Recreation Services

Intramural Handbook

State Gym - 2642 Union Drive Ames, IA 50011 | recservices@iastate.edu | (515) 294-4980

Team Managers and Participants

All Participants

Recreation programs are designed to help students, faculty, and staff become involved in recreational activities regardless of age, gender, handicap, skill level, or experience, and develop a lifetime interest in recreational leisure activities.

The ISU Intramural Sports Program provides the opportunity for students, faculty/staff, affiliates and their spouses to engage in intramural activities in accordance with the eligibility regulations outlined in this handbook.

Participants may choose from individual, dual or team activities. Male, female, open, and co-ed activities are organized at various skill levels.

Entries & Game Information

Entry Forms and Team Rosters

Registrations and rosters must be submitted online via IMLeagues. Go to the intramural sports page to sign up for activities during the specified registration period. (Sports that require an entry fee must be paid online or at 1180 State Gym front desk before the registration deadline ends.)

New players may be added to a roster by adding them to your team via IMLeagues or swiping their ISU ID at the game site. A player is not officially on the roster until they play for that team. Some sports require players to play in a preliminary game to be eligible for playoffs. In some sports, players may not be added for the semifinals or finals, this includes consolation brackets. Exceptions must be cleared in writing with the Intramural Coordinator. See specific sport rules for roster details or email the Intramural Coordinator.

NOTE: When completing the roster, the team captain should fill in playing conflicts (days and/or times) if these conflicts are to be considered in the scheduling of games. We will do our best to avoid conflicts but may not be able to avoid all conflicts listed.

Team Name Policy

Recreation Services is committed to assuring that its programs are free from discriminatory, inappropriate, and disrespectful conduct or communication; therefore, we reserve the right to disallow any team name that we feel may be unacceptable due to a racial, sexual, or is otherwise degrading in nature. We ask that all team names, upon submittal, not contain profanity and/or not be racial or sexually explicit in nature. In the event we need to

remove a team name we will change the team's name to the captain's last name and provide the opportunity for the team to change their name.

Fees for Sports

A few sports require an entry fee. Fees may be paid via credit card (MasterCard, Visa, Discover, or American Express). Some fees will be assessed directly to the participant's UBill. See sport specific rules and information for payment instructions. Paying this entry fee entitles that team to be scheduled for the minimum number of games as stated in each specific sport. Refunds may be given only in instances when a season was cancelled, and the team wasn't able to complete their minimum number of games. In these instances, a pro-rated portion of the entry fee will be refunded to the team captain. In instances where a team has played the minimum number of games, but the season is cancelled or discontinued for any reason, no refund money will be given. In specific instances that are not listed in this handbook, the refund discretion will be determined by the coordinator of that sport and/or the Senior Assistant Director of Sport Programs.

Rescheduling

Rescheduled games must be confirmed by the Intramural Coordinator by 4 pm the day of the game (4pm Friday for weekend games/activities). Reschedule requests can be sent to the other team's captain via IMLeagues. The opposing captain is not obligated to change the playing date. Both captains must agree for a game time to be changed. For more information on how to reschedule your game, see the sport's IMLeagues page.

Defaults

A team will default a contest (no forfeit fine assessed) when they are unable to play at the scheduled time or cannot arrange for a rescheduled time. To be considered a default, teams and individual/dual participants must contact the Sport Coordinator by Noon (12pm) on the day of their game/activity (Friday at noon for weekend games/activities).

Forfeits

A fine of $20.00 will be assessed to the team captain for each game/match forfeit in team sports. A fine of $5 will be assessed to the individual/team captain for each game/match forfeit in individual/dual sports. The team captain/individual will receive written notification of these fines. The forfeit fee will be assessed to the captain/individual's U-Bill.

Weather

The intramural sports staff will determine if games will be played on any given date. Should there be inclement weather, the intramural staff will assess the weather and playing conditions. If the intramural staff deems the playing conditions unsafe or unplayable, the intramural staff will communicate via email regarding the

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cancellations to the best of their abilities. If during game play the weather or playing conditions become unsafe, the intramural supervising staff will have the authority to cancel games at any time. Games cancelled due to inclement weather may or may not be made up. This will be dependent on several factors and any game changes will be communicated with the team captains.

