

Assumption of Risk

Many intramural sports activities present the inherent possibility of injury. Participation in the program is voluntary; individuals assume responsibility for their own health and safety. All individuals who intend to participate in vigorous sports should, for their own protection, have a physical examination to determine that they are physically able to participate. Medical insurance, which would cover expenses incurred in the event of injury is not provided by PSU and is strongly recommended.

Captain's/Chairperson Responsibilities

1. Turn in all entries to the Intramural Office prior to the deadline.
2. Represent, or see that the team/organization is represented, at chairperson's meetings, intramural captain's meetings, sportsmanship/disciplinary hearings, and/or protest situations.
3. Inform all team members of game time and location for every scheduled contest. **GAME TIME IS FORFEIT TIME!** Inform team members to show up 15 minutes prior to game time to keep contests on schedule. All game schedule information can be found at either the program boards in the SRC, Intramural Sports Office, or online (<http://www.pittstate.edu/recsports>)
4. Be sure that all players on your team have knowledge of and meet the eligibility regulations set forth by the Intramural Sports Office. Be knowledgeable of all players eligibility status.
5. Have team line-up legibly recorded on scorecard prior to game time.
6. Notify each team member that they must present a valid Pitt State ID before they can participate in the scheduled contest. **NO ID, NO PLAY, NO EXCEPTIONS!**
7. The team captain is the only team representative that is allowed to discuss rule interpretations and player eligibility with the officials.
8. Be familiar with rules, schedules, policies and procedures of the Intramural program and pass this information along to all team members.
9. Inform, educate, and stress to all players and spectators affiliated with your team the importance of demonstrating good sportsmanship prior to, during, and following all scheduled contests. All participants and spectators should refrain from verbally or physically abusing the game officials or Intramural supervisor staff.
10. Assist the Intramural Sports Program with the recruitment of individuals interested in and dedicated to sports officiating.
11. Work with Intramural Sports staff to ensure a safe, fun Intramural Sports experience for all participants.

How to Enter an Intramural Activity

1. Official entry forms, available at the Intramural Sports Office (SRC) or online, must be used to enter all Intramural Sports activities. Entries should be written legibly. Use one entry form for each team and activity.
2. The captain/chairperson must completely fill out the requested information at the top of the entry including program (fraternity, residence hall, open, sorority, etc.), activity, team name, phone number, and email address. The section of the entry certifying all participant eligibility must have been signed.
3. A team entry must contain the names, phone numbers, and email addresses of the team captain and assistant captain. An individual/dual entry should contain the names, phone numbers, and email addresses of all individuals participating in the activity.
4. All entries may be turned into the Intramural Sports Office, or the Welcome Center (SRC) between the hours of 10am and 8:00pm, Monday – Sunday.
5. All activities have an entry deadline. Entries must be received by the said date. All entries received after the deadline will be put on a waiting list.
6. **All officiated and supervised activities require a forfeit fee acknowledgement signature. This is located on the entry form and it must be filled out and signed. Teams will not be entered until this forfeit fee section of the form is completed.**
7. **There is a \$20 drop fee for teams that drop after the schedule has been completed.**

Captain's/Chairperson's Meetings

1. Selected activities have a captain's meeting.
2. The purpose of the captain's meeting is the dissemination of important information. Attendance is mandatory. Information includes policies and procedures, conduct, game day logistics, and general rules. Schedules will also be distributed at this meeting.
3. During the meeting, team captains will be required to fill out a roster form. This form will include the names, phone numbers, and email addresses of the captain and assistant captain (at the minimum), as well as the names of all other team members. All rosters shall be returned to an Intramural staff member before, or by the end of the Captain's Meeting.
4. Failure to attend the captain's meeting will result in a forfeit. Teams will be dropped from the league after obtaining two forfeits. **Forfeit fee will be charged for match forfeits only!**

Need a Team? – Become a Free Agent

Individuals who are looking for a team to join may go to the Intramural Sports Office and add their name to a free agent list. This list will include contact information, skill level of that person, as well as any other information given. Free agents' will be made available at the captain's meeting. Free agents may also attempt to contact teams on their own.

