



**Intramural Sports  
Participant Handbook  
2018-2019**

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## *Mission*

Intramural Sports seeks to further the educational experience at Kennesaw State University by promoting the personal development of physical, social, and mental well-being among our students and campus community. The program offers diverse opportunities and services in a safe, competitive, and sportsmanlike environment to promote this well-being in a positive manner.

## *Vision*

The Kennesaw State Intramural Sports program aspires to be the leader amongst peer programs across the nation. The program is committed to accomplishing this through providing inclusive, dynamic, and engaging programming that fosters personal growth among the campus community.

## *Contact Information*

### **Intramural Sports Office**

*Address:* 3220 Busbee Drive, Office 105, Kennesaw, GA 30144 (Owls Nest)

*Phone:* (470) 578-2913

*Hours:* Weekdays from 9:00a-5:00p

*Email:* IMSports@kennesaw.edu

*Website:* sportsrec.kennesaw.edu/IntramuralSports

*Facebook:* KSU Sports & Rec

*Twitter:* @KSUSportsRec

*Instagram:* @KSUSportsRec

### **Dr. Betty L. Siegel Student Recreation and Activities Center**

*Address:* 290 Kennesaw State Rd, Kennesaw, GA 30144 (Sports and Rec Offices)

*Phone:* (470) 578-3207

### **Marietta Campus Recreation and Wellness Center**

*Address:* 955 Technology Way, Marietta, GA 30066 (Sports and Rec Offices)

*Phone:* (470) 578-5109

## *Registration Procedure*

### Players

- All players interested in participating in Intramural Sports must have an IMLeagues account, created by logging in through [mysportsrec.kennesaw.edu](https://mysportsrec.kennesaw.edu) and following the Intramural Sports tab:
  - Log in using your NetID and Password
  - Click on the Intramural Sports tab
  - Click on the IMLeagues banner
  - Fill in blank fields to complete account creation
- Players will need to pass a short quiz over basic rules to be added to a team's roster for each sport.
- Players must electronically sign the Intramural Sports program waiver via IMLeagues before being eligible to participate.
- All players are responsible for reading the rules and procedures for Intramural Sports prior to participating.

### Teams

- Team Registration Process
  - Team Registration will occur via IMLeagues by logging in at [mysportsrec.kennesaw.edu](https://mysportsrec.kennesaw.edu) under the Intramural Sports banner
  - Go to Kennesaw State University home page and click on the sport you are interested in
  - Choose the league you wish to play in
  - Go to the "Waitlist" division and click Create Team button
  - Watch the Captain's Webinar and pass quiz
  - Teams may move to active divisions upon reaching the minimum required number of players on the roster.
    - Under your team's settings, you can rank your preference in divisions so that you are automatically moved once you reach the minimum.
    - You can also elect to move your team on your own.
- Active division spots may be limited due to available time/space for activities
  - Division space operates on a first come, first served basis.
  - Waitlists will be available for each sport.
    - Open spots will be offered to waitlist teams in the order they joined the waitlist as long as they can meet the minimum player requirement.



- Participants are responsible for selecting their own team name. However, team names may not make reference to drug or alcohol use, sexual acts, or any other vulgar act as deemed so by the Intramural Sports Admin Staff. If a team name is unacceptable, the team name will be changed to that of the captain. The captain may then change the team name, pending the approval of the Intramural Sports Admin Staff.

### **Captain's Responsibilities**

- Watch webinar video, create team, and add team members
- Review sport rules and program procedures
- Read all communications from IM staff
- Track and monitor team roster and eligibility on IMLeagues
- Communicate schedule and updates with team members
- Point of contact before games regarding changes to schedule
- Ready to assist IM staff with team or game issues
- Assist with team/fan sportsmanship before, during, and after games
- Address any questions or concerns with IM staff member(s)

## *Free Agents*

*The purpose of the Free Agency program is to allow individuals who are interested in participating in an Intramural team sport, but who have not already signed up with a team, to be recruited by existing teams.*

- Profiles of individuals who register as free agents will be available to team captains who are interested in recruiting team members .
- If there are enough Free Agents in a league, the program will help organize a team for Free Agents. **Note that registering as a free agent does not guarantee that you will become a member of a team.**
- To become a free agent, register on the IMLeagues website for the sport(s) in which you are interested. In the same location as the “Create Team” box, there is the option to register as a Free Agent.
- Team captains are encouraged to use the Free Agency program as a resource to recruit interested players.
- Free agents can become members of teams through the following methods:
  - Free agents can request to join teams that are looking to add additional players.
  - Teams can look at the free agent profiles and request a free agent to join.
  - If there are enough free agents on the list, a free agent team may be formed by the Intramural Sports office.
- There is no fee associated with signing up as a free agent, however teams may ask free agents to help pay for forfeit fees if the team forfeits during the season.

## *Scheduling Format*

### **League Sports**

- League sports consist of a regular season schedule followed by a single-elimination tournament.
  - Leagues are offered for Men's, Women's, and CoRec in most sports.
- The availability of divisions based on level of competition/skill level and organizational affiliation within each league will be based on the number of teams entered and desired level of competition.
  - In the event there are not enough entries to form a specific division, some divisions may be combined.
  - Divisions are groups of approximately 4 teams that play against one another during the regular season.
  - Scheduling of games is randomly populated by the IMLeagues website.
- Leagues will be offered at the Marietta Campus and Kennesaw Campus
  - Division names will indicate where games will be played
  - "MC - Tues 8:30p" means that this division will be scheduled for regular season games at the Marietta Campus on Tuesdays at 8:30p.

### **Tournament Sports**

- Various team sports are scheduled into tournaments based on the number of entries and level of competition/skill level.
  - In the event there are not enough entries to form a desired league or competition level, some leagues may be combined.
- Tournament sports consist of a pool play, double elimination, or single-elimination format. Schedules will be based on the number of entries, facility availability, and the time allotted for the activity.
- Tournaments may be strictly offered at one campus, or they may be split for bracket play and eventually come together as the bracket approaches finals.

### **Individual/Dual Sports**

- Individual/dual sports are sports where 2 or 4 players play against each other. These sports will consist of a regular season and playoffs where games are set up, but the day and time are determined by the teams playing.
- Games will be created in IMLeagues, then the teams scheduled to play each other will be responsible for setting up a date/time for the game that week. The results of the game must be reported in IMLeagues by the weekly deadline.

## *Participant Eligibility*

### **Students**

- A student must be currently enrolled as a degree seeking KSU student and have paid the Recreation Center Fee to be eligible for Intramural competition.
  - Dual Enrollment Honors Program students and students enrolled only in online classes must opt-in to a student membership.
  - Georgia Highland College students must opt-in to a student membership.
- Students must be enrolled for at least 1 credit hour
  - If the student is no longer enrolled at any point in the semester, they are ineligible as of the date that classes were dropped.
  - Courses such as those through Continuing Education which provide CEUs are not eligible.

