

# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

## CAMPUS RECREATION INTRAMURAL SPORTS HANDBOOK



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## HANDBOOK PURPOSE

This Handbook is intended to offer anyone interested in participating in the Intramural Sports Program at CSU Channel Islands information on the specifics of Intramurals Sports and assure their ability to register and participate in the intramural activity of their choice. This handbook outlines various aspects of the program such as: Eligibility requirements, team behavior policies, event structure, registration processes, event sign-in procedures and opportunities to officiate. After reading this handbook, the reader should have a full understanding of what to expect from the Campus Recreation staff and officials as well as what is going to be expected of them during intramural events and activities. This handbook will be made available to students both online and through the Campus Recreation Center. **Any further questions regarding a specific aspect of the Intramural Sports Program should be brought to the attention of Campus Recreation staff.** We will be updating this Handbook on a semester basis to insure the most useful and accurate information is being given to our participants. Your questions, comments and suggestions will assist us greatly and we thank you in advance for your input.

## INTRAMURAL SPORTS

The Intramural Sports Program provides all students with an opportunity to participate in organized sporting events, take part in various leisure activities and eventually gain access to the competitive sports club arena with one of the finest and fastest growing programs in the CSU system. This participation is governed only by the students' time and interest. In addition to providing activities, equipment and facilities for students, the program also provides the same amenities for faculty and staff members who have obtained Dolphin Passport Memberships. Ability is not important; all a person needs is an interest in the activity and the desire to have fun participating.

It is important to recognize that an Intramural Sports program must be as diverse as the people it is designed to serve; consequently, the overall Intramural Sports Program is designed across a broad spectrum of activities including basic instructional clinics, highly competitive sporting events and leisure-based activities.

The underlying philosophy of each program is essentially the same: to fully and effectively accommodate the needs and interests of the student body, the university and the larger community in which it resides. Consistent with the aims and goals of the Division of Student Affairs & Academic Affairs, our Intramural Sports Program will:

- Enhance campus global awareness and complement the international perspective of the campus and local community.
- Coordinate activities that enhance campus awareness of interdisciplinary and integrative studies and their importance to the life of the campus and local community.
- Encourage the campus community to focus on how diverse communities build sustaining cultures that model alternatives to prejudice and how individuals create and maintain authority and integrity in atmospheres of discrimination.
- Promote civic engagement and service-learning initiatives in the local and global communities for a mutual, positive benefit.
- Remain centralized around the values of sportsmanship and fair play and an all-inclusive environment.

Through participation, individuals will have an opportunity to develop an appreciation of the essential use of leisure time and a wholesome attitude toward sports, physical activity and fair play. Activities are

organized on both a team and individual basis, thereby enabling all to participate. The entire program is voluntary and free to students.

## **INTRAMURAL SPORTS AIMS**

1. Provide a wide variety of easily accessible extracurricular activities aimed to help a diverse student body relieve stress and have fun in a safe, healthy way.
2. Organize and structure competitive sporting activities for a diverse student body that are consistent with the standards and expectations of the national governing body presiding over such activity.
3. Provide a sustainable intramural sports program focused on increasing student leadership, collaboration, fair play and volunteerism.
4. Organize and structure recreational sporting activities for a diverse student body that aim to promote fun, fair play and an overall inclusive campus culture.
5. Organize awards and recognition events for participants to celebrate their unique abilities and accomplishments with their teammates and peers.
6. Offer skill development workshops and clinics in collaboration with various sport clubs and local sports officials associations to assist students in developing a thorough understanding of a particular activity.

## **ELIGIBILITY**

All CSU Channel Islands students, part-time students, graduate students, faculty and staff members are eligible to participate in Campus Recreation activities.

Campus Recreation is committed to promoting diversity throughout its programs. As a result, discrimination shall not be made on any basis such as gender, race, color, creed, age, disability, or national origin.

## **SPORT CLUB MEMBER**

Sport Club members are eligible to participate in the intramural program of that same sport, but shall be restricted to two club members of that sport per team in "Recreational" level for the current academic year, there will be no restriction on the number of sport club members on a single team in the "Competitive" skill levels of that sport. Any individual, who practices with a club for a period of two weeks, participates in any club tournament; pays dues to a sport club or appears on the club's official roster shall be considered a member of the sport club for that academic year.

## **INTERCOLLEGIATE ATHLETE**

An intercollegiate team member is an individual who participates in an intercollegiate contest, attends regular practices for a period of two weeks or longer, or appears on the team's official roster. Members of intercollegiate teams are ineligible to participate on an intramural team in their intercollegiate sport for one calendar year following the end of that intercollegiate sport season unless written permission is given to Campus Recreation from their coach. Furthermore, written permission from their coach is also required for an intercollegiate athlete who wishes to participate in an intramural sport other than their own intercollegiate sport. Within "Recreational" divisions, if a participant is participating in the same sport as they do as an intercollegiate athlete, then their intramural team will be restricted to only one other current/former intercollegiate athlete, sport club member, red shirt athlete or professional athlete.

## **RED SHIRT ATHLETE**

A Red Shirt Athlete is defined as anyone who is delaying their participation in a particular collegiate

sport in order to lengthen their eligibility in future academic years. Individuals classified as red shirts, or those training with a varsity team shall be treated as an intercollegiate team member. A red shirt athlete or player working out with a team for more than two weeks will be considered an intercollegiate athlete for the entire season. Any team in the "Recreational" division of an intramural contest that has a red shirt athlete is limited to one other current/former intercollegiate athlete, sport club member or professional athlete.