Eligibility

Each person, team captain, and/or chairperson is responsible for verifying the eligibility of all participants. The intramural sports staff does not automatically check eligibility. Questionable cases of eligibility should be referred the staff member in charge of the intramural sports program before the person participates in any activities.

Classification Eligibility

Undergraduate Students: All undergraduate degree-seeking or full-time students are eligible to participate in the intramural sports program.

Graduate Students: Full-time graduate students, including those with staff appointments, are eligible to participate in the intramural sports program.

Faculty and Staff Members: Full-time faculty and staff members are eligible to participate in the intramural sports program. **Note: All Indoor activities require membership to the SRC to be able to participate.**

Part-Time Students: Part-time undergraduate and graduate students are eligible to participate in the intramural sports program.

Program Eligibility

If otherwise eligible, any undergraduate member or pledge of an intramural organizational program may represent that program within Intramural Sports. An individual with membership is affiliation, is eligible to participate for more than one intramural organizational program or an independent program (e.g., residence hall unit and fraternity) may participate with the unit of his or her choice. However, no individual is allowed to play in the same sport during league, or tournament for more than one program. For example, a man living in the Residence Halls could play slow pitch softball for the Residence Halls and tennis for the fraternity. However, he then would be ineligible to play slow pitch softball for the fraternity and ineligible for tennis for the

Residence Halls. **All students regardless of class will have 6 years of eligibility. Eligibility will start the first day of documented college enrollment at PSU or any other institution.**

Programs

Men's Residence Hall: All undergraduate men living in the Residence Halls are eligible for the Men's Residence Halls Program. Men are eligible to play for the hall in which they reside.

Women's Residence Halls: All undergraduate women living in the women's residence halls are eligible for the Women's Residence Halls Program. Women are eligible to play only for the hall in which they reside.

Fraternity: All undergraduates who are active members, new members, or pledges of a fraternity are eligible for the Fraternity Program.

Sorority: All undergraduates who are active members, new members, or pledges of a sorority are eligible for the Sorority Program.

Independent: All undergraduates who are not living on campus are eligible for Men's, or Women's Independent Program.

Staff: Faculty and Staff employed at PSU are eligible to play in Intramural Sports Programs. **Note: All Indoor activities require membership to the SRC to be able to participate.**

Eligibility Restrictions

Club Sports Team Members: Club athletes, who are recognized by the Student Activities as active members of a club, will be limited in their participation within Intramural Sports. There shall be no more than three club athletes on a team for their respective sport or 1/3 of the regulation playing numbers.

Professional Athletes: Any participant who is ineligible for varsity competition because loss of amateur status is prohibited from competing in the intramural sport in which he or she has/had professional status.

Varsity Award Winners: Any participant who was a member of a varsity squad at Pitt State, or any other college or university, is therefore ineligible for intramural competition in that sport for a period of one full academic year. An academic year is defined as fall, spring, and summer semester in that order. Any individual who attends the university on athletic scholarship, works out with the varsity squad, or is red-shirted shall be considered as a Varsity Squad Member.

Varsity Squad Members: The following rules apply to members of varsity squads:

1. No member of a varsity squad shall be allowed to compete in **any** intramural sport between the first and last Pitt State varsity game or meet in his or her sport.
2. Any individual who is dropped or retired by the coach from a varsity squad shall become eligible for intramural competition only by petitioning and getting favorable action on his or her written petition by the Intramural Sports Administrative staff.

Competing on Two Teams: A player who is otherwise eligible may participate on one Co-Ed team and one men's or women's team respectively for the same sport per season. A participant establishes eligibility with a team by having their name on the activity scorecard. Should a person play for more than one team, their eligibility lies with the team they played for first.

