



# USF St. Petersburg Campus Recreation

## 2022-2023 Intramural Sports Participant Manual

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## Introduction

The purpose of this handbook is to establish policies and procedures that govern participation in the Intramural Sports Program at USFSP. Please note that it is the responsibility of each team/participant to know and understand these policies and procedures. Ignorance of any Intramural Sports policy or procedure is not an excuse for failure to comply. The Intramural Sports Program and Campus Recreation reserves the right to modify these policies and procedures in whole or in part at any time as necessary. If you have questions, comments, or suggestions for this manual or the Intramural Sports Program in general, please contact the Competitive Sports Coordinator.

## USFSP Campus Recreation Mission

We Inspire the USF Community to Achieve Wellness and Success through Recreation Programs and Services.

## USFSP Intramural Sports Policies and Procedures

### Assumption of Risk

1. Participants are highly encouraged to have a physical examination and obtain adequate health and accident insurance prior to participation in USFSP Campus Recreation activities. Individuals who choose to participate in USFSP Campus Recreation activities do so at their own risk. USFSP is not responsible for any injury that may occur to individuals participating in any USFSP Campus Recreation activities. Participation is voluntary.
2. The use of alcohol and/or drugs by participants/spectators during any recreational activity is prohibited. Additionally, tobacco products (dip, chew, cigarettes, vape pens, etc.) are not allowed at any intramural activity site.
3. The Intramural Sports staff reserves the right to implement and enforce emergency and risk management rules relative to the program to ensure the safety of each contest.

### Inclement Weather

When participating in outdoor sports, the weather is a huge determining factor in our ability to host games. If there are any questions about the playing conditions for the night, please email the Sports Programs Coordinator.

The Sports Programs staff can postpone or cancel outdoor sports due to unsafe field conditions and inclement weather at any time if deemed necessary. Intramural contests that are cancelled

due to inclement weather and unsafe field conditions may or may not be rescheduled based on field availability and time constraints.

If inclement weather occurs and lightning is detected within 10 miles of the facility, participants will be asked to leave the playing areas and find cover. At this time, games will be suspended for at least thirty minutes. Games will resume from the point at which they were paused if no lightning has occurred during this thirty-minute time. If the storm persists, the Sports Programs professional/administrative staff will decide on whether to cancel or continue waiting.

## Eligibility

### Article 1. Eligibility

Each participant is responsible for meeting eligibility requirements. Each team captain and participant is responsible of verifying the eligibility of themselves and their team members. Questionable cases should be referred to the Intramural Sports Staff for a ruling prior to playing. Whenever a specific case is reported, an inquiry will be made to determine the eligibility of that player/team. Any individual the Intramural Sports staff deems ineligible will not be allowed to participate. Any team that has an ineligible player or players check in for a game will receive a forfeit for each game they have participated illegally.

- The Intramural Sports Staff reserves the right to declare any team or individual ineligible for further participation due to inappropriate behavior or unsportsmanlike conduct.
- Ineligible players may not participate even with the mutual agreement of both teams.
- The Intramural Sports Program reserves the right to verify eligibility at any time

**Undergraduate Students** – All undergraduate students enrolled in 7 or more credit hours at USFSP and paying all Activities and Service Fees are eligible for participation in Intramural Sports activities. Undergraduate students enrolled in less than 7 credit hours and/or not paying Activities and Service Fees will not be permitted to participate.

**Graduate Students** – All graduate students enrolled in 6 or more credit hours at USFSP and paying all Activities and Service Fees are eligible to participate in Intramural Sports activities. Graduate students enrolled in less than 6 credit hours will not be permitted to participate.

**Faculty and Staff** – All full-time and part-time faculty and staff members at USFSP must have a valid Campus Recreation Membership to participate in Intramural Sports activities.

### Article 2. Identification

All participants must show their current USFSP ID Card to the Sports Programs staff before every game. If either the name or picture is not legible by the staff member, or the staff member does not believe the ID belongs to the participant, a second form of ID will be required. This must be a physical ID and cannot be a photocopy, picture, social media form of ID, or proof of Canvas/Oasis. NO ID, NO PLAY, NO EXCEPTIONS.

