Intramural Sports
HANDBOOK
Policies and Procedures

Beverly J. Warren Student Recreation & Wellness Center
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Recreation and Wellness Services
MISSION STATEMENT

To provide equitable recreational experiences through a culture of learning, growth, and well-being in a supportive, welcoming environment.

PHILOSOPHY
Intramural Sports are designed for Kent State students to have a fun, safe, and recreational environment to play the sports they love, or try something new! We offer a combination of indoor and outdoor sports and activities throughout each semester. The Intramural Sports Program supports the department, division, and university mission by providing high quality programs to enhance the quality of life for students, faculty and staff.

PROGRAM OVERVIEW
As we are sure you will soon discover the Intramural Sports Program attempts to offer something for everyone on the Kent campus. Annually, over 1,500 students, faculty, and staff participate in our activities. By participating in these team and individual activities, we hope to provide you with the following:

- To develop skills through organized recreational sports activities
- To establish and maintain a lifelong commitment to health, fitness and wellness
- To enhance socialization by meeting and playing with and against others
- To release negative stress through vigorous activity
- To promote sportsmanship, cooperation, and team spirit
- To provide friendly competition in a safe and structured environment
- Have Fun!

WHO WE ARE
We are members of Recreation and Wellness Services, and we are here to serve you. We hope that you will have an exciting, safe experience and we will do everything possible to achieve the goals of the University and Recreation and Wellness Services. We encourage constructive comments and want to hear from you. If we can be of service, please feel free to contact us. One of our friendly staff members will be glad to be of assistance.

PROFESSIONAL STAFF

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KENT STATE UNIVERSITY
INTRAMURAL SPORTS
Policies & Procedures

Highlighted text denotes revisions/changes from the previous year

SECTION 1: Program Administration and Overview

Article 1: Staff
The Competitive Sports Coordinator is responsible for the overall administration of the Kent State University Intramural Sports Program. The student staff shall function with the Coordinator and Competitive Sports Assistant Director in the organization and administration of the Intramural Sports Program. The Coordinator or Assistant Director of Competitive Sports reserve the right to change, modify, add, or remove at any time any policy or procedure in the Intramural Sports Handbook whether explicitly printed or implied. It is the responsibility of the participant and team captain to be aware of and abide by all Intramural Sports Program Policies & Procedures and sport rules.

Article 2: Definitions
The following is a list of common terms or language that may appear on our website, in this document, or used by our staff when describing our program area. Many of these terms have a mutual understanding amongst our staff that may be confusing to our participants, or take on a different meaning in this setting:

- **Sport** – Overarching term which defines the specific sport or activity taking place
  - Examples: Basketball, Cornhole, Flag Football, Home Run Derby, or Indoor Soccer
- **League** – Category under each Sport which defines the gender composition for teams within that League
  - Examples: Co-Rec, Women’s, Men’s, Sorority, Fraternity, or Open
- **Division** – Refers to the specific day of the week, and time which games will be played for all teams which register in this section of the League. Teams in the same Division will compete against each other during the regular season.
- **Forfeit** – (Defined in Section 7) Automatic loss of a contest due to one or more policies being violated
- **Default** – (Defined in Section 8) Loss of a contest due to schedule conflicts that was communicated in advance
- Common abbreviations: Intramural (IM), Sportsmanship Rating (SR), Recreation and Wellness Services (RecWell)

SECTION 2: Eligibility & Participation

Article 1: Eligibility
Listed below are the categories of individuals who are eligible to participate in intramural sports until they no longer meet the rules of eligibility*:

- Currently enrolled students (full-time or part-time) on the Kent State University – Kent Campus
- Current faculty and staff on the Kent State University – Kent Campus
- Spouses of the aforementioned categories**
- Currently enrolled students and faculty/staff of Kent State University Regional Campuses*

*All participants must have a membership to the Student Recreation and Wellness Center (SRWC) or pay the daily guest fee (each visit) to participate in Intramural Sports Programs that are conducted in the SRWC. Kent State University identification cards (Flash Cards) will be checked before every intramural contest and are required for entry into the SRWC. Individuals who are not assigned FLASHcards (ex. spouses) must present a valid government issued photo ID (drivers’ license) at every intramural contest and/or for entry into the SRWC.

**The term spouses will include married and unmarried couples (i.e., domestic partnerships, civil unions, engaged couples, co-habiting couples, etc.) who live at the same address. Individuals in this category must contact the Competitive Sports Coordinator to be added to the list of eligible participants in IM Leagues. Proof of co-habitation must be presented if requested (i.e., mail/bills with the same address, etc.) to avoid abuse of this policy.

Article 2: Player Identification
All participants must present either a valid Kent State University issued FLASHcard or any non-expired Government ID to the Recreation and Wellness Services staff and/or Intramural Sports Staff prior to participation. If the name or the
picture is not legible, the ID will not be accepted, and that participant will not be permitted to play. Misuse of identification (transferring, lending, borrowing, or altering university identification) is a violation of the student code of conduct and will result in ejection from the game and individuals may be referred to Judicial Affairs. Participants must not play under an assumed name or identity. Names which appear on the roster should match or closely match that of the name on the participant’s FLASHcard or Government ID. In the event the ID does not match the participant using it, the Intramural Sports staff may confiscate the ID, or refuse their right to participate.

In the event that a participant does not have their physical FLASHcard or government issued ID on their person, they may use a digital version of their ID by utilizing the GET Mobile app. Use of this app will allow the participant to login using their Kent State credentials, and show proof of identity with a virtual ID card. The participant must prove that they are showing a live version of this page by scrolling, or tapping a navigation button. SCREENSHOTS OF THIS PAGE OR PHOTOS OF ANY FORM OF IDENTIFICATION WILL NOT BE ACCEPTED.

**Article 3: Intramural Participation Gender**

The Intramural Sports Program recognizes that, for many, coming to know one’s gender identity is not something that happens in an instant; it is a complex process that can occur over an extended period of time. The Intramural Sports Program expects participation to be based on one’s self-identified gender and that it is done in good faith and is consistent with a player’s expressed gender identity. A participant’s gender identity will be applied when there are gender specific rules or player ratio requirements for co-rec divisions. Transgender or gender nonconforming individuals may participate based on the gender that best matches their expressed gender identity. When signing up on IM Leagues, individuals should indicate their gender based on the participant’s self-identification and expressed gender identity, not purely on the sex indicated in official school records. Player eligibility will be based on the gender identified on the official team roster.

**Article 4: Non-Discrimination Policy**

Standing against bigotry by holding fast to the basic principle of respect for human rights, in all matters both public and private, the Intramural Sports Program strives to promote civil society and social justice. The Intramural Sports Program strives to uphold the mission of Recreation and Wellness Services by promoting ethical standards. Accordingly, the Intramural Sports Program does not tolerate discrimination against persons on the basis of race, gender, religious affiliation, age, marital or civil union status, sexual orientation, gender identity, national origin, ancestry, intellectual development, or physical ability.

**Article 5: Club Sport Athletes**

An intramural sports team may have no more than TWO members of a related sport club on its roster. An intramural sports team may have an unlimited number of members from an unrelated club sport. For example, an Intramural Sports indoor soccer team may have no more than TWO members of the Club Sport soccer team(s). A sport club member is anyone who has participated in a sport club during the current academic year. A person who withdrew from a club during the academic year is still considered as a “club sport member” for the purpose of this rule.

