

SAN DIEGO STATE UNIVERSITY



PARTICIPATION GUIDE

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# **INTRAMURAL SPORTS PARTICIPATION GUIDE**

## **I. GENERAL INFORMATION**

### **A. Mission Statement**

The primary purpose of the Intramural Sports Program is striving to satisfy the diverse degrees of interest in cooperative/competitive Intramural Sports participation utilizing available resources in the most efficient way possible. Campus Recreation is intended to enhance the quality of education at San Diego State University by offering programs for every member of the Aztec Recreation Center, regardless of age, gender, national origin, religion, physical ability, or past experience.

### **B. Philosophy**

Regular physical exercise promotes a healthy lifestyle. All Aztec Recreation Center members are invited to participate on an Intramural Sports team. The Intramural Sports calendar offers something for all ability levels and playing interests. Last year, over 7,500 participants took part in Intramural Sports. In Intramural Sports, the importance is placed on participation within the boundaries of fair play and good sportsmanship as opposed to wins and losses.

### **C. Goal Statement**

This handbook is designed to provide Team Managers and Intramural Sports participants with specific guidelines and information that will assist them in participating fairly within the Program. Intramural Sports is designed to complement the academic pursuit - have fun and enjoy it!

## **II. THE INTRAMURAL SPORTS STAFF**

### **A. Becoming an Intramural Sports Official**

Intramural Sports is looking for sports-minded individuals with a willingness to learn the art of officiating. Each semester an introductory information session is held to acquaint interested individuals with the Intramural Sports Program. Additionally, several training clinics are conducted throughout the semester, to teach the principle fundamentals of officiating. Attendance at these clinics is mandatory as are the bi-weekly Officials' meetings. The goal of these meetings is to improve the skills and techniques of the officials through rule interpretation, video presentations, and occasional guest speakers.

Becoming an Intramural Sports Official is easy - and fun too! The pay range for game Officials is \$7.50 to \$9.85/game. No experience is necessary; we will train you! Applicants must be a SDSU student enrolled in a minimum of 6 academic units.

Come join us to work with an exciting sports-minded staff. And best of all, all Intramural Staff members receive a free membership to the Aztec Recreation Center and Aquaplex. The only requirement is that you get trained, hired, and work a minimum number of hours per week.

## **B. Class Credit**

Students majoring in Recreation may gain valuable on-the-job experience while completing fieldwork or internship requirements for class credit. Students obtain experience in effective organization, administration, and supervision.

## **III. ELIGIBILITY**

### **A. Who can play?**

All currently active members of the Aztec Recreation Center and Aztec Aquaplex in good standing are eligible to participate. Non-members must buy a day pass prior to game time, on the day of their game, at the membership services office inside the ARC or Aquaplex. In order to participate in any of our aquatic sports, you must be an active member of the Aztec Aquaplex. Applications to become an active member of the Aztec Recreation Center and the Aztec Aquaplex are available at the Membership Services desk in the Aztec Recreation Center or online at <http://www.arc.sdsu.edu>.

### **B. Players are responsible for maintaining their own eligibility**

All participants are responsible for maintaining their own eligibility. Neither the Intramural Sports Office nor the Aztec Recreation Center will inform an individual if their membership is dropped below "good standing" or becomes inactive due to non-sufficient funds, bounced checks, rejected credit cards, etc. All team captains are strongly recommended to check their team's membership status prior to the start of each season, as well as from time to time as they see fit. For additional membership information, please call 594-PLAY.

### **C. How do I get involved?**

- **Team Registration:** Team Registration is available online at <http://www.arc.sdu.edu/intramurals>. In order to register at team, you must first fill out the team registration form. Within 2-3 days you will receive an email from the Intramural Sports Department informing you that your registration has been received. Upon receiving this email, you must physically come to the info services desk inside the ARC and turn in your team contract form and forfeit fee.

Only then will you be placed in a league or tournament. **Teams are placed in leagues or tournaments on a first come first serve basis.** The last step is to attend the Captains' Meeting, where you will receive a copy of the rules and your team schedule. Failure to attend this meeting may result in your team's removal from the league or tournament.

