is to involve all eligible participants in the local community. If a team forfeits a contest, the objectives of the Intramural Sports Program are not met; therefore participants are deprived of active involvement. This procedure is designed to eliminate forfeits.

THERE IS A FIVE (5) MINUTE GRACE PERIOD.

Games are scheduled to start at the top of the hour. If a team is scheduled to play at 7pm, they must be signed in, jerseys on and ready to **BEGIN** playing at 7pm. They will be given a grace period of five (5) minutes to have the correct number of players there ready to play or a forfeit will be declared. It is recommended that teams arrive at least fifteen (15) minutes prior to the start time to ensure they are ready to play on time. All forfeits, regardless of cause, will result in a forfeit fee being assessed (i.e. forfeiture due to contest being cancelled because of sportsmanship issues, or illegal player(s)).

- ▶ In all sports, a forfeit fee of \$10.00 will be charged to the team for any forfeited contest.
- ▶ In order to claim a forfeit, the opposing team must have the minimum starting number present and ready to play. Otherwise a double forfeit will be declared if neither team has the minimum number of participants.
- ▶ **Conceding:** A team may concede/default a game (no forfeit fee or lowered sportsmanship score will apply) by notifying the Intramural Sports Office (x 6011). Only the team captain may concede a contest by contacting the office at least one day prior to the day they are to compete.
- ▶ If a team forfeits and/or concedes 3 contests during a sport season they will be dropped from further competition in that sport.

PROTESTS

The Intramural Sports Program realizes that on occasion an official may incorrectly interpret and/or enforce a rule. The purpose of a protest is to ensure an equal opportunity for victory. A protest can be avoided through intelligent and constructive conversation among the team captains and the Intramural Sports Staff.

The team captain must initiate all protests with the intramural site supervisor **IMMEDIATELY** at the time a question occurs (protests that are recorded after one (1) or more subsequent plays have elapsed are not accepted).

- ▶ Protests may be initiated concerning rule interpretations, policies, or procedures.
- ▶ Protests that challenge the accuracy of a judgment call by the officials or intramural supervisors will NOT be accepted.
- ▶ Protests will be settled at the game site by the site supervisor. All protests that are initiated will be recorded on a protest form by the site supervisor and a decision will be made at this point. The contest will continue under protest. All protest forms will be reviewed by the Assistant Director of Recreational Sports to determine that the proper ruling was made. (In order for the assistant director to have all the needed information, the written protest must include the time remaining in the contest, the score, period of play, and all the events surrounding the protest). In the event the ruling was incorrect, the contest will be replayed from the point of the protest. Otherwise, the ruling made at the time of the protest will be upheld. Special arrangements for replaying protested games will be made by the Assistant Director of Recreational Sports. All protest(s) decisions made by the Assistant Director will be final.
- ▶ **PLAYER ELIGIBILITY PROTEST:** A protest concerning a player's eligibility can be filed with a supervisor before or during a contest.
 - ▶ If a protest is initiated before a contest and it is known by the site supervisor that the player is ineligible, the player and captain will be notified before the game begins and given the choice of whether or not the player will participate. If the ineligible player plays, the contest is a forfeit.

- ▶ If a protest is initiated before a contest begins and it is NOT known by the site supervisor that the player is ineligible, the player and captain will be notified that the contest is being played under player eligibility protest and the Assistant Director will contact the captains the following business day. If the player chooses not to participate then the protest will not affect the team.
- ▶ If a protest is initiated during a contest and it is known by the site supervisor that the player is ineligible, the game will be declared a forfeit. If it is NOT known by the site supervisor that the player is ineligible, the player and captain will be notified that the contest is being played under eligibility protest and the Assistant Director will contact the captains the following business day.
- ▶ If an eligibility protest is initiated at another time during regular season, the player in question will be reviewed and a determination will be made as soon as possible.
- ▶ Any supervisor, the Assistant Director, and the Director reserve the right at any time to declare any game and/or previous games a forfeit once they become aware that a participant who played was ineligible.

SCHEDULING INFORMATION

League Schedule

Schedules will be posted outside the Recreational Sports Office. League schedules will also be posted on our website at **IMLeagues.com/humboldt**.

Tournament Schedule

Following league play, eligible teams (no more than 2 forfeits and an average of 4 or higher sportsmanship points per game), will advance to a single elimination tournament. Captains are responsible for checking dates and times for their tournament games.