**Article 6: Varsity / Junior College Athletes**

Any individual who receives athletic financial aid, is a red-shirt, participates in practices or games, appears on the roster, and/or receives advantages or incentives by their participation on a university represented sport at the NCAA, NAIA, or NJCAA level is considered a “Varsity Athlete” or “Student Athlete.” In all of these classifications, the student will be ineligible to participate in their identical, or related intramural sport for the duration of 1 full year from the date of that sport’s national championship game. (Example- The 2022 NCAA Women’s Basketball Championship was played on April 3rd 2022, that means any person who meets the above classifications and played women’s basketball at the university level, would be ineligible for intramural basketball until April 3rd, 2023.)

**Article 7: Professional Athlete**

A person who has received professional playing status in a particular sport may not compete in that sport or a related sport at the intramural level, until they have been removed from professional competition for a minimum of 5 years.

NOTE: For the policies described in Articles 5, 6, and 7, similar or related Intramural Sports ineligibility shall apply to any leagues, tournaments, or special events under the following categories:

- Baseball/Softball = Intramural Softball, Wiffleball, or Home Run Derby events
- Basketball = Intramural Basketball or March Madness Brackets (does not apply to club athletes)
- Cornhole = Intramural Cornhole Events
- Dodgeball = Intramural Dodgeball
- eSports = Specific game(s) which that person participates at the club or professional level
- Football = Intramural Flag Football
- Skills Challenge = Determined by which sport(s) that the event consists of
- Soccer = Intramural Soccer or Indoor Soccer
- Volleyball = Intramural Volleyball or Sand Volleyball
- Others will be noted as new Club or Intramural Sports are added to our offerings

**Article 8: Maximum Number of Teams**

An intramural sports participant may legally play on ONE team per league. A league is best described as the gender which that sport is offered to. Common leagues include Men’s, Women’s, Co-Rec, Sorority, Fraternity, and Open. Each participant may play on one team in a single gendered league (men’s or women’s), and one co-rec team, as those will be the leagues offered in every single sport. In the event that an Open League (no specific gender restrictions or required) is offered, any participant may play on one team in the Open League, on top of any additional leagues they are eligible for. If a participant is an active, or potential new member of a Greek organization, they may also compete with the members of their same organization on one team in either a fraternity or sorority league.

**Example:** A female individual who is in a sorority may play on one team in the Women’s league, one team in the Sorority league, and one team in the Co-Rec league.

Any participant found to have played for two teams in the same league will be declared an ineligible participant and shall be ineligible for the remainder of that sport’s season and/or the academic year. It shall be the responsibility of the team captain to know who is eligible to participate on their team (see Section 3 for captain responsibilities).

**NOTES:** A woman may play in a men’s division provided that a co-recreational or women’s league was not offered or the co-recreational or women’s division was cancelled during that season. Additionally, although they may be originally offered, if Greek leagues fail to fill up their registrations, they will be combined with the single gender league they apply to. In this case, a player would only be eligible to play on 2 teams max- one Co-Rec, and one in the newly combined league (Men’s/Fraternity or Women’s/Sorority).

**Article 9: Transfer/Release of Participant**

Once a participant has been checked in by an intramural staff member on IM Leagues for a contest, they will officially be locked to that team for the duration of the intramural season, and may not participate on any other teams in the same league. This policy applies regardless of whether or not the participant actually enters the game. Participants who are on a team roster, but have not yet checked in for any contest with that team may remove themselves from the roster to join another team. Any situations not covered in this section must be communicated with the Competitive Sports Coordinator.

**Article 10: Team Rosters & Post-Season/Tournament Participation**

For each team sport there is a minimum number of players required to play, as well as a maximum number of players allowed per team. The roster minimum is typically the number of players required for a complete team in that sport, and may differ from the minimum number of players required to avoid forfeit and start a game. Please refer to the individual sport rules for the minimum number of players, including required gender ratio minimums, to avoid forfeit. Team Captains are responsible for ensuring the corresponding roster minimum is reached prior to their team’s first game. Team sports will also have an imposed roster maximum, in order to limit team sizes and encourage creation of multiple/separate teams by groups of participants and to allow for appropriate playing time for all players involved.

**IM Leagues Roster:** All players must follow all roster rules and regulations and properly sign in as outlined below:

A. Once a participant is listed on the team roster and has “checked-in” for any game; that spot on the roster is “locked” and the spot may not be replaced for any reason.

B. Each participant is required to create an IM Leagues account using their Kent State University email address and complete all steps to appear on a roster. Names which appear on IM Leagues should match or closely match that of the name on the participant’s FLASHcard

C. All participants must be listed on the official team roster on IM Leagues prior to participation in any Intramural Sports activity. Players are not considered to be on a team’s roster until either the player has accepted the team captain’s invite or the team captain has accepted the player’s request to join.

1. Players may join the team at the game site. If accepted via IM Leagues at the game site, the participant must confirm their addition on the roster via their phone with an intramural sports supervisor.

D. Roster additions may be made throughout the regular season until the maximum roster size is reached.
E. Once the last night of games in the regular season of that sport has ended, roster additions will close, and no new players may be added to any teams. Once they are closed, only players on their roster may play in the playoffs.

F. Any participant who is listed on a team’s roster must present either a valid Kent State University FLASHcard or any non-expired Government ID to the intramural sports supervisor staff to check-in for their contest.

G. A valid Kent State University FLASHcard are also required for equipment checkout, if necessary.

H. For tournaments or events without a regular season, all participants must be on the roster by the event start time.

Article 11: Illegal Participation

If a team uses an ineligible player in league play, all games or contests in which the ineligible player participated will be forfeited to the opponents, regardless of the outcome. In tournament play, the team will be disqualified from the respective position in the bracket at the time the legal protest is upheld. Participation in its simplest term is defined as the participant’s name being checked-in on the scoresheet.

A. A participant may not play under an assumed name or with the use of another person’s identification card. In this case, the student will become ineligible for the remainder of that sport’s season, and the team shall forfeit any games in which the individual participated. If the intramural staff discovers that a participant is using another person’s identification card, that card will be confiscated. The Coordinator, or Assistant Director of Competitive Sports may impose further penalties, pending the seriousness of the offense, and may refer the individual(s) involved to the Office of Student Conduct.

B. Any person who is not listed on a teams’ roster and plays for the team, is an ineligible player. Participation in an event without being on the roster will result in forfeiture of the game in which the ineligible person played.
   a. If this participant can be added legally at the time of the issue, they must be removed from the playing surface and added to that roster in-order for the contest to continue.

C. Eligibility protests must be made prior to the start of a contest or when the participant in-question arrives to participate. (See Section 10, Article 3 for more information.)

Article 12: Coaches and Spectators

While we do not officially recognize coaches for intramural sports teams, we understand some teams have historically used coaches. This is typically done with our Greek teams, but we are providing this option to every team. Teams may have 1 designated “coach” on their roster. These individuals will be allowed on the sidelines, in the dugout and on the bench during their team’s contest. Coaches must be communicated to the Competitive Sports Coordinator, so they can be manually added to a team’s roster. Coaches will be held to the same standards, and at times even higher standards, than the Intramural Participants. We will not tolerate negative comments, or distracting behaviors from any individual portraying a coach. These individual’s actions will also impact their team’s sportsmanship rating.