### **Faculty & Staff**

- Currently employed faculty or staff of KSU with an active membership (Kennesaw or Combo Membership) are eligible.

### **Common Ineligible Participants**

- Ejected Participants
- Long Term Visitors
- Alumni
- Students taking a semester off
- College of Continuing and Professional Education Students
- Intensive English Program Students
- Accepted students not yet attending classes
- Spouses or other family members

### **Ineligible Participants**

The penalty for use of an ineligible player shall include the following:

- A team shall forfeit all game(s) in which the ineligible player participated.
- A participant that illegally plays for more than one team is considered ineligible for each team until officially reinstated (Exception: 1 Men's/Women's team and 1 CoRec team).



- The second team that the participant played on will receive a loss for each game that was played by the participant in question.
- The ineligible participant in question will be suspended from all Intramural activities until officially reinstated. The offending player is subject to a minimum one-game suspension in that sport and possibly suspension from participation for the remainder of the sport and/or semester.
- Any player using a false ID shall be suspended from all Intramural Sports activities until officially reinstated and may be subject to further disciplinary action by the Department of Student Conduct and Academic Integrity.
  - Any use of a fraudulent form of ID is subject to confiscation by program staff.
- During playoffs, the last contest in which an ineligible player participated shall be recorded as a forfeit and a win for the opposing team.
  - No reorganization of tournaments shall occur.

### **Playing on Multiple Teams**

- A participant may play on a maximum of one Men's/Women's team and one CoRec team in a sport in a given season.
- The first team played on is considered to be that participant's team for the entirety of the season.
  - Any subsequent participation on any other team in that league constitutes the use of an ineligible player.

### **Ejected Players**

- Players, coaches, and spectators who have been ejected from any Intramural contest for any reason are suspended from all Intramural activities until official reinstatement. Further information is discussed under Ejections.

### **Playoff Eligibility**

- Players may be added to a roster at any time during the sport season.
- Players must have checked in for at least one game to be eligible to participate in any Championship game, and check in for two games to be eligible for a t-shirt.

## Ringers

A Ringer is defined as an otherwise eligible participant with certain playing restrictions as a result of having benefited from advanced training and coaching opportunities in the same or related sports based on the Intramural Sport offering.

- *Number of Ringers Allowed:*
  - Teams may have a number of eligible ringers on the team roster that is less than or equal to 50% of the total number of players that can play on the field/court at one time. This restriction only applies to league sports.
    - I.E. of Max Ringer – 5v5 Basketball is 2, Softball is 5
- *Club Sport Athletes:* Participants are considered Club Sport athletes if their name currently appears on a club roster in Campus Labs for the same or related sport.
- *Former Varsity Athletes:* A former varsity athlete is an individual who was listed on any intercollegiate varsity roster within the past 3 academic years, but is not listed on a roster in the current academic year.
  - A student who is dropped from a Varsity roster may be eligible for the same or related Intramural Sport upon appeal, provided he or she did not play in a varsity game, did not regularly attend team practices, and/or was not included on an official team roster.
- *Varsity Athletes:* Members of varsity teams at the intercollegiate level are not eligible for Intramural competition in the sport or related sport in which they are participating.
  - Varsity athletes who have been on any intercollegiate varsity roster in the current academic year are not eligible during the same academic year.
- *Professional Athletes:* Anyone who has been a professional athlete (received compensation for playing and/or signed a contract) is ineligible to participate in the same or related Intramural Sport offering for 5 calendar years. After 5 years they are considered a Ringer.

### Examples of Related Sports

<i>Intramural Sport</i>	<i>Club/Varsity Sport</i>
Softball	Softball & Baseball
Flag Football	Rugby & Football
Ultimate Frisbee	Ultimate Frisbee
Sand/Indoor Volleyball	Volleyball

## *Rosters and Check-In*

### **Game Site Check-In**

- Participants must show a valid, government-issued form of photo ID prior to each contest to the Intramural Sports staff at the game site to check-in.
  - Players without a valid form of ID will not be allowed to participate.
    - KSU IDs are the preferred form of identification, per the Kennesaw State University Student Handbook.
    - Valid forms of ID include a driver's license, military ID, passport, and KSU ID.
    - Credit cards, other third party forms of identification, or IDs that do not have a clear picture will not be accepted.
- Players must be on the printed roster to check-in for games.
  - Players must be added to the IMLeagues roster by 10:00am the day of the game for games occurring Monday-Friday.
    - Weekend games require players be added by 10:00am on Friday.
  - On-site roster look-ups for players not on the printed roster will be allowable, but captains should work to minimize this.
    - If a team does not meet the minimum by game time due to this, the Grace Period will still go into effect.
- Teams must have the minimum number of athletes required to play checked-in prior to the scheduled contest. Failure to do so will result in the game entering the Grace Period. Please see Grace Period for more information.
- There are times where participants are playing in consecutive games at different facilities. If you are traveling between facilities to another game, please inform the supervisor on site at your first contest before the first game begins.
  - Plan ahead when selecting times, divisions, and teams as a participant to avoid these situations where possible.
  - If your team has enough to start the game before your arrival, the game will begin.
  - If your team does not have enough participants to start, the start of the Grace Period will be delayed by 10 minutes for games on the same campus and 15 minutes for games on different campuses.
- Coaches will not be recognized as it relates to the game being played. They are considered to be a spectator. They will not appear on the team roster and teams are only allowed one non-player coach in the bench area.
  - Coaches cannot call timeouts and shall not step onto the playing area during the game. This includes player-coaches.

## Rosters

- A roster is the list of all individuals on your team for the season.
- The number of players on a roster is limited based on the roster cap for each sport. Please see the correlating sport rules book.
- If a team has a player that has a medical reason for not being able to play, an appeal can be made to the Intramural Sports Administrative Staff. If the appeal is upheld, the team will be granted one additional roster space and the medically ineligible player will be suspended for the remainder of the sport.
- Players may be added at any time during the sport season, through the Championship Game.
  - Captains should verify the players on your team's roster online before this deadline to make sure the games played are accurate.
- Once checked-in for a game:
  - The player is part of that team's roster.
  - A player cannot be dropped or switch teams.

## *Gender Identity Statement*

The Kennesaw State Intramural Sports program strives to be engaging and inclusive to all students and members of the university community. The program encourages participants to play based on their expressed gender identity, which is accepted in good faith. Eligibility to play in various leagues will be determined by the gender that is specified with participant's IMLeagues accounts. Participant gender assigned in IMLeagues is reflective of that which the participant has provided to the university. If the gender in IMLeagues is not in line with your self-identified gender, please reach out to the Office of Diversity and Inclusion for assistance in having this adjusted appropriately.

