

# Intramural Sports **HANDBOOK**

KENT  
STATE  
UNIVERSITY

Recreation and  
Wellness Services



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***Recreation and Wellness Services***  
***MISSION STATEMENT***

***"To provide equitable co-curricular 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.

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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 Coordinator, or Assistant Director of Competitive Sports is responsible for the overall administration of the Kent State University Intramural Sports Program. The student staff shall function with the Coordinator and 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.

Within the confines of this document, the Coordinator, or Assistant Director of Intramural Sports may be referred to as their respective position titles, or shortened terms such as “the Coordinator,” “the Assistant Director,” “Intramural Sports Administrative Staff,” “Admin,” or other abbreviations of the above terms.

##### 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), Student Recreation and Wellness Center (SRWC).

#### 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
- 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 (FLASHcards) will be checked before every intramural contest and are required for entry into the SRWC. Individuals who are not assigned FLASHcards must present a valid government issued photo ID (driver license) at every intramural contest and/or for entry into the SRWC.

##### 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 not have 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 3<sup>rd</sup> 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 3<sup>rd</sup>, 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 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 League provided that a Co-Rec or Women's League was not offered, or 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). In combined league situations, only 1 winner will be awarded per league, even if it originally consisted of two leagues.

### **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 contests 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:

- 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.
- 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
- 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.
  - 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.
- 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 is 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 team's 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 before the conclusion of the match, when the participant in-question arrives to participate. (See Section 10 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 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 allow the participants and staff members to properly focus on, and/or participate in the competition. Teams are responsible for the behaviors and actions of their fans, and must step in to control their fans when needed. Spectators may negatively impact a team's Sportsmanship Rating both during and after the match. When spectators are not clearly associated with one team, both teams may be penalized. The Intramural Staff reserve the right to suspend or forfeit the game if inappropriate or distracting behaviors occur.

## **SECTION 3: Team Captain's Responsibilities**

### **Article 1: Team Captain**

Participants form their own teams by registering 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. Register 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; and 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 as team representative in discussions with officials before, during, or after the contest and when filing forms.
- 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. Complete program evaluations on behalf of their team, that are sent out at the end of each season
- L. Complete, and pass the Intramural Sports Team Captain Quiz on IM Leagues to confirm your understanding, and acknowledgement of these policies.

### 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 directions, 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.
  - a. Activity fees may only be refunded in the following circumstances:
    - i. The activity is cancelled in its entirety
    - ii. The league does not reach the minimum capacity
    - iii. A team notifies the Coordinator **prior to the registration deadline** that they would like to withdraw their registration
    - iv. Other instances may apply at the discretion of the Coordinator
  - b. In all other circumstances that are not listed above, activity fees are non-refundable.
- 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: Intramural Sports Captain Agreement

The following agreement statement appears at the end of the Intramural Sports Team Captain Quiz on IM Leagues, and must be agreed to by the team captain in order to progress through the remainder of the registration process for said event.

*By completing this quiz and clicking the, "I agree to the above statement," option, you confirm your agreement to the following statement: As team captain, 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. 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. 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. 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 Recreation and Wellness Services Hold Harmless Agreement and Release

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 he or she has 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, modify rules, or even to 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 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 staff, 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.

#### **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 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

## **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, it will 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 events, and multi-night tournaments, an expedited schedule will be utilized to allow each team an appropriate number 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. Team captains should only rely on official communication from the Administrative Staff to know if their game has been defaulted or not. Team captains should NOT communicate with one another about defaults. Failure to appear in a match without informing the Administrative Staff will result in a forfeit.

### **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, this will not be considered as a valid excuse, and a forfeit would be applied.

### **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 notice, 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 IM 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 protest 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. In order to simplify the actions that fall under this category, we will refer to these actions and their consequences as "Unsporting Points." 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 category of unsportsmanlike penalty into a uniform system of disciplinary action and 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 be 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. See Section 11 for more details.

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. Each team must maintain a 2.5 or better average Sportsmanship Rating during league play to participate in the playoffs. In order to advance in the playoffs, the winning team must receive a sportsmanship rating of 2 or higher in each of their matches. 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. If a team forfeits their match, they will receive a 0.

