

**STETSON UNIVERSITY**  
**INTRAMURAL SPORTS**



# PARTICIPANT GUIDE

KNOW THE RULES. RESPECT THE GAME. PLAY HARD. HAVE FUN.

## Campus Life & Student Success

## Wellness & Recreation



Wellness & Recreation

**STETSON UNIVERSITY**  
**SPORT PROGRAMS**

# TABLE OF CONTENTS

<u>GENERAL INFORMATION</u>	3
<u>STAFF DUTIES &amp; CONTACT INFORMATION</u>	4
<u>PHONE NUMBERS</u>	
<u>ELIGIBILITY</u>	5
STUDENT ATHLETES & PROFESSIONAL ATHLETES	
<u>ASSUMPTION OF RISK</u>	
<u>IDENTIFICATION REQUIREMENTS</u>	6
CHECK-IN PROCESS	
IDENTIFICATION FRAUD	
<u>TEAM CAPTAINS</u>	
AVAILABILITY FORMS	
RESPONSIBILITIES	
<u>ROSTER MANAGEMENT</u>	7
DAY OF GAME	
ROSTER FREEZE DATE	
REMOVING PLAYERS	
<u>REGISTRATION</u>	8
TEAM NAMES & LOGOS	
DROP & SCHEDULE RELEASE DATE	
DIVISIONAL SIGNUP	
<u>FORMAT</u>	
LEAGUE SCHEDULING	
PLAYOFF ELIGIBILITY	
TOURNAMENT SCHEDULING	
<u>AWARDS</u>	9
<u>CONDUCT</u>	
ALCOHOL & TOBACCO USE	
SPORTSMANSHIP	
EJECTIONS	
<u>GAME CANCELLATIONS</u>	10
FORFEIT	
GRACE PERIOD	
INCLEMENT WEATHER	
RESCHEDULING	
<u>EQUIPMENT</u>	11
CHECKOUT	
JEWELRY	
UNIFORMS	
<u>CONCUSSION POLICY</u>	13

# GENERAL INFORMATION

Thank you for your participation in the Intramural Sports program, part of the Department of Wellness & Recreation at Stetson University. We are grateful that you have chosen to spend your leisure time in our program, and we are confident that this program can provide a fun and safe environment for any individual who chooses to be involved, through both competitive and recreational sport environments.

The Intramural Sports Participant Guide can provide you with key information on policies and procedures that your team will need to know and abide by to be able to enjoy a successful Intramural Sports season in the 2021-22 academic year. Every Intramural Sports participant is expected to thoroughly understand the policies and procedures outlined throughout the Participant Guide and adhere to them when participating.

Through the training of our staff and the evaluation of the Intramural Sport Officials, Sport Supervisors, and annual participant satisfaction assessment, we believe we can provide a positive experience for all of our staff and participants. We trust that the transferable skills gained through serving as a team captain or participant, making tough calls as an Intramural Sports Official, or working as a Sport Supervisor are preparing all of our students for “life after Stetson.”

Wellness & Recreation has dedicated a specific number of professional staff members and graduate assistants who will assist in completing the administrative duties involved with running the program throughout the academic year.

All participants are strongly encouraged to ask questions and be in contact with these staff members to best allow themselves to be informed, in regards to the Intramural Sports program, and be able to enjoy the holistic experience of participation. We strive to keep a programmatic environment that is open to feedback and willing to listen to the participants, and with your feedback, we believe we can meet our program’s goals.

We wish you nothing but the best of luck throughout your time with the program this year, and we look forward to sharing your successes with you.

Respect the game, play hard, and, above all else, have fun!



Follow us on  
*Instagram*

@suintramuralsports



**STETSON**  
UNIVERSITY

**INTRAMURAL  
SPORTS**

# STAFF DUTIES & CONTACT INFORMATION

Travis Potter  
Assistant Director, Sport Programs

tpotter1@stetson,.edu  
(386) 822-7003

- Daily administration of the Intramural Sports program and communication of activities
- Facilitate hiring, training, and scheduling of the Sport Programs staff, including Sport Supervisors and Intramural Sports Officials
- Coordination of all IMLeagues activity and all Sport Programs social media and marketing, including Facebook, Twitter, and Instagram

