

General Rules & Regulations

ELIGIBILITY

All GVSU Students (graduate and undergraduate) that are taking at least one *credit hour* at the time of participation are eligible to participate in the Intramural Sports program. Current GVSU Faculty and Staff are also eligible to participate. The areas described below constitute special eligibility circumstances.

If there are any questions about participant eligibility, please contact the intramural sports office. The intramural sports program and staff reserves the right to check the eligibility of participants and potentially deny participation, as need dictates. For additional information on recreation facility entry requirements for current students, faculty, and staff, please contact GVSU Athletics and Recreation Facilities Management at 331-3313. For additional information on what constitutes a current GVSU student, please contact the GVSU Registrar's Office at 331-3327.

VARSITY ATHLETES

GVSU Varsity Athletes are eligible to participate EXCEPT in their respective sports:

<u>Varsity Sport</u>	<u>IM Program</u>
Baseball	Softball
Basketball	5-on-5 Basketball
Cross Country/Track & Field	Family Weekend 5K
Football	Flag Football
Soccer	Soccer
Softball	Softball
Tennis	Tennis
Volleyball	Sand/6-on-6 Volleyball

The following further define a GVSU varsity athlete where the above rules apply:

- One that is included on the roster of that varsity team
- If they are awarded any athletic scholarship
- Red-shirts
- GVSU varsity athletes that are academically ineligible
- Walk-ons

If they are a former athlete (cut from team, dismissed from team, quit team, eligibility has expired, etc.), they are eligible to play one calendar year and a day after their last day competing for the varsity team of the corresponding sport (ex. Last day of volleyball competition on Sept. 30 ~ they are eligible to play intramural volleyball on Oct. 1 of the next year. This also applies to former letter winners or other college transfers that played athletically at previous schools. Non-scholarship players that try out for a varsity team, but do not make the team are eligible to participate in intramurals. **Note:** The previous stipulations also apply to professional/semi-professional athletes.

CLUB SPORT ATHLETES

GVSU Club Sport Athletes are eligible to compete in all sports. However, in their respective sports, they may only have two club members per roster. A participant is defined as a GVSU Club Sport Athlete if they appear on the roster submitted to the Department of Campus Recreation (club sport

coaches are included). If an intramural participant joins a club sports team, the previous rules take effect. Respective club sports with corresponding intramural sports and stipulations are as follows:

<u>Club Sport</u>	<u>Intramural League</u>
Bowling	Bowling - must compete in Master's Division
Softball/Baseball	Softball – 2 members per roster
Hockey/Roller Hockey	Floor Hockey & Broomball - 2 members per roster
Running/Triathlon	Family Weekend 5K - must compete in separate division
Soccer	Indoor/Outdoor Soccer - 2 members per roster
Volleyball	6-on-6/Sand volleyball - 2 members per roster
Dodgeball	Dodgeball – 2 members per roster
Tennis	Tennis – must compete in separate division, if possible
Ultimate Frisbee	Ultimate Frisbee- 2 members per roster

TEAM ROSTERS

It is each team member's responsibility to create a profile and join a team on imleagues.com to ensure that all team members are official and eligible for the teams on which they are participating. Each team's roster is available for review at their regular season games. A team member is not officially part of the team roster until they have joined the team's roster on IMLeagues, regardless of any games they may have participated in. Each team's roster will be frozen at the end of regular season play.

Participants AND their correct G-numbers must be included on the team's roster card to be eligible for the playoffs. The team captain is responsible for checking the eligibility of his/her players at any point during the season by contacting the intramural sports office. However, ONLY G-numbers may be corrected in the Competitive Sports office. Any participant who is found to have provided an incorrect G-number will not be permitted to play until a correct G-number is provided. Further, any participant who does not have their correct G-number on the IMLeagues roster by the team's last regular season game is ineligible to participate in any playoff games.

A captain may not sign in a participant. Only supervisors are authorized to check rosters. Officials and scorekeepers may check scoresheets prior to each game played. A participant that arrives late to a game must check-in with a supervisor to be added to the scoresheet prior to being able to participate.

STUDENT ID'S

ALL participants must present their current GVSU identification card to participate in any intramural event. In the event of an extenuating circumstance that prevents a participant to present their GVSU ID, the participant must communicate with the Competitive Sports office in writing by 5pm on the business day (Monday-Friday) on or prior to the day of their game. Intramural staff may allow participation if the following criteria are met:

1. A picture ID MUST be shown.
2. The participant's name and G-number must have already been approved on the team's roster, as published on IMLeagues.
3. The occurrence is NOT a playoff game.
4. The intramural event is NOT being played in the Rec Center or Kelly Family Sports Center.