Playoff Eligibility: To compete in the playoffs, an individual must have participated in at least one league game for that team. Participated is defined as the individual's name being listed on the scorecard for the game. Unforeseen circumstances will be handled by the Intramural Sports staff on a case-by-case basis. Teams must also compile an average of a 3.0 Sportsmanship rating, and a record of .500 or better (**MUST HAVE WON AT LEAST HALF OF THE GAMES PLAYED**).

Assumed Names: No participant may participate in intramural sports under any name other than their own.

ID: All intramural participants must furnish their Pitt State University ID to the scorekeeper/official/supervisor at every intramural activity. If a participant does not have their ID with them, he/she will not be allowed to play in that contest. No other form of ID will be accepted. No exceptions! **No ID, No Play!!**

Ineligible Participant Penalties

1. Any person participating in an Intramural Sports activity who is found to be ineligible shall be suspended from that activity for the remainder of the season.
2. Any person participating in an Intramural Sports activity under an assumed name shall be ejected from the game and will be ineligible until the individual/s meet with Director of IM and is deemed eligible.
3. Any team using an ineligible player shall forfeit the contest(s) in which the ineligible player participated for that team.
4. Any team using a player who uses an assumed name shall be suspended from that activity for the remainder of the season and placed on probation for the remainder of the academic school year. Violation of probation may result in expulsion from the Intramural Sports program.

Eligibility Questions

Before participating in the Intramural Sports Program, all questions about eligibility rules should be referred to the Director of Intramural Sports.

Scorecards

The scorecard is the official record of score, rosters, and results. The first and last names of a team's current roster will be printed on the scorecards. The score, as noted on the scorecard, shall be considered final unless a protest has been filed.

The Team Captain or captain's designee has the responsibility of ensuring that:

- the score is correct,
- the correct winner has been noted, and
- The roster is correct and complete, i.e. all team members who participated in that game are listed on the scorecard.

By signing the scorecard, the captain indicates that the scorecard is complete and accurate. Should the scorecard not be signed, the captain assumes the responsibilities for any inaccuracies.

Sportsmanship

Our purpose is to provide exercise, recreation, and fun to our participants in a relaxed, yet structured environment. Everyone is encouraged to play to the best of their abilities, but cheating, verbal and physical abuse, and a win-at-all-cost attitude is considered inappropriate. Having these principles of sportsmanship in our foundation is necessary to facilitate the spirit of competition. A sportsmanship of 3.0 is required for postseason play.

!!SPORTSMANSHIP IS CONTAGIOUS...

BE A GOOD SPORT!!

Ejection Procedure & Discipline

1. Any player, coach, or fan ejected from an intramural game for any reason must leave the playing area immediately if requested to do so by the intramural staff. Failure to leave the area may result in forfeiture of the game by the team associated with the ejected person.
2. Any participant, coach, or fan that is ejected from a Pitt State University Intramural Sports Program contest is **immediately ineligible** from further competition in all Intramural Sports Programs until he/she meets with the Director of Intramural Sports. It is the individual's responsibility to schedule an appointment promptly with the Intramural Sports Director to review his/her behavior. Individual suspensions are effective only after meeting with the administrative staff (i.e., no self-imposed penalties). Contact the Intramural Sports Office at 235-4673 between 10am and 4pm on Monday through Thursday to set up an appointment.
3. Cases involving physical abuse of or between participants and/or spectators and Intramural Sports staff may be referred to the University Police, Campus Life & Auxiliary Services and the President's office.
4. Verbal Abuse will not be tolerated. Any foul language, threats or any other insinuated comments that are derogatory in nature will be grounds for IM discipline. Action taken may be a warning, suspension of games or the privilege of competing in the IM Sports program removed.
5. Alcoholic beverages are not allowed in or on state property! Persons at Intramural Sports activities found with alcoholic beverages will be escorted from the area. Further disciplinary action by the Director of Campus Activities - Intramural Sports & Recreational Programs may be taken.
6. Any player or manager who participates in any activity under the influence of alcohol/drugs will be suspended from ALL Intramural Sports activity indefinitely. Names of these people will be referred to the Division of Student Affairs for other possible action.
7. Teams are responsible for the conduct of their spectators. The right to participate may be lost by anyone (team members, coaches, and spectators) who displays misconduct before, during or after the contest.
8. Any participants (coaches and players) who repeatedly exhibit poor attitude and lack of sportsmanship will lose their right to participate in the Intramural Sports Program.