- **Free Agent Registration:** Free Agent Registration is also available online at <http://www.arc.sdu.edu/intramurals>. Free agents are players who do not already have a team to play on. Free Agents will be placed on a team made up of other free agents who have registered. After registering as a free agent, you will be expected to attend the Free Agents Meeting, where you will assemble your team, decide on a team name, and designate a team captain. Non attendees will not be placed on a team.

#### **D. Levels of Play**

In an effort to create a fair environment for all playing levels and abilities, most sports are offered in advanced (A) and intermediate (B) levels. Leagues are also broken down into Men's, Women's, Greek, and Open Divisions.

#### **E. Participation/Gender Guidelines**

Within each division (Men's, Women's, and Open), players may only participate with one organization or team in any sport during the same season. Players from the opposite gender may not participate on all-women's team or an all-men's team unless league(s) do not exist for their own gender.

#### **F. Greek Guidelines**

Actives and pledges are eligible to participate for their sorority/fraternity providing all general eligibility policies are met. Individuals not listed on current chapter rosters are not eligible to participate. Please refer to the appropriate fraternity or sorority eligibility guidelines in the Housing Residential Life Office. Greek players may participate in the same sport for another team in the open leagues during the same season.

#### **G. Intercollegiate Athletics Team Members**

Any active member of an Intercollegiate Athletics (Varsity) team is ineligible to participate in the same or related sport for 365 days after they last competed (e.g. baseball players may not play in a softball league, etc.).

Any one of the following criteria determines active membership:

- Member of a varsity or junior varsity intercollegiate team
- Suited up for an intercollegiate contest
- Participated in an intercollegiate contest

- Practiced with an intercollegiate team after the last cut
- Red-shirt for an intercollegiate team

#### **H. Former Intercollegiate Athletics Team Members**

Former intercollegiate team members from San Diego State or other 4-year institutions must compete in their sport in the highest level of competition offered. One ex-varsity player per team may be in the game at any given time.

For the purpose of this rule, a player will be considered a former intercollegiate team member for a period of five years if she/he meets one of the requirements of Section J below.

#### **I. Highly Competitive/Professional Athletes/Former Olympian**

Any individual who has received monetary compensation for sports-related activities is ineligible to compete in the same or related sport for which he/she was paid for five years afterwards. Any player who has represented his/her country in the Olympics is also ineligible to participate for five years afterwards.

#### **J. Ineligible Player Team Penalty**

Any team using an ineligible player will forfeit all games in which the ineligible player participated. Any team knowingly using such a player will forfeit all games in which the ineligible player participated, may not advance to the playoffs, and will be declared ineligible to participate in Intramural Sports for one year.

### **IV. RISK MANAGEMENT**

#### **A. Assumption of Risk**

Participation in the Intramural Sports Program is completely voluntary. All participants run the risk of possible injury due to the inherent risks involved in sports. Individuals are strongly encouraged to have a physical examination and purchase health and accident insurance prior to participation.

**THE AZTEC RECREATION CENTER HAS NO INSURANCE FOR ITS PARTICIPANTS. INDIVIDUALS PARTICIPATE AT THEIR OWN RISK.**

Players must sign the Intramural Sports Assumption of Risk Form (on the reverse of the game scoresheet) before every contest. Players who do not sign the form will not be allowed to participate.

## **B. Participant Insurance**

Neither the Associated Students nor the University carries medical insurance that covers participants in the Intramural Sports Program. Players are advised and strongly encouraged to obtain medical insurance coverage prior to participating in Intramural Sports.

## **C. Injury / Accident Notification**

In the case of an injury or accident during a scheduled contest, or a potential medical problem, participants should notify any Intramural Sports Staff member on-duty as soon as possible.

