

East Tennessee State University  
*Division of Student Affairs*  
**Department of Campus Recreation**

**Intramural Policy Handbook**  
(Revised August 2008)

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**Introduction**

The Department of Campus Recreation offers the University's students and employees a comprehensive individual and team intramural program. Intramurals are structured recreational and competitive sports and activities for individuals in the ETSU community. Competitions and activities are held in league, tournament, meet and race format.

Three different leagues are offered each semester. Flag football, volleyball and soccer are offered during the fall semester. Basketball, softball and a 4-on-4 flag football passing league are offered during the spring semester. In addition to the team sports leagues, a number of individual and special events are held throughout the year.

The Intramural program is staffed by a full-time Coordinator, a part-time Graduate Assistant and student workers who serve in the capacity of officials, game supervisors and program assistants.

**Contact Information:**

Department of Campus Recreation  
Wayne G. Basler Center for Physical Activity  
P.O. Box 70585, Johnson City, TN 37614

423.439.7980

(General Information)

423.439.7982

(Intramural Coordinator's Office)

[www.etsu.edu/IMSports](http://www.etsu.edu/IMSports)

**The Intramural Coordinator reserves the right to rule on any situation not specifically covered by this policy handbook or other published intramural rules. The Coordinator also reserves the right to put into immediate effect any policy/rule changes deemed necessary. Those changes will be posted on the intramural website in addition to updating the effected published policies/rules.**

## Intramural Eligibility

Intramural eligibility rules are designed to protect the rights of all the participants and to ensure that all participants and teams play under the same restrictions and guidelines.

- ◆ **Eligible Participants**
  - Currently enrolled ETSU Students
  - ETSU Faculty (w/ Basler Center access)
  - ETSU Staff (w/ Basler Center access)
- ◆ **All Participants** must present a **valid** ETSU ID card at the beginning of **every** game.
- ◆ Participants are reminded that intramural competition is **completely voluntary**. Each participant and spectator assumes the risk of any harm or injuries sustained. Neither East Tennessee State University nor the Department of Campus Recreation can assume any responsibility for injuries resulting from intramural participation. Should an accident, injury, or related incident occur, please notify a Campus Recreation staff member immediately.
- ◆ Participants may only play on one men's or women's team during a season.
  - If a player is signed up on two teams, that player will only be eligible to play for the team that they played for first.
    - Note: For the purpose of enforcing this policy, once a player hands their ID to the intramural staff to check into a game they are considered as playing for the team.
  - If the player plays on the second team, the player is ineligible and the team must forfeit, upon discovery, any games played with that ineligible player.
- ◆ If a co-rec league is offered, participants may play on one co-rec team.
- ◆ Players must have participated in at least one regular season game to be eligible for playoffs.
- ◆ **Former/Current College Athlete Policy:**
  - An individual who has competed on a 4-year college varsity team is ineligible to participate in intramural competition for that sport or related sport during the same academic year. Competed is defined as being on the college team's roster at the time of the first game.
  - Red-shirted athletes are also ineligible for the sport in which they are red-shirted.
  - Teams are only allowed one (1) former varsity athlete for the sport in which the athlete competed.
  - All former college athletes, including junior college athletes, are required to participate in the top skill level (if applicable) of the sport in which they competed collegially.
- ◆ **Sport Club Athlete Policy:**
  - Members of sport clubs are eligible to participate. However, any member of a sport club must participate in the top skill level (if applicable) for the sport in which they compete at the club level.
  - Teams are allowed two (2) club athletes for the sport in which the athlete is a club member.
- ◆ **Professional Athlete Policy:**
  - Athletes with paid professional experience in a sport are ineligible for that sport or related sport.
- ◆ An individual may not participate under an assumed name or use false identification. Violation of this rule will result in suspension from further participation for the individual and possibly the team.
- ◆ ***The intramural staff will investigate the eligibility of a player when such a question or concern is brought to the Intramural Coordinator's attention. The penalty for competing with an ineligible player is forfeiture of all games in which the violation(s) occurred.***
  - NOTE: The intramural staff reserves the right to declare an individual ineligible for competition/participation if his/her participation is considered unsportsmanlike or dangerous.