Forfeits

Team Activities

1. **GAME TIME IS FORFEIT TIME!** All teams should arrive **15 minutes prior** to the scheduled start of the game to check in with the Intramural site supervisor, complete the scorecard, and get the necessary equipment for the game. The Intramural Sports staff maintains the official time at each activity area.
2. The "**ready-to-play**" rule for intramural team activities calls for each team to have a minimum number of players present and to have its lineup properly recorded on the official scorecard. The minimum number of players required is given in the rules for each team activity.
3. A team claiming a forfeit must be present at the scheduled game time and ready-to-play. The team must record its lineup; sign the scorecard, and state "forfeit" on the scorecard. Forfeits must be claimed at the time of the scheduled contest. Forfeits may not be claimed after that time.
4. **League Play:** If neither of the teams arrives by the scheduled game time, the game will be recorded as a double forfeit and each team will be given a loss, a forfeit on their record and charged the forfeit fee.
5. **Playoffs/Single or Double Elimination Play:** If neither of the teams arrives by the scheduled game time, the game will be recorded as a double forfeit and neither team will advance to the next round.
6. Any team that forfeits two of its scheduled games in league play shall automatically be dropped from the remainder of the league. It shall forfeit to its opponents all remaining games. Missing the mandatory captain's meeting counts as a forfeit. **Forfeit fees will not be charge once a team has been dropped from an event.**

7. Any team who receives a forfeit will become ineligible for postseason play. (**Ex. Missing a captains meeting, AND/OR forfeiting a scheduled game.**)
8. **FORFEIT FEE** – Any team/individual not showing up to play for their scheduled event that is officiated or supervised will be charge a forfeit fee.

Individual Forfeits

1. Individual/Dual activities are scheduled using a “play-by-date” system. It is the responsibility of the individual/dual participants to contact their opponent, schedule the match, and return the result to the Intramural Sports Office by 11:30 pm the date of the match deadline.
2. Any participant who wishes to withdraw from an individual tournament match may do so by presenting his or her intention in writing. This must be presented in person to the Intramural Sports Office during regular business hours before the match deadline.

Rescheduling

1. The Intramural Sports staff can agree to the rescheduling of an Intramural Sports team contest.
2. A contest can only be rescheduled by the agreement of representatives from both teams.
3. A representative of both teams must complete a Postponement form at the Intramural Sports Office prior to 12:00 pm the day of the contest.
4. Rescheduling is limited to available time, space, and personnel.

Request to Cancel

1. If a team cannot attend a scheduled contest and no way exists to reschedule, the Intramural Sports staff can agree to the cancellation of the match.
2. A team can only request to cancel a game once during a given season.
3. A representative of the team must complete a cancellation form at the Intramural Sports Office prior to 12:00 pm the day of the contest. For games scheduled for Sunday, cancellations must be cleared before 12:00 pm on the preceding Friday.
4. The Intramural Sports staff will try to contact the other scheduled team to inform them of the cancellation.
5. If a team must request to cancel more than one game, they will have the option to either remove themselves from the league or incur a said forfeit fee.

Inclement Weather

1. A decision of whether to play or cancel games will be made at 2:00 pm the day of the inclement weather. The Intramural Sports supervisor may cancel games, if necessary, after 3:00 pm. Information on the status of games is available by calling the Intramural Sports Office 235-4673 or visit the Rec Sports website.
2. The Intramural Sports Office will reschedule games cancelled because of inclement weather if time, space, and personnel are available. Teams should check the bulletin board in the SRC, Intramural Sports Office, or the website for rescheduled games. The Intramural staff will attempt to contact captains about games rescheduled because of inclement weather, but it ultimately the captains and chairpersons responsibility to check themselves.

