

**Kennesaw State
University
Intramural Sports**

Captain's Manual

**Version 1.0
8/28/08**

Introduction

Welcome to KSU Intramural Sports! In this packet, you will find the policies and procedures that apply to the entire IM Sports program. Individual sport rules will be distributed at each sport's preseason captains' meeting and can also be found at www.ksuintramurals.com.

The IM Sports Program is meant to provide opportunities for KSU students to remain physically active and give additional opportunities to interact with other KSU students. The main focus of play within the IM Sports program is participation for all who wish to be involved and good sportsmanship while on the field of play. Competition and winning is an important aspect for some, but never should that come in the way of positive experiences for other league participants.

Please take a look at the following policies and procedures; if you are a team captain, it is your responsibility to communicate all of the necessary details to your teammates. On the field you will be expected to lead by example by following all of these policies and encouraging your teammates to do the same.

This Captain's Manual is subject to change and will be adapted as it becomes necessary. Team captains will be notified of changes via email, and an updated version will be posted to the website.

Captain's Responsibilities

While participating in Intramural Sports is meant to be a fun and laid back activity, there are some duties a team captain is responsible for. The following is a list of some of the responsibilities of Intramural team captains:

- Be knowledgeable of all Intramural Sports rules and policies and be able to communicate them to team members.
- Attend all captains meetings.
- Read all league emails from Intramural Coordinator and pass any pertinent information on to team members
- Know the eligibility of all players on team, if there are any doubts, the Intramural Coordinator can help verify eligibility.
- Get input from team members regarding preferred dates and times for games before submitting team availability to Intramural Coordinator (if applicable).
- Inform all team members of game dates, times and any schedule changes.
- Be the team's lone representative to communicate with officials on the field/court.
- Keep team members and spectators under control before, during and after all intramural games.
- Be ready to give the head official Sportsmanship rating for other team at the conclusion of each game.
- Address any questions or concerns of team with Intramural Coordinator.

Information Sources

Program information can be found in several places, during specified registration periods, registrations forms can be found at the front desk of the Student Recreation & Wellness Center.

Overall semester schedule, program policies, individual sport rules and forms can be found at www.ksuintramurals.com

League schedules, results, standings and news will be posted to www.ksuimsports.com

NEW FOR 2008 – Intramural Sports now has a Facebook group as well, sport information and announcements will be posted here as well.

Team captains and individual participants will be notified of any important information via email. It is the participant's responsibility to provide reliable contact information on registration forms and to read all information sent by the Intramural Sports Program.

Registering for an Individual Event

Registration forms for Intramural events can be found on the hanging rack next to the front counter of the Student Recreation & Wellness Center. For individual events, participants should fill out the form completely and legibly, making sure to indicate their skill level and email address, which will be the main source of communication to participants in the league. Participants can turn in completed individual registration forms to room 129 with their \$5.00 forfeit deposit paid in cash. A registration will not be accepted without a forfeit fee.

Registering for a Team Sport

Registration forms for Intramural events can be found on the hanging rack next to the front counter of the Student Recreation & Wellness Center. For team sports, captains should fill out the form completely including a team name, skill level and the minimum number of team members' names with their KSU ID numbers. Participants can turn in completed team registration forms to room 129 with their \$20.00 forfeit deposit paid in cash. A registration will not be accepted without a forfeit fee.

Eligibility

All currently registered KSU Students, faculty and staff members of the Student Recreation & Wellness Center are eligible to participate in KSU Intramural Sports. Prior to competing, each participant must complete an Assumption of Risk Waiver/Release form in the presence of an Intramural Staff Representative.

Prior to each contest, all participants must check in with Intramural Staff with their KSU ID Card. **ALL PARTICIPANTS MUST SHOW THEIR ID PRIOR TO EACH CONTEST.** If a participant does not have their KSU ID they will not be allowed to play until they present it to Intramural Staff. Class schedules, ID printouts from Card Services, or other forms of picture id ARE NOT acceptable forms of ID for check-in

Former Varsity Athletes

Former varsity athletes are eligible to participate in the related Intramural Sport with a limit of 2 former varsity players allowed on a roster. Teams found to be in violation of this rule will forfeit all games played with all former varsity players.

This rule applies to players who have played varsity sports for any college in any division.

Players currently on a varsity team (red-shirt players included) are not eligible to play in the related intramural sport.

Club Sport Athletes

Current Club Sport Athletes in their respective sport are allowed to participate with a limit of 2 current club sport athletes on a roster. Teams found to be in violation of this rule will forfeit all games played with all current club sport athletes

There are no restrictions to the amount of former club sport athletes on an Intramural roster.

