Armstrong State University
Intramural Sports Handbook
2014-2015
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Introduction

The Intramural Sports Program is designed to provide an opportunity for experiential learning for the entire Armstrong community through participation in organized activities. We strive to encourage lifelong recreation skills, to integrate participants socially in an athletic setting, and to foster a spirit of sportsmanship and fair play among participants and spectators. To accomplish this goal, the Intramural Sports Program offers a wide variety of activities. Individuals and teams participating in the Armstrong State University Intramural Sports Program should do so with the attitude that good sportsmanship is an integral part of the activity. The rules and procedures set forth in this publication will be used as guidelines to apply toward the Intramural Sports Program. The Intramural Office reserves the right to amend, alter, or dissolve any of these guidelines or rules for the enhancement of the program. All participants are expected to comply with the spirit as well as the letter of these rules.

Contact Information

Student Recreation Center (SRC)
11935 Abercorn St.
Savannah, GA 31419

Webpages: http://imrec.armstrong.edu/sports
www.IMLeagues.com/Armstrong

Program Email: imsports@armstrong.edu

2014-2015 Intramural Sports Staff

Administrative Staff

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Section 1: Eligibility

Each participant and team captain 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 to the Intramural Sports staff before the person participates in an intramural activity.

Article 1: Classification Eligibility

Undergraduate Students: All undergraduate students who are enrolled in a minimum of one (1) credit hour on the ASU Main Campus in Savannah are eligible to participate in the Intramural Sports Program.

Graduate Students: All graduate students who are enrolled in a minimum of one (1) credit hour on the ASU Main Campus in Savannah are eligible to participate in the Intramural Sports Program.

Faculty and Staff Members: Faculty and staff members at ASU Main Campus in Savannah are eligible to participate in the Intramural Sports Program. Faculty and staff may be full time, part time, or adjunct.

Student/Faculty/Staff Spouses: Spouses of students, faculty, or staff members are NOT eligible to participate in the Intramural Sports Program.

Alumni: Alumni are NOT eligible to participate in the Intramural Sports Program.

Article 2: Eligibility Restrictions

Sport Club Team Members: Intramural teams can have an unlimited amount of same or *similar club sport athletes on the roster but will be limited to 2 club players on the playing field at once. *similar refers to any like sport, i.e. outdoor soccer/indoor soccer or sand volleyball/indoor volleyball.

Professional Athletes: Any participant who has competed at the professional level in the past 5 years will be ineligible to play in the intramural sport in which he or she has/had professional status.

Varsity Award Winners: Any ASU varsity athlete will be ineligible to play his or her varsity sport on the intramural level in the same academic year that his or her name appears on the varsity roster. The same rule applies for any “like” intramural sport, i.e. varsity volleyball players will be ineligible to play on an intramural sand volleyball team. Any individual who attends the university on athletic scholarship, works out with the varsity squad, or is redshirted shall be considered as a Varsity Squad Member for that academic year. Off-campus tournaments may have further limitations to the roster not controlled by Armstrong. The Intramural Sports staff should be consulted if a participant’s status is in question. If a team is found to have violated the rule on varsity award winners, punishment will be evaluated on a case-by-case basis for each sport.

Maximum Number of Former Varsity Athletes Allowed per Team:

- Indoor/Outdoor Soccer – 2
- Softball – 3
- Flag Football – 2
- Basketball – 2
- Indoor Volleyball – 2
- Sand Volleyball – 1
Competing on Two Teams: An eligible player may play on one Co-Rec 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 full name on the team roster and completing a waiver form. 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 checked in for the game. Unforeseen circumstances will be handled by the Intramural Sports staff on a case-by-case basis.

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

ID: All intramural participants must furnish their Armstrong State University ID to the scorekeeper/official 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 and will be asked to leave the facility. No other form of ID will be accepted. No exceptions! No ID, No Play!!

Article 3: Ineligible Participant Penalties
The Intramural Sports staff may penalize participants and/or teams for use of an ineligible player. Penalties can include up to suspension of a participant or team from Intramural Sports competition for a designated period of time. Information may also be submitted to the Dean of Students for further review.

