

ASI INTRAMURAL SPORTS
HANDBOOK

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CONTACT INFORMATION

ASI INTRAMURAL SPORTS

OFFICE PHONE NUMBER

805-756-7546

GENERAL EMAIL CONTACT

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INDIVIDUAL SPORT EMAIL CONTACT

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imfootball@calpoly.edu

imracquetsports@calpoly.edu

imsoccer@calpoly.edu

imsoftball@calpoly.edu

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ADDRESS

ASI Intramural Sports

Cal Poly Recreation Center

1 Grand Ave., Building 43

San Luis Obispo, CA 93407-0209

ASI MISSION STATEMENT

Our mission is to enhance the quality of student life and to complement the educational mission of Cal Poly through meaningful social, cultural, recreational, and educational programs. We provide valuable experiences through student advocacy, shared governance, student employment, and leadership opportunities.

ASI RECREATIONAL SPORTS STATEMENT OF PURPOSE

ASI Recreational Sports supports ASI's mission through the fulfillment of the Recreational Sports Statement of Purpose to:

- Promote personal wellness through a comprehensive program of recreation by 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 MISSION STATEMENT

The ASI Intramural Sports program at Cal Poly strives to provide an inclusive environment for the Cal Poly community to participate in a variety of recreational sports, tournaments, and activities. We are dedicated to developing a culture that promotes healthy living, sportsmanship, positive interaction, and skill development for our participants, officials, and supervisors. We welcome all skill levels to participate in our athletic programs with the hope that they will grow an appreciation for physical activity and healthy competition, while enhancing their experience through ASI.

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. Intramural Sports are open to all Cal Poly students, alumni, faculty, and staff who are current Cal Poly Recreation Center members.

The Intramural Sports program is not supported by state funding or any ASI or University

Union student fees. The entry fees charged must cover all staffing and operational costs for each sport. We strive to offer quality programs at low costs for Cal Poly students and community members.

ELIGIBILITY

All participants must bring their valid PolyCard or other photo identification in order to take part in any scheduled Intramural Sports event.

Faculty/staff are eligible to participate in Intramural Sports if they are current Recreation Center members.

Alumni are eligible to participate in Intramural Sports if they are current Recreation Center members. Alumni must also show proof of medical insurance to the on-site supervisor.

Household members are eligible to participate in Intramural Sports if they are current Recreation Center members.

Club Sport Athletes may participate in the sport in which they compete, but must participate at the highest level offered (Division I), in their respective sport. There is no limit to the number of club sport athletes on a team's roster; however, the team may field no more than two club sport athletes at a time. A participant who appears on a club sport's roster at any time during the academic year will be considered a club player for the remainder of that academic year for the sport similar to their Cal Poly club sport.

LEAGUE TYPES

Participants may only play on one team per gender league per sport. For example, a participant could play on a men's soccer team, a Co-Rec soccer team, and a men's basketball team, but could not play on two men's soccer teams (even if they are in two different divisions). InterFraternity Council teams are considered as men's teams. Panhellenic teams are considered as women's teams. Residence hall teams are considered as Co-Rec teams. Participants may play in two separate Co-Rec leagues if their gender league is not offered for that sport.

There are two main leagues available to ASI Intramural Sports participants: Co-Rec Leagues and Open Leagues. Both are open to any and all participants.

OPEN LEAGUES

Teams that participate in Open Leagues may have any number of men and/or women involved at all times during play. In Open Leagues, there are no player restrictions. Teams may consist of all genders; any combination of players may be on the field or court at all times. There is an opportunity for any skill level—from beginner to advanced—in all Open competitions.

CO-REC LEAGUES

Teams that participate in Co-Rec Leagues must have a set number of male and female players on the field or court at any given moment. At any given time, the number of male and female participants in play must be equal. If your squad has six players, for example, you must have three males and three females involved. There is an opportunity for any skill level—from beginner to advanced—in all Co-Rec competitions.

GENDER IDENTITY

Cal Poly students and faculty/staff are permitted to participate in Intramural Sports in accordance with their gender identity. Participants may indicate their gender identity on IMLeagues when first registering. Should a participant's gender identity change at any point after initial registration, the participant should contact the Recreational Sports coordinator at (805) 756-7501 or imsports@calpoly.edu to update their status on IMLeagues. Any change to identity status must be made at least 24 hours prior to the first game of the season. In situations where an individual does not feel comfortable contacting the Recreational Sports coordinator, they may contact the Office of University Diversity and Inclusion at (805) 756-2250 or diversity@calpoly.edu.