## SECTION 10: Protests

### Article 1: Defining a Protest

In the event that an intramural participant believes that our staff incorrectly enforced a policy that exists within this document, or any of our sport-specific rules documents, a protest may be collected if certain criteria are met. The point of a protest is to ensure that all participants receive a fair match within our pre-set rules of the Kent State University Intramural Program, and that our policies are not being abused by any staff or participant. A protest should be made in good faith, and with a reasonable claim to the integrity of that activity. The protest system is our way of allowing our participants to keep our staff in check, and to assist with the multitude of policies and procedures being implemented via written or verbal communication.

### Article 2: On-Site Protests

Protests must meet the following applicable criteria, failure to do so may result in the protest being withdrawn:

- 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 begins
  - Eligibility protests must be made before the contest concludes, or a winner is officially declared
- 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 attempt to handle the protest. However, if the team captain is still in disagreement with the ruling of the 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 Administrative Staff to make a ruling within 24 hours of the protested contest.

### Article 3: Written Protests

For a protest to be officially considered and submitted for review, a written protest must be completed and collected. The Intramural Supervisor on shift will supply the protesting team with an official Intramural Sports Protest Form, which they must complete and turn in within the time restrictions listed throughout Section 10.

- 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 score, ball possession, time remaining, direction of play, the count, runners on base, etc. The protesting captain, and intramural staff must sign the protest form upon completion.
- Eligibility protests may be declared at any point before or during the contest, so long as it is officially submitted before a winner is declared.
- All protested contests should be completed in their entirety in the event that the protest is withdrawn, or declined.
- The Intramural Supervisor has the right to decline a protest if they believe that it is not submitted in good faith for any reason, including, but not limited to: sportsmanship, game result, time remaining, playoff implications.
- Team captains are responsible for knowing their Sportsmanship Rating that was assigned by the Intramural Staff at the conclusion of their contest. Team captains may protest their Sportsmanship Rating up until 12:00 PM on the following day by contacting the Coordinator, or Assistant Director of Intramural Sports via email. This email should include a newly proposed Sportsmanship Rating, and proper reasoning for the new rating.
- All protests will be given to the Coordinator, or Assistant Director of Intramural Sports and a ruling will be made within 24 hours of the protest being filed.

### Article 4: Player Eligibility Protests

- Eligibility protests must be declared to the Intramural Supervisor before the contest concludes, and a winner is officially declared. A protest may be declared before the match begins, when the participant(s) in-question arrives to play in their contest, and/or at any time in the match up until the official conclusion of said contest.

- If a team believes that an ineligible player is checked in, or participating in an intramural contest, the protesting team must notify the Intramural Supervisor as soon as they suspect this to be the case. The protesting team must provide the Intramural Supervisor with the following information:
  - Name of the participant whose eligibility is questioned
  - The name of the team(s) in which the ineligible participant is suspected to be participating with
  - Reason or cause for this participant to be labeled as “ineligible”
  - 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.
- The on-site Intramural Sports Supervisor will attempt to handle the protest. However, if they are unable to confirm or deny the player’s eligibility beyond a reasonable doubt, then the written protest will be collected and the match will continue until completion.
- If the protesting team wins the contest, the protest is withdrawn; however, the player’s eligibility will still be investigated by the Coordinator or Assistant Director of Intramural Sports.
- 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 to make a ruling within 24 hours of the protested contest.

### **Article 5: Protest Rulings, Follow-up, and Outcome**

Once the Coordinator, or Assistant Director of Intramural Sports receives a protest, they will make an immediate ruling within 24 hours of the protested contest. This immediate ruling will only allow the teams involved to be notified if the protest has been accepted or declined. Regardless of the outcome of the protest, the Administrative Staff may decide to investigate the situation further to either clarify the ruling in question, or any eligibility policies that were brought up.

