

Intramural Sports Participant Handbook

2021-2022

Summary of Changes

- General Reorganization of document: sections reorganized to create flow of information placing most requested items at the beginning of handbook.
- Philosophy Statement: transitioned previous Program Mission statement to best support Department Mission, Vision, and Values.
- Eligibility:
 - Definition/use of club athletes expanded to include varsity practice squad members.
 - Roster maximums edited for consistency across team and dual sports.
- Defaults & Forfeits:
 - Updated communication method.
 - Clarified if procedure is not followed forfeit will be issued.
 - Removed summary chart overviewing penalties must reference sport rules.
- Grace Period:
 - Updated procedure to start game clock at game time.
 - Removed summary chart overviewing penalties must reference sport rules.
- Playoff Qualifications: updated seeding of playoff bracket to include head to head competition and points allowed.
- Sportsmanship:
 - Rating procedure updated to utilize whole numbers.
 - Minimum sportsmanship rating established to continue play.
 - Updated minimum sportsmanship rating to be eligible for playoffs.
 - Evaluation of team conduct includes coach/spectators, team name, and any visual material/representations.
- Incidents & Misconduct: use of chart to categorize incidents and outline typical sanction provided.
- Participant Injury Procedures: participants injured during play may seek evaluation from Competitive Sports Athletic Trainer.
- Recognition: updated requirement to receive championship shirt.

Note: ITEMS HIGHLIGHTED IN GREY THROUGHOUT THIS DOCUMENT REPRESENT NEW CONTENT

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Section 1: Mission, Vision, & Values

Mission Statement

The Department of Sports and Recreation enriches the education experience at Kennesaw State University by promoting the physical, social, and leadership development of our students and campus community through diverse sport and recreation opportunities within a fun, supportive, and experiential environment to enhance quality of life. Our department provides state-of-the-art facilities, programs and services that encourage community engagement, personal empowerment and healthy lifestyles.

Vision Statement

We aspire to provide the most comprehensive, inclusive, and progressive recreation and sport facilities, programs, and services for Kennesaw State University students and the campus community.

Values

- Integrity
- Leadership
- Respect
- Teamwork
- Health

Section 2: Program Philosophy

Intramural Sports at Kennesaw State University offers a variety of sports and recreational activities in an effort to cater to the entire student population, regardless of skill level or sport preference. Our goal is to provide a structured sporting environment that maintains good-natured competition, participant safety, and fun in a social atmosphere while promoting sportsmanlike behavior among participants and spectators.

"A **sportsman** is a person who can take loss or defeat without complaint, or victory without gloating, and who treats his opponents with fairness, generosity, courtesy." – Webster's Dictionary

Section 3: Locations & Contact Information

Intramural Sports Office

Address: Owls Nest
3220 Busbee Drive NW, Rm. 105
Kennesaw, GA 30144

Phone: (470) 578-2913

Hours: Monday through Friday; 9:00a-5:00p

Email: imsports@kennesaw.edu

Website: <https://sportsrec.kennesaw.edu/intramuralsports/>

Facebook: [KSU Sports & Rec](#)

Instagram
& Twitter: [@KSUSportsRec](#)

Dr. Betty L. Siegel Student Recreation and Activities Center

Address: 290 Kennesaw State Rd
Kennesaw, GA 30144

Phone: (470) 578-3207

Marietta Campus Recreation and Wellness Center

Address: 955 Technology Way,
Marietta, GA 30066

Phone: (470) 578-5109

Section 4: Participant Eligibility

Eligible Participants

Students

- Any currently enrolled undergraduate or graduate student who has paid the student recreation fee and has a current, valid Sports and Recreational membership.
 - Dual Enrollment Honors Program students are eligible participants.
 - Georgia Highland College students and students enrolled only in online classes must purchase an opt-in student membership to become eligible.
 - 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.
- Club members (anyone listed on the active club roster) and NCAA practice squad members (including team managers) are limited to three (3) members per intramural team in any corresponding sport for leagues, tournaments, and special event formats. Club members should reference the [chart below](#) to determine team restrictions for Individual and Dual Sports.
- Individuals are permitted to participate in Intramural Sports events in accordance with declared public gender identity. Individuals will create an IMLeagues account in accordance with declared public gender identity. Participants may indicate non-binary for gender. Non-binary participants will be able to select Men's or Women's leagues to participate – only one single-gender league may be participated in for any given sport.
 - If the participant chooses to participate in a Co-Rec league, the single-gender league being participated in for that sport will determine the gender association for Co-Rec. i.e. – Playing in Women's league will associate participant with Women's gender for Co-Rec play.
- See [Registration Process](#) for more information on IMLeagues.