## Responsibilities of Participants

It is the responsibility of each participant to be knowledgeable of all intramural rules and policies. Every participant is reminded that participating in the intramural program is a privilege.

- ◆ Each participant is responsible for their own conduct.
- ◆ Participants must behave in a sportsmanlike manner. *See Sportsmanship Policy*
- ◆ Participants are responsible for knowing their own eligibility status at all times.
- ◆ Individuals who violate Basler Center rules, intramural rules and policies, abuse the equipment or facility, or behave in an unsportsmanlike manner are subject to losing their privileges to participate in the program and the use of the Basler Center for Physical Activity.

## Entering an Intramural Activity

A complete list of intramural activities, entry deadlines, and other important dates is located on the intramural website ([www.etsu.edu/IMSports](http://www.etsu.edu/IMSports)). Beginning Fall 2008, the ETSU Intramural Program will be transitioning to **Imleagues**, a new online registration/scheduling system. All intramural participants will be required to create an account on **Imleagues.com**.

- ◆ **To create an Imleagues account:**
  - Go to [www.imleagues.com](http://www.imleagues.com). (A link is provided on the ETSU intramural website)
  - Click on the “**Sign Up**” link.
  - Enter your information, **including your school email address** (@etsu.edu or @goldmail.etsu.edu), and submit.
  - You will be sent a temporary password to your **school email account**.
  - Log in to **imleagues.com** using your email address and temporary password. You will be prompted to change your password.
  - After changing your password, the East Tennessee State University link should pop up. Click “**Join School.**”
- ◆ **How to sign up for an intramural sport:**
  - Log in to your **imleagues.com** account.
  - Click on the “East Tennessee State University” link.
  - The current sports are displayed toward the bottom of the screen. Click on the sport you wish to join.
  - Choose the league you wish to play (i.e. Men’s A, Men’s B, Women, etc.).
  - You can join the sport one of three ways:
    - **Create a team** (for team captains)
      - Captains must accept team members’ requests before they are on the team’s roster.
      - Teams must have the minimum number of players on their roster **before** their placement in the league is confirmed.
      - Teams without the minimum number of joined players by the entry deadline will be **removed** from the league.
    - **Join a team** by:
      - Finding the team and captain name on division page and requesting to join.
      - Going to the captain’s player card page, viewing his team, and requesting to join.
      - Accepting a request from the captain to join his team.
    - **Join as a Free Agent**. You will be placed on a team at a later time.
  - **Minimum/Maximum Number of Players** – Teams must have the minimum number of players prior to the entry deadline. Those numbers are as follows:

**Minimum/Maximum Players to Register a Team**

Sport(s)	Min.	Max.
Softball	12	18/20 [co-rec]
Flag Football	10	16/18 [co-rec]
Ultimate Frisbee, Soccer	10	16
Basketball, Volleyball	8	12
4-on-4 Flag Football	5	8
3-on-3 Basketball	3	6

- ◆ **On-Site Registration**
  - Some single day and individual events may have on-site registration. Watch for announcements about on-site registration. These events will not follow the Imleagues registration procedure.

## Team Sports

- ◆ **Captains’ Meetings** – A meeting for all team captains will be scheduled before the team’s season begins. This meeting is **MANDATORY** – All teams **must** be represented. If a team captain or assistant captain is unable to attend the meeting, they should send a representative from their team to the meeting. All representatives must be on their team’s roster and be prepared to show their ETSU ID to sign in at the meeting.
  - NOTE: Failure to attend the meeting will result in the team **being removed** from the league.