Anthony Capizzi  
Club Sports Graduate Assistant

acapizzi@stetson.edu  
(386) 822-8117

- Assist in the planning, development, and implementation of all individual Club Sport programs
- Creates marketing strategies that supports each organization
- Manage operational and restricted budgets for each Club Sport organization
- Assist with payment documentation, budget planning, and equipment inventory/purchasing processes

Tanner Tuck  
Intramural Sports Graduate Assistant

ttuck@stetson.edu  
(386) 822-8117

- Daily administration of the Intramural Sports program and communication of activities
- Facilitate hiring, training, and scheduling of the Sport Programs staff, including Sport Supervisors and Intramural Sports Officials
- Advise with the evaluation, revision, and implementation of all program rules, policies, and procedures
- Coordination of all IMLeagues activity

## PHONE NUMBERS

Wellness & Recreation: (386) 822-7237

Student Development and Campus Vibrancy: (386) 822-7708

Campus Life: (386) 822-7200

Student Health Services: (386) 822-8150

Stetson Public Safety: (386) 822-7300

Stetson Counseling Center: (386) 822-8900

# ELIGIBILITY

The Stetson University Intramural Sports Program operates in accordance with all Federal laws and regulations requiring non-discrimination on the basis of age, sex, race, religion, ethnic group, national origin, sexual orientation or handicap.

All current Stetson University students, members of Stetson's faculty or staff, and dependents of a full-time Stetson employee are invited to participate in the Intramural Sports program. To participate, all participants must create an IMLeagues account.

## STUDENT ATHLETES & PROFESSIONAL ATHLETES

Varsity athletes are ineligible to compete in their sport or any related sports (i.e. current baseball players may not play softball). Any member of a varsity team who plays in a game/match during the 2022-2023 academic year is ineligible for the year (2022-2023) in that sport or related sport. This rule also applies to athletes who have transferred to Stetson University from another university or college during the 2022-2023 school year. Non-scholarship, practice players, and players who participated in tryouts are not considered current varsity players. Anyone who has competed in a sport on a professional level shall be ineligible for intramural competition in that sport or related sport.

If a participant's eligibility is in question, a protest may be filed by an opposing team to investigate said participant's eligibility (See protest procedures included in the individual sport rules). Rulings will be made by the Professional Staff and will be communicated to both parties.

## ASSUMPTION OF RISK

Upon participation in Intramural Sports, participants must understand their involvement in the activities is strictly voluntary and that they are assuming conditions that could be considered hazardous to themselves or their health.

In order to participate in Intramural Sports, each participant must complete the detailed assumption of risk waiver found on IMLeagues, or the hardcopy on-site before his/her first game. In doing so, participants agree to release and hold harmless all Intramural Sports staff and any other participants involved in the activity.

Wellness & Recreation will not be held responsible for any injuries or financial obligations sustained as a result of participation in Intramural Sports. Failure to complete the waiver prior to participation places both the team and the participant at risk for the penalties that will apply. Whenever a participant is injured, including those who are bleeding, they will be immediately removed from competition. Injured participants should notify the Intramural Sports Supervisor in a prompt manner so proper attention and procedures can be followed.

# IDENTIFICATION REQUIREMENTS

All Intramural Sports participants are required to check-in with the Sport Programs Staff on duty prior to participation in any Intramural Sports related activity or event.

## CHECK-IN PROCESS

The following is taken directly from Stetson's current Code of Community Standards:

*Students shall be required to obtain an official student identification card within one week of orientation. Students are required to carry their student identification card with them at all times, and present it when requested to any University official who makes such a request while in the performance of their duties. The altering of, or misuse of, a student identification card is prohibited. (Page 4, Article II, Section 8)*

Therefore, we will only accept the Stetson identification card for the check-in process.

## IDENTIFICATION FRAUD

Individuals who attempt to check-in using a Stetson identification card that is not their own will be referred to the Office of Community Standards and suspended from the Intramural Sports program for a period of time no less than 60 days. Individuals who give their Stetson identification card to another student so that he/she can complete the check-in process by assuming an identity that is not his/her own will be referred to the Office of Community Standards and could face additional penalties set forth by the Sport Programs staff.

Additional penalties may apply to the team or the team's captain, if there is obvious prior knowledge of the attempt to circumvent the institutional identification requirements.

