

IM SPORTS

2008- 2009

INTRAMURAL SPORTS MANAGERS' HANDBOOK





❑ **IMPORTANT INFORMATION**

756-6044

Intramural Sports Office

- ❑ **If you have any comments, concerns or questions, please use this number to speak with an Intramural Sports Supervisor**
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Intramural Sports Supervisor Staff:

Trevor Bateson	Basketball
Jordan Racz	Basketball
David Dudek	Football
Chester Matkey	Tennis
Fallon Frye	Soccer
Kelley Hofmann	Soccer
Eric Nelson	Softball
Steve Aikins	Softball
James Maglione	IFC/Tournaments
Chris McDonald	Volleyball
Gerilynn Goboyan	Volleyball

Matt Kingdon

Intramural Sports Manager

Robyn Claborn

Program Coordinator



□ **Frequently Asked Questions**

How do I get involved with Intramural Sports?

Feel free to ask at the Front Desk in the Recreation Center. For any specific questions, please feel free to ask any member of the Intramural Sports Staff.

756-6044

imsports@asi.calpoly.edu

Do I need my identification every time I play intramurals?

YES! See NO-ID, NO-PLAY under Eligibility, pg. 3.

How can I find out what time my team plays when I am off campus?

The Intramural Program has a web site that contains all of the information you will need. You can look up game time information by logging onto www.asi.calpoly.edu/recsports/im.

When can I add players to my team roster?

You can add players before any of your team's games up until playoffs. See Team Roster and Waiver Forms, pg. 4.

What if my team cannot make our scheduled game time?

See Reschedules, page 5.

How does my team make the playoffs?

Teams are taken to playoffs based on regular season records, point differential, head-head record and behavior ratings. Playoffs are a privilege and not a right, therefore no team is guaranteed to make the playoffs.

What is my responsibility as manager?

- Responsible for reading and understanding everything in the Intramural Handbook and educating all team members on the Intramural processes and procedures
- Responsible for making sure all team members are on the team roster
- Responsible and held accountable for entire team's behavior



❑ **TABLE OF CONTENTS**

❑ Important Information **i**

❑ Frequently Asked Questions **ii**

❑ ASI Recreational Sports Calendar of Events **1**

❑ Recreational Sports Statement of Purpose

❑ Intramural Sports Statement of Purpose **2**

❑ Eligibility **3**

❑ Refunds

❑ Team Roster and Waiver Form

❑ Medical Coverage **4**

❑ Intramural Sports Level of Play

❑ Reschedules

❑ Automatic Loss Procedure **5**

❑ Forfeits **6**

❑ Protesting a Game

❑ Jewelry/Athletic Apparel

❑ Awards **7**

❑ Team Behavior **8**

❑ Individual Behavior **10**



□ **ASI RECREATIONAL SPORTS STATEMENT OF PURPOSE**

ASI Mission Statement

The mission of Associated Students, Inc. is to enrich the quality of student life and to complement the educational mission of Cal Poly through shared governance, student employment, student advocacy and a variety of diverse programs and services. Through the administration of the Julian A. McPhee University Union, Orfalea Family and ASI Children's Center, Recreation Center and Cal Poly Sports Complex facilities, ASI offers a broad spectrum of programming, services and opportunities for leadership and social interaction.

ASI Recreational Sports Statement of Purpose

As a major program component of the Associated Students, Inc., Recreational Sports supports ASI's mission through the fulfillment of the Recreational Sports Statement of Purpose. That purpose is to:

- ▶ Promote personal wellness through a comprehensive program of recreation emphasizing individual fitness, structured group activity, team sports, and healthy lifelong leisure pursuits.
- ▶ Provide excellent service to participants and staff through programs and procedures that are fun, social, welcoming, inclusive, consistent, ethical and fair.
- ▶ Ensure a safe environment for participants and staff through well-maintained facilities, properly operating equipment, recognized standards, and successful program practices.
- ▶ Develop leadership opportunities for participants and student staff in a professional, educational setting through student-directed programs, collective and collaborative decision-making, and personal responsibility

□ **INTRAMURAL SPORTS STATEMENT OF PURPOSE**

The purpose of the Intramural Sports Program is to offer a variety of structured leagues, sports, and tournaments in a safe, recreationally competitive environment.

The program is open to all Cal Poly students and alumni, faculty and staff, who are currently members of the Recreation Center.

The Intramural Sports Program is not supported by state funding or any (ASI/UU) student fees. Consequently, the entry fees charged must cover all staffing and operational costs for each sport. It is our intention to offer the best program possible while keeping the cost affordable for Cal Poly students.



□ **ELIGIBILITY**

All Intramural Sports are administered with a NO-ID, NO-PLAY policy. All participants must bring their valid, current Cal Poly ID card in order to take part in any scheduled Intramural Sports event.