Faculty & Staff

- University faculty and staff that have purchased a current, valid Sports & Recreation membership (Kennesaw or Combo Membership) are eligible to participate.
 - University faculty is defined as those individuals with professional rank (examples: lecturer or above).
 - University staff is defined as any person who is working consistently ten (10) hours per week and receives monetary assistance for services rendered.

Note: Individuals must present a valid Kennesaw State University identification card at each Intramural Sports contest in order to be eligible to participate. If this identification card is not present, a participant may present a valid government issued photo identification card. An individual will not be permitted to participate until an Intramural Sports staff member has checked their Kennesaw State University

identification card and signed them into the contest. KSU IDs are the preferred form of identification, per the Kennesaw State University Student Handbook.

Ineligible Participants

- Accepted students not yet enrolled in classes
- Alumni
- College of Continuing and Professional Education Students
- **Ejected Players**
 - Participants who have been ejected from any Intramural Sports contest for any reason are suspended from all Intramural Sports activities until official reinstatement. Further information is discussed under [Incidents & Misconduct](#).
- Intensive English Program Students
- Long Term Visitors
- **Professional Athletes**
 - Anyone who has competed professionally in a corresponding sport or has been on the roster in a corresponding intercollegiate sport at any university within the past three (3) years.
- Spouses or other family members
- Students taking a semester off
- **Varsity Athletes**
 - Current varsity athletes and walk-ons may not play in the sport for which they represent the University or a related intramural sport ([see chart below](#)).
 - “Current” is defined as being on the roster during the 2020-2021 academic year.
 - Intercollegiate athletes can play the Intramural Sports in which they do not participate at the varsity level (i.e. varsity basketball players can play kickball but not basketball).

Use of Ineligible Participants will result in forfeit all game(s) in which the ineligible player participated, and may include individual and/or team suspension.

Intramural Sport	Club/Varsity Equivalent	Maximum Club/Practice Squad Members Per Roster
Basketball	Basketball	3
Flag Football	Flag Football, Football, Rugby	3
Golf	Golf	May play Singles, Doubles – 1 per pair
Soccer (Indoor/Outdoor)	Soccer	3
Softball/Wiffleball	Baseball/Softball	3
Tennis	Tennis	May play Singles, Doubles – 1 per pair
Ultimate Frisbee	Ultimate Frisbee	3
Volleyball (Indoor/Sand)	Volleyball	3

Note: This list is subject to change if new clubs are admitted to the Club Sports Program.

Fraternity and Sorority Eligibility

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

Member Eligibility

- Those persons listed on the Intramural Sports roster will be eligible to compete for their Greek organization as long as:
 - 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 organization 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.

Section 5: Intramural Sport Offerings

Sport Formats

League Sports

Intramural Sports offers a wide variety of leagues based on the experience participants would like to have with Intramural Sports, their skill level, and their affinity group. Leagues may vary in duration and include a playoff option.

- Participants will be scheduled a three (3) game regular season followed by a single elimination playoff for qualifying teams.
- Leagues will be offered at the Marietta Campus and Kennesaw Campus
 - Division names will indicate where games will be played
 - Example: “MC – Tue. 8:30p” divisions will be scheduled for regular season games at the Marietta Campus on Tuesdays at 8:30p.m.
- Individual/Dual sports schedules are more flexible. Intramural Sports Staff will create match ups in IMLeagues; however, the exact day and time are determined by the teams playing. The results of the game must be reported in IMLeagues by the weekly deadline.
- Sports include: 5v5 Basketball, Bowling, Flag Football (7v7 & 4v4), Kickball, Soccer (Indoor & Outdoor), Racquetball, Softball, Tennis, Ultimate Frisbee, and Volleyball (Indoor & Sand).

Tournament Sports

One or two (consecutive if possible) day competitive events that include round robin play followed by a single elimination bracket. Individuals/teams will qualify for the single elimination bracket with an average sportsmanship rating of at least 3.0 and no forfeited games.

- Tournaments may be strictly offered at one campus, or may be split for bracket play and eventually come together as the bracket approaches finals.
- Sports include: 3v3 Basketball, Badminton, Cornhole, Dodgeball, Disc Golf, Esports, Spikeball, Unified Games, Innertube Waterpolo, Wallyball

Special Events

Unique one day or weekend events that do not consist of round robin or elimination tournament play. These events are recreational in nature and are used to reach unique participants and create fun, conducive environments. Events include: Battleship, College Bowl Pick'em, Golf, March Madness.