## **FORMER INTERCOLLEGIATE ATHLETE**

Former intercollegiate team members are collegiate athletes who have not been on the official roster of a collegiate team for an entire academic year and whose status has changed as a result of completing the one calendar year ineligibility period. They may participate in the Campus Recreation program of their former intercollegiate sport. Any team in the "Recreational" division of an intramural contest that has a former intercollegiate athlete is limited to one other current intercollegiate athlete, red shirt athlete, sport club member or professional athlete.

## **PROFESSIONAL ATHLETE**

Professional athletes or former professional athletes are eligible to participate in Campus Recreation programs but the team will be limited to only one current/former professional athlete, regardless of how many years it has been since they last played professionally. Any teams having a professional athlete are limited to one former/current intercollegiate athlete, red shirt athlete or sport club member.

**Note:** The Intramural Sports Staff does not assume the responsibility for checking upon the eligibility of individuals participating, this is the team captains' responsibility. Any cases of ineligibility called to the staff's attention will be dealt with according to Campus Recreation regulations. See below for information regarding penalties for ineligibility and filing a protest of ineligibility.

## **ORGANIZATIONAL ELIGIBILITY**

A group is eligible to participate in intramural sports if:

- Membership complies with the policies and procedures as outlined in this manual.
- The organization or any of its members wishing to participate are not under disciplinary probation with the university.

## **PROTESTS FOR INELIGIBILITY**

Questions of eligibility raised before a game will be brought to the supervising staff member. If eligibility status cannot be determined at the game site or if a team becomes aware of an eligibility infraction after the game in which the player in question competed, an official protest regarding that player's eligibility status must be filed in the Campus Recreation office however the game must still be played as scheduled. If the player(s) in question participates in the game and is later ruled to be ineligible, the game will be declared a forfeit, regardless of the outcome. During play-offs, protests regarding a player's eligibility must be made to the event supervisor before leaving the game site and an official protest must be submitted by the next business day in the Recreation Center before 5:00 p.m. Protests made after this time will be invalid.

## **PENALTIES FOR INELIGIBILITY**

Any team playing with an ineligible player(s) shall be credited with a forfeit for each game in which that player(s) participated. The captain of the offending team will receive a written warning from the Campus Recreation staff. Should the team be involved in additional eligibility infractions, further

disciplinary action will result. Any player signing in under an assumed name will be referred to the Campus Recreation staff for disciplinary action and the game in which he/she participated or attempted to participate will be forfeited. (Any player who is declared ineligible is subject to suspension from all Campus Recreation activities.

## **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. Individuals who participate in the CSU Channel Islands Intramural Program must sign a player registration form prior to their participation. The player registration form includes the following STATEMENT:

### **CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS**

#### **RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS**

**Activity: "Insert Activity Name Here"**

**Activity Location/Facility: "Insert Activity Location Here"**

**In consideration for being allowed to participate in "Insert Activity Name Here," I release from liability and waive my right to sue the State of California, the Trustees of the California State University, which own and operate California State University, Channel Islands and their employees, officers, volunteers and agents (collectively "University") from any and all claims, including the University's negligence, resulting in any physical injury, illness (including death) or economic loss that I may suffer because of my participation in this "Insert Activity Name Here," including any travel to and from the "Insert Activity Name Here"**

**I am voluntarily participating in this "Insert Activity Name Here" I understand that there are risks, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability or even death, which may occur from my participation in this "Insert Activity Name Here" These injuries or outcomes may arise from my own or other's actions, inactions, negligence, or from the condition of "Insert Activity Name Here," location(s) or facility (ies). Nonetheless, I assume all related risks, whether known or unknown to me, of my participation in this "Insert Activity Name Here," including travel to and from the "Insert Activity Name Here"**

**I agree to hold the University harmless from any and all claims, loss or damage to my personal property, liabilities and costs, including attorney's fees, as a result of my participation in this "Insert Activity Name Here," including travel to and from the "Insert Activity Name Here" If the University incurs any of these types of expenses, I agree to reimburse the University.**

**If I need medical treatment, the University is authorized to obtain medical treatment for me. I will be financially responsible for any costs of such treatment. I agree that I will not hold the University responsible for any claims resulting from any medical treatment. I am aware that the University does not provide health insurance for me and I should carry my own health insurance.**

**I am 18 years or older. I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) waiver of my right to sue the University, (c) and assumption of all risks of participating in this CI "Insert Activity Name Here," including travel to and from the "Insert Activity Name Here"**

**I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.**

**Participant's Name: \_\_\_\_\_**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If Participant is under 18 years of age:**

I am the parent or legal guardian of the Participant. I have read this two-page document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) release of University from all liability on my and the Participant's behalf, (b) waiver of my and the Participants' right to sue, (c) and assumption of all risks of the Participant's participation in this "Insert Activity Name Here," including travel to and from the "Insert Activity Name Here" I allow Participant to participate in this "Insert Activity Name Here" I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Players must sign a liability release form before every contest. Players who do not sign the form will not be allowed to participate.

## **PARTICIPANT INSURANCE**

Neither Campus Recreation 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. For informational brochures on how to obtain personal health insurance, please visit Student Health Services at the Campus health Center.