Misuse of identification (transferring, lending, borrowing, or altering university-issued identification) is a violation of the Student Code of Conduct and will result in ejection from the game and possible referral to the Office of Student Conduct.

- If a USFSP ID card does not match the participant using it, the Intramural Sport Staff will confiscate the ID card and the participant will be referred to the Office of Student Conduct.

### Article 3. Varsity/Professional Athletes and Coaches

Current active varsity and professional athletes are prohibited in participating in that related intramural sport(s). (Ex: A student on the varsity football team is ineligible to play flag football). Students ineligible for varsity competition due to professional rank are prohibited from participation in that related intramural sport(s). This includes all players who are “red shirted” in any sport or anyone who practices with a team regularly but does not participate in intercollegiate competition.

Varsity and professional athletes will be allowed to participate in their related intramural sport one full calendar year after their final varsity season. (Ex: A student on a varsity soccer team in Fall 2017 will be ineligible for all soccer intramural sports until Spring 2019 but is eligible for all other non-soccer intramural sports).

Teams may only carry one former varsity player on their intramural sport team roster.

### Article 4. Sport Club Members

If you are a member of a sport club organization some restriction may apply regarding intramural participation.

Sport Club members are individuals who meet any one of the following criteria:

1. Name appears on Sport Club team roster during the academic year.
2. Signed a participation waiver and is actively participating in club functions.
3. Actively participating with the club during their season.

Teams are restricted to two (2) Sport Club members on their related Intramural Sport team roster.

- Teams participating in dual sports or games played with teams of three are restricted to one (1) Sport Club member in their related Intramural Sport. (Ex: A racquetball doubles team may only contain one (1) Club Racquetball member. A 3v3 soccer team may only have 1 club player on their roster no matter the gender).

### Article 5. Gender Identity

To participate in Intramural Sports at USFSP, participants must create an account at [www.imleagues.com/USFSP](http://www.imleagues.com/USFSP). This site requires individuals to select a binary gender when creating an account to determine league participation for all sports. Sports can be comprised of four league types: Men’s, Women’s, CoRec, and Open. All league types, with the exception of Open leagues, have gender requirements.

- Men’s: Teams are comprised of only participants identifying as male.

- Women's: Teams are comprised of only participants identifying as female.
- CoRec: Teams are comprised of both genders with minimum requirements during play.
- Open: Teams are comprised of any genders with no gender minimum requirements.

*Any participant wishing to update or change their gender information on IMLeagues.com to match their identity must contact The Sports Programs Coordinator to make said adjustments.*

### Article 6. Number of Teams

Participants can play on one team within each league they are eligible for, for each sport type. For example, a woman could participate in a Women's Flag Football Team, a CoRec Flag Football Team, and an Open Flag Football Team.

If a participant checks in on a second (or more) team illegally, they are suspended indefinitely from all further intramural competition, and all games played illegally by the offending team are forfeited.

### Article 7. Participation

Any person who has checked-in on their team roster at the game site is considered to have participated in that Intramural Sports activity.

Any person found in violation of the eligibility rules while participating in Intramural Sports is considered ineligible. The following are disciplinary actions for players found to be ineligible:

1. Any person(s) participating in an Intramural activity found to be ineligible may be suspended from that activity for the remainder of the season.
2. Any team using an ineligible player shall forfeit every game in which the ineligible player participated.
3. A player participating under an assumed name will be suspended from Intramural Sports participation with the possibility of an indefinite suspension from Intramural Sports.

### Article 8. Rosters

All participants must be listed on the official team roster prior to their participation in any Intramural Sports activity. Names which appear on the official roster should match or closely match that of the name on the participants USFSP ID card, which must be presented at the game site prior to participation.

Each team must have at least the minimum player requirement for its sport on its roster by the first game.

All roster additions can be completed in one of the following ways:

1. Participants may be added to the team roster and approved by the team captain on IMLeagues.com. This requires each participant to create an IMLeagues.com account via their mail.usf.edu email address and either request to join the team or be invited by the team captain. Participants who are added to the roster before 12:00PM on the day of the contest will be displayed on the score sheet.
2. If a participant is not on the scoresheet at the schedule game time, he/she may be added to the team roster prior to or during any regular season contest. In this circumstance, each

participant must swipe their USFSP ID card, and if eligible, the Intramural Sports Staff will add them to the roster.