To determine the ruling on a protest, the Administrative Staff will communicate with the involved Intramural Sports Staff to clarify the situation at hand. Once the situation has been reviewed, the outcome will be communicated as follows:

- If the protest is withdrawn, or declined, the outcome of the match will stand “as-is” and the declared winner will remain as such
  - Even if the protest is declined, the Administrative Staff may continue to investigate the situation as follows:
    - Rules protest: the ruling in question will be revisited and the Admin Staff will determine if the rule needs to be clarified, or adjusted in the literature.
    - Eligibility protest: the participant in question will have their eligibility status reviewed, and are subject to any retroactive penalties or suspensions that may occur.
- If the protest is upheld and granted, the Administrative Staff will communicate with team captains to notify them of the official ruling, and an initial plan for the steps to be taken depending on the type of protest filed.
  - Rules protest: the Administrative Staff will plan a time to resume the contest from the point of interruption that best suits both teams. The game will then be resumed, and played to its completion with the outcome of this match being the new final result.
    - **NOTE:** Participants of a resumed game acknowledge the multitude of varying factors from the original contest, and understand that these factors may result in a different outcome, including, but not limited to: participants in attendance, officiating crew, weather or playing conditions, equipment in use.
  - Eligibility Protest: an accepted eligibility protest does not guarantee that the participant in question will be penalized. The accepted protest ensures that the protesting team successfully met the criteria to submit this protest and that an eligibility investigation is underway.
    - The Administrative Staff will investigate the IM Leagues account, previous team history, varsity athletic rosters, and other historical documentation that will clarify the eligibility of the participant in question.
    - Should it be discovered that this player is ineligible, any matches that they illegally participated in will be retroactively forfeited, and further disciplinary action may be enforced.
    - Impacted teams may or may not be notified if their game result is changed.

- If playoff games are impacted by this situation, the Administrative Staff will make a final decision to determine how many (if any) games are replayed, or if the playoff bracket will be altered in any way. If needed, a League Champion may be automatically awarded due to a protest report.
- The Administrative Staff will communicate to the ineligible participant(s) and their team of any disciplinary action, penalties, or suspensions that may be enforced.

## **SECTION 11: Suspensions and Penalties**

### **Article 1: Cause for Suspension**

An intramural participant may be restricted from any intramural or RecWell activities, programs, or entering facilities for failing to act within the policies set forth in this document and those outlined in other Recreation and Wellness Services manuals or handbooks. Suspensions are used in extreme situations or as a last resort when a participant fails to adhere to policies and procedures after being warned previously. In the event of a suspension, the Coordinator, or Assistant Director of Intramural Sports will review the incident, and communicate with the involved parties regarding the terms, reach, and duration of the suspension.

### **Article 2: Actions or Behaviors which Warrant a Suspension**

A suspension could be enforced for a wide array of reasons. While it would be impossible to list every action that may result in a suspension, it is ultimately up to the discretion of the Intramural Staff on-site, and the Coordinator, or Assistant Director of Intramural Sports, to determine if a suspension is warranted. Typically, the cause for a suspension can be narrowed down to one of three categories:

1. Behavior or Misconduct
2. Eligibility
3. Repeat Offense

### **Article 3: Scope, Length, and Terms of a Suspension**

Once the Coordinator, or Assistant Director of Intramural Sports has determined that a suspension should be enforced, they will communicate with the suspended participant(s) to inform them of the scope, duration, and terms of the suspension. This would include the earliest date which the suspension would be lifted, criteria that must be met to shorten and/or lift the suspension, and what the participant is suspended from during that period. A suspension from intramural sports may be the minimum penalty that is placed on a suspended participant, but they may also be suspended from accessing and Recreation and Wellness facilities, or participating in any RecWell activities.

All of these factors will be dependent on the severity of the situation, the participant's reaction and response to the suspension, and if the participant had been warned of their behavior or suspended previously. In order to promote a fun, and safe environment for all participants and staff, we reserve the right to implement a suspension of any length – even permanent, should the actions warrant such. Actions that warrant a suspension may also be referred to the Office of Student Conduct if the action breaches the Student Code of Conduct. These behaviors may result in further academic penalties or University-wide suspensions.

### **Article 4: Lifting a Suspension**

Every suspension requires a meeting with the Coordinator, or Assistant Director of Intramural Sports in order to be lifted. This is to ensure that the suspended participant understands the reasoning for the suspension, and to create an action plan to avoid the situation from happening again in the future. A suspension meeting can be held at the beginning, or end of a suspension sentence at the discretion of the participant, although an earlier meeting usually results in a shorter suspension length.

## **SECTION 12: Inclement Weather**

### **Article 1: Playing Conditions**

Any adjustment to the schedule caused by the weather will be done so with player safety in mind. If at any point the playing surface becomes unsafe or unplayable, all matches will be suspended and/or cancelled at the discretion of the intramural sports staff.