## **INJURY / ACCIDENT NOTIFICATION**

In the case of an injury or accident during a scheduled contest, or any other potential medical problem, participants should notify a Campus Recreation staff member on-duty as soon as possible. The staff members on site will provide initial emergency care, such as the provision of bandages, ice, or immobilization, to any participant injured during their contest and will determine if further medical assistance and/or the summoning of Campus Police is required. It is vital that all other participants in the general area follow the direction of the onsite Campus Recreation staff member in the event of an injury.

## **BLOOD RULE**

In an effort to maintain a safe playing area, all participants are to adhere to the following BLOOD RULE:

**Any player who is bleeding must be substituted for until the bleeding stops. Only an intramural staff member or game official has the authority to remove a player or allow them entry back into the game. All equipment and/or areas of play contaminated by blood must be thoroughly cleaned before play can resume. This is the responsibility of the on-site staff.**

If by removing the player who is bleeding, the team falls below the minimum number necessary to play (sport specific), the following will apply:

**The game clock will stop and a maximum of five (5) minutes will be allowed for the player to stop the bleeding. Either a Campus Recreation staff member or game official must approve the player to re-enter. If the bleeding has not stopped within the allotted five (5) minutes the team will forfeit the game. THE ALLOWANCE IS ONLY FOR PLAYERS WHO ARE BLEEDING WHEN THE TEAM CANNOT CONTINUE TO PLAY WITHOUT THEM.**

In all supervised activities, a Campus Recreation staff member will be available to assist a bleeding player and determine whether the individual may resume play and whether or not emergency medical personnel (Campus Police) need to be summoned for assistance.

## **FOOTWEAR**

In all indoor sports, players must wear athletic type shoes that cover the foot completely. Sandals, boots, and open toe shoes are NOT allowed. For outside sports, cleats are limited to studs or projections that do not exceed 1/2 inch in length and are made with nonabrasive rubber or rubber-type synthetic material that does not chip or develop a cutting edge. Certain other restrictions may apply. Check the rules for the sport you are participating.

# **INTRAMURAL SPORTS EVENTS OVERVIEW**

## **LEAGUES/TOURNAMENTS**

### **LEAGUES**

Intramural leagues offer students the opportunity to stick with a specific team for multiple weeks in an effort to accumulate as many wins as possible prior to being placed in a playoff tournament with other teams from the same league. These leagues normally run six to eight weeks long and offer students the opportunity to receive recognition as the league champions. Teams must obtain outstanding sportsmanship ratings before they will be recognized. (See Sportsmanship Rating for details)

CI promotes friendly competition between college campuses across the nation and holds regional and national tournaments in various sports throughout the year. Through these leagues, our campus hopes to send either the league champion and/or an “all-star” team to one of these regional NIRSA tournaments in the very near future.

### **DOLPHIN LEAGUES**

Dolphin Leagues will have some modifications from the NIRSA rules and regulations. For example, a Dolphin Basketball League may be 3-on-3 as opposed to regular 5-on-5 play. The rules themselves may be modified in order to accommodate a deviation in players or rules. These leagues are considered to be more casual in hopes of attracting more novice participants who do not wish to compete in a regional or national tournament and just want to enjoy a spirited and fun competition in the sport.

### **PLAYOFFS**

Intramural leagues will end in a playoff tournament. Playoffs are either single or double elimination depending on the league structure. The number of teams participating and the availability of facilities are the determining factors. (See League Details for info.) In order for an individual to be eligible for playoff competition, he/she must be listed on the official team roster used during league play and have played in at least half of the games during the regular season. A regular season win due to a forfeit will be considered a played game and all players listed on the roster will be considered to have been present at the contest. In the event of a Game-time Forfeit, those players that signed in and were ready to play will be given credit for attending. When a Notice of Forfeiture is done in a timely manner, there will be no penalty for not attending, however a loss will be recorded for the forfeiting team. The playoff schedule for all leagues will be based on the final rankings of the teams and team sportsmanship ratings. Once the playoff tournament schedule is posted, games cannot be postponed or changed. The intramural staff reserves the right to make changes to the tournament schedule due to inclement weather or facility availability. (A Sportsmanship rating of 3.0 or higher is required for all teams to qualify for the playoffs regardless of the level of play. Please see the Sportsmanship rating section for

more details on how these points are assigned.)

## **TOURNAMENTS**

Tournaments provide a variety of structured sporting events to satisfy as many skill levels as possible and are offered throughout the year. The two types of tournaments offered include: One Day and Multi-Day Tournaments.

### **CHANNEL ISLANDS TOURNAMENT**

CI Tournaments abide by the National Intramural Recreation Sports Association (NIRSA) rules and regulations. NIRSA promotes friendly competition between college campuses across the nation and holds regional and national tournaments in various sports throughout the year. Through these tournaments, our campus hopes to send either the tournament champion and/or an “all-star” team to one of these regional NIRSA tournaments in the very near future.

### **DOLPHIN TOURNAMENT**

Dolphin Tournaments will have some modifications from the NIRSA rules and regulations. For example, a Dolphin Basketball Tournament may be 3-on-3 as opposed to regular 5-on-5 play. The rules themselves may be modified in order to accommodate a deviation in players or rules. These tournaments are considered to be more casual in hopes of attracting more novice participants who do not wish to compete in a regional or national tournament but instead just want to enjoy a spirited and fun competition on campus.

