

## Intramural Policies & Procedures

### Eligibility

Intramural Sports programs are open to Missouri State University students, faculty, and staff. Each participant is responsible for the verification of his/her eligibility. Likewise, each team member is responsible for the eligibility of fellow team members.

### Eligibility Rules

1. Players may only participate on **1 same gender team and 1 coed team** for each sport regardless of *Top Gun/Just Fun*, men/women independent, or fraternity/sorority designations throughout the entire season. A team that uses an ineligible player will receive a loss and 3 for sportsmanship for the game in which the illegal player was used.
2. All teams in the *Top Gun* skill level will be limited to 2 players with previous college or semiprofessional experience in the related sport activity to ensure fair and even competition (this includes current club sport membership). Any player with college (any experience beyond high school) or semiprofessional experience may participate in the respective intramural sport at least 1 academic year after their last game, or the last regular season game while listed on the team's roster, regardless of exhausting intercollegiate eligibility.
3. Any player competing in an intercollegiate sport during the school year (August – May) will be ineligible to participate in the same, or related, intramural sport activity that school year. This also applies to official red shirt athletes.
  - a. Any individual who is cut from or quits an intercollegiate team before his/her first regular season game is played will be eligible in that intramural sport activity, provided all other eligibility requirements are met.
4. The *Just Fun* skill level will be open to anyone that has not had any previous college experience of any kind.
5. Any student, faculty, or staff member who is, or who has been, a professional athlete will be ineligible to participate in the sport or related sports in which he/she competed for a period of 5 years after retirement.
6. In sports that are not divided into different skill levels, all rules concerning participant eligibility will be based on the *Top Gun* skill level.
7. To be considered student status for the purpose of Intramural Sports, an individual must be currently enrolled in at least 1 credit hour for that semester. To participate in regional or national tournaments, a current enrollment in at least 6 credit hours is required.

### **No ZipCard, No Play**

1. To participate in Intramural Sports, participants must sign in with their valid ZipCard at each game. If a player participates, but fails to sign in with their valid ZipCard, their team's game will be forfeited. The picture and name on the ZipCard must be visible to be considered valid.
2. Participants must play under their own names. Any player who participates in an intramural activity under an assumed name shall be disqualified from that activity for the rest of the season, including playoffs. In addition, his/her team will forfeit any game(s) in which the player participated and be barred from any playoff competition for that activity.

If an ineligible player participates on a team, and/or an eligible player participates on more than 1 same gender and/or coed team, he/she will be deemed illegal and be barred from further competition in that sport activity, including the playoffs. All teams that the illegal player participated on once he/she became illegal will receive a loss and 3 for sportsmanship for those games.

Intramural Sports staff reserves the right to investigate any participant's eligibility if a violation of intramural policies and procedures/rules is suspected.

### Rosters/Additions

Teams may add to their rosters at any time during the season, provided they meet all eligibility requirements. To Add a Player, each new participant must sign the Consent Form on the intramural field/court, which acts as the team roster, and bring his/her current ZipCard.

If you play on the same team for more than one game, you must register on your team roster at [www.imleagues.com](http://www.imleagues.com) by 8am the day of the second game or you will be unable to play.

### Levels of Play

**Top Gun:** This skill level is geared toward the more experienced and skilled athletes, emphasizing competition.

**Just Fun:** This skill level will be comprised of teams seeking recreation and fun with less focus on competition and winning.

*NOTE: Both skill levels will be eligible for post season play in the same bracket.*

Any participant with previous college experience in the same or related sport as a freshman, junior varsity, varsity, or junior college team member after the final cut and regardless where or when that experience took place, as well as all current Sports Club members, will be considered players with college experience and **must play** in the *Top Gun* skill level (max of 2 per team). Failure to do so will result in the team's removal from the league.

### Team Captain's Responsibilities

Each team shall select a captain to act as an official representative for their team in all Intramural Sports matters. The team captain must:

1. Promote good sportsmanship.
2. Understand and adhere to all intramural policies and procedures.

3. Register team before deadline date and set up team on [www.imleagues.com](http://www.imleagues.com). For instructions, please see the Intramural Sports website [www.missouristate.edu/recreation/intramurals](http://www.missouristate.edu/recreation/intramurals).
4. Attend the mandatory Captain's Meeting(s).
5. Ensure team members get registered on [www.imleagues.com](http://www.imleagues.com). For instructions, please see the Intramural Sports website [www.missouristate.edu/recreation/intramurals](http://www.missouristate.edu/recreation/intramurals).
6. Notify team members about all games and ensure they are ready to play on time. This includes checking [www.imleagues.com](http://www.imleagues.com) for game days, times, and updates at least once a week.
7. Visit the website or [www.imleagues.com](http://www.imleagues.com) up to 30 minutes before game time for any cancellations due to inclement weather for that evening. It is the team captain's responsibility to find out the date and time of rescheduled games and pass that information on to their teammates.
8. Make every effort to prevent team from forfeiting a contest.
9. Represent team in protests, postponements, and on-field captains' meetings with officials.
10. Responsible for the behavior of team members and fans before, during, and after competition.
11. Make sure each team member understands and adheres to all policies and procedures included in the Intramural Participant Handbook and/or anything that is discussed in a Captain's Meeting, including bringing their ZipCard to every game.

### **Forfeit Policy**

Forfeit: A team does not have the minimum number required to play at game time (Exception: the opposing team grants a 10 minute grace period). A forfeit of this nature will count as a loss and result in an automatic 3 for Sportsmanship. Teams will be allowed 2 forfeits per season (after 1 forfeit a team is no longer eligible for playoffs). A team will be removed from the league once the second forfeit is received.

*Teams must be signed in and ready to play at the time of the scheduled contest to avoid penalties. Therefore, it is suggested that teams arrive at least 15 minutes before game time to allow for parking, signing in, and warming up.*

If neither team is present and ready to play, a double forfeit will be issued. If 1 team has at least the minimum number to play, they will have the option of taking the win or allowing up to a 10 minute grace period for the other team to arrive. The play clock will begin at game time. After 10 minutes, a forfeit will be declared if both teams are not ready to play. The following penalties will be assessed for failure to start the game on time.

The final score listed below will be awarded if the game results in a forfeit at the end of 10 minutes. The other 2 columns are awarded to the "ready" team if second team arrives within the designated time frame and play commences.

<b>Sport</b>	<b>Within 5 minutes of game time</b>	<b>5-10 minutes after game time</b>	<b>Final Forfeit Score</b>
4 on 4 Flag Football	6pt touchdown; ball at midfield*	Additional 6pt touchdown	12-0
7 on 7 Flag Football	6pt touchdown; ball at midfield*	Additional 3pt conversion	9-0
Basketball	5pts; start with ball	Additional 5pts	10-0
Futsal	2 goals; start with ball	Additional goal	3-0
Sand Volleyball	5pts; start with serve	10pts; match win after 10 min	2-0 (match score)
Soccer	2 goals; choice of ball/direction	Additional goal	3-0
Softball	2 runs; declared home team	Another 3 runs	5-0
Ultimate Frisbee	2pts; start with disc	Additional 2pts	4-0
Volleyball	5pts; start with serve	10pts; match win after 10 min	2-0 (match score)

\*Also get choice of options in 2<sup>nd</sup> half

*Note: If a team takes the win by forfeit, without allowing the grace period, the final score will be recorded as 1-0 and 4 for sportsmanship, regardless of the sport.*

### **Sportsmanship**

Unsportsmanlike conduct, or any inappropriate behavior, during Intramural Sports activities will not be tolerated. Teams are responsible for the conduct of their players, as well as their spectators. Player and spectator conduct may have an adverse effect on a team's sportsmanship rating. Players and spectators may be ejected from the site. This may result from taunting the other team or official, using inappropriate language, and/or behavior unbecoming of a team representing good sportsmanship. Ejections can happen before, during, or after any intramural contest. Any individual who has been ejected from a game is required to leave the facility/field immediately. If he/she does not adhere to this rule, the game will be forfeited by his/her team.

Once ejected, the participant/spectator must arrange to meet with the Assistant Director of Campus Recreation or another full-time Campus Recreation staff member prior to the team's next contest (regardless if this is regular season or playoffs). Failure to do so will result in the team's removal from the league. The ejected person remains ineligible for all intramural activity until after that meeting and the subsequent suspension(s) that take place.

Sportsmanship ratings are assigned immediately following each contest. These ratings are final and will not be discussed on the field/court. Teams will earn sportsmanship points for each game, based on team and spectator attitude and behavior. Teams will receive a numeric sportsmanship value based on the rating system as follows:

5 = Clean game

- 4 = A warning issued
- 3 = Difficulty; repeated problems after first warning (examples: yellow card, unsportsmanlike penalty, technical foul)
- 2 = Harassment; constant complaining after multiple warnings, unsportsmanlike activity throughout the contest
- 1 = Ejection
- 0 = Multiple ejections (2 on the same team and the game is over, regardless of the reason for the ejections); fighting

**Any team that finishes the season with an average rating below 4 will be prohibited from participating in post season competition.**

Teams are responsible for being aware of their sportsmanship ratings by looking at their updated schedules and results online. If you believe an error has occurred either reporting scores or sportsmanship, bring it to the attention of the Assistant Director of Campus Recreation as soon as possible. Sportsmanship points and scores are final at 12pm the business day following the team's last regular season game.