Free Agent Program

Any student wanting to play on a team sport, but unable to form a team on their own can register as a free agent. Free agent forms can be found on the hanging rack next to the front counter of the Student Recreation & Wellness Center. Participants should fill out the form completely, making sure to indicate their skill level and their email address, which will be the main form of communication. Forms can be turned in to either the Front Counter or Room 129 of the Student Recreation & Wellness Center.

Free agents can be placed on teams by varying methods:

- Team captains can go through the free agent list and pick players to be on their team.
- Free agents may be placed on teams in need of players by the Intramural Coordinator.
- A group of free agents may all be placed on a team together.

No forfeit deposit is required to sign up as a free agent, but participants may have to contribute to a team's fee as determined by the team's captain and/or members.

Restricted Registration Sports

Due to limited facility space some sports may have a limit to the amount of registrations that are accepted for a sport. Such sports will be noted on the semester schedule and on the registration form. For these events teams will be registered on a first come-first served basis. Once all the spots are filled, a waiting list will be formed; if a team drops out or is dropped from the league, the first team on the waiting list will take that place in the league. Additionally, for these sports spots will be reserved in the league for anticipated free agent teams, in the event a free agent team is not formed to take the spot, a team from the waiting list will fill it.

Forfeit Deposit/Forfeited Games

All teams or individuals registering for an Intramural Sport must turn in a forfeit deposit of \$40 cash for a team sport or \$10 cash for an individual sport. A registration will not be considered complete until the payment is made and teams will not be scheduled without having paid their forfeit deposit. NOTE: Due to high costs to rent out activity space at off campus locations, such events may require a larger forfeit deposit. These events will be noted on the semester schedule and on the registration forms.

Participants signing up for a team sport as a free agent do not have to turn in a forfeit deposit, but as they are placed on a team may have to contribute to the team fee as determined by the team members.

Forfeit deposits are held for the duration of the season and playoffs and will be returned to team captains provided their team has not forfeited any games in the regular season or playoffs.

A team's forfeit deposit will be lost if the team forfeits a game for any of the following reasons:

- Team does not show for scheduled game
- Team does not have enough players to start a scheduled game at the scheduled start time
- Game is forfeited by team due to poor sportsmanship (by players or spectators).
- Game is forfeited by team for playing with ineligible players
- Team does not have enough players to finish a game in progress.
- Team requests to be dropped from league after season schedule has been released

NOTE: If a sport has a waiting list, any team forfeiting their first game will be dropped from the league and be replaced with a team from the waiting list.

At the completion of the regular season and postseason tournament for a sport, team captains will receive an email regarding the return of forfeit deposits to teams who completed the season without a forfeit. Forfeit deposits will only be available for pick up at certain times on specific dates this year, so please pay attention to all dates and times sent out

In the event of a team being dropped from the league, efforts will be made to reschedule a dropped team's opponents so each team will have an equal opportunity to participate. If that cannot be accomplished, those teams will receive a win by forfeit for those scheduled games

Roster Rules

Roster Limits will be set for each individual sport. Once a team has reached their roster limit, no new players can be added.

- Once a player has checked in for a game, they are locked into the roster for the season and cannot be dropped from the team or play for another team.
- If a player is on a roster but has not played, they may be dropped from the roster to free up a spot for another player.

- Players can be added to a roster up until the second game of the season, after that point, no additions can be made.
- A roster change form must be completed and turned in by the team captain prior to the added player competing.

Preseason Tournament Rule: A player is locked into a team'

Playoff Roster Rule – Each player must have played in one regular season game to be eligible to play in the playoffs.

Participants are only allowed to play on one team per season. If a player is discovered to have played for more than one team, all games played for both teams will be forfeited and the player will be ruled ineligible for the remainder of the season. A player is considered having played in a game if they have checked in for the game. This includes game played in preseason tournaments as well, players cannot switch teams between the preseason and regular season.

EXCEPTION: If a co-rec division is offered, participants can play in both a co-rec division and a Men's or Women's Division

Roster Limits:

Basketball – 5	Softball – 15 (16 for coed)
Bowling – 4	Soccer (4 v 4) – 7
Dodgeball – 12	Soccer (7 v 7) – 15
Flag Football – 15	Ultimate Frisbee – 15
Indoor Volleyball – 12	

Captain's/Participant's Meetings

Prior to the start of each season, a meeting will be held for the captain's of team sports or the participants of an individual sport. Meeting date and time will be listed on the sport's information sheet. At the meeting, league rules, policies and procedures will be reviewed; this will be the last opportunity for captains to clarify any questions prior to competing.