## **LEVELS OF PLAY**

Intramurals will offer two skill levels of competition: competitive and recreational. If there are not enough teams registered for a specific skill level, the two classifications will be combined so a league/tournament may still proceed. Each player or team is encouraged to select the level that best suits his or her skill and interest.

### **COMPETITIVE**

For players who know the rules of the sports, whose skill level is average to above average, and/or who want to compete in a competitive environment. In individual and dual competition these individuals may be familiar with tournaments and are interested in the higher competition.

### **RECREATIONAL**

For players who are learning the rules of the sport and want to participate at a comfortable pace that is pre-determined by the group ahead of time. This division designed for participants who are mostly interested in playing for pure enjoyment of physical activity. These leagues and tournaments are geared towards participation, and at times learning the rules of the sport, as opposed to strictly competition. It is common for instructional clinics to be included in this level.

## **TEAM DIVISIONS**

Every Channel Islands league or tournament will consist of divisions which the participant is able to choose from. In some cases, divisions will be combined in order for the league or tournament to proceed. This decision will be made by Campus Recreation staff after evaluating the number of teams registered in the divisions in question. Within each division (All-Play, Co-Rec, Women’s, and Men’s), players may only participate with one team in the same league/tournament.

## **ALL-PLAY**

Teams can be compiled of any number of men and women and there is no minimum number of men or women that must be playing at any given time.

## **CO-REC**

Teams of this division must be compiled of both men and women. An equal ratio of men and women may or may not be required depending on the type of event. However, each event requires a member of each gender to be on the court, field, or playing area during all times of the game. (See specific sport rules for details)

## **WOMEN'S**

All members of the team must be of the female gender. These teams will only be required to compete against teams in the Women's division.

## **MEN'S**

All members of the team must be of the male gender. These teams will only be required to compete against teams in the Men's division.

## ***OPEN-REC***

Intended to give participants a chance to just plain have fun, "Open-Rec" events embody the essence of intramurals by inviting all to participate within a casual environment where "spirit of play" and physical activities with friends are the only objectives. These scheduled events encourage students to attend and play as individuals, and then get randomly placed on a team before or during the competition. These types of events range from Ultimate Frisbee to Capture the Flag and are meant to encourage the core concepts of intramural sports: fun activities and open participation by everyone. Basic rules and guidelines will be forwarded to participants and supervised by Campus Recreation staff; however these events are not intended to adhere so strictly to formalized rules as in intramural leagues/tournaments.

## ***COMPETITIONS***

Intramural "competitions" focus on specific skills/aspects of a sport and place participants in a situation where they are competing more with themselves in an effort to maximize their personal best in that skill and less with the other participants in the competition. Awards/Recognition will be given to the top participants in each division (see leagues/tournaments for information on the different divisions offered), however, skill development and remaining poised under pressure (time limits, number of attempts, etc) are the primary goals of these intramural competitions.

## ***INSTRUCTIONAL CLINICS***

The instructional clinics offered through Intramural Sports provide learning opportunities for participants to improve their skills and knowledge of a particular sport or activity. With the assistance of various sport clubs on campus, these clinics, workshops and skill sessions are offered to individuals of all skill levels with the ultimate goal of introducing new participants to a specific sport and providing networking opportunities between participants.

# HOW TO REGISTER

## TEAM REGISTRATION

Team and Player Registration is through an online provider IM Leagues. Registration is simple; **Step 1** Team members must create a profile through IMLeagues.com, and **Step 2** the Team Captain or team representative must complete the Team profile. Visit the Campus Recreation Intramural Sports webpage for additional information.

Once CR confirms the teams registrations are complete, teams will then be placed in the appropriate league or tournament schedule. Players with incomplete profiles will not be added to the roster. Teams are placed in leagues or tournaments on a first-come-first-serve basis. It is the responsibility of the Captain or representative from each team to attend the Captains' Meeting. The rules and team schedule will be distributed at this meeting. Failure to attend this meeting may result in team's removal from the league or tournament. Free agents are encouraged to attend.

## IM LEAGUES.COM DIRECTIONS:

All intramural participants will be required to create an account on **IMLeagues.com**.

To create an **IMLeagues** account: **\*\*Note\*\*** IMLeagues offers a **live support button** in the top right corner of all pages, please use this button if you encounter any difficulties.

1. Go to [www.imleagues.com/CSUCI/Registration](http://www.imleagues.com/CSUCI/Registration)  
**OR**  
Go to [www.imleagues.com](http://www.imleagues.com) and click **Create Account**  
**OR**  
Go to [www.imleagues.com](http://www.imleagues.com) and click "Log in with Facebook" if you have a facebook account with your school email attached - this will automatically create an account, fill in your info, and join you to the school (steps 2-4)
2. Enter your information, **and use your School email if applicable (@CSUCI.edu)** and submit.
3. You will be sent an activation email, **click the link in the email to login and activate your IMLeagues account.**
4. You should be automatically joined to your school – If not you can search schools by clicking the "Schools" link

## HOW TO SIGN UP FOR AN INTRAMURAL SPORT:

1. Log in to your **IMLeagues.com** account.
2. **Click the Create/Join Team button** at the top right of your User Homepage page  
**OR**  
Click on the "CSU Channel Islands" link to go to your school's homepage on IMLeagues.
3. The current sports will be displayed, click on the sport you wish to join.
4. Choose the league you wish to play in (Men's, Women's, Co-Rec, etc.)