Affinity Group

- Men's
- Women's
- CoRec – Specific ratio for Men and Women
- Open – No specific ratio for Men and Women
- Fraternity/Sorority – For players who are representing a specific Greek organization
- Faculty/Staff
 - Faculty/staff must participate in the faculty/staff tournament when available.
 - Each faculty/staff member must purchase a Sports & Recreation membership to participate in Intramural Sports (A “Day Pass” does not qualify as a Membership).

- Students may not comprise more than 50% of the team's roster in a faculty/staff tournament.

Note: Affinity group availability is dependent on registration numbers.

Divisions

Divisions refer to the grouping of teams that will play each other, each week for the regular season. Divisions are designated by a day and time slot.

- In the event there are not enough entries to form a specific division, some divisions may be combined.
- Scheduling of games is randomly populated by the IMLeagues website.

Section 6: Registration Process

Registering for Intramural Sports is easy and online with [IMLeagues](#).

Timeline

Registration periods are two weeks in length. Registrations openings usually occur on Sunday night and close on Fridays. Registration comes on a first-come, first-served basis. Please be proactive in the registration process.

All Participants

1. [Create Profile](#)
 - This step will not need to be repeated once completed the first time.

Team Registration

1. Create team
2. Players: Invite and confirm teammates to meet roster minimum
3. Pick: Select the day and time offering that best suits schedule needs

Free Agent Registration

1. Join a Sport as a Free Agent
 - This allows individuals the opportunity to communicate preferred day/time of play when seeking a team to join.

Note: Tutorials for use of IMLeagues can be found on the Intramural Sports - [Registration page of the Sports & Rec Website](#).

Additional Registration Information

- It is advantageous to register early as availability is first-come, first-served.
 - Teams are automatically prompted to rank preference of divisions so that the team automatically moves to the most preferred open division when the minimum number of players is met
- The Intramural Sports Staff reserves the right to make changes/updates to the schedule as the situation warrants.
- An individual can play for only one Men's/Women's team and one CoRec team in each sport, regardless of league division.
 - Once a player has checked in and played for a team, they can no longer play for a team of the same gender affiliation.
 - Examples: 1 Fraternity and 1 CoRec, 1 Women's and 1 CoRec Competitive
- The Intramural Sports Staff will record a Captain Webinar before the season begins for all sports. Useful information will be shared for captains, and fellow participants alike. Viewing the webinar is required prior to each season.
- All players are responsible for reading the rules and procedures for Intramural Sports prior to participating

- Captains must pass quiz before team can be created, invite members, and select a division. Individual members must also pass a general information quiz.
- All participants must be on the roster and electronically sign the Intramural Sports program waiver before being permitted to play.
- The Intramural Sports Staff reserves the right to make any changes to team names that are deemed inappropriate in any fashion. Please refer to [Team Names](#) in the Sportsmanship Policy section.

Rosters

- A roster is the list of all individuals on the team for the season.
- The number of players on a roster is limited based on the roster capacity for each sport.
- Players may be added at any time during the regular season, preferably prior to 5:00pm on the day of the game.
 - Staff members on-site may assist participants in joining a team, but captains should work to minimize this.
- Once checked-in for a game:
 - The player is part of that team's roster, a player cannot be dropped or switch teams.
- 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.
- 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 from the bench/team area.

Guests in Attendance at Intramural Sports Events

- Participants may sponsor two (2) non-member guests per visit to on-campus sites. Guests will need to purchase a Day Pass for the visit and will need to sign a waiver/release form. These Day Passes may only be purchased at the SRAC or RWC via cash or check. Those wishing to access the Perch will need to purchase the pass at the SRAC/RWC prior to arrival at game.
- Guests must be at least 17 years of age and show a photo ID to acquire a pass.
- More information can be found on the [Sports and Recreation website under Memberships](#).

Section 7: Opportunities as a Free Agent

Participants seeking a team may register as a Free Agent for any team sport offerings. Team captains are encouraged to use the Free Agents to recruit interested players to fill out a roster.

- To become a free agent, register on the IMLeagues website for the sport(s) of interest. In the same location as the “Create Team” box, there is the option to “Join As Free Agent.”
- Profiles of individuals who register as free agents will be available to team captains who are interested in recruiting team members.
- 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, captains may ask free agents as well as other team members to help pay any forfeit fees the team incurs during the season.
- If there are enough Free Agents in a league, the program will help organize a team for Free Agents.