# **V. POLICIES**

## **A. Sports Representative**

Each team must provide a representative to serve as Captain/Team Manager. **This person must be an active member of the Aztec Recreation Center.** Their responsibilities include: general leadership of the team, attending Captains' Meetings, knowing the specific sport's rules, relaying the information contained in the Intramural Sports Handbook to his/her team, communicating the game schedule for the regular season and playoffs to their respective teams, and controlling their team and spectators during games.

## **B. Team Roster**

Team Captains are responsible for keeping their roster up-to-date and for adding players prior to the roster addition deadline. All roster additions must be completed through the "Roster Addition" section of our website. No player will be added once the roster addition deadline has passed. A player must have played in at least one regular-season game to be eligible for the post-season playoff tournament.

## **C. Identification Check**

Picture identification checks will occur before every Intramural Sports contest. Failure to produce picture identification will result in not being allowed to participate in Intramural Sports. Absolutely no exceptions will be made. *No I.D. - No Play!*

All day-pass users must present the Intramural Sports Supervisor the day-pass and a dated receipt from the membership desk. Prior to game time, day-passes may be purchased from the Aztec Recreation Center Membership Services desk. The Aztec Aquaplex also has day-passes available for aquatic sports.

## **D. Team Name Policy**

A team name that promotes intolerance, degrades a racial, ethnic, gender or religious group, infers an explicit sexual reference or promotes destructive behavior such as that associated with alcohol or drugs will be considered disrespectful to University members and the University community at large. The name will be deemed inappropriate by Intramural Sports Staff and be modified accordingly.

## **VI. PROCEDURES**

### **A. Team Registration**

Team Registration can be completed at the Intramural Sports website, <http://arc.sdsu.edu/intramurals>. Registration for each sport begins at the start of the semester.

### **B. Rules**

Specific sport rules may be obtained at <http://arc.sdsu/intramurals/rules.php>. Rules will also be sent to team captains via email prior to the start of the season.

### **C. Schedules**

All regular-season and playoff schedules will be emailed to team captains. It is the team captain's responsibility to inform his/her players about all scheduling issues. Regular season and playoff schedules will also be posted near the back courts in the Aztec Recreation Center. Game days and times will be different from regular season play.

### **D. Forfeit**

A team forfeits the game when they do not have the minimum number of players present at game time. The team will be given a loss and charged the forfeit fee (\$40 for leagues and \$25 for Tournaments). A team forfeiting its first regularly scheduled game will be replaced by a team on the waiting list in that sport and lose their forfeit fee. If the forfeit occurs after the first regularly scheduled game, the team will be charged the forfeit and receive an email verifying the charge. If the team forfeits a second time, they will be charged again will become ineligible for playoffs.

A team's forfeit fee will be returned to the Team Manager or discarded if the team does not forfeit any of its regularly scheduled contests.

### **E. Default**

To avoid being charged a forfeit fee, come to the Aztec Recreation Center's Info Services Office and fill out a default form. The default form must be filled out **48 business hours** prior to your scheduled game. You will still be given a loss for the game, but we will not

count it as a forfeit or charge you the fee. Default requests will not be accepted over the phone or email.

## **F. League Results**

League standings will be determined by winning percentage within the league. Ties in the final league standings will not be played off due to time and facility constraints.

The following tie-breaking system will determine league placement:

- *Head to head competition, in common games*
- *Best net points, in common games among the teams tied*
- *Total points scored, in common games among the teams tied*
- *Best net points, in the league*
- *Total points scored, in the league*
- *Coin toss*

**Note:** If two teams remain tied after a three or four-way tie-breaker, the procedure will revert back to the top.

## **G. Playoffs**

All teams with a high enough winning percentage and sportsmanship rating will proceed to a post-season, single-elimination playoff tournament. Teams must receive an average sportsmanship rating of 3 during the regular season to be eligible for playoffs. Teams should be prepared to play on different days and times than they did during the regular season. It is the responsibility of the Team Captain to check and confirm the playoff schedule.

## **H. Inclement Weather**

All Intramural Sports contests will be played as scheduled. In the case of rain, if you do not receive a phone call from an Intramural Sports Supervisor, show up at the site and be prepared to play. Failure to show up in this situation will result in a forfeit and your team not being allowed into the playoffs.