## *Non-KSU Guests at Intramural Events*

### **On-Campus Venues**

- Intramural Sports Participants must complete the Spectator Request form online prior to the start of the contest for their guests. 2 guests are allowed per sponsor.
- Spectators must be at least 18 years of age and show a photo ID to receive the pass.

### **Off-Campus Venues**

- Guest policies for other venues may vary, see sport rules for details.

## *Fraternity and Sorority Eligibility*

*The policies in this section are in addition to the general eligibility requirements for all Intramural Sports participants.*

### **Member Eligibility**

- Those persons listed on the roster will be eligible to compete for their organization as long as they:
  - Remain properly registered as a member of the organization.
  - Maintain an active Sports and Recreation student membership.
- Once a participant becomes inactive with the Department of Fraternity and Sorority Life, that participant may not participate with any Greek organization.
- Persons who are not members of the organization are not eligible to compete for a fraternity or sorority team.

### **New Members and Initiates**

- Pledges and other new initiates are eligible to compete for a fraternity or sorority the first day following the conclusion of the official recruitment period for each semester.
- The new members of fraternities and sororities must appear on the official roster on the roster submission date for the applicable semester. Persons competing for Greek organizations during this early semester grace period (end of recruitment through roster submission date) who do not appear on the official roster for the respective semester will cause that organization to forfeit all games and events in which the ineligible player participated.
  - No points will be awarded to the organization for overall IM Cup point standings for that sport/event.

### **Good Standing**

- Organizations that are not in good standing will not be allowed to participate in fraternity or sorority divisions, nor use their Greek names and/or signifying marks (letters).
  - Members of chapters not in good standing may not wear their letters during Intramural play, including situations where the team is not playing under their fraternity or sorority name.
- Intramural Sports will communicate with the Department of Fraternity and Sorority Life in the event that organizations are sanctioned.

## *Attire and Equipment*

### **Equipment**

- The Intramural Sports Program provides most game equipment for Intramural Sports activities. It is the responsibility of participants to return any borrowed equipment to the Intramural Sports staff.
  - Failure to return equipment or damage to equipment will result in a charge to the student's university account.
- Some sports may require participants to provide their own equipment.
  - Examples: Shin guards, goalie gloves, softball gloves
  - See attire and equipment section of sport rules for details.

### **Jerseys & Team Colors**

- Some sports will require teams to choose a jersey color on the website to differentiate teams. Teams are not required to have jerseys, but participants must wear similar colored shirts for the contest.
- Jerseys for team sports must have a whole number between 0-99 on them.
  - Numbers may not be taped onto the jerseys.
  - Numbers at least 6 inches high and ½ inch in width on the back of the jersey are preferred.
- Players will not be allowed to play shirts vs. skins.
- Teams should arrive in the color chosen during registration.
  - Each player for all teams should bring a shirt/jersey in the color selected on IMLeagues and a shirt/jersey in a contrasting color as well (i.e. Black is color selected, bring both black and white shirts).

### **Jewelry and Headgear**

- In most sports, jewelry is not allowed to be worn by any participant during a game or event.
  - The officials and supervisors on duty have the authority to disallow any individual from participating, which they feel would endanger the person wearing the jewelry and/or the opponents.
- While personal safety headgear and other safety equipment are acceptable, certain other forms of headgear are not permitted.
  - For indoor sports, prohibited headgear consists of any hats, bandanas, baseball caps, winter/wool hats, and any other similar headgear.

- This also applies to outdoor sports with the following exceptions: winter/wool hats and unknotted bandanas are allowed. Caps are permitted for participants in certain sports, check sport rules for details.
- Participants may contact our office to inquire about what is acceptable and unacceptable, as well as request permission to wear equipment that is not within these guidelines due to various reasons, including religious requirement.

### Footwear

- All participants are required to wear appropriate footwear and personal equipment for competition. Specific information concerning permissible equipment for each sport or activity will be included in the information sheet and/or rules for that sport.
- Participants shall not play barefooted unless specifically allowed by the rules for that sport (i.e. Sand Volleyball).
- Regulation rubber-soled cleats, plastic cleats, and tennis shoes are permissible for outdoor play.
  - Shoes with ceramic cleats, screw-in cleats (unless the screw is part of the cleat), detachable cleats, or any projecting metal are illegal. Rubber cleats with a tipped metal material are legal.
- Regulation non-marking tennis shoes or court shoes are required for play in gymnasiums and on court surfaces.

### Braces

- Participants may wear soft, pliable (non-rigid) pads or braces to protect an injury.
  - Braces made of any hard, unyielding material must be fully covered on all sides by at least ½-inch of padding. Under no circumstances will a participant wearing a cast or splint be permitted to play.

### Blood Rule

- If a player sustains an injury that causes bloodshed, the player must leave the game until the bleeding can be stopped and wound bandaged (if necessary).
- The player may not return to the game if there is blood on any of his/her uniform pieces, all bloody clothing must be removed and replaced by another legal uniform piece to continue.

## Other

- Players should be in athletic attire appropriate for the sport being played.
  - Players not in appropriate attire may not be allowed to participate.
- It is at the discretion of the Intramural Sports staff to ban the use of any equipment that may be considered a safety risk.
- Players and/or teams in violation of these policies will be penalized with an unsportsmanlike conduct penalty, and the players in violation will be removed from the game until the restricted item is removed.

## *Alcohol, Drug, and Tobacco Usage*

*In accordance with the KSU Student Code of Conduct, the consumption of alcoholic beverages or usage of any form of tobacco product or illicit drug is strictly prohibited.*

- Any participant or non-player suspected of being under the influence of alcohol or an illicit drug while present at an Intramural Sports event will be removed from the game and suspended from all Intramural Sports for the remainder of that sport's season.
  - Additionally, players may be referred to the Department of Student Conduct and Academic Integrity.
- Participants should not utilize any form of legal/prescribed drug that impairs motor, vision, or speech ability while playing. A staff member may remove any participant suspected of being under the influence of such drug from play.
- Players found using tobacco products on the playing surface or game site will be ejected from the facility.
  - Non-players will be asked to vacate the facility and not be allowed to return.
  - Tobacco products are also prohibited in all parts of the game site, including parking lots and use could lead to lower sportsmanship ratings.
- It is the responsibility of the team captain to be sure that all players and spectators are not violating these rules. Failure to do so may cause team to be penalized or possibly forfeit their game.
- These policies apply to events at both on and off campus facilities.



