INTRAMURAL SPORTS PROGRAM HANDBOOK
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 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, Mashouf Wellness Center, or website, [http://www.sfsu.edu/~recsport](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.
Table of Contents

I. Program Purpose p. 4
II. Transgender and Gender Non-Conforming Policy for Eligibility/Participation p. 4
III. Team Entry Procedures p. 5
IV. Player / Team Eligibility & Playoffs p. 6
V. Captain’s Duties p. 8
VI. Pre-League Meetings p. 9
VII. Free Agents p. 10
VIII. Sportsmanship Rating p. 11
IX. Outdoor Sport Fees and Forfeits p. 13
X. Protests p. 14
XI. Publicity p. 15
XII. Injuries p. 16
XIII. Behavior & Conduct p. 17
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. **Transgender and Gender Non-Conforming Policy for Eligibility/Participation**

While sport programs have typically been offered in gender-based divisions, the SF State Intramural Sports Program seeks to provide opportunities for all students to participate in its sport programs regardless of gender identity. While sport programs have typically been offered in gender-based divisions, all individuals shall be permitted to participate in the SF State Intramural Sports Program (i.e. leagues, tournaments, etc.) in accordance with the gender with which they most closely identify. If an individual is unsure of which division would be the best fit, please contact the Coordinator for Intramurals, Sport Clubs & Camps. If individuals or teams have any questions about this policy, they may contact the Associate Director of Campus Recreation.
III. Team Entry Procedures

Step 1: Team Captain must create team on www.imleagues.com.
Step 2: Team Captain invites players to start adding to the team on www.imleagues.com.
Step 3: Once the team’s player minimum is met the team will be moved from the waitlist into the league if space permits. This will hold the spot in the league before payment.
Step 4: Once team is officially in a league and off the waitlist, the Team Captain must submit
Step 5: Once Team Entry Form and league fee has been paid, team is confirmed for scheduling.
Step 6: All teams must send a representative to the mandatory Pre-League Meeting for your sport to receive rules, policies, and to confirm your team’s entry into the league. Any team NOT represented at the meeting may be dropped from the league and replaced by a team on the wait list. Payment will be taken at the Pre-league meeting.
Step 7: Game schedules are finalized after the Pre-League Meeting.

1. (Spots fill quickly on a first come, first serve basis. If league is full, team may remain on the waitlist.

2. New players may be added to a team’s official roster on imleagues.com up until the fourth 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.

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

4. Cost for team/individual sports and special events may vary. If an entry fee is required, it will be posted on IMleagues, and must be paid on Fusion by the Pre-league meeting.

5. 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.

6. Entry into a league will be granted by the following conditions until league capacity is reached:
   a. Team Captain’s attendance at the scheduled Pre-league meeting.
   b. According to the date and timing of the league a team registers for.
IV. **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 fourth week of the regular season, but cannot exceed the maximum number permitted per team in a league. Players cannot 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. Intercollegiate athletes, including red shirts, are not eligible to compete in an intramural league in their sport or related sport during their years of intercollegiate athletic eligibility. Any participant whose name appears on an Athletics team roster is ineligible to participate in the Intramural Program’s sport equivalent(s) for one academic year following the one in which he/she was a member of the team. (Example: If the player appeared on the SFSU Basketball roster in 2015-16, he/she will not be eligible to participate in any Intramural Basketball event for the year 2016-17).

7. Former intercollegiate athletes, when eligible, are able to play in an intramural league in their sport. Only one ex-intercollegiate player is allowed per intramural team roster in their sport or related sport for sports with six or less players on the court/field. No more than a combination of two of these players is allowed per team roster in sports with seven or more players on the court/field. Former intercollegiate athletes must compete at the "A League" level of Intramural sports. Rare exceptions may be granted but must be requested ahead of time before the player plays.
8. No more than two members of a San Francisco State sport club may participate on the same team within the leagues or tournaments similar to that of the university team in which they play on.

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

10. 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 during any game will not be permitted to participate. No ID, no exceptions.

11. 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.

12. 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.

13. 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. To be eligible to compete in playoffs teams must comply with the following standards:

   a. A team’s placement in the playoff standings are within the maximum number of teams eligible to make playoffs.
   b. Team’s must maintain a 2.7 average Sportsmanship Rating (SR) or higher at the end of the regular season to be eligible for playoffs.

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. Sportsmanship Rating
   b. Win/Loss Record
   c. Head to Head
   d. Differential
V. 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.
VI. Pre-League 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. Payment for leagues should be made at the Pre-league meetings.

3. 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.

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

5. If a team is not represented, the team will risk being dropped from the league.
VII. 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 4th league game, official team rosters will be frozen and free agents can no longer join a team for that season.

VIII. 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 2.7 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 who is not ready to play at scheduled game time will receive a 1 point sportsmanship deduction.

- There is a 5 minute late grace period, after the 5 minutes passes the team receives a forfeit for that game and will receive a zero sportsmanship score.

- 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.

4. Team is on time and ready to play with all equipment on at scheduled time.
3.5-3.0 points
1. Team shows good sportsmanship.
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.
6. Team is late. 1 point deduction.

2.5 points
1. Still shows cooperation will 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.
IX. **Fees & Forfeits**

1. Leagues still fill on a first come, first serve basis and the deposit does not guarantee your team will be scheduled.

2. Submission of a Team Entry Form and fee 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.

3. 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.

4. If a team forfeits 3 or more games they will be dropped from the league, this is due to the 2.7 minimum sportsmanship requirements.

5. If the team captain can notify Campus Recreation managers by 12pm the day of the game at ims@mail.sfsu.edu that the team will be forfeiting the match, the team will receive a 4.0 sportsmanship score instead of a zero.

6. 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.

X. **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.

XI. Publicity
1. 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.

XII. 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. All Campus Recreation intramural participants must sign a current liability form and receive a Rec sticker on their ID card to participate.

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

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

XIII. 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.