5. Choose the division you'd like to play in (Monday 5PM, Tuesday 5PM, etc.)
6. You can join the sport one of three ways:
  - a. **Create a team (For team captains)**
    - i. Captains can invite members to their team by clicking the "Invite Members" link on the team page. Any invited members must accept the invitation to be joined to your team.
      1. If they've already registered on IMLeagues: search for their name, and invite them
      2. If they haven't yet registered on IMLeagues: scroll down to the "Invite by Email Address" box, and input their email address.
  - b. **Join a team**
    - i. Use the Create/Join Team Button at top right of every page
    - ii. Accepting a request from the captain to join his team
    - iii. Finding the team and captain name on division/league page and requesting to join
    - iv. Going to the captain's player card page, viewing his team, and requesting to join
  - c. **Join as a Free Agent**
    - i. You can list yourself as a free agent in as many divisions within a league as you'd like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.

## **FREE AGENT REGISTRATION**

Free agents are players who do not already have a team to play on. Free Agents will either be placed on a team made up of other free agents or will be used to fill up teams already registered. This decision will be dependent on the number of registered teams, number of teams with vacant spots and number of registered free agents for the league/tournament. Free agents must complete the Individual Participation Registration (Online or at the Rec Center). After registering as a free agent, participants are encouraged to attend the Captains Meeting where they can choose to be a captain for a team or meet the captains and find out what team they will be playing on. Captains meetings will be held at specified time(s) and are most commonly located in the Rec Center or Bell Tower (BTWI 188). Visit the Rec Center, or view the Campus Recreation Intramural Sports webpage for additional information.

## **TEAM ROSTERS**

The Team Registration form constitutes the official team roster. For leagues, the team captain may make changes to this roster up until the end of the second week of the season. After this time no changes to the team roster will be allowed unless approved by CR. The team captain must add or delete names to the official roster 24 hours prior to the game in order for the individual to be eligible to participate in the contest. Roster Change Request Forms are available at the Campus Recreation Center and on the Intramural sports webpage. In tournaments, roster changes are not allowed once the first round of games has begun.

## **PLAYER PARTICIPATION**

The following guidelines have been established to promote consistent participation and attendance at all intramural events:

- For all IM leagues, a player must sign in and compete in at least half of the regular season games in order to be eligible for the playoffs and championships. In the event of a Game-time Forfeit, those players that signed in and were ready to play will be given credit for attending. When a

Notice of Forfeiture Form is submitted two-hours prior to the scheduled game time, there will be no penalty for not attending.

## **CAPTAINS**

Intramural team captains serve as a vital link between the CR staff and individual team members. All important matters will be directed to them, and it is their duty to see that their team is informed. Each team entered in an intramural sports activity must designate a Team Captain who will act as the official liaison between the team and the intramural sports staff. The following is a summary of specific duties and expectations of each Team Captain participating in Intramural Sports:

- Create a team name. Team names are subject to the approval of the intramural sports staff. Any name deemed inappropriate will not be permitted for use in any fashion.
- Inform members of your team or organization about activities available; foster and promote participation.
- Distribute game schedules to team members.
- An alternate captain must be designated to serve in the absence of the team captain.
- Any changes and/or new designations for these two positions must be made to Campus Recreation staff 24 hours prior to the scheduled game in order to be valid.
- Organize teams and submit official entries before the deadline date.
- Keep members of the team informed as to the schedules and other various activities available.
- Encourage and promote participation.
- Notify teams and contestants as to the time and place of the scheduled activity.
- Become familiar with the rules and regulations governing each event.
- Check the eligibility of each player before and during the season. All participants are required to bring their Student ID or Dolphin Passport to ALL games and sign-in on the team sign-in sheet prior to the beginning of the scheduled contest. Players who cannot provide the required identification will not be permitted to participate until they prove their eligibility.
- Make an effort to see that those representing their organization play according to the rules of the game and conduct themselves in a sportsman-like manner.
- Represent, or see that the team is represented, at all intramural meetings for captains, sportsmanship/disciplinary matters and/or protests. Non-representation may result in your team not being scheduled for league play.
- Cooperate fully with all Campus Recreation Staff members and officials while performing their duties.
- Study procedures governing participation in the program and the rules of each sport. Be sure that your players are also aware of these rules. Inform and educate all players and spectators affiliated with your team about the sportsmanship rating system.

Note: Intramural Sports does not recognize non-player coaches as team leaders/captains. Team captains are the representatives to IM staff and officials. With this in mind, it is imperative that non-player coaches not come onto the playing surface and/or interact with players, on-site staff and officials. This will only result in a delay of game and possible disciplinary actions brought forth on the team.

## **CAPTAINS MEETINGS**

Each team captain (or representative) must attend the mandatory captains meeting for their team to be eligible. If a captain cannot attend, the team must contact Campus Recreation before the scheduled meeting and send another representative. Topics discussed at the meeting will include: new and current policies, rule changes, league/tournament format, game schedules, sportsmanship policies and rating system, sign-in procedures and forfeit policies. Each Captains Meeting concludes with a Q & A session.