Spectators must find an appropriate area to view the intramural contests where they will not interfere with any participants or staff. Spectators are not permitted on team benches, dugouts, or in team sideline areas. This is to ensure their safety, as well as allowing the participants and staff members to properly focus on, and/or participate in the competition.

SECTION 3: Team Captain’s Responsibilities

Article 1: Team Captain

Students, faculty, staff or spouses form their own teams by registering their team on IM Leagues. The person who creates the team will be designated as the Team Captain. The team captain must complete the team creation process on IM Leagues and pay the required fees during the appropriate dates of registration. Paying the fee will lock your team into that specific division in that sport.

Article 2: Responsibilities of the Team Captain

The team captain shall be the link between the participants of their team and the Intramural Sports staff, and is expected to assume the following responsibilities:

A. Registering their team(s) during the registration period by completing the following:
   1. Create their team(s) on IM Leagues
   2. Pay the appropriate team fee for each activity either in person at the membership services desk or online using the payment portal.
   3. Ensure that all players are listed on the IM Leagues team roster prior to the first contest.
B. Become familiar with all rules, policies & procedures, schedules, and any additional information communicated
by the intramural sports staff. The team captain is also responsible for communicating this information to their
team members.
C. Make sure that all members of the team are eligible to participate according to Intramural Sports Policies &
Procedures.
D. Notify team members that they can find scheduled games, date(s), location(s), and time OR game cancellations
via IM Leagues; and remind players that their Kent State University FLASHcard or any non-expired Government
ID is required for participation.
E. Make sure that team members know and abide by the playing rules for the sport.
F. Assist the Intramural Sports staff with ensuring that those individuals representing their team conduct themselves
in a sportsmanlike manner. This includes educating team members of the ramifications of poor sportsmanship for
the individual and the team.
G. In case of inclement weather, captains are responsible for obtaining information regarding schedule changes and
communicating the information to their team members.
H. Act a team representative in discussions with officials before, during, or after the contest and when filing protests.
I. Notify the Intramural Sports Office whenever their team has a scheduling issue with a contest.
J. Act as sole team representative in receiving information from the Intramural Sports Office concerning rule
changes, tournament brackets and schedules.
K. Assist the Intramural Sports staff with completing periodic evaluations of the Intramural Sports Program, and
seeing that their teammates complete evaluations as well.

Article 3: Registration Procedures
Below is a summarized version of the registration procedures and is to be utilized in reference to the order of completion,
and an overview of the policies related to registration. To find the most current, and detailed version of the registration
procedures, please refer to the intramural sports website.
A. As team captain, this individual is responsible for creating their Intramural team on IM Leagues, and fronting the
cost associated with the creation of this team prior to the registration deadline for that activity.
B. The first step in creating a team, is to register in the desired sport, league, and division that they are wishing to
participate in. (NOTE: See Section 1, Article 2 for definitions of each of these criteria)
C. After navigating to the designated division for their team, the team captain must pass the quiz, sign the waiver,
and fill out any other required information related to the registration process, including an appropriate team name.
D. Once the team has been created on IM Leagues, the team captain should receive directions on how to complete
the registration process, and be redirected to the payment website.
E. Payment can be done either in person or online. Acceptable payment methods include: Credit or Debit Card,
Cash, Check, FlashCash, or through the use of organizational funds via IDC. These funds are non-refundable if
the activity is hosted and the team partakes in any competitions, but may be refunded in the event that the entire
offering of said activity was cancelled.
F. Following the completion of the payment process, the captain should return to IM Leagues to begin adding
players to their roster, and managing their team.

Article 4: Team Manager Agreement
The following agreement statement appears on the team registration form which must be signed by the team
manager/team captain at the time of registration.

I agree that I will abide by, and communicate to the members of my team; all rules, regulations and policies set forth in writing and/or
verbally expressed by the Intramural Sports Coordinator, the Intramural Sports staff, and Recreation and Wellness Services. The rules and
regulations are not limited to league and tournament rules but the Kent State University Intramural Sports Handbook of Policies &
Procedures, the Recreation and Wellness Services Policies & Procedures and the Kent State University Policy Register as well. I also agree
that as the team manager I am solely responsible for payment of all league fees and any additional fees that may be incurred which are due
and payable to Kent State University. Failure to pay the fees in the designated time frame to Recreation and Wellness Services may result in
my team being removed from the league and possible future suspension for me and my teammates from all future leagues as well as my
student account (Bursar’s Account) being billed for the fees due which may place a “Hold” on my student record. I also agree that failure to
abide by said rules may result in my team being suspended and/or permanently banned from all leagues and events offered by Kent State
University Recreation and Wellness Services depending upon the nature of the violation.

I also agree that I have read the Kent State University Intramural Sports Handbook, and the rules for the specific event for which I am
registering (listed below). I also agree that it is my responsibility to verify that the members of my team are also familiar with all policies and
rules regarding participation in said event (listed below); and that the members of my team are eligible to participate in Kent State University
Intramural Sports Program. Failure to abide by all program policies and procedures may result in my (as well as my team members)
probation/suspension from the intramural sports program.
SECTION 4: Participant/Spectator Health and Safety

Article 1: Assumption of Risk
There are inherent risks with all sports activities, and all participants acknowledge an assumption of risk by their voluntary participation in an Intramural Sports activity. The Intramural Sports staff, Recreation and Wellness Services, or Kent State University, or the agents thereof will NOT assume any responsibility for incident, injuries, or loss of or damage to personal property resulting from participation in intramural sports. Participation is at the individual’s own risk. Participants should be careful to follow doctor’s instructions concerning physical disabilities, injuries, illness, and the involvement in any activity.

Article 2: Hold Harmless Agreement
All participants in the Kent State University Intramural Sports Program must sign the Hold Harmless Agreement before they may participate in any intramural activity. There shall be NO EXCEPTIONS to this rule. Signing this waiver is the last required step which a participant must complete to successfully join a team on IM Leagues.

Kent State University Hold Harmless Agreement:

In consideration of being permitted to enter Kent State University’s Student Recreation and Wellness Center (SRWC) or any facility or field maintained by Recreation and Wellness Services or any other University-owned property, for any purpose, including but not limited to observation, use of facilities or equipment, participation in instructional or fitness classes or sessions, club sports, or participation in any way related, the undersigned hereby acknowledges and agrees to the following:

That they have inspected, or immediately upon entering, will inspect such premises and facilities and any such use or observation constitutes an acknowledgement that such premises and all facilities and equipment thereon have been inspected and that the undersigned finds and accepts same as being safe and reasonably suited for use.

I understand and recognize that I am responsible for my own well-being and fully understand all risks involved before participating in any activity through Recreation and Wellness Services. I declare that I recognize that it is in my best interest, as well as that of the other participants, to follow the suggestions, guidelines, and/or rules of the activity supervisors, and/or coordinators and that, as an elective, my participation in this activity is entirely voluntary. I fully understand and appreciate the potential dangers, hazards and/or risks, directly and/or indirectly inherent in participating in this activity, as well as engaging in fitness and physical activities in general, which could include the loss of life, serious loss of limb, or loss of property. I agree to utilize all available safety measures including following any safety training provided, and wearing all necessary protective gear if required. Also, I understand that the consumption of alcohol and/or use of drugs is strictly prohibited and could result in my dismissal from further participation in the activity.