## Disciplinary Action

### Team Violations:

*Specific infractions include, but are not limited to:*

1. **Having an average sportsmanship rating below 4 at the end of the season:**  
*Ineligibility for any playoffs or championship game*
2. **Receiving 0 rating and/or multiple 1 ratings during one sport season:**  
*Removal from intramural competition for the remainder of the semester. It will be at the discretion of the Campus Recreation staff whether or not the suspension will apply to all competition or be activity specific.*
3. **Receiving a 3 or lower during Playoffs or Tournament Play due to unsportsmanlike behavior:**  
*Removal from the remainder of the playoffs or championship*

### Individual Violations:

*Specific infractions include, but are not limited to:*

1. **Shoving, striking, or physically abusing an official or Intramural Sports staff:**  
*Suspensions include removal from all intramural sport activities indefinitely and possible University disciplinary action.*  
*NOTE: This includes spectators.*
2. **Verbal misconduct directed towards an official, Intramural Sports staff or opposing team member:**  
*Possible suspensions include removal from at least the team's next contest and possible University disciplinary action.*  
*NOTE: This includes participants and spectators leaving the bench.*
3. **Ejection from a game due to fighting:**  
*Possible suspensions include removal from at least the team's next two contests and possible University disciplinary action.*
4. **Administrative Ejections (Using a fake ID and/or invalid ID, participation of ineligible player):**  
*Possible suspensions include removal from all intramural competition in that activity for the remainder of the semester. The team will receive at least a loss and 3 for sportsmanship for that game.*

**All offenses will be dealt with on a case-by-case basis. Teams and/or individuals having multiple infractions will have this information taken into account when the length of the suspension is determined. Intramural Sports reserves the right to drop any team and/or individual from any intramural activity, including post season tournaments.**

## Protests

There are two types of protests that can be made in Intramural Sports: Eligibility and Rule Interpretation.

1. Eligibility – A protest form must be filled out by the captain at the game. Forms will be available from the Intramural Sports staff. Both teams and officials must be told that the game is being played under protest. To be official, all eligibility protests must be filled out at the game site by the captain of the protesting team, and submitted to the Campus Recreation office, PSU 131, no later than 5pm the day after the contest in question was played. **Written documentation to support the eligibility protest must accompany the protest form.**
2. Rule Interpretation – A team may also protest if they believe a rule is being incorrectly interpreted. Protests may not be made on any judgment call of an official or member of the Campus Recreation staff. A protest must be made before play resumes to be considered valid. Once the next play begins and/or the ball becomes "live," protests will not be allowed. Rule Interpretations should be handled on site by the Supervisor on duty or the Assistant Director of Campus Recreation.

## Postponements

Schedules are developed as closely as possible to the priority nights selected at the time of registration. Teams are urged to make every effort to play games as scheduled in order to minimize rescheduling problems. In special circumstances we will allow teams to attempt to postpone games during the regular season. **Playoff games may not be postponed or rescheduled.** The following procedures will be used when a postponement is requested:

1. The team captain should come to the Campus Recreation office (PSU 131) as soon as possible, but **at least 1 day prior to the game being postponed.** The captain will need to fill out a postponement form in the office, and find an open time slot to reschedule the game.
2. It is the captain's responsibility to contact the other team's captain. *If the other team captain agrees* to postpone and reschedule the game, **the postponement form must be signed by the other team captain.** If the other captain is unable to fulfill the request, then the game will be played as originally scheduled.

3. The completed form must be returned to the Campus Recreation office **no later than 5pm on the school day before the game being postponed**. In order to postpone a Sunday or Monday night game, the completed form must be submitted by 5pm on Friday.
4. Failure of either or both teams to show up for the rescheduled game will result in a forfeit for either or both teams.

### **Weather**

Due to weather conditions, games may be cancelled or postponed. The decision to cancel will be made by 5pm, if possible. In the event of questionable weather conditions, it is the team captain's responsibility to go to the Intramural Sports website and/or [www.imleagues.com](http://www.imleagues.com) for cancellation information. If games are cancelled, it is the team captain's responsibility to contact team members.

Canceled games MAY be rescheduled by Intramural Sports staff for later in the season if field availability and time permits. Whenever games are rescheduled, check the Intramural Sports website and/or [www.imleagues.com](http://www.imleagues.com) for updated game times and locations. It is the captain's responsibility to find out the correct time and date of all rescheduled games.