Attendance at this meeting is mandatory. Teams or participants not represented at the meeting will be dropped from the league.

Team Sportsmanship Ratings

At the conclusion of each game, teams will be individually rated based upon their sportsmanship throughout the game. Teams will be given sportsmanship ratings from all on the court/field officials and scorekeepers. Ratings will be collected throughout the season based on the following scale:

5- Excellent Conduct and Sportsmanship – Players cooperate fully with the officials and other team members. The captain calmly converses with officials about rule interpretations and calls. The captain also has full control of his/her teammates. The team's spectators are respectful to officials and other team.

4 – Good Conduct and Sportsmanship – Team members verbally complain about some decisions made by the officials and show minor dissension.

3 – Average Conduct and Sportsmanship – Team and/or team’s spectators display verbal dissent towards officials and/or the opposing team.

2 – Below Average Conduct and Sportsmanship – Teams repeatedly comment to the officials and/or opposing team. The team captain exhibits little or no control over teammates or him/herself. Team’s spectators cannot be controlled by captain and may be ejected from viewing area.

1 – Poor Conduct and Sportsmanship – Captain has no control over teammates and/or him/herself causing an ejection as a result. Team is completely uncooperative. Any team who is disqualified from a game will receive a “1” rating.

For each individual unsportsmanlike penalty assessed to a team, their maximum sportsmanship score will be lowered by one point. Ex.-A team with 2 individual unsportsmanlike penalties can score no higher than a sportsmanship rating of 3 for the game.

A team accumulating 3 individual unsportsmanlike penalties in a game will forfeit the game. If this happens twice in a season, the team will be dropped from the league.

Please keep in mind that a team’s sportsmanship rating will include the behavior of all players on the court and on the bench, as well as their spectators.

Playoff considerations

- Teams must have an average score of 3 or better to be eligible for the playoffs.
- To advance in the playoffs, a team can average no lower than a 3 for the game.
- Displays of poor sportsmanship during a championship game or game that will obviously be the last of the season may result in teams/players being penalized for future intramural sport activities.

Extramural Tournament Sportsmanship Considerations

- Teams averaging less than a 3 for a sport season will not be allowed to represent KSU at any state, regional or national tournament, even if they had qualified with an average above 3 for the tournament or season in which the bid was earned.
- Players who have been removed from a league due to poor sportsmanship will not be able to represent KSU at an extramural tournament in any sport for that academic year.

Individual Sportsmanship Penalties

While throughout the course of the season the overall sportsmanship of the team will be tracked, individual sportsmanship will be monitored as well; the following penalties will be enforced throughout the season and school year:

Unsportsmanlike Penalties

Basketball – Technical Foul

Football – Unsportsmanlike Conduct Penalty Flag

Soccer, Volleyball, Softball, Ultimate Frisbee – Yellow/Red Card System

2 Unsportsmanlike penalties in a game – Player ejected from game and suspended for his/her team’s next game. Player will be ineligible for all other Intramural Events until their suspension is served

3 Unsportsmanlike penalties in a single season – Player is ineligible for the rest of the season in that sport. Player will have a one week suspension from all other intramural sports within the current season.

5 Unsportsmanlike penalties within a school year (August – July) – Player suspended from intramural activities for 6 months. Upon reinstatement, player will be on probation, for 6 months; if player receives one unsportsmanlike penalty during probation, suspension will continue for 6 more months.

Please be aware that player’s can be penalized for unsportsmanlike conduct from the time they enter the court/field of play, to when they leave the facility. **A player can be assessed an unsportsmanlike foul before, during or after the game.**

Any unresolved issues from intramural contests should be brought to the Intramural Coordinator by the team captain the day following the event in question. Any player or spectator who disparages an intramural official outside of the parameters of the game will face penalties including suspension from intramural participation.

Alcohol and Tobacco

In accordance with the KSU Student Code of Conduct, the consumption of alcoholic beverages or usage of any form of tobacco product is strictly prohibited. Any participant suspected of being under the influence of alcohol participating in an intramural event will be removed from the game and suspended from all intramural sports for the remainder of that sport’s season. Additionally, player may be recommended to the Student Judiciary Program.

It is the responsibility of the team captain to be sure that all players and spectators are not violating these rules. Failure to do so may cause team to be penalized or possibly forfeit their game.

Protest Policy

Protests can be filed only when there is a question of a player’s eligibility or improper rule interpretation. **Under no circumstance can the judgment of an official be protested.**

Eligibility Protest- Can be made at any time, preferably before the end of the contest in question. Team captain of questioning team must fill out a protest form and turn into Intramural Coordinator. If player is determined to be ineligible, all games played with that player will be forfeited.