Students with valid Cal Poly ID, a class schedule with sticker and a valid ID users are eligible to participate.

Faculty/Staff are eligible to participate in Intramural Sports if they have purchased a Recreation Center membership.

Alumni can participate in Intramural Sports if they have a current Recreation Center membership. Alumni must also show proof of medical insurance to the on-site Supervisor.

Spouses are eligible to participate in Intramural Sports if they have a current Recreation Center membership.

Gender Leagues

Participants may only participate on one team per gender league. This means that a participant may only play on one Men's or Women's team and one Co-Rec team, regardless of division. IFC teams are considered as a Men's team. Women may participate in men's leagues if an equivalent women's league is not offered.

Sport Club Athletes

Current Sport Club athletes may not participate in their respective sport, and they must sit out at least two quarters (excluding summer quarter) before playing Intramurals Sports in their respective sport, at which point they may only participate in Division I.

Former Intercollegiate Athletes and Red Shirts

Red Shirts (defined as anyone who practices with the team) are included in this category. Current intercollegiate athletes may not participate in their respective sport, and they must sit out at least **two** quarters (excluding summer quarter) before playing Intramurals Sports in their respective sport, at which point they may only participate in Division I.

No more than two former sport club and/or intercollegiate athletes may participate on the same intramural team in their sport. Sports with only two, three or four people on the field/court may only have one former sport club or intercollegiate athlete per team.

Violations

If a team is caught:

- Playing with a player on another team in the same gender league
 - Playing with an intercollegiate player who currently plays in that sport
 - Playing with a former intercollegiate or sport club athlete who has not sat out for two quarters
 - Playing with more than the allowed number of former collegiate/club athletes
- that team will receive an automatic loss for all games in which the ineligible person(s) played.

□ **Playoff Eligibility**

Individuals are eligible to participate in the playoffs only if they have participated in at least one regular season game and have signed the Team Roster Form for only one team. Team Rosters will be closed after the last regular season game. The Team Roster Form will be the official roster for all intramural sports eligibility issues. The Intramural Sports Staff reserves the right to check a participant's identification at any time during intramural sports competition. Playoff competition will be administered through the NO-ID, NO-PLAY policy.



□ **REFUNDS**

Team managers may request a refund by bringing their receipt to the service desk in the Recreation Center and completing a refund request form. Refunds will be processed according to the following criteria:

- Refund requests received before the Manager's Meeting will be eligible for a full refund
- Refund requests received after the Manager's Meeting but before the first game of the season will be subject to a \$30 administrative fee
- Refund request received after the first game of the season will be subject to a \$30 administrative fee and a per-game fee

Please allow 3-4 weeks for requests to be processed. Refund requests will only be considered if turned in by the last day of that quarter's classes, typically the Friday before finals week.

□ **Team Roster and Waiver Forms**

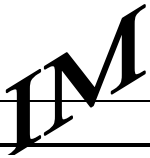
All participants must sign a lavender colored ASI Recreational Sports "Release and Waiver Form" before participating in any ASI Recreational Sports sponsored activity. It is the responsibility of the team manager to have all team members sign the team roster before the end of the regular season. No additions can be made to the roster after the final regular season game. The team manager must also ensure that all players are eligible to participate in Intramural Sports competition. This includes knowing that team members are only allowed to participate in one gender league and one co-recreational league per sport. If a player appears on two rosters within the same gender league of a sport they will be required to participate for the team he/she first played after serving a one game suspension. If a team is caught playing with

- A player who has played for two teams
- A player who is not eligible
- A player who violates the intercollegiate/sport club rules

that team will receive an automatic loss for all games in which that person played.

□ **Medical Coverage**

ASI Recreational Sports does not carry medical coverage for individuals participating in ASI Recreational Sports activities. All participants are encouraged to obtain their own medical coverage or to verify their current medical coverage under their parents' policy. Students may research primary health insurance policies at the Cal Poly Health Center. Alumni who participate must show proof of medical insurance coverage.



□ **INTRAMURAL LEVELS OF PLAY**

To accommodate a wide range of recreational types, each sport is divided into divisions and gender leagues.

- **Division I – Highly Competitive**
Most participants have previously participated in organized competition for a high school or club. The skill level and the level of competition is relatively high.
- **Division II – Recreationally Competitive**
The spirit of competition is present, but players may not possess the technical skill or experience that is needed to enjoy Division I.
- **Division III – More Relaxed**
These leagues are designed for participants to have fun in a relaxed environment.
- **Leagues – Men's, women's, and co-recreational leagues are offered.** Co-recreational leagues consist of co-ed teams playing a sport with slight modifications to the rules. Co-Rec games must be played with an equal number of men and women. In the event of an uneven number of players, only one more male than female (N+1), or vice-versa, may participate.