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- ◆ **Revising Rosters** – Teams may add or remove players during the **first two weeks** of the season. Rosters will be locked at 11:00 p.m. on the second Thursday of league play. Teams do not need to have played a game for their roster to become frozen. A player may only be removed from a roster if the player has not checked into a game. Players who have played for a team may not be added to another.
  - NOTE: When adding players, the player must be added **and accepted** by the captain **before noon** to be eligible to play the same day.
- ◆ **Team Names** – The intramural staff reserves the right to change or alter any team name that is vulgar, offensive or in poor taste. The intramural office also reserves the right to re-name any teams that have duplicate names.
- ◆ **Apparel, Logos, and Sponsorships** – The intramural staff reserves the right to regulate all apparel, logos, and sponsorships. Apparel, logos, and sponsorships that include the following (but not limited to) are prohibited: Drugs, alcohol, illegal paraphernalia, or inappropriate/vulgar language, pictures or symbols.
- ◆ **Pre-Season** – For some sport leagues, a pre-season period may be offered the week or weekend prior to the start of the league. The number of teams allowed to participate may be limited. This week is used as an opportunity for the Intramural Staff to provide officials with additional training.
- ◆ **Competitive/Skill Levels** – in an attempt to keep divisions competitive, and as participation numbers allow, different competitive/skill levels will be offered within each division. Teams and players are encouraged to choose the level that best applies to their competitive and skill level.
  - **Level A** – Designed for the most advanced and competitive teams. Players who played at the high school level or higher are encouraged to sign up for Level A.
  - **Level B** – Intended for less competitive teams. This level is designed for organized and competitive teams that may lack the experience or skill to play in the upper level.
  - **Level C** – In some sports, a C (Recreational) level may be offered. This level is designed to create more even competition for league play and place an emphasis on recreation instead of competition. Teams participating in this group will be placed in the Level B play-off bracket.  
***Note: Teams that are determined to be obviously playing below their competitive/skill level are subject to being moved up for the remainder of the season and/or playoffs. This will be at the discretion of the Intramural Coordinator.***

### **Responsibilities of Team Captains**

Captains and Assistant Captains must be playing members of their team. In their roles, captains and assistant captains acknowledge and agree to assume certain responsibilities, including but not limited to:

- ◆ Serving as a liaison between their team and the Department of Campus Recreation. Only the captain shall discuss game issues with Campus Recreation/Intramural staff.
  - The captain is the only player who may question the ruling of an official. Questions as they relate to an official's judgment will not be allowed.
  - The intramural staff does not recognize the use of coaches. Coaches are considered spectators. They may not be on the field/court, call time outs or address the officials/supervisors during the game.
- ◆ Knowledge and understanding of all rules and policies associated with the activity/sport.
  - All rules and policies will be distributed and discussed at the captains' meeting.
- ◆ Verifying the eligibility of all players listed on the roster.
- ◆ Informing all players on their team of activity/game rules and game times/locations.
- ◆ Informing all players and spectators of the rules, policies and sportsmanship code of Campus Recreation.
- ◆ Notify all team members and spectators that tobacco, alcohol, and other illegal substances are prohibited on all intramural fields and that no one is allowed to participate or spectate while under the influence of alcohol/illegal drugs.
- ◆ Team captains and assistant captains are responsible for the conduct of their team, including spectators.
  - Team captains and assistant captains are subject to disciplinary action, including suspension, if they show no effort to control their team and do not actively discourage unsportsmanlike conduct.
- ◆ ***The captain is ultimately responsible to the University Community for the conduct of the team.***

## **Intramural Scheduling**

Scheduling is determined by a variety of factors including the number of teams involved, the availability of facilities and the event's time frame.