Note: registering as a free agent does not guarantee that individuals will become a member of a given team.

Other Tips for Getting Involved

- One way to connect with a team, if not already a part of one, is to actually go to the game site on a day and time that fits schedule needs and ask teams if an extra player is needed/desired.
- Contact teams that play on the day and time that fit preferred days of play by looking at the [Intramural Sports Schedule](#).
- If living in a residence hall, put a sign on the door or the bathroom mirror, talk to other people that live on the same floor, or ask an RA to help put a team together.
- Use of Facebook or Twitter (or other social media outlets) to help meet individuals and put a team together.
- Talk to people in same academic program/classes to see if anyone would like to join a team.
- Create a team with friends who play pick up together.

Section 8: Defaults and Forfeits

Defaults

- Teams who are unable to attend a scheduled game or match can inform the Intramural Sports office at imsports@kennesaw.edu by noon (12:00pm) of the day of the scheduled game to declare a default. Please contact the office by 3:00pm the Friday prior for games scheduled on Saturday or Sunday.
- Defaults that are not communicated through the Intramural Sports Office will be counted as forfeits for any team not in attendance for a regularly scheduled game.
- A loss and sportsmanship rating of “3” will be recorded for the reporting team, no fee is charged to team captain for a defaulted game following proper procedure.
 - The second default by a team will be considered a forfeit.

Forfeits

- Teams in leagues and tournaments that forfeit will not be eligible for playoffs.
- A team that forfeits a game will be given a sportsmanship rating of “0” for that contest.
 - A team that wins by forfeit and does not use the grace period will receive a “4” in sportsmanship.
- The team that is present at a forfeit must have the correct number of players needed to start a game for that sport or both teams will be given a forfeit.
- If a team in attendance leaves before the forfeit is duly noted by an official or supervisor, both teams will be given a forfeit.
- Games that end due to sportsmanship issues or a team no longer having the minimum number of players as defined by the sport rules will be deemed a forfeit.
- Teams will be contacted by the Intramural Sports staff upon their first forfeit and removed from the league or tournament after a second occurrence.
- Forfeit fees will be automatically charged to the captain’s “Student Banner account” one week following the conclusion of the league or tournament. In the amount shown via the chart below.
 - Email notifications will be sent to team captains prior to entry of charges into a Student Banner Account. This notice will outline dates in the event an appeal is requested.
 - Appeal procedure can be found on pg. XX of this manual.

<i>Intramural Event Type</i>	<i>Fee Amount</i>
League Season	\$40.00
Tournament Season	\$20.00
Individual/Dual Event <i>Regardless of league/tournament format</i>	\$10.00

Section 9: 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.

Teams shall be ready to play on the playing area with at least the minimum number of players required and have all players I.D.'s checked with names present on the roster at the specified start time of the contest. If a team is unprepared to start the game, a ten (10) minute grace period and the game clock shall begin. Game and sportsmanship penalties are enforced on late teams. A forfeit will be recorded if a team does not show for a scheduled game. The final score will reflect the sport-specific grace period penalty. Please view the [sport specific rules](#) for additional information. **If both teams are late to the contest then game penalties will be foregone, but sportsmanship penalties will be enforced on both teams.**

Grace Period Steps

Step 1 – 0-9:59 minutes: a team or player is not ready to play will be penalized a starting score and cannot receive more than a three (3) sportsmanship rating.

Step 2 – Supervisor/Official will call forfeit at the 10-minute mark and the forfeited team or player(s) will receive a zero (0) sportsmanship rating.

Below is an example of the penalty for a team and an individual sport. Please visit the [sport rules](#) of a particular sport to view the sport-specific penalty.

Basketball

Minutes Late	Penalty	Sportsmanship
0-9:59 minutes	Starting score 10-0	Max 3
10 minutes	Forfeit	Max 0

Tennis

Minutes Late	Penalty	Sportsmanship
0-9:59 minutes	Lose first game of set	Max 3
10 minutes	Forfeit	Max 0

Section 10: Playoff Qualifications

Eligibility for Playoffs

Team

- Maintain a 3.0 team sportsmanship rating average over the course of the regular season.
- Avoid forfeiting any games.

Individual

- In order to be eligible for post season games, a player must be listed on the IMLeagues roster.
 - Roster additions are closed at the end of a league's regular season.
 - It is recommended to build up the official roster during the regular season to ensure that teams will have enough players available during tournament games.
- Each person participating in Intramural Sports is responsible for his/her own eligibility. Any question concerning eligibility should be referred to the Intramural Staff and a ruling obtained prior to participation.