# **EVENT PROCESSES, PROCEDURES & POLICIES**

## **GAME TIME & OPTIONAL GRACE PERIOD**

The scheduled game time is also the forfeit time for teams not properly signed-in and ready to play. A team is considered ready to play when the required minimum number of players for the sport are properly signed-in with Campus Recreation staff, present at the specific field or court for its scheduled contest, and properly equipped for play at the designated game time. Teams must be ready to play at game time to avoid a forfeit. At game time, the captain of the team ready to play may opt to wait up to 10 minutes for the opposing team to become ready to play or take a win by default/forfeit. The decision may not be changed. If the opponent becomes ready to play, the game time will be shortened by the number of minutes the team was late. The game result will count as a normal game.

## **TEAM SIGN-IN**

To best ensure appropriate use of our programs by eligible participants, numerous guidelines regarding team rosters and participant pregame check-in and identification have been established. A valid CSUCI Picture ID is required to participate in Intramural Sports at CSU Channel Islands. Each participant must present his or her valid ID to check-in prior to each intramural contest. Campus Recreation staff may request photo ID from any participant at any time before, during, or after a contest. Each intramural participant is entitled to a single Forgotten ID Pass per semester. When an ID is not available at sign-in, the participant will be required to provide additional identifying information (class schedule, driver's license etc.)

A team's game roster is comprised of those players on the official Team Roster through IMLeagues who have properly checked in at the check-in area prior to participating in that particular game. A team member who arrives late must wait until the end of a period in the game (end of quarter, period, half, etc.) before checking in with the CR staff. Each intramural team is allowed (2) late sign-ins per intramural season.

Note: The Intramural Staff and game officials will not provide services to prepare or maintain a player's readiness to participate. All participants must provide their own tape, braces, mouth pieces, etc.

## **TEAM FORFEITS**

A "Game-site Forfeit" is recorded when a team appears at the game site with less than the minimum number of players required to start a game. Teams which forfeit regular season games will be assessed a loss for the contest and remain eligible for further play, however, the team's Sportsmanship rating will suffer due to the lack of advance warning to Campus Recreation Staff. Teams which forfeit a tournament game are automatically eliminated from tournament play.

Default: A "Notice of Forfeiture" is recorded when a team gives advance notice to Campus Recreation staff of their team's inability to compete at a scheduled contest. Any team or individual unable to attend a scheduled contest should notify the Campus Rec staff at 805-437-8902 during normal business hours, no less than two hours before the scheduled contest in order to avoid a "Game-site Forfeit." A loss will be assessed however the team's Sportsman Rating will not be affected due to the advance notice given to Campus Recreation staff.

# **RESPONSIBILITIES OF CAMPUS REC STAFF & OFFICIALS**

## ***CAMPUS RECREATION ON-SITE STAFF DUTIES:***

- Oversee player and team registration forms as well as the signing of release waivers by each participant.
- Sign-in and verify each participant's identity with his/her CSUCI ID Card prior to every contest.
- Assist with the maintenance of Potrero Field, the Recreation Center and any other court/field space utilized for Intramural Sports.
- Set-up and clean-up all events. Make sure activity area is cleaned up and all equipment is accounted for at the end of every event.
- Make decisions regarding the operation of fields and facilities with a focus on the safety of all employees, players and spectators who may be participating or in attendance.
- Educate participants and spectators of intramural policies and procedures and enforce those policies when necessary.
- Remain approachable and dedicated to providing participants with the most enjoyable experience possible.
- Supervise student officials and participants at game sites. Provide feedback and direction to officials on game days. Evaluate officials on appearance, hustle, attitude, rule knowledge, mechanics, etc.
- Provide general care to injured participants. Alert Campus Police when in need of assistance.
- Provide the final ruling for on-field and on-court protests and disputes.
- Obtain feedback from players & spectators regarding their participation in the program.
- Attend all required meetings and trainings.
- Make sure all equipment is accounted for and working properly.
- Be proactive and look for potential problems – address them before they escalate.
- Act as a customer service representative to all participants and spectators.

## ***GAME OFFICIALS DUTIES***

- Provide pre-game assistance for the set up of Intramural sports.
- Assist in setting up equipment for the day's/night's activities.
- Assist in the signing-in of Intramural teams and verification of their eligibility.
- Assist in examining facility for safety hazards.
- View the Intramural contest and enforce the rules as judiciously as possible.
- Oversee the Intramural contest and ensure participation takes place in a safe manner.
- Assist in post-game duties.
- Assist in completing any forms that are required.
- Assist in storing any equipment at the conclusion of the day's/night's activities.
- Assist in securing facility at the conclusion of the Intramural activity.
- Wear accepted uniform while on duty.
- Attend all mandatory clinics and meetings.

# EXPECTATIONS & RESPONSIBILITIES OF PARTICIPANTS

## RESPONSIBILITIES

CR staff members are committed to offering a welcoming environment for the University community and operating within an environment of mutual respect. CR staff intends to offer the following:

- Quality indoor and outdoor facilities that are clean, safe, well maintained and which meet the diverse recreational sports needs and interests of the campus community.
- Equipment placed at appropriate locations prior to the beginning an intramural activity.
- Program opportunities encompassing a variety of activities.
- A learning environment.
- Grievance resolution with a fair and honest Campus Recreation staff member who can assist in addressing concerns.
- Freedom from the threat of intimidation and/or emotional harm.
- The expectation that all rights will be respected.
- The expectation that our rules, guidelines and standards of conduct will be enforced.
- The expectation of comprehensive information regarding facilities, programs and services.
- A timely response by Campus Recreation staff to expressed concerns.
- Individuals with disabilities have a right to reasonable accommodation that ensures equal opportunity to participate in, and benefit from, our recreational sports programs and activities.