- ◆ Depending on the type of activity, schedule formats may either be:
  - Round robin format (pool play) followed by a single elimination tournament
  - Double elimination tournament
  - Leagues usually consist of a 3-5 game regular season followed by a single elimination tournament.
- ◆ Intramural leagues are scheduled Sunday through Thursday. Games usually begin at 4:00 p.m. However, games are subject to beginning as early as 2:00 p.m. on Sunday and 3:30 Monday – Thursday.
- ◆ League schedules will be posted on the [Imleagues.com](http://Imleagues.com) website.
- ◆ Schedules for weekend events will be given out at the captains' meeting or as soon as possible thereafter.
- ◆ **Do not call the Basler Center for game times.** Game times WILL NOT be given out over the phone.
- ◆ Teams are expected to be ready to check in with the scorekeeper or supervisor 15 minutes prior to their scheduled game time. Captains are expected to be ready to meet with the game officials 5-10 minutes prior to game time. Teams should be ready to play immediately following this meeting.
- ◆ Game time is forfeit time. Teams not ready to begin at game time will be assessed a forfeit.
- ◆ **Canceling/Postponing Games**
  - Due to unavoidable circumstances (inclement weather, etc.), it may become necessary to postpone intramural games. Decisions concerning the postponement of games will be made two (2) hours prior to the start of the first game. In some instances, a game-time decision may be made.
  - Once games are postponed, an announcement will be posted on the intramural website. An intramural staff member will notify the affected teams' captains by phone.
  - Due to inclement weather or other unforeseeable circumstances, games in progress may also be suspended or terminated. Games that are terminated will be considered final based on the score at the time of termination. This decision will be made by the Intramural Coordinator, Intramural Graduate Assistant or supervisor-in-charge.
  - Safety of participants and staff will always be the primary consideration in the postponement, suspension or termination of intramural games.
- ◆ **Rescheduling**
  - Games that are not affected by weather or other unforeseeable conditions will not be rescheduled.
  - Every effort will be made to reschedule postponed and/or suspended games.
  - Reasonable accommodations for the teams affected will be made during this process
  - Note: Rescheduling is not guaranteed for league play and will depend on the availability of facilities and time remaining before playoffs.
- ◆ **Defaults**
  - A team may request a default if circumstances prevent them from fielding the minimum number of players to start a game. The captain or assistant captain must come to the Intramural Coordinator's office prior to noon the day of the game, or by noon Friday for games on Sunday in order to be granted a default. All defaults must be requested in person or by email from the team captain's school email account. Phone calls will no longer be accepted.
  - Defaults will result in a loss for the defaulting team, but do not require the payment of a forfeit fee.
  - A default will not affect a team's sportsmanship status.
  - Teams are allowed one (1) default per season. A second default may be granted for the play-offs.

## **Forfeit Fees**

Teams assessed a forfeit will be charged a \$25.00 forfeit fee. A second forfeit by a team will result in the team being removed from the league **and an additional** \$25.00 forfeit fee being assessed.

- ◆ This includes forfeits resulting from, but not limited to:
  - Being assessed a forfeit by rule
  - Not having enough players to start a game or continue a game
  - Playing with an ineligible player
  - Being assessed a forfeit (disqualified) by the game supervisor (unsportsmanlike conduct, excessive physical play, fighting, etc.)
- ◆ Forfeit fees must be paid within 48 hours of the team's forfeit or prior to noon on the day of the team's next game (or by noon Friday if the team's next game is on Sunday), whichever comes first.

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- ◆ If a team does not pay the forfeit fee prior to their deadline, the team's remaining schedule will be cancelled and the team will be removed from the league. NOTE: This **does not** forgive fee(s) owed.
- ◆ Teams with an outstanding fee at the time playoff brackets are drawn will not be placed in a bracket.
  - Teams are still responsible for any fees resulting from forfeits during the playoffs.
- ◆ All players on the team will be ineligible to participate in any intramural activity until all fees are paid.
  - If a team still has outstanding fees after the last week of classes, the team captain will have a hold placed on their grades, transcripts and registration until all fees are paid.
- ◆ **Forfeit fees must be paid in the form of a personal check made payable to "ETSU Campus Recreation" and submitted to the Intramural Coordinator.**

### Protests

From time to time there may be grounds for a team to protest a game, match or official's ruling. The following procedures should be followed at such times.

- ◆ **Teams may not protest the judgment call of an official.** Only protests concerning player eligibility or misinterpretation of a playing rule will be considered.
- ◆ **Player eligibility** – Player eligibility can be protested throughout the season or tournament. Those intending to protest the eligibility of a player are encouraged to state their intent to the supervisor prior to the start of a game or match. Protests after a game shall be directed to the Intramural Coordinator.
- ◆ **Rule Interpretation** – If a team wishes to protest the interpretation of a rule, the captain must register a verbal protest with the head official prior to the next play. The head official will notify the supervisor who will record all information pertinent to the game. When possible, the protest will be ruled on immediately before any further playing action occurs. NOTE: If there is no verbal protest prior to the next play, the team loses its right to protest.
  - If the ruling of the official is upheld, the team will be charged a time-out and play will resume immediately. If a team loses a protest and does not have any time-outs remaining, they will be assessed a technical foul (or equivalent) for delay of game.
  - If the team's protest is upheld, the team will not be charged with the time-out.
- ◆ **The Intramural Coordinator will rule on all protests.** If the Intramural Coordinator is unavailable, the supervisor-in-charge may rule on any protest of rule interpretation. If the team disagrees with the ruling of the supervisor, a written appeal may be made to the Intramural Coordinator by noon the following day.