NOTE: Sunday nights will usually be used for make-up games, as well as open times in the Monday through Thursday schedule. Rescheduled games may occur on a night other than regular league nights. Teams should visit the Intramural Sports website and/or [www.imleagues.com](http://www.imleagues.com) for current game schedules.

### **Equipment**

Participants will be expected to supply their own personal equipment and warm-up gear. Some sports equipment is available for rent from Outdoor Adventures (PSU 135, 836-5904), a part of Campus Recreation. Hours: 8am-5pm Monday through Friday.

Any person who abuses, damages, steals, or destroys Intramural Sports equipment will assume responsibility for damages and be assessed the full cost of repairs or replacement. He/she may also be suspended from all Intramural Sports activities.

### **Tie Break Policy**

All ties in division standings will be broken using the following method:

1. Overall Record
2. \*Head to Head Record
3. Point Differentials (across tied teams only)
4. Sportsmanship Points
5. Coin Flip

\*A one game playoff to decide the winner of a head to head match-up if no previous game occurred.

### **Playoffs**

If there is a playoff tournament at the end of the season, the top 2 teams in each division, with **0 forfeits**, and at least an **average of 4 sportsmanship points** per contest will be eligible for the playoff tournament. At this time playoffs will have Top Gun and Just Fun leagues combined.

Playoff schedules will be determined at the Playoff Selection meeting held at the end of the regular season. Teams will be required to have a representative present at these meetings. Should a team representative not be present, that team will take the remaining spot in the playoff bracket. Seeding for game selection will be done according to the following guidelines, with all Top Gun teams seeded higher than Just Fun teams:

1. Overall Record
2. Point Differentials (across division)
3. Sportsmanship Points
4. Coin Flip

Playoff champions will be awarded **Intramural Championship T-shirts**. T-shirts can be picked up by the team captain in Campus Recreation, PSU 131, after 12pm the school day after the competition. Shirts will be given for participants listed on the team roster only. Below lists the maximum amount of t-shirts awarded for each sport, regardless of roster size.

<b>Sport</b>	<b>Max number of shirts/team</b>
4 on 4 Flag Football	6
7 on 7 Flag Football	12
Basketball	10
Futsal	10
Sand Volleyball	6
Soccer	12
Softball	15
Volleyball	12
Ultimate Frisbee	12

**Overall Intramural Champion Awards**

**Overall Intramural Championship Teams:**

This overall championship will reward teams who participate in several sports throughout each semester. Teams receive points for participation, achievement, and sportsmanship. The overall winners in the Men, Women, and Coed leagues will have their team name engraved on a plaque that hangs in the Campus Recreation office. Those teams will be recognized at the Student Talent and Recognition (STAR) Awards reception held each spring semester.

**Award winners from each division will be determined by the Intramural Sports point system below for the following sports:**

**Fall Sports:** Flag Football, Softball, Volleyball, Ultimate Frisbee

**Spring Sports:** Basketball, Futsal, Soccer, Sand Volleyball

**NOTE:** *If teams play under different names for the sports listed above, it is their responsibility to notify the Assistant Director of Campus Recreation so that points are awarded accordingly.*

<b>Intramural Sports Point System</b>
50 pts – Participation
30 pts – 1 <sup>st</sup> place in regular season league
20 pts – 2 <sup>nd</sup> place in regular season league
50 pts – 1 <sup>st</sup> place in playoffs
40 pts – 2 <sup>nd</sup> place in playoffs
-25 pts – per forfeit (league removal after 2 <sup>nd</sup> forfeit)
-25 pts – per ejected player

**Outstanding Intramural Sports Man and Woman of the Year:**

These two awards will be presented at the end of the spring semester at the STAR Awards reception. Award winners will be determined by attitude, cooperation, enthusiasm, loyalty, sportsmanship, and representation of the overall Intramural Sports Program. Nominations will be accepted from and voted on by Intramural Sports staff.

**Legacy Cup and MSU Cup**

In the summer of 2005, the Legacy Cup was established as an All Campus Championship – a way for the Independent Champions and the Greek Champions to find out who is the best of the best. Each fall the Legacy Cup will be decided by a flag football game and each spring by a basketball game. The winners will earn the right to have their names engraved on the Legacy Trophy so that they may share their legacy of dominance with all those who follow.

The spring of 2009 established the MSU Cup – an all campus championship for soccer. The men’s independent champion played the fraternity champion for the all campus championship title. This game will be played each spring semester and will expand to women’s leagues once enough teams are available for separate sorority and women’s divisions.