Note: Eligibility rulings will be made based on information presented to and obtained by the Intramural Sports Staff. Any team using a player who does not meet the eligibility rules will forfeit all contests in which the player participated.

Advancing to Playoffs

All teams that meets the conditions above will be included in the playoffs.

Seeding in Playoffs

A seeding strategy is used to place teams into the brackets. The two main goals when bracketing teams are to place teams within the bracket according to regular season record and to avoid matchups that cause two teams from the same regular season division to play each other in the first round. The following tiebreaker hierarchy is used when seeding:

1. Regular season winning percentage
2. Regular season team sportsmanship rating average
3. Regular season head to head competition
4. Regular season points allowed

If a team cannot make a certain day or time, captains should email imsports@kennesaw.edu to request not to be scheduled for those games.

Note: While the staff will do their best to help teams, not all requests can be guaranteed to be accommodated.

Section 11: Attire and Equipment

At most Intramural Sports events, game equipment is available for checkout. It is the responsibility of participants to return any borrowed equipment to the Intramural Sports Staff. Failure to return equipment or damage to equipment may result in a charge to the student's university account. Teams are encouraged to bring own equipment for warming up. Intramural Sports will supply a game ball for every contest, unless both captains agree on a different ball.

All team members must wear athletic apparel appropriate for the sport being played. Team members are encouraged to wear the same color. All players must wear athletic shoes. Hard sole shoes or sandals of any kind will not be permitted. Leather, rubber, nylon, or plastic cleats are legal for outdoor sports.

Jewelry is not permitted in any Intramural Sport due to risk of injury. Hard and unyielding items (guards, casts, braces, etc.) on the hand, wrist, forearm, elbow, upper arm or shoulder must be padded with a closed-cell, slow-recovery foam padding no less than ½-inch thick. The padding must be viewed and approved by the Sr. Coordinator of Intramural Sports and/or the Competitive Sports Athletic Trainer for additional expertise. Participants must schedule an appointment with the Sr. Coordinator of Intramural Sports prior to playing if requiring a medical or religious exemption (i.e. medical device, medical alert). Intramural Sport staff can be reached by email imsports@kennesaw.edu.

For more information on sport specific uniform and equipment guidelines, please refer to the [sport rules](#).

Note: All equipment decisions made on site by the Intramural Staff on duty shall be final.

Headgear

- While personal safety headgear, other safety equipment, winter/wool hats (outdoor activities) are acceptable, certain other forms of headgear are not permitted.
 - Prohibited headgear consists of any hats, bandanas, baseball caps, and any other similar headgear.
- Participants may contact Intramural Sports Office for any clarifications.

Jerseys & Team Colors

- Several sports will require teams to choose a jersey color at the time of registration.
 - Teams/Each player should arrive in the color designated (or similar) on IMLeagues.
- When required in sport specific rules, jerseys should have a whole number between 0-99.
 - Numbers cannot be taped onto the jersey(s).
- If team uniform does not meet these conditions or others outlined in sport specific rules, use of department issued game pennies will be required.

Blood Rule

- If a player sustains an injury that causes bloodshed, player must leave the game until the bleeding can be stopped. The player may not return to the game if there is blood on uniform.

Section 12: 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, providing a fun, social atmosphere, and promoting sportsmanlike behavior among participants, spectators, and team followers are our primary goals.

Sportsmanship ratings are given based on a team's behavior and conduct before, during, and after an Intramural Sports event. A sportsmanship rating system is used to curtail unsportsmanlike conduct and improper behavior from players, captains, and fans. A player receiving an ejection from the game may not be allowed to compete in the next regularly scheduled contest. Intramural Sports may also enforce additional penalties against such persons based on the ejected player's actions. Team captains are responsible for the conduct of their players, sidelines, and spectators. If a player is ejected and refuses to provide his/her name, the captain may also be ejected if he/she will not reveal the individual's name.

Any team that holds an average Sportsmanship Rating of a 2.0 or lower may be removed from competition by the Intramural Sports Staff.

Team Names

- Any team name and/or team visual representation that incorporates the following will be removed:
 - Alcohol/Drug Reference
 - Illegal activity
 - Offensive to any group of people (Religion, Race, Gender, Sexuality, etc.)
 - Sexual Innuendos
- Any team name that incorporates play on words that elude to indecency, obscenity, or profanity that could be deemed as grossly offensive to members of the general public who actually hear/read it will be removed. Context is paramount in determining whether any particular word or phrase will be considered indecent, obscene, or profane. If any team name and/or team visual representation is found too offensive or egregious, team members may be referred to the Office of Student Conduct and Academic Integrity (SCAI) and/or the Dean of Students.