As a valued intramural sports member of this campus community you have the responsibility to:

- Abide by all policies, laws and regulations established by the State of California, CSU Channel Islands and Campus Recreation.
- Cooperate with all Campus Recreation staff members and officials.
- Treat teammates, fellow participants and Campus Recreation staff with respect.
- Take responsibility for personal and community safety and security.
- Recognize that everyone uses the recreational facilities and equipment. Abuse of these areas violates the rights of all Campus Recreation members.
- Be an active member and communicate your needs to the Campus Recreation staff.
- Individuals with disabilities who choose to participate in our programs and activities have a responsibility to identify themselves as needing accommodation in a timely fashion.

## SELF-OFFICIATED LEAGUES

Individual and team sportsmanship is of paramount importance in all self-officiated activities. The responsibility to ensure fairness in all contests is shared by the teams involved. If CR staff are needed to intercede and remove/eject player(s)/spectator(s) for any inappropriate conduct the situation will be handled very seriously. Minimum sanctions will likely remove the player involved for the remainder of the league/tournament. Although no formal rating takes place, teams will be held to a very high code of conduct. *Absolutely no inappropriate conduct of any kind will be tolerated.*

## SPORTSMAN-LIKE CONDUCT

The development of sportsman-like attitudes is a major goal of the Intramural Sports Program. A team is responsible for the actions of individual members and spectators directly related to their team. The conduct of players and spectators before and after the game is as important as the conduct during the game. Teams/organizations will be held responsible for their members' conduct. "Spirit of the Competition" is strictly encouraged. "There is bound to be close calls and it cannot be stressed

enough that without an opponent, no game, no contest and no fun will take place. Spirit of Competition is based on cooperation and integrity.” (Lee, P. UCSB)

Campus Recreation reserves the right to suspend or disqualify groups or individuals for unsportsmanlike conduct at any time. Unsportsmanlike conduct before, during, and/or after a game will not be tolerated. **The team captain assumes full responsibility for the conduct of the team and spectators.** Unsportsmanlike conduct includes actions that are unbecoming to an ethical, fair, honorable individual. It consists of acts of deceit, disrespect, or vulgarity and includes taunting.

## **EJECTED PLAYERS**

All ejected players must leave the playing area/facility when ejected. If the player refuses to leave within five minutes, the game will be forfeited. The team captain is held accountable. The decision of an official or intramural staff member to eject a player or spectator for any unsportsmanlike conduct (be it verbal or physical) will be firmly upheld by Campus Recreation. Protests of this type will not be accepted. There are absolutely no exceptions.

## **MAJOR INFRACTIONS**

Any person, who commits, attempts to commit, incites or aids others in committing the following acts of misconduct shall be subjected to disciplinary action including ejection/suspension from all Campus Recreation events/activities and being handed over to Campus police and the Judicial Affairs Office (if warranted):

- Verbal or physical abuse and/or the threat of, by participant(s)/spectator(s) in the form of fighting, baiting, and/or wrestling with an opponent and/or teammate before, during or after an intramural contest.
- Anyone endangering the welfare of another will be disqualified immediately.
- Anyone flagrantly offending program personnel, verbally, physically, or in writing.
- Playing for multiple teams and/or violating any eligibility rules.
- Playing while under suspension.
- Using someone else's ID, allowing another person to use one's own ID, playing under a false name, allowing another person to use someone else's ID, or allowing a suspended player to participate.
- Persistent infringement of the spirit and intent of the game rules: suspended for one game.
- Disrespect toward officials and/or staff may result in ejection from the game, which carries a one game suspension thereafter, or disqualification from league play. The ejection of a team will result in forfeit and probation.
- Shoving, striking, pushing or grabbing an official or staff member. This includes an attempt to strike.
- Becoming involved in a fight.
- Any individual that is anyway under the influence of alcohol or other substance.
- Any team or person that willfully destroys or damages equipment.
- Any violation of University policies as outlined in the student handbook may result in suspension from play and an individual may be referred to the Judicial Affairs Office of the university and/or campus police.

## **HARASSMENT POLICY**

It is Campus Recreation's goal to foster a climate of courtesy and mutual respect for employees and participants. Consistent with the university's mission and on-going effort to embrace diversity, we expect everyone to speak and act with respect for one another. While no set of rules or policies can wholly govern human conduct, it is important to state that civility is vital to the success of everyone participating in intramural sports and that each of us must appreciate and preserve this concept. Campus Recreation stresses that it does not condone harassment directed toward any person or group within its community (students, employees, or visitors). Every member of the University ought to refrain from actions that intimidate, humiliate, or demean persons or groups, or that undermine their security or self-esteem. Our department strives to ensure an environment that is free of abusive behavior directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, and physical or mental disability, including learning disabilities, mental retardation, and past/present history of a mental disorder. Any harassment toward a staff member or participant will subject the individual and/or team to University disciplinary procedures.

## **DRUGS & ALCOHOL POLICY**

California State University Channel Islands prohibits the possession or consumption of alcohol at university sponsored events held on university property. Possession or consumption of alcohol or illegal drugs is prohibited at any recreational facility or program at all times. Additionally, if Campus Recreation Staff suspects any individual of being under the influence, that person will not be allowed to participate and will be asked to leave the event/activity. Each team is responsible for enforcing this policy with team members and spectators. Violators are also subject to disciplinary action in accordance with University policy.