I understand that any University personnel or agents also participating in this activity are not necessarily medically trained to care for any physical or medical problems that may occur during this activity. I further understand that the University does not carry medical or liability insurance for me while I am participating in this activity. By placing my signature below, I acknowledge to the University that I have adequate medical and hospitalization insurance for any injuries that I may incur as a result of participating in this activity. Recreation and Wellness Services strongly recommends that each member have an annual physical examination and personal medical and accident insurance.

NOW, THEREFORE, in consideration for being allowed to participate in this activity, I agree to indemnify and hold the supervisor(s) and coordinator(s) of this activity, Kent State University, its Board of Trustees, agents, officers, and employees, and student volunteers harmless for any and all direct, indirect, special or consequential damages, or costs, legal and otherwise, which I may incur as a result of my participation in this activity, even if due to the negligence of Kent State University or any person serving in the above-identified capacities. I also agree that I assume full responsibility for and risk of bodily injury, death, or property damage due to the negligence of the releasers or otherwise, while the undersigned is in, upon, or about the premises of the SRWC and or while using the premises or any facilities or equipment hereon.

I have read the above terms of this Agreement/Release, and I understand and voluntarily agree to the terms and conditions and that I am giving up substantial rights including my right to sue. This Agreement/Release is the entire agreement between the parties and shall be binding upon the heirs, administrators, executors, and assigns of the undersigned. I further expressly agree that the forgoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Ohio, and that if any portion thereof is held to be invalid, it is agreed that the remaining language shall, notwithstanding, continue in full legal force and effect. I acknowledge that I am signing the agreement freely and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Article 3: Insurance
Recreation and Wellness Services does not provide individual insurance coverage. Students not adequately insured through personal or parental health insurance policies should secure the health and accident policy offered through the university on a nine-month or twelve-month basis.
Article 4: Health and Safety
The health and safety of all participants is the highest priority and therefore may take precedence over normal rules, regulations, and procedures. It may become necessary to close facilities or apparatus, modify rules, or even to declare forfeits or cancel games. Such drastic measures would occur when the well-being of one or more participants is at stake and the continuation of the game would further endanger the participants or staff members. All injuries should be immediately reported to an Intramural Sports staff member immediately. Staff members will assess an injury, and recommend further care or assistance if needed; the staff member will fill out a Matter of Record Form. If a participant is injured and does not have transportation, Campus Security and/or EMS may be called to assist.

Article 5: Significant Injuries & Return to Play Guidelines
Any Recreation and Wellness Services employees, including Intramural Sports staff members, or other health care professionals, may remove a participant from activity, and/or prohibit a participant from returning to activity if they deem it necessary. This decision will be at the discretion of the staff members and is intended to protect the health and safety of the participant(s). A participant who is suspected to have sustained a significant injury that meets any of the following criteria will not be permitted to continue participation. Significant injuries may include, but are not limited to, injuries to the head, neck, or spine; injuries resulting in discoloration, angulation, deformation, or swelling; and injuries resulting in signs and/or symptoms of a concussion.

Any participant, who sustains a significant injury, as determined by the Recreation and Wellness Services staff, the Coordinator, or Assistant Director of Intramural Sports, may be unable to participate in future activities, until cleared by a licensed medical professional. The participant may be suspended on IM Leagues, due to injury, and will be ineligible to participate. Once documentation of medical clearance has been received by the Coordinator, or Assistant Director of Intramural Sports, the suspension will be removed. It is recommended to get medical clearance to the Coordinator, or Assistant Director of Intramural Sports well in advance of the participant’s next intramural participation to ensure participant eligibility, as day of requests for suspension removal will not be guaranteed.

Article 6: Blood Policy
If and when an Intramural Sports staff member or official observes that a participant is bleeding, has an open wound, or has blood on their clothing, the participant will be directed to leave the game. The participant shall not return until the bleeding has stopped, the open wound is sufficiently covered and not soiled, and any article of clothing with blood on it is changed. The participant must have approval from the on-site Intramural Sports staff to re-enter the game.

Article 7: Alcohol Use
Alcohol is not allowed on, or in, any Kent State University recreation facilities, including all intramural playing fields, before, during or after intramural activities. If alcohol is found, it will be disposed of immediately and appropriate action will be taken. If further action is needed Kent State University Police may be called to assist with situations involving individuals playing under the influence. Participants and/or spectators that bring alcohol or play under the influence may be subject to penalties at the discretion of the Coordinator, or Assistant Director of Intramural Sports, and may be referred to the Office of Student Conduct.

Article 8: Illegal Drug Use
Illegal drugs are not allowed on, or in, any Kent State University recreation facilities, including all intramural playing fields, before, during or after intramural activities. Participants and/or spectators that bring or play under the influence of illegal drugs may be subject to penalties at the discretion of the Coordinator, or Assistant Director of Intramural Sports and may be referred to the Office of Student Conduct. If further action is needed Kent State University Police may be called to assist with situations involving individuals playing under the influence.

Article 9: Tobacco Use
Kent State University is a Tobacco Free University which include “vaping” and e-cigarettes. Anyone with tobacco products or e-cigarettes or vaping products will be asked to leave the area and not permitted to participate.

SECTION 5: Team Sport Leagues

Article 1: Program Offerings and Fees
All league offerings have a registration fee to minimize the associated expenses (staffing, equipment/supply purchases and replacement, awards, etc.) for running the league. The league fee is minimally priced so as to not place an extreme
Article 2: Playoffs
Teams who qualify for the post season of their sport or activity will be assigned a scheduled game time in accordance with their seeding, and dates which are allocated for playoff games. This method of scheduling will most likely result in teams being scheduled outside of their original designated timeslot for the regular season, and may even be on a different day of the week. Due to this, the Coordinator of Competitive Sports will do their best to closely match a team’s playoff time to their regular season schedule; however, this is never possible to accommodate all teams in the playoffs. When scheduling, teams with higher seeds will be scheduled as closely as possible to their original time, but lower seeded teams may not be granted this same effort.

During the playoffs, games will be scheduled over multiple days, and the flexibility of that schedule will depend on the size of the league, and how many days remain until the championship game must be played. Due to this, and other factors, teams may be scheduled to play on multiple days in the same week, and/or in back-to-back double headers in order to keep the bracket progressing at a reasonable pace. Team captains should review the entire bracket once it has been published, and be aware of any future conflicts should their team progress to the next round, and pass this information along to the Competitive Sports Coordinator.

Article 3: Playoff Eligibility
In order to be permitted to compete in the playoffs for their sport, a team must end the season with the following criteria:

- Receive an average sportsmanship rating of 2.5 or better.
  - Teams must receive at least a 2.0 or better in each game of the playoffs to advance. If a team automatically drops below a 2.0 during competition, the match will be forfeited and the other team will advance, regardless of the current score. If the team is assigned less than a 2.0 rating after the game has concluded, they will have until 12:00 PM of the following day to protest that rating. If a protest is accepted it does not mean that the rating will necessarily be changed. If changed to a higher rating, they will advance. If it remains lower than a 2.0, neither team from that competition will advance, and the subsequent game will be forfeited.

- Forfeit one or zero games.
  - If both games of a doubleheader are forfeited, they will still be counted as 2 losses for that team’s record, but only 1 forfeit for the season in regard to playoff consideration.

- There is no minimum winning percentage or win/loss record restrictions to get into the playoffs.

*Adjustments may be made to the eligibility of specific divisions based off their size or amount of divisions per league.