Sportsmanship Ratings

4 = Excellent Conduct and Sportsmanship

Players and fans cooperate fully with the officials and other participants. The captain is the only person conversing with officials about rule interpretations and calls in a respectful manner. The captain also has full control of his/her teammates as well as the team's fans. Teams that win by forfeit or default will receive a "4".

3 = Good Conduct and Sportsmanship

The captain is not the only team member talking to officials. Teams that are awarded a non-conduct related penalty (yellow card, technical foul, unsportsmanlike penalty) will receive no higher than a "3" rating. Teams that utilize the grace period will be eligible to receive a maximum of "3". Teams that lose by default will receive a "3".

Examples of non-conduct related penalties include:

- Jewelry, slapping the backboard, sliding, high kick, shorts with pockets (FB only), metal cleats, etc.

2 = Average Conduct and Sportsmanship

Team and fans show verbal dissent towards officials and/or the opposing team, which may or may not merit sport specific, conduct-related penalties such as a yellow card (soccer, volleyball), unsportsmanlike penalty (flag football), or technical foul (basketball).

1 = Below Average Conduct and Sportsmanship

Team and fans consistently comment to the officials and/or the opposing team from the field and/or sidelines. The team captain exhibits little or no control over teammates or fans. Teams, including fans, receiving multiple yellow cards, a red card, unsportsmanlike penalties, technical fouls, or an ejection will receive no higher than a "1" rating. A team that receives a "1" rating must have the captain meet with the Assistant Director of Intramural Sports and/or the Graduate Assistant the following day to be eligible to play in the next contest.

0 = Poor Conduct and Sportsmanship

Team and team's fans are completely uncooperative with Intramural Sports staff. Any teams or fans that cause a game to be forfeited or receives multiple ejections will receive a "0" rating. A team that receives a "0" rating must have the captain meet with the Assistant Director of Intramural Sports and/or the Graduate Assistant the following day to be eligible to play in the next contest.

Note: A team must have a 3.0 sportsmanship average or better to be eligible to participate in playoffs.

Rating Method

- 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 team/individual sportsmanship rating. Teams may also view sportsmanship ratings online, via IMLeagues.

- A team captain may appeal the team's sportsmanship rating by submitting a written appeal to the Intramural Sports Office by noon (12:00pm) the 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, tournaments, and special events.

Sportsmanship Ratings during the Playoffs

Teams receiving a "0" rating will be eliminated from the playoffs. The captain of a team receiving a "1" or "2" sportsmanship rating must meet with the Sr. Coordinator of Intramural Sports and/or the Graduate Assistant the next business day. A decision will be made as to whether the team will be eligible to continue to participation in the playoffs. Teams permitted to continue participation in the playoffs must receive a "3" or "4" rating for all remaining playoff games. An individual receiving an ejection will be disqualified from all remaining playoff games.

Conduct at Off Campus Locations

On occasion Intramural Sports may host activities/events off-campus. All participants must abide by the policies set by the off-campus venues in addition to expectations outlined by Kennesaw State University Code of Conduct and the Intramural Sports Program. 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. Poor conduct off campus may still be referred to the Office of Student Conduct and Academic Integrity (SCAI) and/or the Dean of Students.

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 Administrative Staff by requesting an appointment or written submission to imsports@kennesaw.edu.
- If the matter is not resolved use of appeal process can provide access to Associate Director of Competitive Sports and/or Director of Competitive Sports.

Section 13: Incidents & Misconduct

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 illicit drug or visually impaired 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.
- 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 prohibited in all parts of the campus including game site, benches, parking lots, etc.
- These policies apply to events at both on and off campus facilities.

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.

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. Reference the [chart below](#) to review types of incidents and respective sanctions applied to individual and/or team. Sanctions typically include game-play suspension, educational sanction, and/or referral. Sanctions for ejections will be based on the severity of the situation, as well as previous incidents with unsportsmanlike conduct during Intramural Sports participation.

- 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.