Eligibility Questions: Before participating in the Intramural Sports Program, all questions about eligibility rules should be referred to the Intramural Sports staff.

Article 4: Player Identity
Team Activities: For all intramural league and playoff games, participants must take their valid Armstrong ID cards to the field of play. Before entering a contest, players must report to the scorekeepers/officials and present their ID. The official scorekeepers shall record players’ names on the official scorecard and return ID.

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 the scorekeeper/official 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: Before beginning play, each participant is responsible for checking his or her opponent’s identity with the person’s valid Armstrong ID. The match should not proceed until identity is established.

Section 2: Captain Responsibilities

Article 1: Captain/Alternate Captain
Participants form their own teams and register during the appropriate dates and times as indicated in the semester calendar. One team member must be designated as captain and one as the alternate captain.
**Article 2: Responsibilities**
The captain is a key link between the participants (team members) and the Intramural Sports staff, and is expected to assume the following responsibilities:

- Turn in all registrations prior to the deadline.
- Represent, or see that the team/organization is represented, at intramural captain’s meetings, sportsmanship/disciplinary hearings, and/or protest situations.
- 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.
- Check eligibility of all team members according to the Intramural Sports Handbook. Be investigative of their eligibility status.
- Notify each team member that they must present a valid Armstrong ID before they can participate in the scheduled contest. **NO ID, NO PLAY, NO EXCEPTIONS!**
- The team captain is the only team representative that is allowed to discuss rule interpretations and player eligibility with the officials.
- Be familiar with rules, schedules, policies and procedures of the Intramural Sports Program and pass this information along to all team members. Verify team’s record prior to the start of playoffs.
- 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, Intramural Sports staff, opposing players, or spectators.
- Assist the Intramural Sports Program with the recruitment of individuals interested in and dedicated to sports officiating.
- Work with Intramural Sports staff to ensure a safe, fun intramural sports experience for all participants.

**Article 3: How to Register**

- All team registration will take place online at imleagues.com.
- All intramural participants will be required to create an account on imleagues.com.
- To create an imleagues account:
  1. Go to [imleagues.com/Armstrong/Registration](http://imleagues.com/Armstrong/Registration)
  2. Go to [www.IMLeagues.com](http://www.IMLeagues.com) and click Create Account

  1. Enter your information, and submit.

  2. You will be sent an activation email, **you must use your school e-mail (stu.armstrong.edu or armstrong.edu) then click the link in the email to login and activate your IMLeagues account.**

  3. You should be automatically joined to your school – If not you can search schools by clicking the “Schools” link.

- To sign up for an intramural sport:
  1. Log in to your IMLeagues.com account.
2. **Click the Create/Join Team button** at the top right of your User Homepage page
   1. **OR**
3. Click on the “Armstrong State University” link to go to your school’s homepage on IMLeagues.

4. The current sports will be displayed, click on the sport you wish to join.

5. Choose the league you wish to play in (Men’s A, Men’s B, Women, etc.)

6. Choose the division you’d like to play in (Monday 5PM, Tuesday 5PM, etc.)

7. You can join the sport one of three ways:
   a. **Create a team (For team captains)**
      i. Captains can invite members to their team by clicking the “Invite Members” link on the team page. Any invited members must accept the invitation to be joined to your team.
         1. If they’ve already registered on IMLeagues: search for their name, and invite them
         2. If they haven’t yet registered on IMLeagues: scroll down to the “Invite by Email Address” box, and input their email address.
   b. **Join a team**
      i. Use the Create/Join Team Button at top right of every page
      ii. Accepting a request from the captain to join his team
      iii. Finding the team and captain name on division/league page and requesting to join
      iv. Going to the captain’s playercard page, viewing his team, and requesting to join
   c. **Join as a Free Agent**
      i. You can list yourself as a free agent in as many divisions within a league as you’d like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team. If you chose this option please contact the intramural staff at imsports@armstrong.edu. If there are enough free agents a dream team will be formed.