Article 4: Standings
Playoff ranking or “Seeding” will be decided by the tiebreaker criteria seen below. Teams will be ranked according to the following statistics, in order to break any ties that may exist following the regular season:

1. Number of games won
2. Average Sportsmanship Rating
3. Least amount of games forfeited
4. Head-to-Head competition results
5. Point Differential

- If teams remain tied through all these tiebreakers, we will use a Random Number Generator to break the tie.

Playoff seeding may be adjusted to accommodate schedule conflicts with the original playoff schedule. In these instances, we will always try our best to swap teams that are closely ranked in the bracket, but this is not always possible, and may come down to availability only.

SECTION 6: Individual/Dual Sports, Special Events, eSports Leagues and Tournaments

Article 1: Program Offerings
Some individual/dual program offerings have a registration fee to minimize the associated expenses (staffing, rentals, facility usage, equipment purchases and replacement, awards, etc.) for running the league or tournament. The fee is minimally priced so as to not place an extreme financial burden on the participants of the programs. Participants should view the expense as a value for service when compared to alternative competitive recreational sports programs. Other programs may be free to encourage more participation and support a more recreational environment.
Article 2: Special Event or Tournament Scheduling
For single night, and two night events, an expedited schedule will be utilized to allow each team an appropriate amount of games or matches prior to a tournament (when applicable). It is the participant’s responsibility to be aware of the schedule that has been communicated, and the time frame in which they should be present.

SECTION 7: Forfeits

Article 1: What is a Forfeit?
A forfeit is when the result of a game or match is concluded and automatically assigned a winner and loser. The following policies may result in a forfeit being declared: Late arrival or failure to appear for a match, excessive sportsmanship penalties, multiple disciplinary ejections or extremely unruly behavior, illegal or ineligible participation, or executive decision by an Intramural or Competitive Sports staff member. When a forfeit is declared, the match will end immediately, and the forfeiting team will lose, regardless of the outcome of the game if it was played (See Article 7 for scoring).

Article 2: Game Time is Forfeit Time
It is the expectation that each team will be on-site, and ready to play at the scheduled game time. Each team should arrive at the facility early enough to handle all pre-game procedures including, but not limited to: check in, provide roster lineups, check out equipment or jerseys, participate in the pre-game captain’s meeting, and warm up. Should a team have less than the minimum number of participants required to begin the match at the scheduled game time, they will forfeit their match.

Article 3: Grace Period
In the event that a team does not meet the minimum player requirement by the scheduled start time, a 5-minute grace period may be awarded to allow that team more time for their players to arrive. This grace period is only utilized at the discretion of the Intramural Sports Supervisor, and the opponent of that team. We do not guarantee the right to a grace period being granted. Please be on time for your matches, or communicate with the Competitive Sports Coordinator in advance to possibly avoid the consequence of forfeiture. If a grace period is warranted and the team does not arrive within 5 minutes, the game will be declared a forfeit. Even if they arrive after the grace period has ended.

Article 4: Sportsmanship forfeit
All of our sports and activities have some variation of an unsportsmanlike penalty, red card, or technical foul. Each of these are officiated differently based on the sport, but result in the same punishment in regard to sportsmanship, and should be understood as unacceptable behavior due to their harsh punishment. If a team receives any combination of 3 unsporting points, their game will be declared a sportsmanship forfeit. Please see Section 9, Article 6 for more details relating to sportsmanship penalties. These forfeits may also be declared prior to 3 unsporting points being given, in the event of extreme, unruly, or violent behavior by a participant or spectator.

Article 5: Double Forfeit
In the event that neither team is present with enough eligible participants at the scheduled game time, the match will be declared a double forfeit immediately. This may also apply if both teams portray extremely poor sportsmanship during a contest. For a double forfeit, there is no grace period granted, and the game is finalized immediately with both teams receiving a loss by forfeit. (See Article 7 for scoring)

Article 6: Excessive Forfeits
Due to the number of games played during a season or tournament, any team that obtains two forfeits (on different days) in a league, during regular season play, for any reason, will be eliminated from the league, and therefore will not be eligible for playoffs.

Article 7: Forfeit Results and Sportsmanship Rating
Any team that forfeits during regular season play shall receive a 0, for their sportsmanship rating for that contest and will be counted as a loss on their record. The sportsmanship rating of the team that receives the win by forfeit (4.0) will not be negatively affected as long as the team meets the necessary criteria to accept the win by forfeit. Forfeits will be recorded with a final score of 1-0. Regardless of whether or not the game was played.
SECTION 8: Defaults

Article 1: What is a Default?
A default is similar to a forfeit, in the sense that a team intentionally will not be showing up for their scheduled game time, the major difference is that they notify the intramural sports staff ahead of time.

Article 2: Default Restrictions
In order to successfully default their game, the team captain must contact the Coordinator or Assistant Director of Competitive Sports prior to 3:00 PM on the day of their game. They may contact them before this deadline, in fact it is preferred.

Article 3: How to Default
An email from the Team Captain stating that they are unable to attend their game, with at least one proposed reschedule time is sufficient for a default. A phone call is also an option, although there is less of a guarantee it will be seen, and/or granted unless they can verify they are the captain of their team.

Article 4: What Happens when you Default?
The team that declares a default will lose their game by a score of 0-1, but receive a 3.0 sportsmanship rating. The winning team will be contacted that they will not be having a game, and be granted a 4.0 sportsmanship rating along with their win. An attempt to reschedule will be made, but if the non-defaulting team is unable to change to a newly proposed time, they will be credited with the win, since they are still able to play at the originally scheduled time slot. All teams should rely on communication from the Coordinator before assuming that a default or forfeit is official. If a team fails to show up for their game, and states that their opponent told them the game was cancelled, will not be considered as a valid excuse.

Article 5: Why to Default?
A default is appreciated, as this gives us the option to notify the other team, and our staff that there will not be a game occurring in your time slot. We understand that conflicts arise and adjustments need to be made at a moment’s notice. Intramural sports are meant to be a fun, relaxing, competitive, stress reliever. This is our way of being flexible, and attempting our best to get you as many games as you signed up for.

SECTION 9: Sportsmanship

Article 1: What is Sportsmanship?
Sportsmanship is defined as conduct and attitude considered appropriate in sports, especially fair play, courtesy, striving spirit, and grace in losing. Sportsmanship in all intramural sports activities is an essential component of the Intramural Sports philosophy. Sportsmanship includes positive or negative actions or comments toward opponents/teammates, intramural staff, and spectators. Team captains are responsible for the conduct of team members and should maintain control of any associated personnel, including spectators, during all games.

Article 2: Team Names and Uniforms
Recreation and Wellness Services is committed to assuring that its programs are free from discriminatory, inappropriate, and disrespectful conduct or communication. Our goal is to provide a pleasant, fun, welcoming, and inclusive atmosphere for everyone who participates in intramural sports. The Intramural Sports program, therefore, reserves the right to disallow any team name, or logo that we feel may be unacceptable.

When choosing a team name, please ensure it is in good taste and is not offensive to individuals or groups on the basis of race, ethnicity, religion, disability, age, gender identity, sexual orientation, socioeconomic status, culture, and social or political beliefs. We ask that all team names not contain profanity, racial slurs, sexual innuendos, references to drugs or alcohol, reference to body parts or other words/topics/phrases that may be offensive or otherwise demeaning, degrading, or derogatory in nature. This also applies to images on team uniforms or team pages on IM Leagues.