Penalties for Disciplinary Action

Any participant who commits, provokes, or aids others in committing any of the following acts of misconduct shall be subject to disciplinary procedures:

Description of Act	Example	Suspension
<i>ID violation</i>	Presenting an Intramural Sports staff member with another individual's student ID	1 game suspension, confiscation of invalid ID (rightful owner will be notified to claim ID at Talon Card Services)

Penalties for Disciplinary Action Chart continued

Description of Act	Example	Suspension
<i>Action(s) which could potentially cause equipment or facility damage</i>	Dunking during intramural basketball, hanging on soccer/futsal goals, hitting rackets on the ground	1 game suspension, meet with Sr. Coordinator, compliance with Sports & Recreation policies and procedures. In instances of damage individual or team shall be held financially responsible.
<i>Personal misconduct</i>	Playing for more than one team illegally. Failure by teammates/captain to cooperate with Sports & Recreation employee (i.e., giving name, completing forms, etc.) after ejection, repeatedly receives conduct-related penalties, failure to meet with Sr. Coordinator after conduct issue.	Minimum 2 game suspension, meet with Sr. Coordinator, possible referral to the Department of Student Conduct and Academic Integrity and University Police
<i>Verbal abuse</i>	Threatening behavior or taunting toward another player or spectator before, during, or after a contest. Verbally abusing an official or any other Sports & Recreation employee, opponent, or teammate	Minimum of a sport-season long ban from Intramural Sports, meet with Sr. Coordinator, possible referral to the Department of Student Conduct and Academic Integrity and University Police
<i>Fighting/Physical Abuse</i>	Player or spectator hits, strikes, or pushes a Sports & Recreation employee, another player, or a spectator	Year to life ban from Intramural Sports/ Sports & Recreation, meet with Sr. Coordinator, referral to the Department of Student Conduct and Academic Integrity and University
<i>Sexual Harassment, Racial Harassment, Discrimination</i>	Comments about clothing, personal behavior, or one's body; racial or race-based comments. Derogatory gestures or facial expressions of a racial nature; following or stalking an individual; inappropriate touching of one's body or clothing. Posters, drawings, or pictures of a racial nature.	Year to life ban from Intramural Sports/ Sports & Recreation, meet with Sr. Coordinator, referral to the Department of Student Conduct and Academic Integrity and University

Note: Personal conduct situations that are not covered by the above rulings will be dealt with in an appropriate manner by the Sr. Coordinator of Intramural Sports or designee. A participant that has multiple violations of any of the acts listed above will be subject to a ban from Intramural Sports.

Section 14: Appeals and Reinstatement

Appeals Process:

Any participant has the right to appeal his/her sanction. He/she must follow this process:

1. The participant must email imsports@kennesaw.edu to request an appeal. This correspondence should include the reason for the appeal and needs to be submitted within two (2) business days after the decision was made.
2. The Intramural Sports office will decide to accept or deny the appeal based on a review of the basis for the appeal.
3. If the appeal is denied and the participant wishes to continue the appeals process, he/she can request a review by the Associate Director of Competitive Sports.
4. If the appeal to the Associate Director of Competitive Sports is denied and the participant wishes to continue the appeals process, he/she can request a review by Director of Competitive Sports.

Note: Sanctions can be reduced or increased following the appellate decision.

Reinstatement Procedure

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

1. Schedule an appointment to meet with the Intramural Sports Staff to discuss the incident.
 - Meetings will take place at the mutual availability of the Intramural Sports Staff and the player seeking reinstatement.
 - Reinstatement meetings must be scheduled appointments.
2. Attend the scheduled meeting with the Intramural Sports Staff.
3. Complete any/all educational items assigned as a result of the meeting, a deadline for completion will be provided.

Failure to Complete Reinstatement Procedure

An ejected person who does not complete the required steps in the reinstatement procedure outlined above remains ineligible indefinitely for all Intramural Sports activities.

Note: Additionally, failure to complete the reinstatement procedure may result in referral of the incident to the Department of Student Conduct and Academic Integrity for further disciplinary action.

Section 15: Protest Procedure

Protests may be made based on player eligibility or when misapplication of the rules involves the outcome of the game. No protest may be entered on any judgment of an Intramural Sports official.

Eligibility Protest

Any team protesting the eligibility of any player must furnish evidence by noon (12:00pm) of the next business day following the contest. Such evidence may consist of written and signed testimony of a witness; days, dates, time validating illegal participation; picture, roster, etc. that can show ineligibility.