Game Equipment

Game equipment is furnished by Recreation Services for most team sports. Exceptions to this are golf equipment and softball gloves. Any missing items will be noted by the official and reported to the Intramural Coordinator. Unreturned equipment can be returned or paid for at the cost of the same/similar item in new condition. If not resolved within 30 days, the team captain will be billed. Lost, stolen, broken or misused equipment will also be billed to the user.

Personal Equipment

Any person wearing glasses or contacts assumes responsibility for protecting their eyes during a contest. Closed toe shoes must be worn. Soles may be smooth or have soft or hard rubber cleats. No metal spikes or metal cleats are allowed. If cleats are held on the sole by a metal post, that post must be part of the cleat, not part of the shoe sole. A worn plastic or rubber cleat showing metal makes the shoe illegal. Cleats worn to a sharp or pointed end are also illegal. Black-soled shoes, which scuff or mark floors, are not allowed on wood playing surfaces.

Sport/Season Cancellation

The intramural program reserves the right to cancel any sport at any time during the season for any reason it deems necessary. If a champion has not been determined in a certain tournament bracket(s) at the time of cancellation, all remaining games will be cancelled, and no champion will be awarded. If a bracket has finished and a champion was determined prior to the sport cancellation, those champions will still be declared champions and awarded their t-shirts regardless of whether all brackets were able to be completed or not.

Injuries

Participation in the intramural program is voluntary. Iowa State University and Recreation Services are not liable for injuries suffered by participants; therefore, all participants are advised to have proper medical insurance coverage before participating. All participants must agree to the waiver online prior to participation.

NOTE: If a participant is injured during an intramural contest, the officials and supervisor will summon a "first responder" if needed. The supervisor will help summon transportation to Health Services or the hospital. (The injured party assumes liability for any transportation and/or medical charges.)

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Eligibility

Enrolled Students

All students currently enrolled in classes at Iowa State University, who are assessed the current Activity, Services, Building & Recreation Fee, are issued a membership to Recreation Services automatically and can access Recreation Services facilities and programs (which includes intramural sports activities) with their ISUCard during that academic semester.

NOTE: In some instances, an enrolled student is not automatically assessed the Activity Fee. To gain access to Recreation Services Facilities and Programs, you will need to request this fee be assessed. This can be done via the student's Workday account.

Non-Enrolled Student

A student must have been enrolled and completed the previous academic session at ISU. New transfer and incoming students must be enrolled in the upcoming semester at ISU. This classification grants affiliation with the University and the ability to purchase a membership and locker for the months when they are not officially enrolled. It is not available for consecutive academic semesters.

NON-Students: All non-students who are 18 years of age or older and have a current, valid ISUCard are eligible to purchase a membership.

The following are included in the non-student category:

- Employees (Faculty, Staff, Post Doc, Visiting Prof, Retiree)
- Student & Employee Spouses and Dependents (18-26 years)
- Retired Employee/Spouses
- Alumni Association Members with a current, valid Alumni Association ISUCard. (Contact the State Gym Administrative Office for Instructions)
- Approved Affiliate Employees
- Affiliate Spouses (not eligible to be issued an ISUCard however, they are eligible to purchase a membership and have a paper pass. (Please contact Recreation Services for information regarding this process. 1180 State Gym, 294-4980).

NOTE: purchasing a membership allows non-students the ability to participate in the intramural program. However, the membership MUST cover all dates of games played in order to continue to be an eligible participant. Daily passes will NOT be accepted as a way to participate in intramural program activities.

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ISU ID Requirement

All participants are required to present their ISU ID card when checking in for intramural sports. Individuals who do not have their ISU ID must be already listed on the roster and must present their driver's license, or another state issued ID. Questions regarding identification should be directed to the Intramural Coordinator(s) or the student supervisor on site.

NOTE: Individuals who are unable to present appropriate identification will be prohibited from playing in the game.