The Intramural Sports program reserves the right to reject or change team names at the discretion of the Intramural Sports staff. If a team name is changed, the Coordinator may ask the team for a more appropriate name, or change it without asking to something that is appropriate, but similar to the original name. Your team will use that team name for the duration of the season. If you are unsure if a team name is acceptable, contact the Coordinator for clarification.
Article 3: Web Etiquette
We will be monitoring content on the IM Leagues website, other websites and/or social media platforms. Any comments, pictures, postings, or anything thereto deemed inappropriate by the administration of Kent State University, Recreation and Wellness Services, and/or the Intramural Sports Program are subject to the following:

- Deletion of posted materials
- Removal of the offending player or team from the league
- Deletion of the offending individual’s IM Leagues account
- Referral to the Office of Student Conduct

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

Article 4: Captains
The team captain is ultimately responsible for all the actions of their team. Captains should exhibit exemplary sportsmanship and assist the Intramural Sports staff in controlling the actions, behavior, and sportsmanship of their teammates. Additionally, the captain will ensure that their team is familiar with the rules of play and Intramural Policies and Procedures contained in this document. Copies of the rules are available on Leagues.

It is the captain’s right and responsibility to view their team’s Sportsmanship Rating after each contest. The Intramural Sports Supervisor staff will be able to provide the captain with this information immediately after the contest. Should a team not agree with their rating, their team may appeal the rating by writing an email containing all relevant information to the Coordinator, or Assistant Director of Intramural Sports. This email must be submitted to the Competitive Sports staff by 12:00 PM (Noon) the day following the game in question. No appeals will be heard after that time. Appeals will not be taken for automatic sportsmanship ratings which were assigned as a result of accumulated unsporting points.

Article 5: Unsportsmanlike Conduct
Each sport has their own verbiage for specific rulings that are related to unsporting behavior (i.e. Technical Foul, Unsportsmanlike Conduct, Yellow Card) and each one involves a severe punishment as a deterrent to the behavior. Please see Article 6 for more specific details regarding punishment of these actions.

Participants shall not commit acts of unsportsmanlike conduct before, during or after a contest. Examples include:

A. The use of verbal or non-verbal profanity, disrespectful language, obscene gestures or behavior, bullying, homophobic, transphobic, or insensitive expressions of any kind
B. Derogatory language, threatening, taunting, or verbally abusing any participant or Intramural Sports employee
C. Ineligible participation in a contest
D. Engaging in arguments, or disrespectfully addressing the officials, staff, players, or spectators.
E. Intentionally striking, pushing, tripping or flagrantly fouling another player
F. Mistreating the facility, equipment or supplies of Kent State University

Article 6: Unsporting Points
In order to classify each system of unsportsmanlike penalty into a uniform system of disciplinary action or punishment, the use of “unsporting points” will be used to calculate the result of the behavior. While each of these is based on the individual situation, and the discretion of the staff, the resulting punishment for the accumulation of unsporting points will standardized and classified under the following scale during a match:

- **1 Unsporting point** – Each individual unsportsmanlike conduct penalty, technical foul, or yellow card
  - **Result** – player or team is cautioned that the behavior that they are portraying is inappropriate, and the next instance will result in an ejection. The team automatically receives a 2 or lower in sportsmanship.

- **2 Unsporting points** – Class 2 technical foul, flagrant foul, red card, ejection, repeated inappropriate team behavior, or a second unsportsmanlike penalty on the same player in the same match.
  - **Result** – Offending participant is ejected from the match and must leave the facility. Their team will receive a 1 or lower in sportsmanship.

- **3 Unsporting Points** – Extremely violent, inappropriate, crude, or obscene behavior by a team or player, repeated behavior which escalates or further threatens the safety far beyond the scope of the original offense.
  - **Result** – Automatic forfeiture and cancellation of the contest, and a sportsmanship of 0.
Article 7: Ejected Players

As outlined previously, if a player is ejected from participation by accumulating 2 or more unsporting points, they will be disqualified from participation in that contest, and must exit the facility for the remainder of the evening. Any ejected player will be suspended from all intramural activities (and potentially all RecWell facilities and activities) until they have met with the Coordinator to discuss their behavior. The length of the resulting suspension from their action will be determined on a case-by-case basis, and be considered upon the following criteria:

- Severity of their action and level of compliance with the ejection and to exit the facility in a respectful manner
- First time or repeat offender (refers to all inappropriate actions, not just ejections)
- Timeliness of their response and willingness to schedule a meeting with the Competitive Sports Coordinator
- Referral from the Intramural Staff and/or participants who were affected by this participant’s behavior
- Status of participant (player, coach, or spectator)
- Remaining length of season or games for that sport
- Result and attitude during their meeting with the Competitive Sports Coordinator

The length of the player’s suspension will depend on the criteria listed above, but can range anywhere as short as the remainder of the game which they were ejected, or as long as a permanent suspension.

There is a zero-tolerance policy for violence in any of our activities. Physical violence will result in the automatic ejection, and indefinite suspension of that player. Physical violence, as outline in the Kent State Student Code of conduct is classified as follows, “Punching, slapping, kicking, or otherwise striking any person(s); and/or other conduct which threatens or endangers the health, safety, and/or welfare of any person.” The punishment for violating the Student Code of Conduct. may include a referral to the Office of Student Conduct at the discretion of the Competitive Sports Coordinator.

Article 8: Sportsmanship Ratings

A numeric Sportsmanship Rating will be determined at the conclusion of each contest. Teams will be rated 0 (the worst) through 4 (the best). The rating may be subject to change, both up and down, at the discretion of the Coordinator, or Assistant Director of Competitive Sports. The rating can also be negatively affected because of the behavior of a team’s spectators. In addition to qualifying playoff criteria, each team must maintain a 2.5 or better average Sportsmanship Rating during league play to participate in the playoffs. During playoffs, each team must be rated 2 or above to have the chance to continue in the playoffs. We reserve the right to remove teams from playoffs who display poor sportsmanship.

Ratings may be adjusted for any conduct deemed inappropriate by the Intramural Sports staff before, during, or after a contest according to the following scale:

4.0 - Outstanding Sportsmanship & Conduct: All players cooperate fully with staff, officials and the opposing team throughout the course of competition. The captain respectfully converses with staff and officials when needed and has full control of their team. The winning team of a forfeit or default will always receive a 4.

3.0 - Good Sportsmanship and Conduct: Team members are in control throughout the contest. Sportsmanship and actions of team members are at acceptable levels. Team might show minor dissent towards staff or opposing team. If a team Defaults, they will lose their match, but receive a 3.

2.0 - Unsporting Conduct: Very poor behavior towards participants or staff, and/or the accumulation of 1 unsporting point

1.0 - Poor Conduct: Extremely poor behavior towards participants or staff and/or the accumulation of 2 unsporting points

0.0 - Unacceptable Conduct: Distasteful conduct towards anyone, and/or the accumulation of 3 unsporting points, which results in automatic forfeiture of the contest, and possible suspension

SECTION 10: Protests

Article 1: On-Site Protests

Protests will be disallowed if it fails to conform to any of the following specifications:

- Protests may be made on the eligibility of a player and rule interpretations only, never on judgment calls.
  - Rule protests must be made before the next play
  - Eligibility protests must be made before the contest begins or when the participant(s) in-question arrives to play in their contest
Only the team captain may file a protest. (If the captain is not present, another player shall represent the team.)