Any team protesting the eligibility of any player must file a protest with the Intramural Sports Supervisor or Official by:

- Halftime of sports/events that have halves (example: Soccer)
- End of 1st set of sports/events that use a best of three (3) formats (example: Volleyball)
- End of 3rd inning of sports/events that have innings (example: Kickball)

If a player shows up or enters the game for the first time after the above occurs, protest must be filed by the end of the game/match. The game/match will be delayed while the Intramural Sports Supervisor or Official fills out the protest paperwork. The Intramural Sports Office will investigate the score sheets of both teams involved in the contest the following business day.

Note: Any protest of eligibility will result in verification of eligibility for both teams.

Misapplication of Rules Protest

Questions pertaining to misapplication of rules on the part of game official(s) must be addressed to an Intramural Sports Supervisor at the time the misapplication occurs, prior to the next live ball or play. The procedure shall be:

1. If a team feels the official has made a misapplication of a rule, the captain shall immediately request a "time out" and inform the official that he/she wishes to submit a protest on the application.
2. No protest which involves the judgement of the official(s) shall be upheld. The judgment of the official(s) is final. This also includes the Intramural Evaluator when necessary.
3. The Intramural Sports Supervisor will assist the participant in filling out the Intramural Sports Protest Report. The contest will continue from this point "under protest". Protests must be submitted to Intramural Sports Staff at the game site prior to the conclusion of the evening.

The Intramural Sports Supervisor will provide the participant with the imsports@kennesaw.edu email. The participant can request a meeting with the Graduate Assistant of Intramural Sports or Sr. Coordinator of Intramural Sports. The contest will continue from this point "under protest." The Intramural Sports Office will make a ruling the following business day.

Section 16: 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 no notice is shared forward, games will be played as scheduled.
- Intramural Sports staff members may make a decision to postpone or cancel games based on weather.
 - Lightning strikes within ten (10) miles of the game location will result in a thirty (30) minute delay following the most recent strike.
 - Rain will be at the discretion of the staff on-site in relation to the facility conditions, game being played, and participant safety.
 - Extreme weather conditions will result in activation of Emergency Action Plan and cancellation of scheduled games.
- All decisions will be announced via IMLeagues as soon as possible.
 - Encourage participants to enable text feature to receive updates in quick & easy fashion.
- If a game underway has reached the halfway point, the game score will be recorded as final. If a game has not reached the halfway point, the game may be rescheduled based on facility availability.

Rescheduling

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

Section 17: Participant Injury Procedures

Athletic Training Services

Participants that are injured during and Intramural Sports event may elect to utilize the Competitive Sports Athletic Trainer for injury evaluation. Please email imsports@kennesaw.edu to request an appointment for evaluation.

Head Injury Protocol

- Any participant competing in Intramural Sports who suffers an injury to the head and/or head & neck 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 the student participant reports any symptoms, the participant will not be allowed to return to play that night and will enter the Return to Play procedure.
 - Signs
 - Slurred speech
 - Irritability
 - Confusion
 - Pupils of unequal size
 - Sensitivity to light (squinting)
 - Abnormal drowsiness
 - Poor balance/unsteadiness
 - Vomiting
 - Seizures/convulsions
 - Loss of consciousness
 - Symptoms
 - Headache/pressure in head
 - Neck pain
 - Dizziness
 - Blurred vision, double vision
 - Difficulty concentrating or memory loss
 - Feeling in a fog
 - Sensitivity to noise
 - Weakness/numbness
 - Nausea
- Any participant who displays/reports any signs or symptoms during play should not be left alone. The staff should recommend the participant NOT drive a motor vehicle and seek alternate transportation.
- A report will be completed by the staff member signifying signs, symptoms, or behaviors consistent with a head injury that could lead to a concussion shall

Return to Play Procedure

Any Intramural Sports participant who has displayed signs, symptoms, or behaviors consistent with a head injury that could lead to a concussion shall be removed from play for the remainder of the day. The Intramural Sports Staff will suspend the participant in IMLeagues indefinitely. The participant must complete the Return to Play procedure through the Department of Sports and Recreation Athletic Training Staff (free service) or provide a signed note from a physician to the Department of Sports and Recreation Athletic Training staff indicating the participant has been cleared and may return to participation. Physician's notes must be received by 1:00pm to be considered for contest occurring on the same day.

Section 18: Recognition

Team and Individual/Dual Sports

- League & Tournament Champions will receive an Intramural Sports Champion Shirt.
 - Players must be listed on the official IMLeagues roster to be eligible to receive a championship shirt.
 - Any player listed on the official IMLeagues roster 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. Students provided the privilege of representing Kennesaw State University at a state, regional, and/or national event will review additional conduct expiations with Intramural Sports Staff prior to attendance.

Special Events

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