## Team Captain

### Article 1. Team Captain

Students form their own teams and register during the appropriate dates and times as indicated on the USFSP Campus Recreation website. One team member must be designated as Team Captain, and that individual will serve as the liaison between the Intramural Sports Staff and his/her team.

### Responsibilities

Before the Season:

1. Create team on IMLeagues.com
2. Complete and pass sport quiz for desired Intramural Sport(s)
3. Invite eligible players to your team
4. Ensure that the team roster has met the minimum player requirement for that sport before the deadline (12:00PM on the day of your first game)
5. Become familiar with respective sport rules, policies, procedures.
6. Familiarize team members with respective sport rules, policies, procedures.
7. Notify all team members of their regular season schedule and playoff schedule

During the Season:

1. Responsible for paying or delegating someone on the roster to pay any and all [forfeit fees](#) incurred by team. (Team Captain is the only member who can pay a post season forfeit fee)
2. Continually encourage team members to be at the game site 15 minutes prior to the schedule game time with their USFSP ID cards.
3. Maintain communication with the Intramural Sports Staff throughout the season regarding schedules, scores, playoffs, sportsmanship, and constructive feedback.
4. Uphold sportsmanship among all team members and their spectators before, during, and after each contest. The team captain will be held responsible for any sportsmanship violations committed by team members and spectators before, during, and after games (this includes excessive amounts of trash left behind by teams at game sites).
5. Ensure that team members return jerseys to Intramural Sports Staff after using them during games.
6. Verify the final score on IMLeagues.com after each game, and notify the Intramural Sports Staff if there is an error.
7. Respectfully speak with the Intramural Sport Staff in reference to any team-related issue.

## Registration

### Article 1. Online Registration

Registration for all sports will be completed through IMLeagues.com. Captains must register teams on IMLeagues.com before the registration period for that sport closes.

To register a team, captains/participants will need to complete the following steps:

1. Go to [www.IMLeagues.com/USFSP](http://www.IMLeagues.com/USFSP)
2. Log into IMLeagues.com using your mail.usf.edu email address
3. Select a League (Men's, Women's, etc.) within a sport in which you are interested in participating
4. Click the green "Create Team" icon
5. Fill out each field for which you are prompted on the registration page
6. Click "Submit" and make sure your team name is displayed within the division. If your team name does not display on the page, your team is not registered.

### Article 2. Free Agents

Any eligible participant can register as a free agent in an unlimited amount of leagues on IMLeagues.com. However, they can only join 1 team per league. Those free agents will be visible to all teams and can request to join teams or post information about themselves so any team can request to add those free agents to their roster.

### Article 3. Team Names and Uniforms

1. Participants are responsible for selecting their own team names. The Intramural Sports Program reserves the right to change any duplicate team names or team names that are deemed inappropriate or offensive.
  - a. If the team name is changed the new team name will be as follows, "Team CAPTAINS LAST NAME"(For example John Smith's new team name would be "Team smith".)
2. The Intramural Sports Program reserves the right to prohibit teams from wearing uniforms/jerseys that contain inappropriate or offensive language or artwork.
  - a. If you are unsure if a team name or uniform language/artwork will be acceptable, please contact the Sports Programs Coordinator and ask.



## Article 4: League Structures and Requirements

1. Games will be scheduled at the League level according to the league for which teams are registered.
2. Tournaments and Special Events
  - a. Participation in on-campus tournaments and special events is open to all students who meet eligibility requirements outlined in Section 2. Tournament and special event league structures will be determined by the Intramural Sport staff.
  - b. Participation in extramural (off-campus) tournaments is open to all students who meet the eligibility requirements outlines in Section 2. Any Intramural Sports team that wishes to participate in extramural tournaments must contact the Sports Programs Coordinator in order to begin the registration process for those events.
  - c. Information on extramural tournaments can be found on the NIRSA Website: <http://play.nirsa.net/>

## Jewelry

Jewelry is not permitted during Intramural contest. Medical necklaces and bracelets may be worn but must be taped. Jewelry that may not be removed due to religious beliefs may be worn but must be covered prior to arriving to the playing facility.