Rule and procedure protests must be filed at the time of the incident, and before play resumes. NOTE: this means prior to the next pitch, snap, serve, or other action depending upon the sport. Protests will not be accepted after any subsequent action.

The on-site Intramural Sports Supervisor will first attempt to handle the protest. However, if the team captain is still in disagreement with the ruling of the on-site supervisor, then a written protest may be granted. After the written protest has been documented the contest will resume at the point of interruption and will continue until completion.

If the protesting team wins the contest, the protest is withdrawn.

If the protesting team loses, the protesting captain shall inform the Intramural Sports Supervisor if they wish to continue pursuing the protest. NOTE: Failure to consult with the Intramural Sports Supervisor after the game could result in a denial of the protest.

If the Intramural Sports Supervisor cannot effectively make a judgment on the protest, a written protest will be completed and submitted to the Coordinator, or Assistant Director of Intramural Sports.

**Article 2: Written Protests**

On such an occasion where an unusual rule interpretation (or multiple interpretations) or a player eligibility issue is in question, the Intramural Sports Supervisor may not be able to effectively rule on the protest; therefore, the following shall occur:

- For rule interpretation protests, the situation must be immediately documented in writing by the Intramural Sports Supervisor, so that the game can be resumed from the exact point if the protest is upheld. This includes ball possession, time remaining, direction of play, the count, runners on base, etc. Both captains and all officials must sign a protest form.

- All protests will be given to the Coordinator, or Assistant Director of Intramural Sports for a ruling.

**Article 3: Player Eligibility Protests**

- Eligibility protests must be made before the contest begins or when the participant(s) in question arrives to play in their contest.

- If a team recognizes that another team has an ineligible player, the captain should bring it to the official’s attention before play begins. The following must be included in the protest of player eligibility:
  1. Name of the participant in which eligibility is questioned
  2. The name of the team(s) in which the ineligible participant is suspected to be participating with
  3. Any other applicable information. For example, the varsity team in which the participant has played, professional teams associated with, not an enrolled student, playing with another team in the same league.

**SECTION 11: Inclement Weather**

A. The possibility of Intramural Sports activities being cancelled due to weather always exists. In the event of inclement weather (rain, snow, etc.) the Intramural Sports Professional Staff will notify the team captain(s) and/or the teams affected via IM Leagues emails/text messages.

B. It is the responsibility of each team/participant to determine the status of their activity for that day. Team captains and participants should check their email or text messages on the day of the contest in question. It is the responsibility of the team captain to check for weather cancellations and then notify team members.

   a. **Our administrative staff will make any decisions to cancel games by 3:00 PM.** After that, it will be up to the on-site staff to decide if the conditions are playable or not.

   b. If the inclement weather doesn’t arrive until activities are underway, the decision of cancellation will be made by the staff on-site. If additional games are scheduled, in the evening, that cancellation information will be communicated via IM Leagues emails/text messages as soon as we have made a decision.

C. The Intramural Sports staff will contact team captains to notify them that games have been cancelled as soon as they can. However, team captains/participants should assume that their game will be played unless notified otherwise.

D. The Intramural Sports Program is not responsible for forfeits suffered by assumed rainouts or games rescheduled due to rainouts, snow days, or other inclement weather.

E. The following outlets shall generally have information regarding cancellations, based upon the location of the activity.
1. IM Leagues email/text message from Intramural Sports Program notifying everyone of cancellations & the reschedule plan.
2. Social media platforms
3. Student Recreation and Wellness Center: 330-672-4732

**Article 2: Cancellation of All Activities**
If at any time Kent State University – Kent Campus cancels day and/or evening classes, all Intramural Sports activities will be cancelled for that day.

**SECTION 12: Cancellations**

**Article 1: Weather Postponements**
If at any time any Intramural Sports facilities become unplayable or unsafe, the Intramural Sports Staff will decide regarding postponement or cancellation of activities. Any scheduled activity cancelled by the Intramural Sports staff because of inclement weather or unsafe conditions during the regular season may or may not be rescheduled. It will be the decision of the Competitive Sports Coordinator whether or not to reschedule the missed games based on the remaining length of the season, future weather forecasts, and proximity of playoff games.

It is the responsibility of each team captain/participant to check IM Leagues and/or their email for more information regarding any reschedule process.

Special Events (one-day events) that are postponed may be rescheduled by the Intramural Sports staff when possible. Playoff Championship Tournaments will be postponed and rescheduled by the Intramural Sports staff whenever possible.

**Article 2: Cancellation of Activities in Progress**
1. In cases when weather forces the halt of any contests in progress, the specific rules of that sport will determine if the game is considered official/complete. Please refer to the individual rules governing each sport to determine at what point the contest becomes official.
2. In the event lightning is seen or thunder is heard, the following will occur:
   - Games in-progress are stopped and potentially cancelled
     - Lightning within 10 miles of Kent State will require all outdoor spaces to be cleared.
   - All outdoor activities are postponed for 30 minutes from the last recorded instance of lightning or thunder
   - If the inclement weather continues, the intramural staff on site will determine whether the games are cancelled for the evening
   - While outdoor activities are postponed, participants should exit the area and go to their vehicles, or seek shelter in a nearby indoor facility. Participants may not use any outdoor facilities until they are cleared to re-open by staff

**SECTION 13: Equipment**

**Article 1: Equipment**
A. Equipment that is approved for Intramural Sports activities shall be in accordance with the intramural rules of each respective sport/activity, which may supersede the governing body of each activity (e.g., softball – ASA, flag football – NIRSA, basketball – NFHS, etc.). The rules for each sports activity may be viewed on IM Leagues; related links to the governing body may also be listed on the website.
B. Periodically, changes may be made to equipment that is approved or unapproved based upon changes made by the sport’s governing body. This may occur prior to, or during a season; for clarification on whether personal equipment may be used in an Intramural Sports activity please contact the Coordinator, or Assistant Director of Competitive Sports.
C. During outdoor sports activities (when in-season) some equipment may be checked out (when available) from the Intramural Sports staff. Equipment may include jerseys, flag belts, softball bats, softballs, softball gloves, etc. A Kent State University ID (FLASHcard) is required to check out equipment; however, the following rules apply to any intramural sports equipment that is checked-out for use:
   a. Those using intramural equipment will be held accountable for any damage, not considered to be normal wear and tear, to that equipment.
b. If equipment is lost, damaged, or not returned after the activity, the replacement cost of the equipment will be billed to the students’ Bursar’s Account.

c. Reminder that when checking out equipment from Intramural Sports staff for outdoor activities, participants must leave their FLASHcard with the Intramural Sports staff as collateral until the equipment is returned and checked in.

**Article 2: Footwear**

A. Appropriate athletic shoes must be worn at all times during intramural sports activities. **EXCEPTION:** Footwear is not required during sand volleyball.

B. When participating in on-court activities, athletic shoes with non-marking soles must be worn. This is for the participant’s safety and to prevent injuries.

C. Dress shoes, hiking shoes, boat shoes, boots, sandals/flip flops, minimalist shoes, and other non-athletic shoes are prohibited during all intramural sports activities.

D. Pliable rubber cleated shoes are acceptable for outdoor sports. **Metal cleats are not permitted.**

**Article 3: Jewelry Policy**

A. We play most of our activities under NFHS guidelines and under those rules, jewelry is prohibited to be worn.

a. This is a safety concern, not only for you, but those you are competing with.