## *Sportsmanship*

*Intramural Sports strives to provide a recreational environment for the University community which is safe and enjoyable. While the game atmosphere is often competitive, ensuring participant safety, providing a fun, social atmosphere, and promoting sportsmanlike behavior among participants, spectators, and team followers are our primary goals. The game atmosphere should remain good-natured at all times. Participants shall maintain good sportsmanship throughout their participation in all facets of the Intramural Sports program.*

### **Sportsmanship Ratings**

- The Sportsmanship Rating System is intended to be an objective scale by which a team's attitude and behavior can be assessed.
  - Behavior before, during, and after an Intramural Sports contest is included in the rating.
  - The team captain is responsible for educating and informing all players and spectators affiliated with his/her team about the system.
  - Each team should choose its members carefully, as all team members will suffer the consequences of any disciplinary action against that team for violation of the Intramural Sports rules and sportsmanship guidelines.
- An individual's behavior can have a dramatic effect on a team's rating.
- Sportsmanship is vital to the success of every Intramural contest. In order to encourage proper conduct during games the officials, administrative personnel, and supervisors shall make decisions on whether to warn, penalize, or eject players or teams for poor sportsmanship.

### **Rating Method**

- Each team in each contest shall be rated by the officials. The authority of the officials' ratings exists prior to, during, and following all contests to which that official is assigned, and extends to all persons at the playing site. Sportsmanship ratings will be recorded after every contest.
- The final sportsmanship rating score will be an average of the scores each staff member working the contest provides.
- Intramural Sports administrative staff members may amend a rating at any time for inappropriate conduct, use of an ineligible player, and/or inaccuracy in reporting.
- Teams may speak with the Supervisor on site to view their sportsmanship rating. Teams may also view their sportsmanship ratings online.

- A team captain may appeal the score of their team's sportsmanship rating by submitting a written appeal to the Intramural Sports Office by 5pm of the next business day following the game or match. Appeals after this time will not be considered.
- The Sportsmanship Rating Scale will be used for each Intramural contest including regular season games, playoffs, and tournaments.

## Rating Scale

Team sportsmanship is graded following each contest according to the following scale and criteria:

- Officials will start in the appropriate range based on S.I.'s and adjust the rating according to other sportsmanship issues that did not warrant an infraction.
- Player behavior, coach behavior, fan behavior, attitude towards opponents, cooperation with officials, trash left behind, and other relevant issues will be taken into consideration when assigning a sportsmanship rating.
- Sportsmanship Infractions (S.I.) are unsportsmanlike penalties as defined by each sport's rules (unsportsmanlike penalty in flag football, technical foul in basketball, yellow card in soccer, etc.).

## Special Game Situations

- A team winning or losing a game by default or forfeit with no game play occurring will receive the following sportsmanship ratings, unless special circumstances dictate otherwise:
  - The winning team will receive a 4.00 sportsmanship rating.
  - A team losing by default will receive a 3.33 sportsmanship rating.
  - A team losing by forfeit will receive a 2.33 sportsmanship rating.
- A team that wins or loses a game by forfeit after the game has started and game play has occurred shall receive a rating based on their sportsmanship in the game play up to the time of the forfeit.

<b><i>Kennesaw State Intramural Sports Sportsmanship Rating Scale</i></b>		
<i>Staff Rating</i>	<i>Team Sportsmanship Infractions</i>	<i>Conversion</i>
<b>A+</b>		4.00
<b>A</b>	<b>ZERO S.I.'s</b>	3.67
<b>A-</b>	<i>*Losing Team Defaults*</i>	3.33
<b>B+</b>		3.00
<b>B</b>	<b>ONE S.I.</b>	2.67
<b>B-</b>	<i>*Losing Team Forfeits*</i>	2.33
<b>C+</b>		2.00
<b>C</b>	<b>TWO S.I.'s</b>	1.67
<b>C-</b>		1.33
<b>D+</b>		1.00
<b>D</b>	<b>THREE S.I.'s or more</b>	0.67
<b>D-</b>		0.33
<b>F</b>	<i>*Team Forfeiture due to S.I.'s*</i>	0.00
<b>*Administrative Fouls are not considered S.I.'s*</b>		

<b>Score Determined by Default/Forfeit</b>		
<i>Sport</i>	<i>League</i>	<i>Final Score</i>
Best 2 of 3 Sports	ALL	2-0
Run Sports (I.E. Kickball, Softball)	CoRec	8-2
	M/W	8-2
Touchdown Sports (I.E. Flag Football)	CoRec	20-6
	M/W	16-6
Goal Sports (I.E. Ultimate, Soccer)	CoRec	5-1
	M/W	4-1
Point Sports (I.E. Basketball)	CoRec	40-15
	M/W	30-15

## Playoff Tournament Sportsmanship

- A team with a 3.33 sportsmanship rating average or higher during regular season league games will be eligible to enter playoffs with no restrictions.
- A team with sportsmanship rating average between 3.33 and 3.00 will be eligible to enter, but will do so on probation.
- During playoffs, teams are expected to show proper sportsmanship.
  - If a team receives a sportsmanship rating score of 1.00 or lower in any game, they must meet with the Intramural Sports Admin Staff prior to the next scheduled game.
  - If a team receives a sportsmanship rating score of less than a 3.00, they will be placed on probation for the duration of the playoffs.
    - A second sportsmanship rating score of less than a 3.00 will remove them from the bracket.
- If a team has won their game but is removed from the bracket due to poor sportsmanship, their last opponent will advance.

### *Examples:*

- The Gators are on probation for having a sportsmanship score below 3.00 in the playoffs. They win their game against the Bulldogs, but receive a sportsmanship score of 2.67 for the game. The Bulldogs advance to the next round of the playoffs.
- It is discovered after the 2<sup>nd</sup> round playoff game against the Colts that the Tigers have too many ringers. The Colts would advance to the 3<sup>rd</sup> round.
- A team which receives a 1.00 or below in their final playoff game is subject to further disciplinary action as a team in subsequent sports, as individuals when appropriate, or to the team captain.

## Conduct at Off Campus Locations

- All KSU policies will continue to apply at Intramural Events off campus; this includes all Intramural rules as well as the KSU Student Code of Conduct.
- Additionally, all participants must abide by the policies set by the off-campus venues. Failure to follow those policies may result in penalties assessed by the management of the venue that may include temporary or permanent suspension from those facilities regardless of whether a player remains eligible to play in a sport according to KSU policies.

## Extramural Tournament Sportsmanship

- Teams must maintain a 3.00 sportsmanship average for the entire sport season, including playoffs, or they will not be allowed to represent KSU at any state, regional, or national tournament. This includes situations where the team had qualified with an average above 3.00 in the extramural qualifier tournament in which the bid was earned.
  - Regular season teams with 3 or more players from a bid-winning qualifier team on the roster will need to maintain a 3.00 average during the sport season, even if playing under a different team name.