## **I. Game Postponement**

If a scheduled contest is postponed due to inclement weather, darkness, or facility scheduling conflicts, the Intramural Sports Staff will make every effort possible to reschedule the game.

## VII. SPORTSMANSHIP

### A. Conduct

The Intramural Sports Program insists on good sportsmanship. Actions that are dangerous and/or conduct that is detrimental to the Program will not be tolerated and are grounds for suspension from further participation in all Intramural Sports activities.

### B. Guidelines

Each Intramural Sports contest will be reviewed by Intramural Sports Staff to determine whether actions that were detrimental to the purpose of the Program were exhibited. No player or spectator of a team shall act in an unsportsmanlike manner before, during or after an Intramural Sports contest.

Examples of unsportsmanlike behavior include, but are not limited to:

- *Any attempt to strike an opponent or Intramural Sports Staff member.*
- *Fighting, late hits, cheap shots, etc...*
- *Unsportsmanlike conduct penalties.*
- *Aggressive action toward a participant or Intramural Sports Staff member.*
- *Profanity, insulting or vulgar language or gestures - incidental or otherwise.*
- *Verbal or physical taunting.*
- *Actions that may lead to a fight.*
- *Attempts to influence the decision of a game Official or Supervisor.*
- *Dissent towards an Intramural Sports Staff member's decision.*
- *Failure to cooperate with Intramural Sports Staff.*

**Penalty** - Violations of the sportsmanship policy are considered unsportsmanlike conduct and on the judgment of the Intramural Sports Staff may result in suspension from further participation in Intramural Sports activities.

Teams that receive a below-average rating for the regular-season will NOT be allowed into the playoffs.

### C. Ejected Participant

Any participant who is ejected from a contest for unsportsmanlike conduct is automatically suspended for his/her next two consecutive games in the corresponding sport.

**Penalty** - Any team using a suspended player will forfeit all games in which the suspended player participated. Any team knowingly using such a player will be ineligible for competition for one year and the player's team may not advance to the playoffs.

#### **D. Probation**

All participants ejected from a contest will be placed on probation for a period of one year from the date of the incident. Any further disciplinary action during this probationary period will result in a one-year suspension from all Intramural Sports activities.

#### **E. Fighting**

Any participant, who in the judgment of Intramural Sports Staff, engages in any attempt to fight (strikes or engages an opponent in a combative manner, throws a punch, kicks an individual, and/or retaliates against an aggressive act) immediately before, during or after an Intramural Sports contest shall be suspended from further participation in the Intramural Sports Program for one year (365 days).

#### **F. Leaving the Bench Area to Participate in an Altercation**

Any participant, player, coach or bench personnel who leaves the bench or coaching area to participate in an altercation will be ejected. The penalty is an automatic two-game suspension. In all cases, the Intramural Sports Handbook's policies on "Fighting," "Fighting with Intramural Sports / Campus Recreation Staff," and "Team Disturbances" will take precedence.

#### **G. Fighting with Intramural Sports/Campus Recreation Staff**

Any participant who attempts an aggressive act towards an Intramural Sports or Campus Recreation staff member will be banned from all Intramural Sports participation for a period of five years.

#### **H. Sportsmanship Ratings**

In order for a team to advance into the playoffs, it must receive an average sportsmanship rating of 3 during the regular season.

Sportsmanship ratings will be based on the following criteria and are given after each Intramural contest:

5 points: Team displays excellent sportsmanship while treating opponent with respect.

Players demonstrate excellent sportsmanship at all times. Team respects Intramural Sports Officials and Supervisors and accepts their decisions without gesture or argument. Maintains an attitude of complete cooperation with staff. Players always display self-control.

4 points: Team displays good sportsmanship. Team plays hard but within the rules. Team respects Intramural Sports Staff and generally accepts their

decisions without gesture or argument. Mostly cooperative with game Officials and opponent. Team Captain able to control his/her players.