At the end of the regular season, teams that are eligible for the playoffs will be placed into the playoff brackets. *Playoffs are a privilege, not a right.* Champions will be awarded the Intramural Championship T-Shirt.

□ **RESCHEDULES**

Reschedules may be requested when a team cannot meet its normally scheduled time. The manager requesting the reschedule **MUST** contact the appropriate Sports Supervisor **at least 72 hours prior to weekday games and before Wednesday at 5 p.m. for weekend games.** All reschedule requests will be considered on a first come, first serve basis. Once a team manager has requested a reschedule, the opposing manager has the option to accept or decline the request. If the opposing manager accepts the request, and the facility is available, then the rescheduled event will be confirmed by the IM Sport Supervisor. If the opposing manager declines the request, then the rescheduling team has the option to meet its scheduled game time or take an automatic loss.

Recreational Sports reserves the right to refuse reschedules based on availability of facilities, officials or weather conditions.

□ **Automatic Loss Procedure**

An automatic loss can be requested if the appropriate Sports Supervisor is notified 72 hours prior to weekday games and before Wednesday at 5 p.m., for weekend games. An automatic loss can be taken when a reschedule is not available. An automatic loss does not result in a negative rating and it does not affect playoff eligibility.



□ **Forfeits**

Game Time Is Forfeit Time.

A forfeit will be declared if:

- The minimum number of players does not arrive for a scheduled contest.
- The team manager fails to make a reschedule or automatic loss request.
- The minimum number of players is not available to participate due to absence, ejections, or injuries.

Forfeits will always result in a negative behavior rating for that team.

If a team forfeits its first game of the season and there is a team on the waiting list, the forfeiting team will be replaced by the team on the waiting list. If a team forfeits **TWICE** in one season that team will be dropped from the league and the manager will not be allowed to manage the next quarter.

Forfeit Fees

If a team forfeits they will be charged a \$15-\$25 fee which must be paid before they will be eligible to play again. The last day to pay a forfeit fee is *two days* before the team's next game. Once a team has paid their forfeit fee, it is their responsibility to bring their receipt to the IM office for verification. If a team has not paid their forfeit fee by the deadline, they will receive an automatic loss for their next game and they may be dropped from their league.



□ **PROTESTING A GAME**

A team may only protest a rule interpretation or policy implementation at the time of the incident. Judgment calls cannot be the basis for protest under any circumstance. If a team wishes to protest, the officials will bring managers and the on-site supervisor together to rectify the situation. If a conclusion cannot be reached, the officials will record all pertinent game information at that time. If the protest is upheld, the game may be replayed from the point of protest. Protests regarding eligibility may be made at any time. If they are upheld, all games in which the ineligible person(s) played will be forfeited. During playoffs, games lost to teams using ineligible players will not be replayed. The last team to be defeated, however, will be allowed to continue. The Intramural Sports Manager along with the on-site Supervisor and one other Supervisor will rule on all protests. Both managers will be notified, and if necessary, a time to replay the remainder of the game will be scheduled. If a protest occurs, or behavioral issue that warrant suspension during playoffs and the next game is scheduled for the same day, the officials and the on-site supervisor will render an immediate judgment.

□ **Jewelry/Athletic Apparel/Braces**

All jewelry, including medical bracelets, compromises the safety of intramural participants and is prohibited in intramural play. Appropriate athletic shoes, shorts and shirts are required for each sport. Jeans, corduroy shorts, shorts with belt loops, belts, pockets and sharp objects are prohibited. Braces with exposed metal parts are not permitted, and other braces will be subject to the discretion of the Intramural Supervisor. Jeans and hats are only allowed during IM softball.

□ **Awards**

Championship teams will be awarded one shirt for every active player with a maximum to be determined at the discretion of the IM Staff. Additional shirts may be purchased for any players who participated in at least half of the team's games



□ **TEAM BEHAVIOR PROCEDURES**

The Team Behavior Procedure is an objective means for assessing the attitude and behavior of all teams throughout the Intramural Sports season. The team rating scale provides a base by which participants, officials, and Intramural Sports administrators can assess team conduct during Intramural Sports competition. It is the responsibility of the team manager:

- To inform team members of all behavior policies.
- To control the conduct of team members and spectators before, during, and after the Intramural Sports contest.
- To understand that the behavior of any one individual/spectator on a team may result in action taken against the entire team.

The team manager's effort in calming difficult situations may be the key determinant as to whether the team, or the individual, is held responsible for the unacceptable behavior.

