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IMPORTANT INFORMATION & FAQ

CONTACT INFORMATION

Intramural Sports Office
Phone 756-6044
Email Intramural Sports

If you have any comments, concerns or questions, please use this phone number to speak with an Intramural Sports Supervisor.

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.

• Phone: 756-6044
• Email Intramural Sports

Do I need my identification every time I play intramurals?
YES! See NO-ID, NO-PLAY under Eligibility, page five.

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 ASI Connect

When can I add players to my team roster?
You may add players before any of your team’s games up until the completion of the last regular season game. See Team Roster and Waiver Forms, page seven.

What if my team cannot make our scheduled game time?
See Reschedules, page seven.

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?
Managers are responsible for:
• Reading and understanding the Intramural Sports Managers Handbook
• Educating team members on all Intramural Sports processes and procedures
• Verifying that all team members are on the team roster
• Being held accountable for the behavior of the team and spectators

1 Email Intramural Sports- imsports@asi.calpoly.edu

2 ASI-Connect- http://connect.asi.calpoly.edu/
RECREATIONAL SPORTS STATEMENTS 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, 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 card, 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 IDs are eligible to participate.

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

Alumni may 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.

Club Sport Athletes may participate in the sport in which they compete, but must participate (in their respective sport) at the highest level offered (Division I). A team may have as many sport club athletes on the team roster as they wish, but the team may field no more than two sport club athletes at a time.

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 Men’s Teams.
Residence Hall Leagues are considered Co-Rec Teams. Women may participate in men’s leagues if an equivalent women’s league is not offered.

**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 three 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 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 intercollegiate athlete per team.

**VIOLATIONS**

- A player on another team in the same gender league
- An intercollegiate player participating in his/her respective sport
- A former intercollegiate athlete who has not sat out for three academic quarters
- More than the allowed number of former collegiate/club athletes
- A non-Cal Poly student
- A Cal Poly faculty/staff member who does not have a current Recreation Center membership
- A spouse of a Cal Poly student/faculty/staff who does not have a current Recreation Center membership
- A Cal Poly alumni who does not have a current Recreation Center membership

Violating teams will receive an automatic loss for all games in which the ineligible person(s) played and both the ineligible player and team manager will be suspended from participation in Intramural Sports for one year.

**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**

_In order to submit a refund request:_

Team managers must send an email request to Email Intramural Sports. Email must include name, phone number, email address, mailing address, four-digit league number and reason for cancelling the team registration.

*Full refunds* are available if the request is made no later than 72 hours after the date of registration.

*Partial refunds* are available if the request is made after 72 hours after the date of registration but before scheduled games begin. A 20% administrative fee will be charged and applied to the refund.

*No refunds* will be granted once scheduled games have begun.

Please allow three to four weeks for requests to be processed.

**TEAM ROSTER AND WAIVER FORMS**

All participants must sign an 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 each team member sign.

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3Email Intramural Sports- imsports@asi.calpoly.edu
the team roster before the end of the regular season. No additions may 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, he/she will be required to select the team he/she wishes to play for; be removed from the other team’s roster and must serve 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; or a player who violates the intercollegiate/sport club rules, the team may receive an automatic loss for all games in which that person played. Also, both the ineligible player and team manager may be declared ineligible to participate in any Intramural Sports competition for one year. Please see Eligibility section for information regarding violations.

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 are relatively high.

Division II – Moderately 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 – Recreationally Competitive
These leagues are designed for participants to have fun in a relaxed environment.

Leagues
Men’s, Women’s and Co-recreational (Co-Rec) leagues are offered. Co-Rec 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.

Playoffs
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 may 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 may be taken when a reschedule is not available. An automatic loss does not result in a negative rating and is not subject to a forfeit fee.

**FORFEITS, PROTESTS, & ACCESSORIES**

**FORFEITS**

A forfeit will be declared when:

- 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 are 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 online through the IM website, 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.

**PROTESTS**

A team may only protest a rule interpretation or policy implementation at the time of the incident. Judgment calls may not 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 a behavioral issue that warrants 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. Strength 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 Intramural Softball.
AWARDS
Championship teams will be awarded one shirt for every active player with a maximum of three shirts more than the number of players that can participate at a time. For example, for a 5 x 5 basketball team, the maximum number of shirts awarded will be 5 + 3 or 8 shirts. Additional shirts may be purchased from the Intramural staff.

TEAM & INDIVIDUAL BEHAVIOR
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
‘+’ 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

‘-’ Unacceptable Team Behavior
• Participants constantly complain to officials/staff
• Participants argue excessively with the opposing team and/or officials
• Participants verbally or physically threaten any other participant/official
• Participant(s) ejection occurs

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

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 which outlines the consequences and procedures as stated in the “Administrative Follow-Up.”

If an IFC team receives one unacceptable rating in an Intramural Sports season, that team will be removed from the league and 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 meet with the appropriate Sport Supervisor at least 24 hours before the next game. 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 Intramural 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 winner’s place. This will result in a bye in the next round of the bracket.

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.

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. The ejected participant is also disqualified from participating in any other intramural event that occurs on the same day of his/her ejection. 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 IM Sport Supervisors within 48 hours to discuss the ejection
2. The Intramural 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 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 Student Rights and Responsibilities and/or the Dean of Students.