Protests

Rule Interpretation Protest

1. Protests based on misinterpretation of the rules must be made by the team captain, manager, or their designee. **Judgment calls by an official may not be protested.**
2. The protest must be made to the game official immediately following the misinterpretation and prior to the next play or live ball. If the team continues to play, the protest will **NOT** receive consideration.
3. The game official shall explain his/her ruling. If the team captain is dissatisfied with the explanation of the ruling, the Intramural Sports supervisor should be called to the game site. The supervisor shall determine that the protest involves a rule interpretation and not the officials' judgment. The supervisor will then assist the team in filling out the protest form with all pertinent game information (score, time, possession, etc). The team shall state the nature of the protest. The opposing team shall be informed that the game is being played under protest.
4. The Intramural Sports Office will rule on protests upon the following business day by 4:00 pm. If the protest involves a game in single elimination playoffs, the ruling will be made by 2:00 pm. The ruling will be sent, in writing or by email to the team captains involved.

Eligibility Protest

1. Any protest concerning eligibility in a contest in which the protesting team participated must be logged by 12:00 pm (noon) the day following the contest. When protesting eligibility, a team must protest a specific individual(s). Entire teams cannot be "blanketed" by protest.
2. All protests must be submitted in writing using the official protest form which may be obtained from an Intramural Sports supervisor at game site or from the Intramural Sports Office.
3. All eligibility protests should be submitted with all information that is vital to the protest. Information such as individuals' name, assumed name, or other team participated for. The more information that can be supplied to the Intramural Sports Office, the more accurate the ruling on the protest.

Identity Team Activities

1. For all intramural league and playoff games, the participants must take their valid ID cards to the field of play.
2. Before entering a contest, players must report to the scorekeepers and present their ID's to the official scorekeeper. It is the responsibility of both scorekeepers to check players' identities with ID's. The official scorekeeper will record players' names on the official scorecard and return ID's.
3. An individual whose name appears on the official scorecard will be considered as having played in the contest. Thus, no player's name should be placed on the official scorecard until the identity check has been conducted by both scorekeepers and the player is ready to enter the game. The rules and procedures for each sport should be checked for further clarification.

Individual/Dual Activities

1. Before beginning play, each participant is responsible for checking his or her opponent's identity with the person's valid ID or staff ID.
2. The match should not proceed until identity is established.

Individual/Dual Matches

1. Contestants are responsible for their own match arrangements and must have their matches played and the scorecards turned in at the Intramural Sports Office before the posted match deadline.
2. All match deadlines are due by 11:30 pm the date of the match deadline unless otherwise noted. The participant is responsible for the following:
 - a. Checking the tournament drawing, which is posted on the bulletin board in the SRC, or the Intramural Sports Office, to obtain the name of his or her opponent and the match deadline?
 - b. Making sure that the official scorecard is turned in at the Intramural Sports Office before the match deadlines. It is recommended that all participants sign the scorecard.
 - c. Checking the tournament drawing after each match deadline to verify that all match results have been recorded correctly.

Imposition of Penalties

Rules, regulations, and interpretations have been established to facilitate the orderly and efficient administration of both the division's programs and the facilities serving the program. A participant who fails to comply with the established rule or regulation normally will incur a penalty. For example, in an intramural single-elimination tournament, if the match results are not reported before the match deadline, participants are forfeited from the tournament.

Accidents and Injuries

Players participate in the Intramural Sports program at their own risk. The state of Kansas and PSU cannot accept liability for the injury of participants in the Intramural Sports Program.

Medical Examinations

all students should have a complete physical examination on file at the Student Health Center before participating in vigorous recreational sports.

Serious Medical Conditions

Those students with serious medical conditions should make the Office of Campus Activities and the Student Health Center aware of their conditions prior to participation in an Intramural Sports activity.