INTRAMURAL SPORTS DIVISIONS (MEN'S, WOMEN'S, CO-REC)

When registering for an intramural sport, you will have the option to register as a men's, women's or co-rec team. A participant may play on only one men's or women's team and only one co-rec team. Women may not play in men's teams/leagues and vice-versa if the respective league is represented (women's and men's). In the case where there not enough co-rec teams to constitute a full league, consideration may be given by the Assistant Director of Intramurals or his designee to the co-rec team joining another league. In this case, any co-rec rule modifications in that sport will not apply. In individual activities, if there are not enough individuals to constitute a full league (women's or men's), a female may participate in a men's division or vice versa if consideration is granted by the Assistant Director of Intramurals or his designee.

ILLEGAL PLAYERS

Any participant playing on two teams in the same division (men's, women's, or co-rec) will automatically be disqualified from participating in the division in which the offense occurred for the remainder of that sport season. In addition, any game(s) in which the participant played illegally will be retroactively forfeited for the relevant teams (sportsmanship ratings for team will not affected). If the participant continues to play illegally after he/she is notified, or if they play under an assumed name, they will be suspended from the intramural sports program for an academic year (min. 8 months). If a player is found to be illegal, they are ineligible to play even if there is a mutual team agreement. If the illegal player played in the playoffs, the associated team(s) will be disqualified from the remainder of the playoffs in the respective sport. Note: A participant is considered to have PLAYED for a team if their name appears on the scoresheet. Other examples of illegal players include those who violate eligibility requirements and those names and/or correct G-numbers do not appear on the roster. This list is not limited to the above examples. The Intramural Sports office reserves the right to determine player legality. The intramural office will act to verify the eligibility and/or legality of any player suspected by Intramural Sports staff of participating illegally. The above sanctions will be applied to illegal players as appropriate, regardless of the means of discovery.

PROTESTS

A player's eligibility and rule interpretation can be protested. Protests based on an official's judgment are not allowed.

Eligibility Protests will be handled in the following manner:

1. Must be brought to the attention of the official or IM Supervisor DURING the game. The official will notify both teams that the remainder of the game is being played "under protest."
2. Team Captain must complete the protest form that will be provided by a supervisor.
3. The ruling on all protests is decided by one or more of the following: the Assistant Director, the Coordinator, and one or more Intramural Supervisors.
4. See "Illegal players" section of this manual for definitions and penalties.

FORFEITS

Forfeits

The team captain has the responsibility of notifying all team members of the day/date/time and location of all scheduled events. Forfeits are to be avoided at all costs as they create an inconvenience for participants and staff. The scheduling of each IM game requires making arrangements for the facility, personnel, and the equipment as well as the participants. If a team receives two forfeits in a season, the team shall be allowed to complete the regular season schedule, but the team will be ineligible for the playoffs. The following procedures will be observed with regard to forfeits:

Forfeits with NO advanced notice

1. A team that does not have any players present after the 5-minute period has expired shall forfeit the game.
2. The team who forfeits shall receive a sportsmanship rating of “2.5” for the game that was forfeited.

Forfeits with advanced notice

1. If a team will not have the minimum number of players for a scheduled game, then the TEAM CAPTAIN (as designated on IM Leagues) shall inform the Intramural Sports office IN WRITING (e-mail is accepted) by NOON on the business day (Monday-Friday) on or prior to the scheduled game.
2. The team who forfeits with advanced notice shall receive a sportsmanship rating of “3.5” for the game forfeited.

TEAM TRANSFERS

Players are generally not permitted to “switch” teams once a season has commenced. In particularly extenuating circumstances, Intramural Sports reserves the right to allow a one-time team transfer.

EMPLOYEE PARTICIPATION

Intramural employees may participate in intramural activities. However, as a staff member of Campus Recreation, you are expected to abide by the same policies and procedures that the rest of the participants adhere to, as outlined in the intramural rules and regulations. You have the privilege to both work at and participate in Intramural Sports. If you abuse that privilege it will be taken away from you. IM Staff are expected to represent the program in a positive manner. You are viewed as a worker first, then a participant. It is expected that IM Staff be the solution to any problems, not the cause. An employee abusing this privilege faces sanctions as outlined in the *Staff Expectation Policy* section of this manual.

The number of intramural supervisors and/or officials on a team may be limited due to staffing needs. Intramural staff members are ineligible to serve as game captains. In the event where an entire team is composed of intramural staff members, then any supervisors playing for that team are ineligible to serve as game captain. Intramural staff teams are granted one registration waiver in each division (men’s, women’s co-rec) and are accommodated on a first come-first serve basis. Intramural staff teams may have NO MORE than 2 non-staff members on the roster in order to receive a registration waiver.