## TEAM CAPTAINS

A team captain will be responsible for:

- Completing the registration process for his/her team, including any required team captain quizzes
- Submitting an Availability Form to Assistant Director Travis Potter prior to the registration deadline
- Communicating effectively with the Sport Programs staff
- Informing his/her teammates of all current Intramural Sports rules, policies, and procedures
- Inviting players to join the team roster and managing that roster on IMLeagues

In the event of a team captain not being able to attend a game or meeting, the captain may designate a team representative to serve on his/her behalf. However, the team will be held fully accountable for all Intramural Sports rules, policies, and procedures in the captain's absence.



# ROSTER MANAGEMENT

Roster management is available via Stetson University's IMLeagues page. Refer to the IMLeagues sport page or the individual sport rules to verify the minimum and maximum number of players allowed on a roster in each sport.

## DAY OF GAME

In order to appear on the team roster at the playing site, participants must be completely added to the roster on IMLeagues, which may include (depending on the team settings, set by the captain):

- Accepting an invite from the team captain via IMLeagues
- Having the captain confirm that the participant can join the team via IMLeagues
- Completing the sport specific participant quiz with a score higher than 60% (if required)

Players who do not appear on the team roster at the playing site need to show proof of registration. Ex) Show their name on the Team Roster in the IMLeagues page.

\*The scoresheets are printed on gameday, so any new additions on gameday may not appear on the scoresheet.

## ROSTER FREEZE DATE

A team may add players to their roster until the start of the playoffs. A player does not have to participate in a game prior to this date. After this point, teams are prohibited from using any players other than those listed on the team roster for the remainder of the sport.

## REMOVING PLAYERS

Team captains are permitted to remove players from the team roster, provided that:

- The player in question has not completed the check-in process for any of the team's games in the current season
- The attempted change is taking place prior to the sport's roster freeze date

# REGISTRATION

Each individual sport will have a designated registration period, during which teams may sign up for that particular sport on IMLeagues. There are two ways to sign-up on a team, or to create a team:

- 1) The [Intramural Sports Registration link](#)

\*The fastest and easiest way for any participant to sign-up. The Sport Programs Staff does all the work for you if we have accurate information in the required fields.

- 2) IMLeagues.com

\*Advertisements slow down this option which may lead to frustrations. Participants can login with their account and find an already created team or register a new team.

## TEAM NAMES & LOGOS

Submitted team names and logos are subject to review by the Sport Programs staff. Teams who submit a team name that is determined to be inappropriate will have their names changed to 'Team (Captain's Last Name)'. To re-submit a different name, captains may navigate to the team settings page and request a new name for the team.

## DROP & SCHEDULE

To be scheduled for regular season play, each team must have the minimum number of players completely added to its roster prior to the registration deadline. In most cases, teams can be approved after registration deadlines and all the way until playoffs. However, the tardiness will influence the number of games that are scheduled.

## DIVISIONAL SIGNUP

For sports that require teams to sign up within a division, the name of the division will declare what day and time slot the team will play in each week. For example, if a team signs up in the 'Monday 9pm-11pm' division, then that team's games will occur every Monday between 9:00 p.m. and 11:00pm throughout the course of the regular season. In most cases, game times are based on the Availability Forms that are submitted by Team Captains.

## FORMAT

The sports offered may consist of four possible league types: Men, Women, Co-Rec, and Open.

Participants are eligible to compete for one (1) Co-Rec team, in addition to either one (1) Men's team or one (1) Women's team (when all three league types are offered). If a sport is offered with an Open league format, everyone will be eligible to compete for one (1) Open team.

## LEAGUE SCHEDULING

For most league sports, teams play a specific number of games against other teams within the league. If a league is separated into multiple divisions, then each division will be exclusive of the other for regular season scheduling. Most league sports will take place over the course of a 4-6 week period, including bracket play.

## PLAYOFF ELIGIBILITY

Teams who register for a league sport will be eligible to participate in the playoffs, provided they maintain an average sportsmanship rating of 2.75 and have not forfeited a regular season game.

## TOURNAMENT SCHEDULING

Tournament sports will also operate in a similar fashion. Teams will play round robin within a pool and immediately be placed into a bracket following pool play.