*Example:*

- The Eagles earn a bid through an extramural qualifier tournament and maintains a 3.33 sportsmanship average. During the regular season or playoffs the sportsmanship average drops to a 2.33. The Eagles are ineligible for extramural tournaments.
- Players or teams who have exhibited poor sportsmanship during KSU Intramural Events and received multiple unsportsmanlike penalties or an ejection in any sport may not be allowed to represent KSU at an extramural tournament.
- Players who have been removed from a league due to poor sportsmanship will not be able to represent KSU at an extramural tournament in any sport for that academic year.
- Teams or individuals who exhibit poor sportsmanship at an extramural tournament will not be allowed to travel to future tournaments and may face disciplinary action on campus including but not limited to suspension from Intramural Sports.

## *Defaults and Forfeits*

### **Defaults**

- If you know your team will not be able to make one of its scheduled games, the team captain should complete the Default Form on the IMLeagues website by 12:00pm on the day of the scheduled contest.
  - Defaults can be requested any time prior to the deadline.
- The defaulted contest will be recorded as a loss for your team, but the team will remain in the league for future games and the captain is NOT CHARGED A FORFEIT FEE.
  - The second default by a team will be considered a forfeit.
- Teams may not default a championship game. If a team cannot play at a scheduled time for a championship game, the captain should contact the Intramural Sports Office.

### **Forfeit Fees**

- Any captain of a team that is registered for a sport that is league style and forfeits a game will be charged a \$40 forfeit fee.
- Any captain of a team that is registered for a sport that is a team tournament and forfeits a game will be charged a \$20 forfeit fee.
- Any captain of a team that is registered for an Intramural Sport that is individual or dual scheduled and forfeits a game will be charged a \$10 forfeit fee.
- Forfeit fees will be automatically charged to the captain's Banner student account one week following the conclusion of the sport or tournament.
  - The week between the end of the season and processing the forfeit fee is a period where captains can appeal a forfeit during the season.
  - Once the fee has been placed on Banner, the period to appeal the fee is closed.
  - Captains can check if their team will be charged a forfeit fee by looking at the far right side of the league standings under the F/D column.
    - 1/0 means the team forfeited one game and defaulted zero games

## Forfeit Fee Charging

A forfeit fee will be charged to the captain if:

- Team/individual does not show for scheduled game
- Team does not have enough players to start a game by the close of the grace period (see Grace Period for details)
- Game is forfeited by team/individual due to poor sportsmanship (by players or spectators)
- Team is found playing with ineligible players
- Team does not finish a game in progress
- Two or more defaults are approved in a season
- Team/individual requests to be dropped after the schedule is posted
- Team is removed from play due to disciplinary action on campus after the schedule is posted

## Consequences of Not Having Enough Players (Forfeit)

- Any team or individual forfeiting because of failure to arrive at a scheduled regular season contest will be dropped from the league unless he/she notifies the Intramural Sports Office of their intention to continue to participate by noon of the next business day following the forfeited contest.
  - If a second forfeit occurs, the team or individual will be automatically dropped.
- The wait list will be used to fill vacant spots in the schedule if possible.

## Forfeit/Default Scores

- When a game is forfeited or defaulted, the scores in the forfeit/default score chart will be used unless it is a double forfeit. The purpose of these scores is to provide a fair score to the winner.
  - A double forfeit will result in both teams receiving game scores of zero.
- Teams that win by default or forfeit will receive a sportsmanship score of 4.0. Defaulting teams will receive a 3.33 sportsmanship score; and teams forfeiting a game that has not occurred will receive a 2.33.
  - Games in progress or already played will keep the sportsmanship score assigned by the Intramural Sports staff.

## *Grace Period*

*Part of the mission for Kennesaw State's Intramural Sports program is to promote mental and physical well-being of students, and this is vastly achieved through participation in program offerings. In an effort to more effectively fulfill this mission, the program is utilizing a grace period to allow teams some structured leniency in forfeits. This will help promote participation by reducing forfeits, increasing the amount of games played, and providing more opportunities for students to be active and learn.*

### **Starting a Game**

- The grace period begins when the staff's cell phone reads that the current time is also the published game time and at least one team has not met the minimum required number of players signed in.
  - i.e. Staff member's cell phone reads 6:30 for a 6:30 start time game.
- The game clock will be started by the officials when the grace period is started. Teams may use a time out to stop the game clock, but this does not affect the timing of the grace period.
- Teams with no one present at game time will receive an immediate forfeit.
- Staff members will write the time that the team meets the minimum requirement on the game sheet.
  - 4<sup>th</sup> player for basketball signs in for team and Supervisor's cell phone reads 6:32. Supervisor will write in 6:32 on game sheet for check in.
- There will still be a captains' meeting held prior to the beginning of a game using the grace period.
- The staff members will place the appropriate score on the scoreboard reflecting the grace period table.

### **Grace Period in Effect**

- When one or both teams do not meet the minimum requirement at published game time the grace period will begin at game time.
- The Grace Period will also be utilized for playoff games, but will NOT be in effect for any tournament sports.
- Any game that results in a forfeit will not continue to be officiated by the Intramural Sports staff. The facility space may be utilized by the team until 10 minutes prior to the next game time. Game equipment may need to be checked out by team to continue playing if staff members are not present to monitor usage.

### **Forfeit Fees**

- When a team receives a forfeit after the conclusion of the Grace Period, or when the team is given an immediate forfeit with no representatives a game time, the captain will be charged a forfeit fee.



## Kennesaw State Intramural Sports Grace Period Penalty Table

### *Men's and Women's Leagues*

Sport	1-5 Minutes late	6-10 Minutes late
<i>Best 2 of 3 Sports</i>	Start first match down by 6 points	Start first match down by 12 points
<i>Run Sports</i>	Start down by 3 runs	Start down by 5 runs
<i>Touchdown Sports</i>	Start down by 7 points	Start down by 14 points
<i>Goal Sports</i>	Start down by 2 goals	Start down 4 goals
<i>Points Sports</i>	Start down by 6 points	Start down by 12 points
<i>All Sports</i>	A- Sportsmanship cap; opponent receives ball/options	B- Sportsmanship cap; opponent receives ball/options
	Game clock starts when facility is ready or at game time, whichever is later	

### *CoRec Leagues*

Sport	1-5 Minutes late	6-10 Minutes late
<i>Best 2 of 3 Sports</i>	Start first match down by 6 points	Start first match down by 12 points
<i>Run Sports</i>	Start down by 3 runs	Start down by 5 runs
<i>Touchdown Sports</i>	Start down by 10 points	Start down by 17 points
<i>Goal Sports</i>	Start down by 3 goals	Start down by 5 goals
<i>Points Sports</i>	Start down by 10 points	Start down by 16 points
<i>All Sports</i>	A- Sportsmanship cap; opponent receives ball/options	B- Sportsmanship cap; opponent receives ball/options
	Game clock starts when facility is ready or at game time, whichever is later	