Investigation of Eligibility

The Intramural Coordinator(s) will investigate eligibility questions when brought to their attention.

PENALTY: Any person found to be ineligible (not a legal participant) may result in all teams on which they played during the tournament to be dropped from competition. Teams may not play an ineligible person during a playoff contest even by mutual agreement of team managers or other individuals involved in the contest.

Playing on More than One Team

Anyone playing for more than one team in the same division or league, unless otherwise specified, regardless of skill level, may face suspension or be removed from continuing to play in that activity.

PENALTY: Teams involved may be dropped from the tournament competition.

Playing Under an Assumed Name or While Ineligible

Any player guilty of participating under an assumed name or while ineligible (under suspension) will face possible suspension from participating in the intramural program pending a meeting with the intramural sports staff.

PENALTY: Teams involved may be dropped from the tournament for that sport. The team captain may face suspension. Any person who is suspended from any Recreation Services facility or program is not allowed to participate in intramurals during their period of suspension.

Playing, But Not Listed on the Scorecard

Not being recorded on the scorecard is a violation of the rules. Violation of this rule could result in a minimum one game suspension for the individual as well as the captain. The team involved may be dropped from tournament play. The scorecard should list only the players present. Player names can be added when they arrive without penalty. When a person's name appears on a scorecard, the player is considered to have competed in that contest. Adding players to your roster is legal within a certain time frame. The type of sport and

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the length of season/tournament determine when new players may be added. See each specific sport rule for specific time requirements. Teams may be dropped for violation of this rule.

Minimum Players Required & Division Stipulations

- Most sports will specify a certain minimum number of players to begin a game. Playing without a full team may result in a penalty. The minimum number of players for each sport will be listed in the rule's summary. Dual sports require two players. Each participant is responsible for the verification of their own eligibility. Team captains are responsible for checking the eligibility of their team players and should refer questionable cases to the Intramural Coordinator of the sport before allowing that person to compete.
- Men must play in men's divisions. Women must play in women's divisions. Special consideration for each sport must be approved by the Intramural Coordinator.
- The co-ed rule states that an equal number of each gender must be present to play. An additional player of either gender may be added depending upon the number of players needed to participate in that sport.
- You may play on only one team in your gender division (not one per divisional league, but one class and only one skill level).
- Some sports have "open" divisions which means that you can have any gender combination on your team.

Team Transfers

- Round Robin and Elimination Tournaments: A player may transfer to another team during round robin play with permission from the Intramural Coordinator. However, once an individual plays for a team in the playoffs, that person may only participate for that team.
- Consolation Tournaments: The first team you play for is your legal team and you may not play for another team.
- Males may play on one men's team and a co-ed team in each sport; females may play on one women's team and a co-ed team in each sport (Unless specified otherwise), not per division or league, just one team only! All other exceptions must be cleared in writing with the Intramural Coordinator.

Individual Affiliation

In individual and dual sports, each participant can be replaced before the first game. This substitution becomes your legal partner. A permanent substitution should be cleared by the Intramural Coordinator. Teams must play in preliminary matches in order to be scheduled for the tournament unless otherwise approved by the Intramural Coordinator.

Late Penalty

Teams or individuals arriving late for a scheduled contest, but within the ten-minute forfeit time, will be assessed a penalty according to the rules of the particular sport.

Levels of Competition

In most tournaments, several skill level divisions are offered. Choose the level that best represents your skill level and type of competition. Both win-loss record and supervisor's skill level ratings will be used for placement in the proper division for playoffs. A request for a specific skill level should be made before the end of preliminary play. All teams qualify for playoffs in most sports except those that forfeit multiple preliminary games/matches or teams having unacceptable sportsmanship ratings. In individual and dual sports, teams who do not attend the preliminary matches may be excluded from the tournament. Combining classes or divisions may be necessary in cases of limited entries.

NOTE: Sand Baggers (playing below your skill level) who sign up to participate below their skill level may be dropped from competition. The Intramural Coordinator(s) will make this determination.