# AWARDS

All playoff champions will receive an Intramural Sports championship t-shirt, provided they have participated in at least one of the team's games over the course of the season and/or playoffs.

At the end of the academic year Sport Programs will declare a Male and Female Athlete of the Year. The recipients will be invited to the Top Hatter Banquet to receive their award. The criteria will be based on: participation, sportsmanship, championships, and sport-related skill.

# CONDUCT

The jurisdiction of the Sport Programs staff begins when a team, player, or spectator enters the facility and ends when the team or player leaves the property. During this time, participants and spectators are expected to treat all Sport Programs staff, opponents, and Wellness & Recreation property with respect. Spectators will also be required to abide by all Hollis Center rules and regulations. Any individual; who continually displays acts of disrespect toward the Sport Programs staff is liable to be removed from the premise and subject to possible repercussions from the Sport Programs Assistant Director.

## ALCOHOL & TOBACCO USE

Per Stetson's campus-wide tobacco free policy, the use of alcohol and/or tobacco is strictly prohibited by all participants and spectators. Participants or spectators who are removed from a game site for the use, consumption, or abuse of any illegal or banned substances, including drugs, alcohol, and/or tobacco, will be reported via Stetson's ReportIt system and may need to meet with the Assistant Director, Health Promotions before being permitted to return to a Sport Programs-related event.

## SPORTSMANSHIP

A **four (4)** will be given for excellent conduct. Teams were all respectful and courteous towards the opposition and/or all Intramural Sports staff.

A **three (3)** will be given for a contest with moments of questionable activity. In this instance, teams may not always be respectful and courteous towards the opposition and/or all Intramural Sports staff. An Intramural Sports Official must give a warning during the contest for a 3 to be given.

A **two (2)** reflects a situation where a team explicitly displays actions that are deemed to be unsportsmanlike or unfitting of the game. The team has many moments of questionable activity and shows little respect and courtesy towards the opposition and/or all Intramural Sports staff. Forfeited games will result in the offending team gaining a 2 in sportsmanship for that contest. Teams given one (1) unsportsmanlike penalty/actions will receive a maximum of 2 in sportsmanship for that contest.

A **one (1)** reflects a team who had little to no control for the duration of the contest. The team constantly showcased questionable activity and showed no respect for the opposition and/or all Intramural Sports staff. The ejection of a player will result in that player's team gaining a maximum of 1 in sportsmanship for that contest. Teams given two (2) unsportsmanlike penalties/actions will receive a maximum of 1 in sportsmanship for that contest.

A **zero (0)** reflects activity that is completely unacceptable for any participant. Teams exhibit blatant actions of disrespect towards the opposition and/or all Intramural Sports staff. Teams that permit the participation of an ineligible player (for any reason) will receive a 0 in sportsmanship for that contest. Teams with three unsportsmanlike penalties/actions will receive a 0 in sportsmanship for that contest. A game that ends in forfeit due to unsportsmanlike penalties will receive a 0 in sportsmanship for that contest.

A team representative will be required to sign the game sheet after the conclusion of a contest, confirming their sportsmanship rating and score for the given contest.

## **EJECTIONS**

If a participant is ejected from an Intramural Sports activity, he/she is immediately and indefinitely ineligible to participate for any Intramural Sports team until notified by the Assistant Director. Ejected participants may be asked to leave the playing area immediately by the Sport Supervisor.

Any ejected participant will receive a suspension of at least one (1) game. However, if merit exists (including prior offenses), the suspension is permitted to be any length of time, including permanent removal of all Intramural Sports and Wellness & Recreation privileges.

## **GAME CANCELLATIONS**

Several different definitions exist for games that are cancelled, either due to inclement weather or teams failing to be able to appear to play. Teams may forfeit one (1) game per regular season. Upon a second forfeit, the team will be disqualified from playoff consideration.

## **FORFEIT**

When a team fails to field the number of players required to participate in an Intramural Sports contest, a forfeit is declared. Please refer to the individual sport rules for the number of players required to start a game in each sport.

When a forfeit is declared, the team(s) present may still utilize the playing area for practice during the time period when their game was scheduled. However, no Sport Programs staff will be allowed to participate in officiating an exhibition contest.