**Article 4: Forfeit Fee**
- All team activities have a $25 forfeit fee required for participation.
- The forfeit fee will only be assessed if a team commits a forfeit as outlined in Section 6, Article 1.
- The captain accepts responsibility for this fee when they turn in a team entry form for a team sport.
- The $25 will be taken off of the captain’s Pirate Cash account. No other form of payment is allowed.
- The captain should notify the intramural sports office that there is $25 available on their Pirate Cash account to pay the fee.
- If the forfeit fee is not paid within one calendar week of notification, the fee will be assessed to the captain’s student account.
Article 5: Captain’s Quizzes

- All captains must complete a captain’s quiz upon registering a team on IMLeages.
- The purpose of the captain’s quiz is the dissemination of important information. Completion is mandatory upon registering a team. Questions include information on policies and procedures, conduct, game day logistics, sportsmanship rating system, and general rules.
- Captains must receive a 90% or better in order to successfully register a team. Unlimited attempts are allowed until an adequate score is achieved.

Article 6: Need a Team? – Become a Free Agent

- All free agents need to create an account on imleagues.com. Instructions can be found in Article 3.
- To become a free agent:
  1. Log in to your IMLeagues.com account.
  2. Click the Create/Join Team button at the top right of your User Homepage page
     1. OR
  3. Click on the “Armstrong State University” link to go to your school’s homepage on IMLeagues.
  4. The current sports will be displayed, click on the sport you wish to join.
  5. Choose the league you wish to play in (Men’s A, Men’s B, Women, etc.)
  6. Choose the division you’d like to play in (Monday 5PM, Tuesday 5PM, etc.)
  7. You can list yourself as a free agent in as many divisions within a league as you’d like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.
- If you chose this option please contact the intramural staff at imsports@armstrong.edu. If there are enough free agents a dream team will be formed.

Section 3: Participant Safety

Article 1: 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 strongly recommended.

Article 2: Blood Policy
If and when an Intramural Sports staff member or official observes that a player is bleeding, has an open wound, or has blood on his or her uniform, he or she will be directed to leave the game. The injured player is not to return until the bleeding has stopped, the open wound is covered, and bloody uniform is changed.
Section 4: Scorecards

Article 1: Official Game
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 sportsmanship grade is listed,
- 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 responsibility for any inaccuracies.

For certain sports, scorecards are completed virtually. At any time, a captain is permitted to view the scorecard.

Section 5: Rescheduling

Article 1: Rescheduling Procedures
If a team cannot play during their regularly scheduled time, the Intramural Sports staff can agree to reschedule the match. The on-duty graduate assistant must be contacted more than 24 hours in advance to begin the rescheduling process. Just because a request is made does not mean it will be granted. Rescheduling games will be evaluated on a case-by-case basis for each sport.

Section 6: Forfeits

Article 1: Game Time
GAME TIME IS FORFEIT TIME! Any team failing to report, “ready-to-play”, at the scheduled starting time shall forfeit to their opponent. All teams should arrive 15 minutes prior to the scheduled start of the game to check in, complete the scorecard, and get the necessary equipment for the game. The Intramural Sports staff maintains the official time at each activity area.

The “ready-to-play” rule for intramural 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.

If a team has players en-route to the intramural playing grounds, an appropriate amount of time will be allotted to avoid a forfeit.
**Article 2: Claiming a Forfeit**
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.

**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 and a forfeit on their record.

**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.

**Article 3: Forfeits & Sportsmanship**
Any team receiving a win by forfeit will be awarded a “5” sportsmanship rating. No sportsmanship rating will be assigned to the forfeiting team.

**Article 4: Limit of Forfeits**
Any team that forfeits two of its scheduled rounds in league play shall automatically be forfeited from the remainder of the league. It shall forfeit to its opponents all remaining games.

**Article 5: Defaults**
Defaults are assigned to teams that fail to adhere to the policies and procedures of the Intramural Sports Program. Violations such as use of an ineligible participant, participant playing under an assumed name, or team discipline are some examples of when a default would be used.