Jewelry

Any jewelry pieces that are deemed dangerous by the intramural staff may not be worn. If the intramural staff requests a piece of jewelry to be removed and is not complied with, that player will not be allowed to play.

Suspensions, Penalties, and Protests

Suspensions and Rules of Conduct

If any student, faculty/staff, spouse or spectator associated with any contest attempts to commit, incite or aid others in committing, any of the following acts of misconduct, they shall be subject to disciplinary procedures by the Recreation Services Office. Severe cases of misconduct will be referred to the Dean of Students Office for possible University action.

The consequences of any player ejected from a contest for any reason will result in immediate suspension from all intramural competition. The Intramural Coordinator will reach out to you to outline when you are potentially allowed to return to playing in intramural sports.

The use of alcohol or other drugs that may affect your safety or that of your opponents is strictly prohibited.

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Player/Team Sportsmanship Suspension Guidelines

Infraction	Suspension Guideline
Unsportsmanlike Behavior	One (1) game up to indefinitely from the IM program
Verbal Abuse	One (1) game up to indefinitely from the IM program
Physical contact (unnecessary) with another participant i.e. bumping, pushing, grabbing	One (1) game up to indefinitely from the IM program
Player(s) exhibited behavior consistent with possible impairment or actions that posed a potential safety risk to themselves or others	One (1) game up to indefinitely from the IM program
Player(s) is in possession of alcohol	Suspended for the remainder of the season up to indefinitely from the IM program
Fighting (Striking or Swinging) with another participant**	Two (2) games up to indefinitely from the IM program
Threatening behavior (verbal or physical) towards staff**	One (1) game up to indefinitely from the IM program
Physical contact (unnecessary) with staff**	Rest of the semester up to indefinitely from the IM program
Physical contact with staff with injury sustained**	Rest of the semester up to indefinitely from the IM program

Individuals and teams participating in the Intramural Program are subject to additional penalties and suspensions from Recreation Services facilities as determined by the Associate Director of Facilities

NOTE: The Intramural Coordinator/Staff will determine if further suspension is necessary. Anything that is not specifically outlined in this handbook will be up to the discretion of the intramural staff. Repeat offenders are subject to more stiff penalties than outlined in the chart above.

NOTE: The Intramural Staff reserves the right to stack penalties as outlined above in cases involving multiple infractions.

Individuals or teams that behave in an unsportsmanlike manner after the conclusion of a contest could be subject to suspensions similar to the ejection policy for participants. In addition, unsportsmanlike acts committed by players or spectators at the conclusion of a game could result in withholding of awards.

Sportsmanship Rating

Officials in all officiated sports will complete team sportsmanship ratings for each team, each game. The Intramural Coordinator(s) may adjust sportsmanship ratings after reviewing game circumstances, including any additional verifiable information not observed by the game officials. Sportsmanship ratings will be viewable by teams on IMLeagues.com following the conclusion of the contest. Officials cannot give a rating of any non-whole number.

Rating categories range from 1-4, and guidelines for those ratings are:

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4 = Excellent: Team members and fans were cooperative with officials and were respectful of opponents and officials. The captain had full control of the team. **If a team wins by Default or Forfeit, it will receive this rating.**

3 = Average: Team members and fans were respectful of opponents and officials except for one or two minor incidents.

2 = Below Average: Behavior may include but is not limited to:

- Team member(s) or spectator(s) were disrespectful of opponents and/or officials on multiple occasions.
- Captain showed little control of team member(s).
- An unsporting technical foul, unsportsmanlike conduct penalty, or unsporting yellow card was issued.
- An intramural supervisor had to step-in to address unsportsmanlike behavior.
- Any other behavior, including use of profane language, deemed unsportsmanlike or inappropriate by the intramural staff.

1 = Poor: Behavior may include but is not limited to:

- Team members or spectators continually comment to opponents and/or officials and are disrespectful.
- Team captain showed no control over the team.
- Multiple unsporting technical fouls, unsportsmanlike conduct penalties, or unsporting yellow cards issued.
- Participant or spectator ejection for unsportsmanlike behavior.
- An Intramural Supervisor had to step-in on more than one occasion to address unsportsmanlike behavior among team members.
- Contest was discontinued by Intramural Staff due to continued unsportsmanlike behavior.
- Multiple or severe instances of any other behavior, including use of profane language, deemed unsportsmanlike or inappropriate by the Sport Programs staff.
- **Teams who forfeit their match will receive this rating.**

Note: Teams who default will receive no sportsmanship rating for that game. Teams who forfeit will be given a 1-rating.