***Tournament Sports will NOT utilize the Grace Period***

### *Example Situations of a 6:30 Published Game Time*

	Team A is checked in and ready by 6:30	Team A is checked in and ready at 6:31 or by 6:35	Team A is checked in and ready at 6:36 or by 6:40	Team A is checked in and ready after 6:40
Team B is checked in and ready by 6:30	<i>Game starts even</i>	<i>Team A starts down using "1-5 Minutes" section</i>	<i>Team A starts down using "5-10 Minutes" section</i>	<i>Game results in forfeit and deposit loss for Team A</i>
Team B is checked in and ready at 6:31 or by 6:35	<i>Team B starts down using "1-5 Minutes" section</i>	<i>Game starts even</i>	<i>Team A starts down using "1-5 Minutes" section</i>	<i>Game results in forfeit and deposit loss for Team A</i>
Team B is checked in and ready at 6:36 or by 6:40	<i>Team B starts down using "5-10 Minutes" section</i>	<i>Team B starts down using "1-5 Minutes" section</i>	<i>Game starts even</i>	<i>Game results in forfeit and deposit loss for Team A</i>
Team B is checked in and ready after 6:40	<i>Game results in forfeit and deposit loss for Team B</i>	<i>Game results in forfeit and deposit loss for Team B</i>	<i>Game results in forfeit and deposit loss for Team B</i>	<i>Game results in double forfeit</i>

## Ejections

*Participants and spectators that choose to display unsportsmanlike behavior before, during, or after a contest, whether directed toward an opponent or a staff member, may be ejected from that contest. Any member of the Intramural Sports staff may administer an ejection. Examples of unsportsmanlike conduct which will result in ejection include, but are not limited to, the use of profanity, vulgar and abusive language or gestures, disrespect toward an official or staff member, unnecessary roughness, excessive technical or unsportsmanlike fouls, flagrant actions toward an opponent, flagrant actions toward an official, and fighting or inciting a fight.*

- Any participant who is ejected will be immediately suspended from all Intramural Sports events until officially reinstated.
- The minimum sanction for an ejection is a one-game suspension OR an educational sanction decided upon by administrative staff. Sanctions for ejections will be based on the severity of the situation, as well as previous incidents with unsportsmanlike conduct during Intramural Sports participation.
- Ejections occurring at the end of a sport season or last game for a player may be adjudicated for another sport or semester.
- Any player, coach, or spectator who willfully causes the destruction of or damage to equipment belonging to Intramural Sports, the Department of Sports and Recreation, Kennesaw State University, or other venues used by Intramural Sports shall be held financially responsible for all subsequent damages.
- Any player, coach, or spectator who verbally threatens, strikes, or physically abuses any Intramural Sports staff member or official will be immediately suspended from all participation for a minimum period of one year.
  - Such actions will be referred to the Department of Student Conduct and Academic Integrity for review, and further disciplinary action may be pursued if warranted.
    - Under Georgia Code 16-5-23 simple battery is considered a misdemeanor of a high and aggravated nature if committed against a sports official.
  - Please be aware that any and all types of verbal and/or physical abuse toward any Department of Sports and Recreation staff member will not be tolerated under any circumstances.
- Physical contact by a participant with intent to harm another person shall result in a minimum one semester suspension from all Intramural Sports activities.
  - This also includes an attempt to strike, even though there may not be contact.

- If the instigator(s) can be identified, involvement in a fight shall result in a minimum one-year suspension from all Intramural Sports activities. There is no acceptable excuse taking an action in the fight. A participant in a fight is considered to be any player or spectator that enters the field/court during the fight. Any team, its individual players, and associated spectators that are involved in a “team” fight (most or all the team members or spectators present) will be immediately suspended from further participation in that sport. This is the minimum period of suspension that may be increased, depending upon the severity of the incident. In addition, individual instigators/participants that are identified will be subject to individual disciplinary sanctions. Any participant who leaves their team/bench area during a fight is subject to ejection. Members that are not present will not be subject to suspension.
- The Intramural Sports Program reserves the right to eject any individual, team, or spectator who interrupts the conducting and administration of a game.
- Players do not have to accumulate the required number of infractions to be ejected.
  - Participant can receive 2 technical fouls or 1 flagrant technical and be ejected in both scenarios.
  - Any ejections (including flagrant fouls) count as 2 sportsmanship infractions.
- The jurisdiction of the Intramural Sports staff begins when the participant/spectator arrives at the sports venue and ends when the involved persons leave the sports venue in which the contest is being held. Sports venue includes, but is not limited to the playing area, facility, parking lot, sidewalks, or other area within sight or sound of the facility where Intramural Sports or Sports and Recreation staff are located.
- Any ejected player(s) must leave the playing area and facility immediately. If the player refuses to leave within a reasonable time, the game will be forfeited.
- Captains must assist Intramural Sports staff with retrieving the ejected participant's identification.
- Sanctions do not begin until after a player has met with the Intramural Sports Coordinator.
- Repeated unsportsmanlike conduct issues will be monitored by the Intramural Sports staff and participants demonstrating a pattern of unsportsmanlike behavior are subject to suspension from all Intramural Sports activities.
- Any verbiage or action that is derogatory and is in reference to race, gender, sexual orientation, physical or developmental disabilities, or any other slur directed toward anyone at the game site will not be tolerated and is grounds for immediate ejection.

## *Reinstatement and Appeal*

### **Reinstatement Procedure**

To regain eligibility, the ejected person must complete the following:

1. A written statement detailing the events surrounding the incident may be provided by the participant. The statement should be delivered to the Intramural Sports Office at the Owls Nest or emailed to the Intramural Sports email account.
2. Schedule an appointment to meet with the Intramural Sports Admin Staff to discuss the incident.
  - Meetings will take place at the mutual availability of the Intramural Sports Admin Staff and the player seeking reinstatement.
  - Reinstatement meetings must be scheduled appointments.
3. Attend the scheduled meeting with the Intramural Sports Admin Staff.

### **Failure to Complete Reinstatement Procedure**

- An ejected person who does not complete the required steps in the reinstatement procedure outlined above remains ineligible for all Intramural Sports leagues, events, and activities for the remainder of his/her collegiate career. This perpetual suspension from all Intramural Sports activities carries over from academic year to academic year until the ejected person completes the outlined procedure to regain his/her eligibility. The ejected person's name will be removed from the list once the reinstatement procedure is completed.
- Failure to complete the reinstatement procedure may also result in turning over the incident to the Department of Student Conduct and Academic Integrity for disciplinary action.