**Article 6: Forfeit Fee**
- Refer to Section 2, Article 4 for more information regarding the forfeit fee.

*Note: Once the game schedule is complete, all of the above guidelines are in effect.*

**Section 7: Inclement Weather**

**Article 1: Cancellation of Outdoor Activities**
Intramural Sports activities are subject to cancellation due to poor weather conditions and/or unplayable field conditions. In the event of inclement weather, we will notify you through the imleagues.com system. Please provide a phone number on your IMLeagues account, if possible. We will notify you by phone in time-restrictive instances. We also will send out an email through imleagues.com that will go to your student email account.

**Article 2: Cancellation of All Activities**
If at any time the University is closed due to weather or other related emergencies, all intramural activities will be cancelled.
Section 8: Sportsmanship & Player Conduct

Article 1: Team Name & Uniforms
The Intramural Sports Department reserves the right to change any team name that is deemed inappropriate or offensive to participants (including names involving profanity or of sexually implicit nature). Please use the proper judgment when selecting names and uniform artwork. Our goal is a pleasant, fun atmosphere for everyone competing. If you are unsure if a team name or t-shirt artwork will be acceptable, please contact the Intramural Sports Office and ask.

Article 2: Unsportsmanlike Conduct
Players shall not commit acts of unsportsmanlike conduct. This includes, but is not limited to, arguments with officials and staff by any player, coach, manager, or spectator (flagrant fouling, fighting, etc. before, during or after a contest). No player, coach, or team shall:

- Use foul or derogatory language, threaten, or verbally abuse any other participant or Intramural employee before, during or after the game. This includes trash talk.
- Participate in a game for which he/she is ineligible.
- Argue or talk back to the game official. Only the captain may address the official and only if done so in a courteous manner.
- Intentionally strike, push, trip or flagrantly foul another player.
- Mistreat the facility, equipment or supplies of Armstrong State University.

Article 3: Ejection Procedure
Any player, coach, or fan ejected from an intramural game for any reason must leave the playing area immediately after information is obtained by an Intramural staff member. Failure to leave the area may result in forfeiture of the game by the team associated with the ejected person.

Any participant, coach, or fan that is ejected from a Intramural Sports Program contest is immediately ineligible from further competition in all Recreational Sports Programs until he/she meets with the Intramural Sports Office. It is the individual’s responsibility to schedule an appointment promptly with the Intramural Sports Office 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 344-3295 between 9:00 am and 5:00 pm on Monday through Friday to set up an appointment.

Article 4: Sportsmanship Ratings
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. Therefore a team sportsmanship rating system has been developed to encourage ethical conduct at all Intramural Sports contests. The following rating system will be used as a guideline:

“5” Excellent Conduct and Sportsmanship – Team members cooperate fully with the officials and opposing team members. The captain calmly converses with officials about rule interpretation and calls. The captain also has full control of his/her teammates.
“4” Good Conduct and Sportsmanship – Team members verbally complain about some decisions made by the officials and/or show minor dissension but overall, the captain has control over his/her teammates. Teams that receive a penalty for conduct will receive no higher than a “4” rating.

“3” Average Conduct and Sportsmanship – Team displays verbal dissent towards officials and/or the opposing team. Captain exhibits minor control over his/her teammates. Teams receiving multiple conduct penalties will receive no higher than a “3” rating.

“2” Poor Conduct and Sportsmanship – Teams constantly comment to the officials and/or opposing team from the court and/or sidelines. The team captain exhibits little or no control over teammates or himself/herself. A team that has one player ejected will receive no higher than a “2” rating. The captain of any team receiving a “2” rating (during the regular season) must make an appointment with the Intramural Sports Office before further play will be permitted.

“1” Unacceptable Conduct and Sportsmanship – Team is completely uncooperative. Captain has no control over teammates and/or himself/herself. Any team causing a game to be forfeited by unsportsmanlike behavior, or receives multiple player ejections shall receive a “1” rating. The captain of any team receiving a “1” rating (during the regular season) must make an appointment with an Intramural Sports Office before further play will be permitted.