FORMER INTERCOLLEGIATE ATHLETES AND RED SHIRTS

Intercollegiate athletes may not participate in a sport similar to their Cal Poly sport until three academic quarters (not including summer) after they have been removed from that sport's active roster; after being removed from the roster, they may only participate in Division 1 of that respective sport.

No more than two former intercollegiate athletes may participate on the same Intramural Sports 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 violation has occurred if:

- A player on another team is in the same gender league.
- A current intercollegiate athlete participates in their respective sport.
- A former intercollegiate athlete has not sat out for three academic quarters.

- More than the allowed number of former intercollegiate/club athletes participates.
- A non-Cal Poly student participates.
- A Cal Poly faculty/staff member who does not have current Recreation Center membership participates.
- A household member of a Cal Poly student/faculty/staff who does not have a current Recreation Center membership participates.
- A Cal Poly alumni who does not have a current Recreation Center membership participates.

The offending team 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 Intramural Sports playoffs only if they have participated in at least one regular season game and are on the team roster. Rosters will be closed after the last regular season game. The team roster will be the official roster for all Intramural Sports eligibility issues. Intramural Sports staff reserve 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.

PLAYOFF SEEDING

Teams are selected for playoffs based on a number of criteria including record, head-to-head record, point differential, forfeits, and behavior rating. Intramural Sports staff reserve the right to include or omit any team from the playoffs for any reason. Once the regular season has officially concluded, Intramural Sports supervisors will create the playoff brackets on IMLeagues.

REFUNDS

In order to receive a refund, team managers must send a completed Refund Request Form to imsports@calpoly.edu. The refund amount will be determined by the date the form is submitted. Please allow two weeks for requests to be processed.

FULL REFUNDS

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

PARTIAL REFUNDS

If a refund is requested more than 72 hours after the registration date, a 20 percent administrative fee will be charged and applied to the refund.

NO REFUNDS

No refunds will be granted once scheduled games begin.

TEAM ROSTER AND WAIVER FORMS

All participants must sign up and agree to the terms listed on the IMLeagues website before participating in any ASI Recreational Sports sponsored activity. It is the responsibility of the team manager to have all team members on 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 select the team they wish to play for (being removed from the other team's roster) and serve a one-game suspension.

If a team is caught playing with a participant who has played for two teams, is not eligible, or who violates the intercollegiate/club sport rules, the team may receive an automatic loss for all games in which that person played. Both the ineligible player and team manager may also be declared ineligible to participate in any Intramural Sports competition for one year. Please see the eligibility section of the Intramural Sports Handbook for more information regarding violations.

MEDICAL COVERAGE

ASI Recreational Sports does not carry medical coverage for individuals participating in Recreational Sports activities. All participants are encouraged to obtain their own

medical coverage or to verify their current medical coverage under their parent or guardians' policy. Students with medical insurance questions are encouraged to contact Campus Health & Wellbeing at 805-756-6181 or wellbeing@calpoly.edu. Alumni who participate in Intramural Sports must show proof of medical insurance coverage.

LEVELS OF PLAY

To accommodate and satisfy a wide range of recreational participants, each sport is divided into divisions and gender leagues:

DIVISION 1 (D1) – HIGHLY COMPETITIVE

D1 participants should have previous experience playing the sport.

DIVISION 2 (D2) – MODERATELY COMPETITIVE

D2 participants should have previous experience playing the sport; the level of play is not as competitive as D1.

DIVISION 3 (D3) – RECREATIONALLY COMPETITIVE

D3 participants can have little-to-no experience playing the sport.

Open and Co-Rec leagues are available for each division. Co-Rec leagues consist of a set number of men and women participants; Co-Rec games must be played with an equal number of men and women on the field/court. All Co-Rec games must abide by the N+1 rule: There may only be a difference of one between the number of men and women players on the field at any time.

FORFEITS, RESCHEDULES, & APPAREL

FORFEITS

A team will be given a forfeit if:

- The minimum number of players does not arrive for a scheduled game.
- 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 the forfeiting 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, the team will be dropped from the league and the team manager will not be allowed to manage during the following quarter.

FORFEIT FEES

Forfeiting teams will be charged a \$15–\$25 fee which must be paid no later than two days before the team's next scheduled game. Forfeit fees may be paid at the front desk of the Recreation Center or online through ASI Access. Once a team has paid their forfeit fee, it is their responsibility to bring their receipt to the Intramural Sports office in the Recreation Center 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.