## **SPORTSMANSHIP RATING**

Following each contest, the game officials (if applicable) and intramural supervisor(s) will rate each team on their sportsmanship. Teams qualifying for the playoffs (using W/L record) must average at least a 3 rating to be included. In addition, teams must maintain a 3 rating throughout the playoffs. Teams dropping below a 3 average during the playoffs will be eliminated from the tournament. If it is the winning team that drops below a 3 average, the next available team (with a 3 average) may be placed in their spot to continue in the spirit of participation.

Teams that are assessed a "Game-site Forfeit" will automatically be given the grade of 2 points for that contest. All ratings will be cumulative, based only on the number of games played. Teams that declare a valid "Notice of Forfeiture" and teams that receive a win due to either a "Game-site Forfeit" or a "Notice of Forfeiture" will not be given a grade for that week and it will not be counted towards the number of games played at the end of the league.

## **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. They maintain 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. They are mostly cooperative with game officials and opponents. The team captain is 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. Fouls and penalties may be given to the team during play but not in an

excessive, disruptive manner. They are neither cooperative nor disruptive towards Intramural staff and game officials. The team captain is unable to control all players on his/her team.

**2 points (Two or more of these ratings makes the team subject to a one game suspension or removal from playoffs following a meeting with Campus Recreation Staff):** 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. Excessive fouls and penalties are given to the team during play. Forfeiting a game also warrants a score of two.

**Any one of the following will lead to a rating 2:**

- Three or more warnings in any one contest towards one team (players/spectators).
- Play is stopped for warning and/or player/spectator ejection(s) occur before, during or after the intramural contest.
- Technical fouls for unsportsmanlike conduct, multiple unsportsmanlike penalties given and/or any excessive celebration.
- Participants/spectators complain about official's decisions and/or show dissension. Complaints may be voiced verbally or "non-verbally". Arguing between opposing teams/spectators may also lead to an unacceptable rating.
- The designated game captain does not control their team and spectators; converses in a dissenting manner with officials about rule interpretations/calls and does not cooperate or provide information requested by any intramural official/staff while performing their duties.

**1 point (All players on the team are suspended from current league/tournament and all other Campus Recreation Activities for the remainder of the semester and all of the next semester):** 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 towards Intramural staff and game officials. Players disregard warnings of unnecessary roughness by game officials and receive an excessive amount of fouls and penalties with no indication of refraining are required to meet with the Intramural Sports – Lead and Assistant Director of Campus Recreation- Rec Sports.

**Any one of the following will lead to a rating 1:**

- Public indecency or obscenity.
- Individuals/teams playing after the consumption or suspicion of consumption of alcohol/drugs. If the contest has begun, player(s) will immediately be removed from the contest.
- Verbal or physical abuse and/or the threat of, by participant(s)/spectator(s) in the form of fighting, baiting, and/or wrestling with an opponent and/or teammate before, during or after an intramural contest.
- Any threatening behavior (verbal and/or non-verbal; physical or non-physical) towards any intramural employee before, during or after an intramural contest.
- Failure of ejected participant(s) and/or spectator(s) to leave the vicinity within the allotted *five (5)* minutes or returning to the vicinity during or after the game.
- Damage/destruction of facilities/equipment.
- Any violation of university policies and procedures governing the conduct of students.

Note: The Intramural Supervisors reserve the right to reevaluate and amend any grade based on team/player's sportsmanship.

## **PROTEST PROCEDURE**

It is the strong belief of this department that contests should be won or lost on the field of play, not through the technicalities of the rules. The intramural staff will resolve all disputes immediately.

**Matters involving an official's judgment are not a basis for protest.**

The captain of a protesting team is required to make the protest to the officials in charge of the contest at the time the question is raised. The officials are responsible for notifying the intramural supervisor, who will note the game situation so that the contest may be replayed from that point, in the event the protest is upheld.

All other post-game protests (including eligibility) must be made in writing to Campus Recreation by the protesting team's captain. Forms can be obtained from the on-site staff. All protest forms must be filed immediately following the conclusion of the game with the on-site staff. On-site staff will assist in filling out the form if there are any questions.

After a thorough investigation, Campus Recreation staff will rule on the protest. The decision will be final.

**Note: Campus Recreation reserves the right to rule in any matters not covered in this handbook. CR will apply the "spirit of the game" rules and fairness in all situations.**

## **INCLEMENT WEATHER POLICY**

The Intramural Sports staff has sole responsibility for postponements in case of inclement weather. IM staff will always notify teams and captains about inclement weather. If time permits, Campus Rec will attempt to reschedule. If time does not permit, these games will not be rescheduled and league/season will continue. Two factors will be considered: field conditions and weather conditions. The safety of participants, spectators and intramural sports staff is the main concern. It is the responsibility of each team captain to contact the Campus Recreation Center for information regarding cancellations and the rescheduling of postponed games. Inclement weather decisions will be made in the timeliest manner possible and any intramural cancellation/postponement will be done so via postings on the Campus Recreation Field webpage and at the scheduled location of the event.

([www.csuci.edu/recreation/rec\\_fields.htm](http://www.csuci.edu/recreation/rec_fields.htm))