□ **Team Rating Scale and Criteria**

+	Positive Behavior
0	Inappropriate Team Behavior
-	Unacceptable Team Behavior

'+' Positive Team Behavior

- The team members cooperate with officials and opposing team members
- The team manager is able to control teammates
- The team manager acts as a liaison between players and officials
- The team manager converses reasonably and rationally with officials about rule interpretations and calls

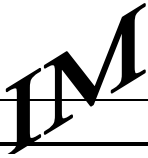
'0' Inappropriate Team Behavior

- Participants complain about some decisions
- Participants show minor dissension
- Team receives "yellow cards," "technical fouls," or unsportsmanlike conduct penalties
- Team has a player ejected

'-' Unacceptable Team Behavior

- Participants constantly complain to officials/staff
- Excessive arguments with the opposing team and/or officials
- Any verbal or physical threat to a participant/official
- Team receives multiple ejections

Any team that receives two ejections in one game will automatically forfeit the game, and the game will be immediately ended.



□ **TEAM BEHAVIOR PROCEDURES**

Following each Intramural Sports contest, the officials will rate the behavior of the participating teams. If the determination is made that a '0' or '-' behavior rating is warranted, the team receiving the rating will be notified immediately. Notification procedure involves the team manager receiving a Behavior Rating Card that outlines the consequences and procedures as stated in "Administrative Follow-Up."

If an IFC team receives one '-' rating in an Intramural Sports season, it will be removed from the league and it will be required to meet with both the IFC Sports Chair and the Intramural Manager.

□ **Administrative Follow Up**

If a team receives a '0' rating, a Behavior Rating Card will be issued to the team manager immediately following the game. Upon issuance of a '0' rating, the team manager **MUST** speak with the appropriate Sport Supervisor within 48 hours of the occurrence. If the manager fails to do so, the team's next game will be forfeited. Two '0' ratings are the equivalent of one '-' rating.

If a team receives a '-' rating, a Behavior Rating Card will be issued to the team and the manager **MUST** speak with the appropriate Sports Supervisor within 48 hours to arrange a meeting for discussion of the '-' rating. If the team manager does not arrange this meeting by the team's next game, then that game will be forfeited. Once a team receives a '-' rating, they are placed on probation for the rest of the quarter. A second '-' rating in one intramural season for a team will result in the forfeiture of all remaining games and playoffs.

□ **Team Playoff Behavior**

Any team receiving a '0' rating during playoffs is required to meet with the appropriate Sports Supervisor prior to their next playoff game. If the next playoff game is scheduled for the same day, then the on-site Supervisor will be considered the appropriate Supervisor. Teams receiving a '-' rating during playoffs are immediately eliminated. Any team failing to meet with the appropriate Sport Supervisor prior to its next game will be eliminated from further play. If a team receives two '0' ratings during the playoffs, that team will be eliminated. If the winning team receives a "-" behavior rating the losing team will not move on in the winners place. This will result in a bye in the next round of the bracket.

□ **Registration Priority for Exemplary Behavior**

Managers whose team receive no:

- '0' behavior ratings
- "-" behavior ratings
- Forfeits
- Automatic losses

in a full intramural season will be entered into a drawing to receive a priority registration for the next intramural season. Managers will be notified by phone and/or e-mail if they are selected.



□ **INDIVIDUAL BEHAVIOR PROCEDURES**

The development of good sportsmanship is of fundamental importance in any ASI Recreational Sports activity. All participants are expected to treat opponents and ASI Recreational Sports employees with respect and dignity.

Note: Disqualification, such as fouling out, differs from ejection and does not result in the same consequences as an ejection.

□ **Ejection**

Any individual who is ejected from a game must leave the premises of the event. An ejection from any Intramural Sports contest carries a minimum one game suspension. The suspension is to be served in the participant's next scheduled game in the division and/or league where the ejection occurred. The following steps are required for reinstatement:

1. The suspended individual must schedule an appointment with the appropriate Sports Supervisor within 48 hours to discuss the ejection.
2. The Sport Supervisors and the participant will meet to decide on the conditions for reinstatement or further suspension based on the severity of the infraction(s).

Any participant ejected from a playoff game or from two Intramural Sports contests in one season will be suspended for the remainder of the season and must meet with the Intramural Sports Coordinator to be reinstated for any subsequent season.

***The ASI Recreational Sports Staff reserves the right to suspend any participant or team from Intramural Sports competition for conduct, behavior or attitude issues that are detrimental to other participants, ASI Recreational Sports employees or the philosophy of ASI Recreational Sports.**

□ **Unacceptable Behavior**

- Verbal abuse and/or threatening behavior to a participant, spectator, or to any ASI Recreational Sports staff member
- Any abusive physical contact with a participant/spectator or ASI Recreational Sports Staff member
- Any offensive behavior, including spitting, towards or against a participant/spectator or ASI Recreational Sports Staff member
- Any participant or spectator under the influence of illegal drugs and/or alcohol

The preceding behaviors will result in ejection from and/or suspension from Intramural Sports. Individuals ejected or suspended for these reasons may not participate in ANY intramural sport until they have met with the Intramural Sports Coordinator. When appropriate, the names of individuals who display inappropriate behavior will be reported to the campus Office of Judicial Affairs.