RESCHEDULES

A reschedule may be requested if a team cannot make their regularly scheduled game time. The team 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 to ensure they are offered a reschedule. A reschedule is not guaranteed if the request is not made 72 hours prior to game time. Any reschedule request made within 24 hours of game time will result in a forfeit and fee. All reschedule requests will be considered on a first come, first served 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, the sports supervisor will provide a maximum of two alternative times for reschedules. If the opposing manager declines the request or the newly requested time, the rescheduling team has the option to meet its originally scheduled game time or take an automatic loss.

Intramural Sports reserves the right to refuse reschedules based on availability of

facilities, officials, or weather conditions.

AUTOMATIC LOSS PROCEDURE

An automatic loss can be taken when a reschedule is not available. An automatic loss must be requested with the appropriate sports supervisor at least 24 hours before game time. An automatic loss does not result in a minus behavior rating (-) and is not subject to a forfeit fee.

JEWELRY, ATHLETIC APPAREL, BRACES

All jewelry, including medical bracelets, compromises the safety of Intramural Sports participants and is prohibited during play. Appropriate athletic shoes and clothing is 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 Sports supervisor. Jeans and hats are only permitted during softball games.

AWARDS

Teams who win their championship game will receive an Intramural Sports Championship T-shirt. A shirt will be awarded to each active player; the total number of shirts that can be awarded to a team equals the number of players that can be on a field/court for that respective sport, plus three. For example, a 5x5 basketball team may receive a maximum of eight shirts.

TEAM & INDIVIDUAL BEHAVIOR

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

Team-behavior ratings are 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

(+) Admirable team behavior

- The team manager exemplifies excellent communication with officials and the sport supervisor.
- The team manager converses reasonably and rationally with officials about rule interpretations and calls.
- Team members demonstrate outstanding sportsmanship toward the other team, officials, and the sport supervisor.
- The team builds a positive relationship with officials and the sport supervisor.

(0) Customary team behavior

- Team members cooperate with officials and opposing team members.
- The team manager acts as a liaison between players and officials.
- Participants show minimal disagreement with both the opposing team and Intramural Sports staff.
- The team receives minimal yellow cards, technical fouls, or unsportsmanlike conduct penalties.

(-) Unacceptable team behavior

- Participants constantly complain to officials and staff.
- Participants excessively argue with the opposing team and/or officials.
- Any verbal or physical threat to a participant/official is made.

- An ejection occurs.

Any team that receives two ejections in one game will automatically forfeit the game.

Following each Intramural Sports contest, the officials will rate the behavior of the participating teams. If the determination is made that a (-) behavior rating is warranted, the team receiving the rating will be notified immediately. The team manager will receive a Behavior-Rating Card that outlines the consequences and procedures as stated below.

ADMINISTRATIVE FOLLOW UP

If a team receives a (-) rating, a Behavior-Rating Card will be issued to the team. The team manager must speak with the appropriate sport supervisor within 48 hours to arrange a meeting to discuss the (-) rating. If the team manager does not arrange this meeting by the team's next game, 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 Sports season will result in the forfeiture of all remaining games and playoffs.

TEAM PLAYOFF BEHAVIOR

Teams that receive a (-) rating during playoffs will be eliminated immediately. Any team that fails to meet with the appropriate sport supervisor prior to its next game will be eliminated from further play. If the winning team receives a (-) behavior rating, the losing team will not move on in the winning team's place. This will result in a bye in the next round of the playoff bracket.

EJECTION

A participant who is ejected from a game must leave the premises immediately. The ejected participant is also disqualified from participating in any other Intramural Sports event that occurs on the same day of their 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 sport supervisor within 48 hours to discuss the ejection.
2. The sport supervisor and the participant will meet to decide on the conditions for reinstatement or further suspension based on the severity of the infraction.

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.

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

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, Recreational Sports employees, or the Recreational Sports philosophy.

UNACCEPTABLE BEHAVIOR

Unacceptable behavior includes:

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

The preceding behaviors will result in ejection and/or suspension from Intramural Sports. Individuals ejected or suspended for these reasons may not participate in any sport until they have met with the Intramural Sports Coordinator. The names of individuals who display inappropriate behavior may be reported to the campus' judicial affairs office.

INTOXICATION

If a supervisor or official notices that a participant or fan is intoxicated, they will take the following steps to ensure a safe environment:

- The staff member will go through ASI policies and inform the individual that safety is our biggest concern.
- The person will be asked to leave the facility.
- If any problems arise in this process, the University Police Department will be notified.
- An Incident Report will be filled out regarding the situation and the team will be notified by the sport supervisor.
- The intoxicated participant will be removed from all sports for the remainder of the quarter.