### Sportsmanship Policy

Sportsmanship, civility and conduct of participants and students is an essential focus of the Department of Campus Recreation. While the game atmosphere is often competitive, ensuring participant safety, providing a fun, social atmosphere and promoting sportsmanlike behavior among participants and team followers are of primary concern. The game atmosphere should remain good-natured at all times. Participants shall maintain good sportsmanship throughout their participation in all facets of the Intramural Program.

- ◆ **Sportsmanship Code** – All participants, by signing up for intramural activities, agree to the following Sportsmanship Code:
  - *Participants agree to treat all persons involved in or associated with their intramural games (including the Dept. of Campus Recreation and its staff) with dignity and respect. Participants expect to be treated in the same manner. Participants agree to not use profanity, make disrespectful gestures or fight. Participants agree to let their captain calmly and respectfully discuss any questions or problems concerning the game being played, keeping in mind that the official is the final authority on the playing field or court. Participants will compete in a fair manner and within the intent and integrity of the rules. Participants agree to actively discourage unsportsmanlike conduct by any other participant(s) and/or spectator(s). Participants agree to follow all guidelines and policies established by the Intramural program, the Department of Campus Recreation and the Division of Student Affairs.*
- ◆ **Sportsmanship Ratings** - Teams will be given sportsmanship ratings after every game. Game officials and/or supervisors will assign a rating to each team based on their sportsmanship and conduct. **Teams must maintain an average rating of 3.0 to make the play-offs, regardless of win-loss record.**

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Team Rating		Sportsmanship and Conduct
Excellent	5	The team presents outstanding character during competition and interacts with staff, officials and opponents in a sportsmanlike manner. The team represents a perfect example of the Sportsmanship Code.
Very Good	4	The team fully cooperates with officials/staff and presents a good attitude. The team receives no warnings, technical fouls, unsportsmanlike penalties or yellow cards.
Acceptable	3	Team engages in few arguments with officials and staff. Team is awarded a maximum of one technical foul, unsportsmanlike penalty or yellow card.
Unsatisfactory / Poor	2	Team consistently engages in arguments with officials and retains a bad attitude towards opponents. Team is given multiple warnings and/or penalized during the game for unsportsmanlike conduct.
Unacceptable	1	Team maintains no respect for officials and/or opponents and has complete disregard for the safety and well-being of participants/staff. The captain has no control of the team. The team receives multiple technical fouls, unsportsmanlike penalties or cards.
Team Disqualified / Team Forfeits	0	Team is completely uncooperative and out of control before, during or after the game. Team captain exhibits poor control over self, the team and/or spectators. Multiple ejections or blatant unsportsmanlike conduct that endangered participants, officials or staff. Team fails to cooperate/comply with Campus Rec staff or University officials.

➤ **Regular Season Sportsmanship**

- Teams that receive a "1.0" rating for any game during the regular season must meet with the Intramural Coordinator to be eligible to play in their next contest. If a team receives a second "1.0" rating in the same sport they will be subject to immediate dismissal from the league.
- Teams that receive a "0" rating are subject to immediate dismissal from the league.
- Teams winning by default or forfeit receive a rating of "4.0".
- Teams losing by default receive a rating of "3.0". Teams who forfeit receive a rating of "2.0" or "0".

➤ **Playoff /Tournament Sportsmanship**

- A team must maintain its "3.0" average or better Sportsmanship Rating during the play-offs. The average will include regular season and play-off games.
- A winning team which receives a sportsmanship rating of "1.0" to "2.4" in a play-off game is subject to dismissal from further tournament play and should be prepared to appeal to the Intramural Coordinator on the next business day to remain in the tournament. If the team is allowed to advance, it must receive a Sportsmanship Rating of "3.0" or higher in all remaining play-off games.
- A team which receives a Sportsmanship Rating of "1.9" or below in their final playoff game is subject to further disciplinary action as a team in subsequent sports, as individuals or to the team captain.
- Any team that is disqualified from a play-off game is subject to further disciplinary action as a team in subsequent sports, as individuals when appropriate, or to the team captain.