3 points: Team competes without incident; wins without boasting, loses without excuses, and does not display any poor conduct. Neither cooperative nor disruptive towards staff. Team Captain is unable to control all players on his/her team.

2 points: Team has a player or coach who is ejected for abusive language or remarks. There is persistent questioning of game Officials' judgment in the game and/or repeated arguing. Spectators, clearly related to the team, fail to cooperate with the Intramural Sports Staff.

1 point: Team has a representative (player or coach) who is ejected for fighting. Players are so antagonistic that the game cannot be played with proper order and control. Representatives of the team display uncooperative nature to Intramural Sports Staff. Players disregard warnings of unnecessary roughness by game Officials. Forfeiting a game also warrants a score of one.

## **I. Team Disturbances**

Incidents where a third player or more join an altercation/fight will result in all participants who are present at the game and on the game scoresheet/roster being suspended from all Intramural Sports activities for one year (365 days) from the date of the incident.

## **J. Discipline**

As outlined by campus regulations and policies, participants are subject to the possibility of official SDSU Judicial Proceedings and punishment from San Diego Law Enforcement officials if they threaten or abuse another participant, student or staff member. All cases where there is violence or the threat of violence will be referred to the SDSU Judicial Procedures Department and the University Police Department.

# **VIII. PROTESTS**

## **A. Valid Protests**

A valid protest must either concern player eligibility, an ejection or a misapplication or misinterpretation of a sport rule. A protest of the judgment of an Intramural Sports Supervisor/Official is invalid. Protest Forms are available in the Intramural Sports Office or with the supervisor on duty.

## **B. Player Eligibility Protests**

Opponents must verbally make the Intramural Sports Staff (Official or Supervisor) and suspected ineligible player aware of an eligibility protest before the respective player enters and participates in the contest. Opponents give up their right to protest any player after the suspected ineligible player participates against them. An official Protest Form must be completed with the Intramural Sports Supervisor on duty for the protest to receive further consideration.

## **C. Game Protests**

A valid game protest must include the following:

- All protests must be made to the Supervisor on duty before the next “live” ball.
- At that time, the reason for the protest must be given to the Supervisor.
- Protests must involve a misinterpretation or misapplication of a playing rule.
  - *Example: During an indoor soccer game, one of your players violates the rafters rule and must come off the court to serve their 2-minute penalty. The official on duty does not apply the rule properly and enforces a 5-minute penalty. This misapplication of the playing rule would result in a valid protest.*

## **D. Playoff Protests**

Due to time constraints, protests during the playoffs will be decided by the Intramural Sports Supervisor on-duty. The decision of the Intramural Sports Supervisor is final and cannot be appealed to the Intramural Sports Council.

## **E. Action on Ejection/Suspension Protests**

A valid ejection/suspension protest must include the following:

- All protests must be made within 48 hours of your suspension
- Protests must show that they player did not commit one of the sportsmanship violations covered in section VII of this handbook.

## **F. Appeals**

A written appeal of a protest decision must be submitted within 48 hours of notification of a decision to the Intramural Sports Department. Upon receipt of a written appeal, the Intramural Sports Council will host a meeting with the protester. The Intramural Sports Council will then make their final decision within 48 hours.

## **IX. GAME SITES**

### **A. Fields**

- PG 610 - Used for Flag Football, Outdoor Soccer, Kickball, and Ultimate Frisbee. (Upper Field)
- PG 620 – Used for Flag Football, Outdoor Soccer, Kickball, and Ultimate Frisbee. (Lower Field)
- PG 680 – Used for Softball
- ENS 700 – Used for Softball

### **B. ARC Courts**

- ARC Courts 1,2,3,4 – Used for Basketball, Indoor Soccer, Volleyball, Whiffleball, and Dodgeball.

### **C. Aztec Aquaplex**

- Pool – Used for Innertube Water Basketball, Innertube Water Polo, etc.

### **D. Tennis Center**

- Tennis Courts – Used for Tennis