Injuries and Liability

PARTICIPATION IN INTRAMURAL SPORTS ACTIVITIES IS COMPLETELY VOLUNTARY. These activities intrinsically 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. Understand that the Intramural Sports Office and Humboldt State University and all its agents do not assume any responsibility for payment of medical treatment or services not covered by an individual's health insurance or not offered through the Student Health Center. Therefore, all students are strongly urged to have personal health insurance, through personal or family policies. All injuries should be immediately reported to the on site Intramural Sports Staff. All accidents are recorded and kept on file for participant insurance purposes and for the program's statistical records.

ALCOHOL OR DRUG USE

Alcoholic beverages and drugs (including tobacco products) are not permitted on or within the confines of the Intramural Sports playing areas. Contests will not be played and will result in forfeits if such substance use occurs. The Intramural Sports Staff assigned to the playing contest have the authority and responsibility in making decisions regarding students who are not permitted to participate based on:

- ▶ A student's breath smells of alcohol and/or marijuana.
- ▶ A student is suspected or reported to be using any other illegal substances.
- ▶ A student's actions and language are unacceptable.

Teams and/or individuals guilty of alcohol or drug use will be asked to leave the playing area and may be barred from further competition for the remainder of the year. Such violations may also be turned over to the Office of Student Rights and Responsibilities and be subject to prosecution under the terms of the Student Code of Conduct.

EQUIPMENT

The Recreational Sports Office provides most equipment for all the intramural sporting activities. Equipment is available for participants to check out, either at the game site or Recreational Sports Office.

- ▶ If equipment is broken, lost or not returned, the individual who checked it out will be held responsible for paying the replacement cost.
- ▶ Personal athletic equipment may be used for activities provided the equipment meets the sports specific standards and Intramural Sports standards.

For all intramural activities, participants are required to wear athletic attire (where sport specific rules also apply). The following proper equipment for all intramural sporting events is required to participate:

- ▶ **Footwear Policy:** Regulation tennis shoes or basketball shoes are required to be worn in all gymnasiums. Any kind of marking shoes are not to be worn in the gymnasiums. Pliable rubber cleated shoes may be worn on the Outdoor Intramural Fields. No metal spikes or plastic cleats with metal tips will be permitted. Turf cleats or running shoes are the only footwear allowed on the Field House turf field. The Intramural Sports Staff will declare the player ineligible to participate until they change shoes and proper requirements are met.
- ▶ **Headgear Policy:** Headgear is not allowed to be worn by any participant during an intramural event, except for one-piece head/sweat bands that do not have to be tied or do not have any form of knot(s). Illegal headgear consists of any hats, bandannas, baseball caps, and any other such similar headgear. For outdoor sports, winter/wool hats are allowed. Baseball-like hats are allowed only during Intramural Softball.
- ▶ **Jewelry Policy:** Jewelry is not allowed to be worn by any participant during any intramural event. Jewelry consists of any rings, watches, necklaces, earrings, bracelets and any other such similar jewelry that can be seen. **Exception:** Medical alert bracelets and necklaces and jewelry that can not be removed for religious reasons may be worn but must be taped down.

- ▶ Shirts are required to be worn at all times.

In all of the above equipment policies the Intramural Sports Staff on duty have the authority to disallow any participant from participating if they feel their equipment would endanger themselves or their opponents.

CHECKING IN TO A GAME (ID REQUIRED)

All participants are required to have proper ID at EVERY game. NO EXCEPTIONS! Community members can check in with any picture ID. Students must have current semester status in order to be eligible as a student. All participants must check in at the Recreational Sports Office (RWC 101) prior to heading to the field/gym. Jerseys will be exchanged for your ID. Jerseys must be returned in order to receive your ID back.

OFFICIATING

The Intramural Sports Program is constantly in need of qualified sports officials. Opportunities are available in all sports. Two or three trainings are required in order to officiate. Officials are hired at the end of the first week of each semester. Applications are available on our website and in our office.

FEEDBACK

Throughout the year, Intramural Sports staff members will ask participants for written or verbal feedback about the quality of the Intramural Sports Program. Please feel free to share your ideas with us so that we can continually adapt the program to accommodate your needs and better serve you.

QUESTIONS OR CONCERNS

The Assistant Director of Recreational Sports is responsible for running all aspects of the Intramural Sports Program. If you have any questions or concerns please contact the Assistant Director by stopping by his office, RWC 102, by calling 826-5961, or by emailing him at: Eliot.Baker@humboldt.edu. The Director of Recreational Sports, Jan Henry, is ultimately responsible for all

programs and activities offered by the Recreational Sports Office. You may contact her by stopping by her office, RWC 103, calling 826-5965, or emailing her at: jsh20@humboldt.edu.

INTRAMURAL SPORTS

Recreation and Wellness Center, Room 101

<http://humboldt.edu/recsports>



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