## **Article 2: Decision to Cancel**

Intramural participants should always assume that games are to be played as scheduled unless notified otherwise. **The Administrative Staff will make a decision for games to be played or postponed by 3:00 PM on the day of said game(s).** If a decision is not made by this time, it should be assumed that games will be played. During the night, the on-site Intramural Supervisor and staff will have final say to cancel or suspend activities. This decision will be made with a multitude of factors taken into consideration, such as: current weather status and future forecast, local weather radar, recent weather history, physical examination of playing conditions, playoff implications for games on the schedule, upcoming intramural schedule at the facility, and suggestion from the grounds crew or facility staff. We will always make these decisions with our participants' interest and safety in mind. There is always a possibility that games can be cancelled in the middle of the night, or as playing conditions worsen (regardless of current weather status).

## **Article 3: Cancellation or Suspension of Activities in Progress**

Intramural Activities may be momentarily suspended, or cancelled entirely dependent on several factors. If a game in progress is suspended due to weather conditions, the staff will determine if that game can continue or be completed in a safe manner, and within the confines of the schedule. Participants and staff should seek appropriate shelter once a game has been suspended due to weather conditions. While activities are suspended, playing surfaces will be closed and should not be used until the staff on-site give the "all clear" to resume activities. Participants may not continue using the facility once it is deemed unsafe by the staff. Failure to comply may result in disciplinary action from the Intramural Staff and/or Kent State University, including the Kent State Police.

## **Article 4: Weather Cancellation Policies**

If the Intramural Staff observe any severe weather or warnings, games will be immediately suspended and possibly cancelled per the following guidelines:

- Lightning or thunder is seen or heard: All outdoor activities must be immediately suspended. Participants and staff should seek shelter. Outdoor facilities will be closed for a minimum of 30 minutes from the last observation of lightning or thunder.
- Tornado Watch or Warning: If alerted via weather alert or tornado siren, seek shelter immediately and vacate facility. Play will not be resumed unless the watch or warning is lifted.
- Air quality conditions: All outdoor activities will be suspended if the air quality index is rated above 150 during or immediately before the time of the activity. If the air quality is within 100 – 150, activities may continue, with regular breaks every 10-15 minutes.

If Kent State University announces a campus closure, or cancellation of academic activities, all intramural programs will be cancelled for that evening until further notice.

## **Article 5: Communication to the Teams**

In the event that activities are cancelled or suspended, all impacted teams will be notified by IM Leagues via email, and/or text alert. If a decision is made before 3:00 PM, this communication will come from the Administrative Staff. After 3:00 PM and/or once activities have begun for that night, the on-site Intramural Staff will make their best efforts to communicate the decision to cancel games to all team captains for the upcoming games on the schedule. This communication may come from IM Leagues, or via phone call.

## **Article 6: Scores and Results for Suspended/Cancelled Activities**

The rules document for each sport and activity has specific parameters for determining if a suspended/cancelled game will be scored as a completed/finalized game or not. Please refer to the individual rules governing each sport to determine at what point the contest becomes official.

- Matches that are postponed before they can be classified as a completed match will be scored as incomplete or as a tie with no official winner declared. Play will only resume if the parameters to be considered a completed match can be reached within a reasonable timeframe, and without impacting the remaining schedule.
- A cancelled match will be finalized as a completed match with the current results, if the cancellation occurs after the criteria to be considered a full game was met.
- The Intramural Staff will have the final say on whether there is, or is not, a clear winner outside of the parameters listed above. If a game should not be considered an official completed game, but a clear winner exists, they may



finalize the game within reason. Adversely, if a game can be finalized as a completed game, but no clear winner exists, they may finalize the game as a tie with no winner declared.

- The teams of a suspended or cancelled game will have their sportsmanship rating determined by their behavior, conduct, and sportsmanship up until the point of cancellation – regardless of the final score. If a team disobeys weather or safety policies, the staff reserve the right to lower sportsmanship ratings as necessary.

## 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: 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 3: 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. Or, complete our post-activity survey that is sent via email.

## APPENDICES

### APPENDIX A: IM Leagues Instructions



Recreation and  
Wellness Services



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](http://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](http://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 FLASHcard).
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](http://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
      - 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.