Teams receiving Below Average (2) and/or Poor (1) sportsmanship ratings:

A team that receives a 1 or 2-rating for the first time will receive a notification/warning email from the Intramural Coordinator.

Any team that receives more than one sportsmanship rating of 1 in a season, or a team that receives a 1 and a 2, in any order and at any point in the season, will not be eligible to compete in the remainder of the season or playoffs.

In league sports, teams must finish the regular season with a Sportsmanship Rating average (SR) of 2.5 or better to qualify for the playoffs. The 2.5 SR must be maintained throughout the playoffs to continue competing.

During the playoffs, any team that receives a 1-rating will be eliminated from the playoffs, regardless of the outcome of that game. If a team wins a playoff game and is disqualified due to sportsmanship, the other team will advance, so long as that team's SR is not below a 2.5 and that team did not receive a 1 or 2-rating in the game.

For sports/activities that only include 1 preliminary match, refer to its page on IMLeagues for adapted regulations.

The Intramural Coordinator(s) reserves the right to disqualify a team from competition for any individual instance as outlined in this handbook.

Rule Interpretation Protests

Protests based on a decision involving a judgment call by the official will not be allowed.

If a team feels an official has misinterpreted a rule, the team captain (or another member of the team) must lodge a protest at the time of the ruling. The team must call a time-out at the time of the ruling and inform the official that it wishes to protest a misapplication or misinterpretation of a rule.

Protest Procedure

Whenever a matter of protest arises during a contest, the captain of the protesting team must notify the official and the opponent of their protest BEFORE THE NEXT BALL IS "LIVE." Failure to lodge a protest will void the protest.

Upon notification of a protest, the official in charge will suspend play.

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The protesting captain or manager will state specifically the basis for his/her protest. In turn, the official in charge will explain the basis of the decision.

If the protesting party wishes to appeal the decision of the official in charge, he/she must request that the field/court supervisor review the decision before play resumes. The supervisor will render a decision on the question.

Appealing Rule Interpretation Protests

If the protesting party is still not satisfied with the decision, he/she must file a formal protest with the Intramural Coordinator prior to the next contest.

The formal written protest should be submitted and include:

- Date, time, and place of the game
- Contestant's names
- Citation of official game rules or local rules
- Explanation of the situation which prompted the protest (including the score at the time)
- Playing time or plays remaining in the period
- Who had possession of the ball and its location; plus any other FACTS involved in the play

If a formal protest is upheld, the Intramural Coordinator will determine the point at which the contest will be continued. This decision lies solely with the Intramural Coordinator. Only games where it is believed that the outcome was directly affected will be considered.

Failure to submit the formal protest as described is cause for denial of the protest.

Rule Summaries take precedence over the Intramural Handbook Policies, Penalties and Procedures.

Eligibility Protests

Protesting the eligibility of players will be the responsibility of the individual team or team captain and should be made at the start of the game or when the player in question arrives at the game site but may occur prior to the next contest.

In protests regarding player eligibility, all pertinent information (i.e. date, time, location of contest, and names) must be noted as well as notifying the supervisors at the game site, if possible. If player identification is needed, the supervisors or officials will be utilized.

Individual players found ineligible automatically forfeit the game in which they participated. During playoffs, eligibility protests must be filed before the accused team plays another contest or the protest becomes null and void.

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Professional Athletes

Current professional athletes are not eligible to participate in their sport or any related sport. A professional player or athlete is defined as one who has received monetary compensation for their athletic services. Former professional players may participate in their sport or related sport but must be placed by the Intramural Coordinator at an appropriate skill level.