## Defaults

### Article 1: Default Request Policy

Any team knowing in advance that they will be unable to play a regularly scheduled contest is provided the opportunity to default request one contest per season. For the contest to be considered defaulted, a team member who is on the official team roster must contact the Sports Programs Coordinator via email before 12:00PM on the day of the contest.

- Any contest that has been processed as a “Default Request” will not count as a loss if the contest is canceled due to inclement weather or unsafe playing conditions.
- Any contest that has been processed as a “Default Request” during the playoffs will not count as a loss if the contest would have to be rescheduled due to inclement weather or unsafe playing conditions.

## Forfeits

### Article 1: Forfeit Classifications

Forfeits will be classified based on the following:

1. Failure to meet minimum player requirements.
2. No-show: 0 members from the team show up at game time
3. Eligibility: Game is declared a forfeit due to the ineligibility of one or more players according to the eligibility requirements

4. Sportsmanship: Game is ended by Intramural Sports staff for sportsmanship-related reasons. This includes but is not limited to maximum amount of player ejections and/or unsportsmanlike conduct penalties.
5. Social Media Etiquette: A team posts material to IMLeagues.com or social media outlets that is deemed to be in violation of the Intramural Sports program’s web etiquette policy.

**Article 2: Game Time**

**GAME TIME IS FORFEIT TIME.** Any team that fails to report or has not met the minimum player requirement to participate at the scheduled game time will forfeit that game. If both teams fail to report or meet the minimum player requirement to participate, each team shall be credited with a forfeit and the game will not be rescheduled.

**Article 3: Grace Period**

All teams will be given a 5-minute grace period at the start of game time to avoid forfeiture if there is at least one player present at game time. If a team has 0 players checked in at game time their team will NOT receive a grace period.

If only one team has the minimum number of players ready to play at the scheduled game time, the following will occur:

1. The game clock will start at game time (If applicable).
2. For every minute that passes while the minimum player requirement is not met, the opposing team will receive one point. (Ex: If a team does not meet the minimum player requirement for a basketball game until 4 minutes past the scheduled game time, the game will start with 16 minutes remaining in the first half and a score of 0 to 4 in favor of the opposing team.)
3. If the late-arriving team meets the minimum player requirement within the 5-minute grace period, that team will automatically lose the coin toss (if applicable) and the team that is waiting will have the choices that come with winning the coin toss.
4. If the team does not meet the minimum player requirement within the 5-minute Grace Period, that team will receive a loss by forfeit and a score of 0 to 4 in favor of the opposing team.

**Article 4: Default vs Forfeit**

<b>“Default Request” vs. Forfeit – What’s the Difference?</b>	<b>Default Request</b>	<b>Forfeit</b>
My team cannot play a scheduled game and I submitted my Default Request to the Competitive Sports Coordinator by 12:00PM on the day of my game. My team will receive a...	YES	NO
My team simply does not show up for a scheduled game and the officials and other team are waiting to play. My team will receive a...	NO	YES
If my team does not meet the minimum player requirement, including gender ratio requirements for Co-Rec contests, at the time the game is scheduled to start, my team will receive a...	NO	YES

If my team cannot make a scheduled game, it is common courtesy to the Intramural Sports Staff and opposing team if I...	YES	NO
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### Article 5: Forfeit Fee

To deter forfeits and hold teams accountable, a forfeit fee is in place. For all sports with a regular season and playoff tournament, there will be a \$25.00 forfeit fee per forfeit. The \$25.00 forfeit fee will be due by 10am the day of your teams next scheduled game. Any team or individual that does not show up for a one-day/weekend tournament or special event will be charged \$15.00 forfeit fee.

Any team forfeiting twice during an activity's season will be dropped from further play during the season, in addition to being fined a fee for both forfeits. It is the goal of the Intramural program to schedule and play as many games as possible.