### **Appeals**

- Participants appealing sanction decisions must submit a written request to the Intramural Sports Senior Coordinator within two business days of the decision. Appeals may take 1-2 weeks to be heard and decided upon.
- Appeals may be reviewed by the Associate Director of Competitive Sports or a panel consisting of at least one (1) of each: Intramural Sports Program Assistant, Administrative Staff member, professional staff member, and participant.
- Sanctions can be **reduced or increased** following the appellate decision.
- Intramural Sports suspensions shall not be lifted or postponed during the appeal process. No previous Intramural contests will be replayed as a result of an upheld appeal.

## ***Protest Procedure***

*A team captain is permitted the opportunity to file a game protest in an effort to resolve a questionable game situation. A protest is considered valid in instances of rule interpretation and participant eligibility only. Often, a protest may be avoided through intelligent and constructive conversation among the team captains, officials, and Intramural Sports staff.*

### **Initiating a Protest**

- All protests must deal with the interpretation of a rule or enforcement of a penalty for the infraction of those rules.
  - PLEASE NOTE THAT MATTERS INVOLVING AN OFFICIAL'S JUDGEMENT ARE NOT ELIGIBLE FOR PROTEST. (Example: On a close play in flag football, the ball being short or scoring a touchdown is a judgment call.)
- Protests may be made to any official on a game immediately following the play in question, but must come from the captain of the team. Once the ball becomes live for the next play, the protest period has ended.
- The officials' crew will call a timeout for the protest. If the protest is upheld, the team will be given their timeout back. If the protest is overruled, the team will be charge a timeout. If a team has no timeouts remaining, the team is allowed to protest until they protest and are ruled incorrect on-site.
- Once a protest is initiated, the Intramural Sports Supervisor will send teams to their benches and speak with the captain who initiated the protest. The Supervisor will then confer with the officials' crew and make a decision.

### **Formal Protest**

- If any team is not satisfied with the decision made by the Intramural Sports Supervisor after a protest at the game site, the team may file a formal protest.
  - This must be done directly following the decision rendered by the Intramural Sports Supervisor.
  - The Intramural Sports Supervisor will record all pertinent game information on the Protest Report at that time, including the captain's reason for a formal protest.
  - The game will be played under protest from that point forward.
- If at the conclusion of the contest the team that has filed the formal protest loses, the captain should confirm the protest with the Intramural Sports Supervisor.
  - If the team who files a formal protest wins the game being played under protest, the report will be processed but the game result may stand and the game may not be replayed.

- The protesting team must submit a written (typed) statement citing the specific rules misinterpreted and the protested situation to the Intramural Sports Admin Staff by 2:00 PM the next business day following the protested contest.
- The decision will then be reviewed by the Intramural Sports Admin Staff. If the decision is reversed the game will be rescheduled and played from the point that the game was protested. This includes only allowing participants who were signed in for the game in question to participate in the rescheduled game.
- If the decision is denied, the final outcome of the game will stand.

### Eligibility Protest

- Any person or organization may challenge the eligibility of a player by notifying the Intramural Sports Admin Staff in writing.
  - Player eligibility protests during the regular season must be filed within 7 days of the date of the player's participation in an Intramural game or event or by the conclusion of regular season play whichever comes first.
  - During playoff games, player eligibility protests must be filed by 12 noon the following day to the Intramural Sports Admin Staff or with the Intramural Sports Supervisor on-site prior to the next scheduled game, whichever comes first. Challenges will be reviewed by the Intramural Sports Admin Staff.
  - Upheld player eligibility protests will result in a forfeit of the game in which the ineligible player competed.
  - *Note that any protest of eligibility will result in verification of eligibility for all members of the protesting team as well.*
- Individual Appeals: If an individual feels that they have extenuating circumstances that should allow them to be exempt from any or all of the Intramural Sports eligibility guidelines, he or she can make a written appeal stating his/her reasons for exemption from the rules prior to participation. This appeal will be reviewed by the Intramural Sports Admin Staff.
- Individual Penalties: As soon as an individual violates any of the eligibility rules, he or she shall thereafter be considered ineligible for ALL Intramural activities. Violation of this suspension will result in further or permanent suspension from the Intramural Sports program and possible disciplinary action by the Department of Student Conduct and Academic Integrity.
- Team Appeals: If a team feels that they, or a member of their team, have been ruled ineligible incorrectly, the team captain can make a written appeal within 48 hours of the ruling stating the team's reasons for review or exemption from the rules. The appeal will be reviewed by the Intramural Sports Admin Staff.

## *Playoff Qualifications*

### **Advancing**

- All teams in an active sport league who meet the following qualifications will be eligible to participate in playoff games for their league.

### **Team Sportsmanship & Playoff Eligibility**

- A team with a 3.33 sportsmanship rating average or higher during regular season league games will be eligible to enter playoffs with no restrictions.
- A team with sportsmanship rating average between 3.33 and 3.00 will be eligible to enter, but will do so on probation.
- If a team receives a sportsmanship rating score of less than a 3.00, they will be placed on probation for the duration of the playoffs.
- A team on probation which receives a sportsmanship rating below 3.00 will be removed from the remainder of playoffs.
- If a team receives a sportsmanship rating score of 1.00 or lower in any game, they must meet with the Intramural Sports Admin Staff prior to the next scheduled game.

### **Online Draw Meeting**

- Captains will have the opportunity to select a spot in the playoff bracket for their team by logging into IMLeagues during their designated time slot.
- Draw meetings will only take place when there are multiple days/times that can be decided on. If all teams will play at same time due to low number of teams, playoffs will be automatically scheduled.
- Teams who have not selected a spot in the bracket by the deadline will be placed according to seeding as best as possible.
- The order of the draw will be determined by record, then sportsmanship average, and point differential if necessary.

## *Championship Awards*

### **Team Sports**

- All Campus Tournament Champions will receive an Intramural Sports Champion Shirt.
  - Players must have checked in for at least 2 games to be eligible to receive a championship shirt.
  - Any player who has checked in for at least 2 games but was not present for championship game may contact Intramural Sports staff to schedule pick up of a championship shirt.
- Support for attending the corresponding state or regional tournament may be provided when able, where applicable.

### **Individual Sports**

- Tournament Champions will receive an Intramural Sports Champion Shirt.
  - Players must be present to receive championship shirt.

### **Special Events**

- Appropriate awards will be presented to all winners in each event or class. Novelty or special awards may also be given.

### **Extramural Qualifier Tournaments**

- Extramural Qualifier Tournament Champions will receive an Intramural Sports Champion Shirt and support for attending the state or regional tournament.