NO TEAM? NO PROBLEM! **FREE AGENTS**

If you would like to participate in a team sport and you are unable to put a team together yourself, you are considered a “free agent”. In order to be placed on a team you should register as a free agent on IMleagues.com, where information will be made available to captains seeking players. Free agents may also reach out to captains of teams marked on IMLeagues as “looking for players”. Please note that while every effort is made to assist a free agent joining a team, it is not the responsibility of the intramural office to guarantee that every free agent is accommodated to a team.

ONLINE REGISTRATION PROCESS

Team and Individual Sport Registration & Joining a team

1. Access the GVSU Intramural homepage or www.imleagues.com to create your profile
 - Login to the IM Leagues site with your GVSU email address

2. Once your profile has been created, you will be directed back into your e-mail to confirm registration and activate your IM Leagues account.
3. Follow instructions on IM Leagues for the sport in which you wish to participate
4. Create your team/individual entry.
5. CAPTAINS ONLY: You are required to watch a general policy/procedure video and a sport-specific video. After completing the videos, you are required to take a 15-question quiz, in which you must answer at least 13 correctly to continue with registration.
6. Once this entry has been created and the quiz has been passed, you must log into the GVSU system (a link to this system will be emailed post-IMLeagues-registration) to re-enter captains'/individual information and complete payment.
7. When payment is finalized, GVSU Intramural staff will confirm your team/individual entry on IMLeagues within two business days.
8. It is imperative as a team captain that each teammate creates a profile and "joins" your team to become an official part of your roster and thus eligible to participate.
9. Captains also have the option during the registration process to set if they are seeking free agents to join their teams.

Free Agent Registration

10. Access the GVSU Intramural homepage or www.imleagues.com to create your profile
 - Login to the IM League site with your GVSU username and password
11. Once your profile has been created, you will be directed back into your e-mail to confirm registration and activate your IM Leagues account.
12. Follow instructions on IM Leagues for the sport in which you wish to participate
13. Sign up as a free agent.
14. Team Captains have the option during the registration process to set if they are seeking free agents to join their teams.

TEAM CAPTAIN'S MEETINGS

Team captains must view captains' meeting videos and complete captains' meeting quizzes on IMLeagues prior to registration. Team captains must get AT LEAST 13 out of 15 questions correct on the quiz to secure their team's spot on the league schedule by the registration deadline. If the team captain does not answer at least 13 of the quiz questions correctly, then they or a team representative MUST contact the intramural office in order to secure their team's spot on the league schedule by 5pm on the business day following the registration deadline. Late registrations in this manner are subject to an additional \$10 fee. Mandatory in-person meetings will continue to be held for the following sports: Golf Scramble.

PLAYOFFS & SCHEDULING

Teams will be distributed onto levels of postseason play (often denoted as A, B, and C brackets) based on performance during the regular season, and seeded within these levels according to same performance. At a minimum, playoff qualification will require: 1) One regular season win with a sportsmanship average above 3.0, 2) Two regular season ties with a sportsmanship average above 3.0, or 3) A perfect 4.0 sportsmanship average in the regular season. Playoff schedules will be posted on the IMLeagues website at the close of the regular season. Teams will sign themselves onto an available spot of their choosing on the postseason bracket. These chosen game times are final-Intramural Sports will not permit any requests for changes to game dates or times once playoff schedules are posted. The intramural sports office reserves the right to amend playoff qualification requirements as warranted.

EXTRAMURALS

These are tournaments held throughout the school year at colleges and universities throughout the state, region, and country. Teams and officials have the opportunity to represent GVSU against top intramural, club teams, and officials from other schools (extramural tournaments are open to all teams and officials, not only championship teams or championship game officials). Tournaments are offered in flag football, basketball, and golf. These tournaments follow intramural sport rules and eligibility requirements. Please contact John Rosick (gvintra@gvsu.edu) with any interest or to inquire. Teams that represent GVSU at extramural events are expected to display good sportsmanship on and away from the playing field or court. Behavior to the contrary will be dealt with on a situational basis, up to and including referral to the Dean of Students Office.

TEAM UNIFORMS

Jerseys will be checked out to students for basketball, floor hockey, indoor/outdoor flag football, and indoor/outdoor soccer. Prior to each game, team captains will check out a bag of game jerseys from the intramural staff. Immediately following each game, team captains will return the bag of jerseys. Team captains will be charged \$25 for each jersey not returned. Intramural sports staff washes and dries the jerseys after each night of play. A player **MUST** wear a T-shirt under the jersey. **NO TANK TOPS**. A team can provide their own jerseys if they are all the same color, have different numbers on the back, and wording in good taste.

CHAMPIONSHIP T-SHIRTS

Intramural participants are awarded t-shirts for winning the championship of intramural events. T-shirts are awarded on a first come-first serve basis **and to team members who have played a minimum of 2 games**. Only participants present at the championship game that have shown their student ID and that appear on the team roster card may receive a t-shirt (including individual sports). All other team members who were not present at the championship game may present their student ID at the intramural sports office to redeem their championship t-shirt, if available.