B. NO JEWELRY (including beads, hemp necklaces, and bracelets) is to be worn at any time during an intramural sports activity. All participants are expected to remove all jewelry prior to the start of the contest.

C. Any player that refuses to remove jewelry during a contest shall be asked to leave the contest until the item is removed. If they don’t leave the contest, that contest could be forfeited.

a. A participant may not enter the contest until the item has been removed.

D. Should there be an exception to jewelry policies; it will be listed in the intramural sports rules for each event.

E. **Medical Alert Bracelets/Medals:** Any participant that is required to wear a medical alert bracelet or medical alert medal shall be permitted to do so; however, it must be taped to the body with medical data visible.

**Article 4: Penalties**

Any player wearing illegal equipment will not be allowed to compete. Any player that is found to be using illegal equipment, as defined by the rules of each activity, shall be ejected from the game (see Section 9, Article 7). Abuse of intramural equipment is cause for disqualification or ejection from a game, as well as further disciplinary action.

**SECTION 14: Awards**

**Article 1: Intramural Championship T-Shirts or “IM Champ Shirts”**

The prize for winning an intramural sports league or event tournament will be an IM Champ shirt, which has been customized for the current academic year of that championship. The shirt will be awarded to the winning team of each league on-site, immediately following their victory. After receiving their shirt, the winning team is expected to remain on-site to allow our staff to get a picture of them with their champ shirts, for marketing purposes. All present members of the winning team who appear on the roster will be granted a shirt, as well as any absent members of the team upon request. Shirts will not be given to coaches or spectators of that team, and the number of shirts which a team receives must not exceed their roster size, nor the maximum roster size for that sport.

**SECTION 15: Miscellaneous**

**Article 1: Phone Information**

Intramural Sports policy forbids office personnel to give personal information over the phone. Information given over the phone is easily misunderstood and could lead to confusion and potentially unnecessary forfeits. League and playoff schedules are available in advance and are posted on IM Leagues. Captains are responsible for knowing when their team is scheduled and for accurately communicating this information to their team.

**Article 2: Program Registration Fees**

A. All fees are used in the program to pay student employees, provide awards, promote/publicize activities, maintain fields, and purchase equipment. These fees do not cover the costs for the staff but do help offset these expenses.

B. When considering the quality of the program and the positive experiences enjoyed by the participants, the program remains a tremendous value.
C. All efforts will be made to maximize playing opportunities. In the unfortunate event of cancellation, all efforts will be made to reschedule the contest. However, the decision of rescheduling is left solely up to the Coordinator, or Assistant Director of Competitive Sports and there will be no refund if games cannot be rescheduled.

**Article 3: Evaluations**
Throughout the year, the Intramural Sports staff may ask participants to fill out questionnaires/surveys about the quality of the Intramural Sports Program, please take the time to fill out the evaluations, and encourage your teammates to do so as well, so that we may better serve your needs. When these are being filled out, please give us substance and ways to make our program better for you and your fellow participants. Please don’t say the official stink, that doesn’t help us improve.

**Article 4: Extramural Tournament Opportunities**
Occasionally, opportunities to participate in extramural tournaments and events may arise. Extramurals refers to intramural/club level tournaments that are held off-campus at colleges and universities across the country. Many are held within the state of Ohio, while others are held at the regional level in one of the nearby states, or even at the National level. Teams can represent Kent State University against top intramural teams from other schools. Tournaments are offered in different sports, including flag football, basketball, soccer, and tennis. Extramurals typically fall under the sponsoring association known as NIRSA.

If a team is participating in an extramural opportunity, the team is expected to represent themselves, their team, the Kent State University Intramural Sports Program, Recreation and Wellness Services and Kent State University in a positive manner. The team will be subject to all rules, policies, and procedures outlined herein whether explicitly stated or implied, the Kent State University Student Code of Conduct, tournament/event governing body or sponsoring association rules and regulations, and any guidelines specific to the event in which they are participating.

Teams and individuals interested in participating in extramural opportunities should contact the Coordinator, or Assistant Director of Competitive Sports for more information on how to get involved.

**Article 5: Questions, Comments or Concerns**
The Coordinator of Competitive Sports is ultimately responsible for running all intramural programs. The Coordinator, or Assistant Director of Competitive Sports reserves the right to make rule modifications or decisions contrary to the policies and procedures of the Kent State University Intramural Sports Program, outlined herein, in the best interest of all intramural participants and as necessary for the positive delivery of the Intramural Sports Program to Kent State University students, faculty, staff and spouses. If you have any questions, comments or concerns, please contact the Coordinator, or Assistant Director of Competitive Sports.
APPENDICES

APPENDIX A: IM Leagues Instructions

IM Leagues is the software utilized by our area to manage teams, create leagues, post our rules, schedule events, provide important updates and communication, and so much more! Due to this, each participant is required to create an IM Leagues account using their Kent State University log in information. The suggested mode of accessing this software is to download the IM Leagues app on your mobile device, but it can also be accessed on any web browser at IMleagues.com.

This portion of the handbook, as well as the information listed on our website, is to be used for your own reference, as a method to streamline, and simplify any issues that our participants may come across when trying to use IM Leagues. Each topic has been broken down into its own section for you to navigate depending on which step you may be experiencing issues. All important and up-to-date information can be found at https://www.kent.edu/recwell/intramural-sports

How to Create an IM Leagues Account
1. Download the IM Leagues app, or register online at www.imleagues.com/kentstate
2. Select the CREATE ACCOUNT button (DO NOT Sign-Up with Facebook).
3. Fill in information using your kent.edu email address. Make sure you type your First and Last Name as it appears on record with Kent State (refer to your FLASH ID).
4. Click or tap CREATE ACCOUNT at bottom of page.
   - You will be sent an email to confirm your account.

How to Create a Team on IM Leagues
1. Download the IM Leagues app or register online at www.imleagues.com/kentstate
2. Select “Login with email and password” DO NOT login with Facebook
3. Use your Kent State email address and password to login
4. APP DIRECTIONS – Tap the “Network” button in the bottom navigation bar
   WEBSITE DIRECTIONS – Select “Sports” in the navigation bar
5. Select which sport you would like to register for
6. Select which League you would like to play in
7. Finally, select the Division which your team is available to play in, by pressing the Create Team button under your desired time slot.
8. If prompted, take the quiz and utilize the linked rules to pass it with a score of 100%!
9. STAY ON THE PAGE! – Check the box and sign the waiver, and read all important information on the page
10. Scroll down, and type in an appropriate team name as well as your FlashLine username
    - *Optional – IM Leagues will suggest a team logo based on your team name, please make sure this is also appropriate if utilized!
11. Lastly, adjust team settings and type in your phone number
    - Suggested team settings:
      ➢ Auto-Accept Members → OFF
      ➢ Looking for Free Agents → ON if you need more team members, OFF if you already know you’ll have enough players
      ➢ Send Game Reminders → ON and set to “Day Of Game”
      ➢ Check box to allow updates to be sent via text
        o Cell phone text alerts will only be sent for your Game Reminders or urgent updates and reminders from
          the Intramural Staff (Standard texting and data rates apply)
12. Final step! – Push the CREATE TEAM button
13. Once your team has been created on IM Leagues, please follow the provided instructions to pay for your team.