## *Intramural Sports Cup*

*Each year the KSU Intramural Sports program will recognize the top Fraternity Men's, Independent Men's, Women's, and CoRec teams.*

- Teams must use the same team name in each offering to be eligible.
  - Fraternity teams must have the fraternity letters spelled out.
  - Fraternity teams may receive bonus points for the creation of a B and/or C team. The game results of these teams do NOT count towards that fraternity's overall point total.
- Winners will have their team name displayed on the Intramural Sports Cup Plaque and may receive individual prizes.
  - Up to 15 prizes provided per team based on number of check-ins.
  - Players must participate in a minimum of 5 offerings for the team to qualify for individual prizes.

<i><b>Intramural Sports Cup Points</b></i>		
<b>Type</b>	<b>Related Sports/Info</b>	<b>Total Points</b>
Team Entry	League Sports	10 points
Team Entry	Tournament Sports	8 points
Team Entry	Individual/Dual Sports	5 points
Team Entry - Fraternity Only	B Team and C Team Creation	5 points
Division Winner	League Sports Only	7 points
Division Runner-Up	League Sports Only	5 points
Regular Season Wins	League Sports Only	2 points
Regular Season Ties	League Sports Only	1 point
Tournament Final 4	ALL Sports	6 points
Tournament Runner-Up	ALL Sports	8 points
Tournament Champion	ALL Sports	12 points
Finish Sport with no UCs	ALL Sports	10 points
Commit forfeit during sport	ALL Sports	-5 points

## *Extramural Sport Events*

*Participation in activities offered by the Intramural Sports program provides various opportunities for participation in state, regional, and national tournaments. These tournaments allow participants from Kennesaw State University to compete against other Intramural teams on the state, regional, and national levels and to represent KSU at various extramural events.*

### **Extramural Qualifier Tournament (Basketball & Flag Football)**

- Teams placing first in each league during the qualifier tournament will be given the opportunity to represent Kennesaw State University at the respective state or regional tournament and will receive paid tournament registration.
  - The first place team may receive paid hotel rooms based on the number of individuals traveling to the tournament when program is able.
  - Cost for additional rooms, gas, food, and any other expenses will be the responsibility of the participants.
- A team who qualifies for additional events at the sponsored tournament may be eligible for additional support if available.
- Teams wishing to attend additional tournaments should submit a written request to the Intramural Sports Admin Staff that includes a budget for the trip (entry, hotel, travel, etc.) and requested support one month prior to the event.

### **Extramural Tournament Participation**

- Teams receiving financial support to attend extramural tournaments are expected to participate in all scheduled games.
  - If a team forfeits a game at a tournament they will be responsible for reimbursing Intramural Sports for any costs paid for the tournament.
  - If a team decides not to attend, proper notice must be given to the Intramural Sports Admin Staff in writing prior to refund deadlines.
    - Members of the team will be responsible for reimbursing Intramural Sports for any costs that cannot be recovered.
    - Members will be ineligible for all Intramural Sports until the money is paid back and registration holds may be placed on students' University Accounts.
- Teams wishing to participate in extramural tournaments at their own expense should set up a meeting with the Intramural Sports Admin Staff and must receive approval before the tournament to participate.
- Travel during final exam week will be prohibited unless there are extraordinary circumstances.
  - Written requests for exceptions must be received by the Intramural Sports Admin Staff at least two weeks prior to the event registration deadline.



- All players participating in an extramural tournament must complete student travel paperwork for each tournament that includes a code of conduct.
- Eligibility guidelines may differ for extramural tournaments and will be conveyed to the team captain.
- It is important to remember that participation and behavior at these events is representative of KSU and the sportsmanship displayed should be exemplary.
- Any instance of poor sportsmanship by an individual or team representing KSU will result in participation sanctions for that individual or team within the Intramural Sports program at KSU in addition to any sanctions imposed at the extramural event.
  - Furthermore, participants are subject to university disciplinary sanctions by the Department of Student Conduct and Academic Integrity.
  - Any individual who has been ejected from play during the current Intramural season or is currently on probation may be subject to restriction from participation at extramural events. (Also see the Sportsmanship section)
- Any team trophies shall be brought to the Intramural Sports Office for display.
- Please note, Georgia Highlands students are allowed to participate with teams on-campus, but not at tournaments held for teams off-campus like extramural tournaments.

## *Inclement Weather and Rescheduling*

### **Inclement Weather**

- Decisions regarding the status of games by the Intramural Sports Office due to weather will be made at or prior to 5:00pm on the day of the game. If not made and announced by this point, games will still be on as scheduled.
- Intramural Sports staff members may make a decision to postpone or cancel games at the game facility based on weather.
- All decisions will be announced via IMLeagues as soon as possible.
- If a game was underway and reached the halfway point, the game may be recorded as necessary. If not, the game may be rescheduled based on facility availability and importance of the game outcome.

### **Rescheduling**

- Beyond issues with inclement weather, only extreme circumstances will result in the rescheduling of games, as teams are able to select their playing time during registration and are granted one default.
- If a reschedule is issued, both teams must agree to the rescheduled time and date.

## *Grievance Procedure*

*This procedure is designed to provide fair means of dealing with student complaints regarding a specific action or decision made by Intramural Sports. Students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate a grievance.*

- Any student who wishes to file a grievance should discuss the matter with the Intramural Sports Admin Staff.
  - If the matter is not resolved through discussion, a formal letter should be submitted to the Intramural Sports Admin Staff.
- If there is no resolution, the student should discuss the matter with the Associate Director of Competitive Sports, who will attempt to find a resolution.

## *Participant Concussion Protocol*

- Any participant competing in Intramural Sports who suffers an injury that may cause a concussion will be immediately removed from play and assessed by a staff member.
- A staff member will check for any of the signs and symptoms in the list below. If a staff member observes any of these signs or symptoms, the participant will not be allowed to return to play that night and will enter the Return to Play procedure.
  - Signs/Symptoms
    - Headache/pressure in head
    - Dizziness
    - Nausea/vomiting
    - Blurred vision, double vision, or feeling in a fog
    - Confusion
    - Neck pain
    - Irritability
    - Abnormal drowsiness
    - Sensitivity to light or noise
    - Difficulty concentrating or memory loss
    - Weakness/numbness
    - Loss of consciousness
    - Slurred speech
    - Pupils of unequal size
    - Poor balance/unsteadiness
    - Seizures/convulsions
- Any participant who displays any signs or symptoms during play should not be left alone or be allowed to drive a motor vehicle.
- A report will be completed by the staff member signifying a possible head injury.

## *Return to Play Procedure*

Any Intramural Sports participant who has displayed signs, symptoms, or behaviors consistent with a concussion shall be removed from play for the remainder of the day. The Intramural Sports staff will then suspend the participant in IMLeagues indefinitely. The participant must complete the free Return to Play procedure through the Department of Sports and Recreation Athletic Training staff or bring a signed note from a physician to the Department of Sports and Recreation Athletic Training staff indicating they have been cleared for participation. Notes must be received by 1:00pm to be considered for contest occurring on the same day.