BLOOD BORN PATHOGENS:

If a player is found to be bleeding, they must immediately leave the game until the bleeding stops. Substitutions may occur at this time and the official may take a timeout. Blood soiled clothing must be removed before the player can re-enter the game. All jerseys with blood on them must be placed into a biohazard bag immediately. Supervisors handling such jerseys need to take caution and wear rubber gloves. Jerseys with blood on them must be washed twice and separately from the rest of the jerseys. After use, all biohazard bags need to be disposed of in the athletic training room in the appropriate trash bin.

WAIVER - (INTRAMURAL SPORTS AGREEMENT)

ALL intramural sports participants are required to sign the "Intramural Sports Agreement." Participants may either electronically sign the waiver when joining a team's roster on IMLeagues, or sign a paper copy each time they participate in an intramural event. The waiver agreement covers the areas of injury, liability and use of marketing materials.

INJURIES AND LIABILITY

Participation in the Intramural Program is on a voluntary basis. All Intramural participants play at their own risk, and accept the inherent risk involved in participating in recreational sports programming. The University is not responsible for injuries sustained while participating in any of the programs. It is highly recommended that students obtain their own health/accident insurance. Students wishing to obtain their own low-cost insurance are suggested to use Student Assurance Services through

Columbian Life Insurance Company. They may be reached by calling 800-328-2739 or visiting their website at www.sas-mn.com . Medical or ambulance expenses incurred by a participant will not be paid by Grand Valley State University. If a student is injured during an intramural event, the supervisor will administer first aid and/or contact the appropriate medical personnel. An accident report form will be completed by the intramural supervisor, and intramural staff will follow up on the report *within two business days*.

USE FOR MARKETING MATERIALS

The intramural sports program will use photographs, among other possible media, for marketing and promotional purposes. Through your participation, you are “voluntarily giving your permission to Grand Valley State University to use your name and/or photograph, videotape, or any likeness for publicity purposes and the use of statements made by or attributed to me relating to Campus Recreation for this or similar promotions and grant to Grand Valley State University, their respective employees, agents, representatives, and successors any and all rights to said use without further compensation. Please understand that you **RELEASE** Grand Valley State University, their respective employees, agents, representatives, and successors from any financial or legal responsibility for the use of this media relations/promotional material(s).” (cited by GVSU Campus Recreation Media and Promotions Waiver and Release of Liability). Please submit in writing to the intramural sports office (FH B114) if you wish to avoid having your likeness used for any marketing or promotional materials. The intramural sports staff will ensure not to conduct marketing activities at events in which you are participating.

FERPA

The University shall advise all students and staff of the importance of complying with all relevant state and federal confidentiality laws, including the Family Educational Rights and Privacy Act (FERPA), to the extent applicable. In accordance with this law, the Intramural Sports Program is prohibited to release information pertaining to any employee or staff member without authorization from that individual. Any student employee of the Intramural Sports Program must also realize that their access to University data and information is for the sole purpose of carrying out job responsibilities. Any misuse of university data and information and any violation of this policy or the FERPA policy are grounds for disciplinary action, up to and including, dismissal. For more information please refer to the GVSU Student Code.

RULES INTERPRETATION QUESTIONS

The officials will handle these questions on the field/court. The officials may meet with the Supervisor on duty to determine the ruling. The official's decision will be final.

REFUNDS

Requests for refunds must be submitted in writing and will only be granted at the discretion of the Assistant Director or his designee.

SCHEDULING CONFLICTS

In the instance that a scheduling conflict occurs, the team captain shall contact the intramural sports office (331-3224) by phone during business hours. Scheduling conflicts may be accommodated based upon the situation, including, but not limited to, amount of advanced notice given or facility availability. It is never guaranteed that any requests for schedule changes will be accommodated. Playoff games will not be rescheduled. Team captains will be contacted with any game changes, but the intramural sports program shall not be held responsible if contact was not established.

GAME CANCELLATIONS

For information on game cancellations please see our website at www.gvsu.edu/rec or call the recreation center at 331-3313. Intramural staff will make every effort to contact all team captains regarding game postponements or cancellations in a timely manner but shall not be held responsible if contact was not established. There is NO guarantee that postponed games will be rescheduled. In the event that games are canceled due to circumstances outside of the control of the intramural sports program, there will be NO REFUNDS provided & all affected teams will receive a win.

PHYSICAL/VERBAL ABUSE

The intramural sports program will not tolerate the physical or verbal abuse of any member of the University community or on University owned or controlled property or at a University sponsored or supervised function. The GVSU Student Code addresses the following types of behavior that include, but are not limited to: abusive, obscene, threatening, lewd, destructive.

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