Intercollegiate Team Members

A varsity squad member is any individual participating in intercollegiate contests, attending regular practice, whose name appears on the official squad list, or who has won a letter at a recognized senior college. *Interpretations: Included as a varsity squad member are red shirts, junior varsity players, and freshmen.*

Once considered a varsity squad member, you are one for the entire school year unless you have been dropped from the squad list and are no longer playing or practicing with the team. You must drop before the second intercollegiate contest for varsity members or before the second junior varsity contest for junior varsity players.

Intercollegiate Sport	Intramural Sports (ineligible to play)
Basketball	Basketball, 3v3 Basketball, 3-Point Contest, Free Throw Contest
Football	Flag Football
Golf	Golf
Hockey	Broomball, 3v3 Hockey
Softball	Slowpitch Softball
Volleyball	Volleyball, Sand Volleyball, Wallyball
Soccer	Soccer, Omega Ball

Note: Any sports not specifically listed here are at the discretion of the Intramural Coordinator on whether an intercollegiate team member is allowed to participate.

Former Intercollegiate Team Members

Individuals that have participated at the intercollegiate level at a four-year institution, in an individual or dual sport, are not eligible in their specialty event/sport. Examples are, but not limited to: tennis, golf, bowling, etc. Exceptions may be made on an individual basis by the Intramural Coordinator.

For team sports, former intercollegiate players must sign-up/play in the highest skill level at the beginning of the preliminary season. Contact the Intramural Coordinator to seek an exemption from this policy. However, there could be instances where this player's team is moved into a lower skill division for tournament play based on the team's preliminary results/referee ratings. This will be at the discretion of the Intramural Coordinator.

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Sport Club Members

A sport club member is any individual listed on the ISU club's roster. Team sport club members shall be eligible in the sport of their specialty on a restricted basis. In some sports, a maximum number of club players may be stated to be allowed to be on a team's roster. See the rules summary for specific sports. For Coed and Open divisions, the limit of club members applies to both men's and women's club sports teams combined.

Sport	Division	# of Club Players Allowed
Ultimate Frisbee	Competitive	3 per team
	Recreational	0 per team
Broomball	B	3 per team
	C	1 per team
	D	0 per team
Volleyball	A/B	3 per team
	B/C	1 per team
	C/D	0 per team
Soccer	Competitive	4 per team
	Recreational	0 per team
Basketball	Men's A/B	3 per team
	Men's B/C	1 per team
	Men's C/D	0 per team
	Women's B/C	3 per team
	Women's C/D	1 per team
Softball	A/B	5 per team
	C/D	2 per team
Bowling	Team Bowling	2 per team
	Doubles Bowling	1 per team
Tennis	Competitive	1 per team
	Recreational	0 per team
Golf	Open	1 per team
Sand Volleyball	Competitive	3 per team
	Recreational	0 per team
Wallyball	Competitive	2 per team
	Recreational	0 per team
3v3 Basketball	Men's and Women's	1 per team
3v3 Hockey	Competitive	1 per team
	Recreational	0 per team

Awards

Members of championship teams are eligible for individual awards. In order to qualify, your name must sign in on a scorecard and played for a minimum of two games. The number of awards given a team is five more than the number allowed on the field/court at one time per team. If you have more players than the maximum number allowed, the captain will be contacted to decide which players on the roster should receive the T-shirts and which ones won't.

Individual and dual sport tournament winners also receive awards.

A maximum of two awards will be awarded to any one participant in a single sport.

Awards can be picked up at the administrative office in State Gym (1180) Monday – Friday between 8am-5pm. Awards must be picked up within one calendar year.

Awards may be withheld from championship teams or selected individuals if their sportsmanship during or following the contest is inappropriate. The Intramural Coordinator will determine the consequences.

Employment Opportunities

Referees

Work as part of a team of referees to officiate intramural games to enforce intramural rules, policies, and procedures. Interact with your peers throughout games and handle any potential complaints/issues/problems as they arise.

We work around your schedule of when you can work! You can also still play on an intramural team as well (in fact, it is encouraged!)

Contact Information

Senior Assistant Director, Sports Programs

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Intramural Coordinators

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