The fee can be paid in person at the Fitness Center, Edge, or Boathouse during operational hours or online at [www.recshop.usfsp.edu](http://www.recshop.usfsp.edu). Failure to pay the forfeit fee (s) may result in a hold on the captain's university account. *USFSP Campus Recreation will only accept a Visa or MasterCard payment*

### Playoff Guidelines

After the conclusion of the regular season all intramural sports leagues will follow a single elimination playoff tournament. Each league champion will be awarded championship shirts (Men's, Women's, Co-Rec, Open). *Playoff games that are canceled due to inclement weather and unsafe field conditions may be rescheduled if field space and time permits.*

### Article 1: Team Eligibility

Eligible teams wishing to participate in the playoffs in their sport must meet all the following criteria based on the league's structure:

1. Must not owe a regular season forfeit fee
2. May not have more than one ejection for the entire team
  - If a team's second ejection occurs in a playoff game that game will end at that moment, resulting in the opposing team receiving the win.

### Article 2: Player Eligibility

To be eligible for the postseason in an Intramural Sport, an individual must have his/her name on the team's roster. Playoff rosters lock at the end of each team's last game of the regular season, and no participants can be added to any rosters after that deadline. Players who have received two ejections for the same sport are ineligible to participate in the playoff tournament. (Ex. A male player is ejected in his men's 3v3 league once he is reinstated, he then receives his second ejection in his co-rec league. This player would now be ineligible for the playoffs)

### Seeding

Eligible teams will be seeded based on the following criteria based on winning percentages as well as point differentials. Other factors may influence seeding.

## Sportsmanship and Conduct

### Article 1: Philosophy

All participants are expected to take responsibility for their own actions regardless of the repercussions, which involves not blaming others for mistakes made or making excuses for wrongdoings. Sportsmanship is recognizing and acknowledging character and honor among team members and opponents while practicing such characteristics themselves. Participants are expected to respect Intramural Sports staff, opponents, spectators, and fellow team members before, during, *and* after a contest.

### Article 2: Sportsmanship Mission

The Intramural Sports program is dedicated to promoting and enforcing positive sportsmanship among all participants. Through each contest, participants must portray fair play, respect for opponents, spectators, and Sports Programs staff, and graciousness in winning or losing. In order to encourage proper conduct during games, officials and Sports Programs staff will make decisions to warn, penalize and/or eject players, coaches, teams, and/or spectators for poor sportsmanship.

### Article 3: Web Etiquette

The Sports Programs staff will be monitoring content on IMLeagues.com and interactions with Campus Recreation social media accounts. Any comments, pictures, postings, or anything deemed inappropriate by the Campus Recreation staff are subject to the following:

1. Deletion of posted materials
2. Removal from the league of the offending individual or team Immediate suspension from participation of the offending individual or team
3. Referral of the offending individual and/or team captain to the Office of Student Conduct.

There will be a **zero-tolerance** policy for anything that is demeaning, degrading, derogatory or explicit in nature. This includes but is not limited to posted materials referring to topics such as race, gender, religion, age, sexual orientation, ethnicity, ability, or socioeconomic status as well as social or political beliefs.

#### Article 4: Ejected Participants

The Intramural Sports Program reserves the right to eject any individual, team or spectator who interrupts the flow of a game in any manner. Players do not have to accumulate the required number of infractions to be ejected (2 Unsportsmanlike Conduct Penalties, 2 yellow cards, 2 technical fouls).

- Players may be ejected before, during or after any contest and ejections can be made by any official on the contest or any Sports Programs staff or professional/administrative staff.
- The jurisdiction of the Sports Programs staff begins when the participant/spectator enters the visual confines of the field/court and ends when the involved persons leave the facility in which the contest is being held and the visual confines of the playing area.
- Any ejected person(s) must leave the playing area and facility immediately. If the player refuses to leave within 5 minutes, the game will be forfeited.
- Captains must assist Sports Programs staff with retrieving the ejected participant's identification.
- Ejected players are ineligible to participate in all Intramural Sports activities until they meet with the Sports Programs Coordinator and any subsequent suspension has been served. The player must e-mail Sports Programs administrative staff and schedule an appointment to seek reinstatement.
- Suspensions are immediate and do not officially begin until the ejected participant meets with the Sports Programs Coordinator.
- Repeated unsportsmanlike issues will be monitored by the Sports Programs staff and participants demonstrating a pattern of unsportsmanlike behavior are subject to an indefinite suspension from all Intramural Sports activities.