Rule Interpretation- Must be made before play is restarted following play in question. Team captain must bring protest to attention of head referee and Sport Supervisor (if available). Referee will take down pertinent game details (time left, score, possession, etc.). Intramural staff will attempt to address protest at that time. If ruling is unsatisfactory to captain, the game should be continued to completion and the team captain can choose to file a formal protest by filling out a protest form and turning it to Intramural Coordinator on the next business day with a \$20 protest fee. A protest will not be heard unless turned in on the next business day with the fee. After 5:00 PM on the business day following the game in question, the opportunity to protest will be lost.

Protest will be heard by Intramural Sports Protest Committee and ruled upon. If protest is denied, game result will stand and protest fee will be kept by KSU Intramural Sports. If the protest is upheld, the protest fee will be returned and the game will be scheduled to be re-played from the point of protest.

Uniform Policy

All intramural sports participants must adhere to the following policies regarding attire. For some sports, these policies may be amended based upon the nature of the sport. In such instances, exceptions to the policies mentioned below will be reviewed in the captains meeting.

Jersey/Shirt: For flag football, basketball and soccer, all teams are required to provide shirts or jerseys of the same color with numbers on the front and/or back for all of their games. The Intramurals Sports Program will only provide pullover jerseys for preseason play. Teams not ready to play at a game's scheduled start time in like colors will lose the game by forfeit. At Captain's meetings, teams will be given the opportunity to select a jersey color for their team; that color will not be allowed to be repeated by another team in the same division. In the event that two teams from different divisions with the same color meet in the postseason, pullover jerseys will be allowed if needed.

Shoes: All participants must wear appropriate athletic shoes. Sandals, boots and dress shoes are examples of shoes that are not acceptable. For field sports, unless otherwise specified in the sport rules, molded rubber cleats are the only type of cleat allowed. No metal cleats are permitted

Jewelry: Jewelry is not allowed to be worn by any intramural participant. This includes rings, watches, necklaces, earrings, bracelets and any other jewelry. Medical bracelets and religious jewelry is allowed, but it must be secured to the body. No other forms of jewelry will be allowed to be worn, taping over or putting a bandage to cover jewelry is not acceptable.

Headwear: No headwear aside from protective headgear will be allowed during indoor events. For outdoor events aside from softball or wiffleball, only winter wool caps will be allowed. Ball caps or visors will be permitted for softball and wiffleball events. Sweatbands will be allowed for all intramural events.

Additional Uniform Requirements: None of the following are allowed to be worn by any participant during an intramural event:

- Street Pants (jeans, khakis, etc.)
- Bare Feet
- Bandanas
- Brace, guard or cast made of hard and unyielding leather, plaster, plastic, metal or any other hard substance – even if covered – when worn on the elbow, hand, finger, wrist, or forearm.

Players and/or teams found to be in violation of these policies will be penalized with an Unsportsmanlike Conduct Penalty, and the players in violation will be removed from the game until the restricted item is removed.

State Championship Qualifications

The State of Georgia holds Intramural Championship Tournaments for Flag Football, Basketball and Softball. The following methods will be used to determine the school's representative to the state tournaments:

Basketball and Flag Football: Preseason tournament champion and runner-up will receive bids.

Softball – Fall Regular Season champion and runner-up will receive bids.

The League or Tournament Champion will have the team registration paid, 3 or 4 hotel rooms paid (depending on size of roster) and receive a reimbursement for gas receipts on up to 4 vehicles (depending on size of roster). Cost for additional rooms, gas, food and any other expenses will be the responsibility of the participants.

The runners-up will have their team registration paid for. All other costs will be the responsibility of the participants.

Additionally, any other teams wishing to compete on the state level can participate in the tournament, but will have to do so at their own expense. Interested teams should see the Intramural Coordinator for more details.

Extramural Tournament Sportsmanship Considerations

- Teams averaging less than a 3 for a sport season will not be allowed to represent KSU at any state, regional or national tournament, even if they had qualified with an average above 3 for the tournament or season in which the bid was earned.
- Players who have been removed from a league due to poor sportsmanship will not be able to represent KSU at an extramural tournament in any sport for that academic year.

NOTE: For extramural tournaments all participants must be registered for 6 credit hours during the semester in which the tournament takes place. Former varsity athletes are not eligible until one full academic year has passed since last playing for a varsity team with a

maximum of 1 former varsity player allowed on a roster for basketball and 2 former varsity players for flag football.