## **NOMAD RULE**

If a team fails to field the number of players required to participate, they are eligible to acquire one 'Nomad' before the grace period ends. A Nomad is defined as a non-member of the team that is

available to play. This nomad must be a registered participant on IMLeagues, and he/she can play until an original member(s) of the team arrives and satisfies the minimum requirement.

## **GRACE PERIOD**

If a team cannot field the number of players required to participate at game time, Sport Programs will apply a grace period. The game clock will start and run for up to 10 minutes. The teams will begin the game when both teams have enough players present. If, after the grace period expires, a team still cannot field the number of players required to participate, a forfeit is declared.

## **INCLEMENT WEATHER**

The Sport Programs staff will make every attempt to determine if games will be canceled, in the case of inclement weather, by 5:00 p.m. on that day. In the event of inclement weather, participants are encouraged to visit the official Sport Programs social media pages (Facebook and Twitter) and IMLeagues to receive any possible updates related to the night's games. Captains and other team members may receive updates via email, but it is not ever guaranteed.

If inclement weather occurs during play, the lightning detection system (ThorGuard) will sound and games will be suspended. If play continues later that evening, it will do so under the original schedule. Start times will not be delayed due to inclement weather earlier in the day/night without prior notification being sent to captains and/or all team members.

We will attempt to reschedule all games that are postponed due to inclement weather. However, depending on when postponed games occur, we cannot guarantee that makeups will be made. In the event of inclement weather, captains are encouraged to continually monitor their teams' schedules on IMLeagues.

## **RESCHEDULING**

In order to request a reschedule, a team captain should contact Assistant Director Travis Potter for rescheduling possibilities. Reschedule requests must be completed prior to one (1) week from the originally scheduled contest. In addition, team captains are permitted to report any 'block dates' at the beginning of each season by notifying the Assistant Director (tpotter1@stetson.edu).

## **EQUIPMENT**

Sport Programs will provide necessary equipment for the sport being played, although at times the quantity of the equipment may be limited. Therefore, participants are encouraged to utilize their own equipment whenever possible.

## **JEWELRY**

The wearing of jewelry during an Intramural Sports contest is prohibited.

Participants who are required to wear a medical alert bracelet or necklace are permitted to play, provided the piece is completely taped down against the skin with any pertinent information visible for a potential first responder.

Participants who wish to play while wearing any religiously-affiliated jewelry will also be permitted to play, provided the jewelry is completely taped down against the skin with none of the jewelry visible.

Tape will not be supplied to participants who wish to secure their jewelry prior to play.

Teams with participants who have continued wearing jewelry after the initial warning/meeting provided by the Sport Programs staff may be subject to a reduction in their sportsmanship rating for that game.

## **UNIFORMS**

Teams are required to wear matching colored uniforms. Any player dressed outside of uniform will be asked to change into proper uniform. Sport Programs have pinnies for rental throughout a game., but supply may be limited due to the demand.

Teams are encouraged to bring multiple jersey colors, in case the opponent is regularly assigned the same jersey color. In the case of two opponents arriving with the same jersey color, the visiting team will be asked to change jerseys before the game begins.

All players will be required to wear athletic shorts and athletic, non-metallic, closed-toe shoes for participation. No other attire, including but not limited to khaki pants/shorts, denim pants/shorts, sandals, flip flops, and non-athletic shoes will be considered acceptable.

## **NUMBERS**

The jersey must be marked with either a one-digit or two-digit number so that the staff may identify each participant. Jersey numbers must be marked in a permanent fashion. Chalk and tape may not be used to number a jersey, and the Sport Programs staff will not assume a player is wearing the number zero (0) if a number is not provided.

Jersey numbers must be a minimum of six (6) inches in height on the back of the player's shirt. Front numbers are encouraged, but not required.

# Concussion Policy

The Intramural Sports' staff reserves the right to remove a participant from competition if there is reason to believe the participant suffered a head injury and/or shows signs and symptoms of a concussion. If a participant is removed from a contest for a suspected head injury, that participant is not eligible to return to the game and is strongly encouraged to seek professional help.

## **SIGNS AND SYMPTOMS OF A POSSIBLE CONCUSSION:**

Headache	Dizziness	Nervousness	Fatigue
Nausea/vomiting	Balance problems	Memory Loss	Numbness