➤ **It is the responsibility of the captain** to know their team's sportsmanship average **at all times**.

- ◆ **Electronic Media** – Sportsmanship expectations of the Intramural Program extend to social networking sites such as Facebook, MySpace, etc. Participants who are having found to have posted unsportsmanlike comments/material online are subject to disciplinary action through the Department of Campus Recreation.

- ◆ **Ejections and Suspensions**

- Players who are ejected by rule (i.e. receiving two technical fouls for equipment violations or other violations that are not unsportsmanlike in nature) are not handled as severely. The following sanctions do not apply in these cases provided the ejected player does not exhibit any unsportsmanlike conduct.
- Players who are ejected from a game are required to leave the confines of the playing area within a timely manner. This is usually measured by one minute, however the game supervisor may allow slightly more time if they feel it is necessary. Ejected players must leave sight and sound of the facility. Failure to do this will result in a forfeit for their team.
- Ejected players are required to serve a **mandatory minimum** one-game suspension following their ejection. Depending on the severity of the incident, this suspension may be lengthened and the ejected player may be required to meet with the Intramural Coordinator about the incident.
- Upon completion of their suspension, a suspended player will be placed on probation through Campus Recreation for the rest of the school year. The probation may include the following fall semester.
- Teams, players, captains and/or spectators found in violation on the Sportsmanship Policy are subject to disciplinary action by the Department of Campus Recreation and possibly the Office of Judicial Affairs.
- **NOTE: Players do not need to be ejected to receive disciplinary sanctions.**

## Severe Offenses

- ◆ **Fighting**
  - Fighting or threatening to fight will result in the automatic ejection players involved. Players involved in a fight will be indefinitely suspended from all intramural and Campus Recreation activities. Those players will be required to meet with the Intramural Coordinator and Director of Campus Recreation. The Coordinator and Director will determine the length and extent of the suspension.
  - Players leaving the bench to become involved in a fight will be treated as outlined above.
  - Players that leave the bench area during a fight attempting to be “peace-makers” will be ejected. Those players will receive a **minimum** of probation through the Department of Campus Recreation.
  - Teams involved in a fight will automatically forfeit their game and are subject to further action.
- ◆ **Intent to Injure**
  - Any player who is determined by the game officials or game supervisor to have deliberately attempted to injure another player will be immediately ejected and receive an indefinite suspension from all intramural and Campus Recreation activities.
  - The player will be required to meet with the Intramural Coordinator and Director of Campus Recreation. The Coordinator and Director will determine the length and extent of the suspension.
- ◆ **Offenses Towards Officials/Staff**
  - Intramural officials, like the majority of intramural participants, are students.
  - Any abuse – physical, verbal, or threatening – of officials will not be tolerated.
  - Verbal abuse of an official will result in an unsportsmanlike penalty or technical foul on the offending player. Depending on the severity, the player may be immediately ejected.
  - Any player who makes physical contact (i.e. pushing, striking, spitting on, etc.) will be immediately ejected and receive an indefinite suspension from all intramural and Campus Recreation activities.
  - The player will be required to meet with the Intramural Coordinator and Director of Campus Recreation. The Coordinator and Director will determine the length and extent of the suspension.
    - A **lifetime suspension** from all intramural activities and the Basler Center will be assessed in the case of making deliberate physical contact with an official.
- ◆ **Willful Facility/Equipment Damage**
  - Any player who deliberately damages facilities and/or equipment will be ejected from the game.
  - The player will be billed for the cost of all damages. The player will receive a hold on all grades, transcripts, and registration until the bill is paid.
- ◆ **Referral to the Department of Public Safety**
  - All incidents included under, but not limited to, this “Severe Offenses” section may be referred to the Department of Public Safety (Campus Police) with criminal charges being sought in some instances.
- ◆ **Extent of Suspensions**
  - ***Suspensions can extend to and include a lifetime ban from the Basler Center for Physical Activity and all Campus Recreation activities!***