Article 5: Playoff Eligibility
A team must have a 3.5 or better sportsmanship rating during regular season to be eligible for the playoffs.

Article 6: Playoff Sportsmanship Ratings
If a team receives a 3 or lower in the playoffs, the team’s captain is required to have a meeting with the IM staff before the team plays its next game. If this meeting is not held, the team shall automatically forfeit. Because teams are held to a higher standard of sportsmanship in the playoffs, there will be some form of disciplinary action for the team who receives a 3. This will be evaluated on a case-by-case basis by the IM staff.

Article 7: Special Situations
Teams winning a contest by forfeit or because opponent forfeited out of the league will receive a “5” sportsmanship rating. A team losing a contest by forfeit will receive no rating for that contest.

SPORTSMANSHIP IS CONTAGIOUS...BE A GOOD SPORT!

Section 9: Protests

Article 1: Rule Interpretation Protest
Questions pertaining to interpretation of rules on the part of activity officials must be resolved by the Intramural Sports Supervisor in charge at the time the interpretation occurs and prior to the next live ball. If the team continues to play, the protest will NOT receive consideration. No protest will be accepted which involves the judgment of the officials. The procedure shall be:
1. If a team/participant feels the official has made a misinterpretation of a rule, the team captain shall calmly and immediately request a “time out” and inform the official that he/she wishes to protest.

2. 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.

3. If corrections are necessary, the Intramural Sports Supervisor in charge shall rule immediately. Error in interpretation by the Intramural Sports Supervisor in charge is subject to a formal written protest.

4. If the team captain still does not agree with the decision of the Intramural Supervisor, a Protest Form should be obtained and completed according to Section 10, Article 3 (Filing a Formal Written Protest). The supervisor will then assist the team in filling out the form with all pertinent game information (score, time, possession, etc).

5. The game will continue from this point forward “under protest” and the opposing team shall be notified.

Article 2: Eligibility Protest
Any protest concerning player eligibility in a contest in which the protesting team participated must be filed according to Section 10, Article 3 (Filing a Formal Written Protest). A Protest Form should be obtained at the game site or the Recreational Sports Office. When protesting eligibility, a team must protest a specific individual(s). Entire teams cannot be “blanketed” by a protest. If a player is found to be ineligible, his or her team will forfeit all matches in which the ineligible player was signed in on the score sheet.

Article 3: Filing a Formal Written Protest
A team captain who wishes to file a formal written protest must first obtain a Protest Form from the Intramural Sports Supervisor at the game site or from the Intramural Sports Office. A protest is not considered official unless it is submitted (by the protesting team) to the Intramural Sports Office no later that 12:00 Noon the next business day following the activity.

The Intramural Sports Office will rule on protests the following business day by 5:00 pm. The ruling will be sent, in writing, to the team captain. If a game is to be replayed or restarted from the protest point, the Intramural Sports Department will schedule the make-up.

Section 10: Official Information

Article 1: Information from Staff
Only information obtained from a member of the Intramural Sports administrative staff or received in written form is official.

Article 2: Interpretations
Interpretations can be obtained from the Intramural Sports administrative staff only. If any situation should arise that is not covered by an already-established rule or interpretation, the interpretation board will make a final decision. That board consists of professional staff members, one of who is the staff member in charge of the program involved.
Section 11: Appeals Procedure

Article 1: Imposition of Penalties
Rules, regulations, and interpretations have been established to facilitate the orderly and efficient administration of both the department’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.

Article 2: Appeals
Following the imposition of the penalty or ruling, an organization or individual who believes that due to unusual circumstance the assessed penalty or interpretation was unjustified may appeal to the Director. The Director, or a designated representative, will decide the appeal. The appeal must be in writing and must be submitted to the Director before 5 pm the next regular business day following the institution of the penalty. During the period of the appeal, the penalty imposed will be in effect.