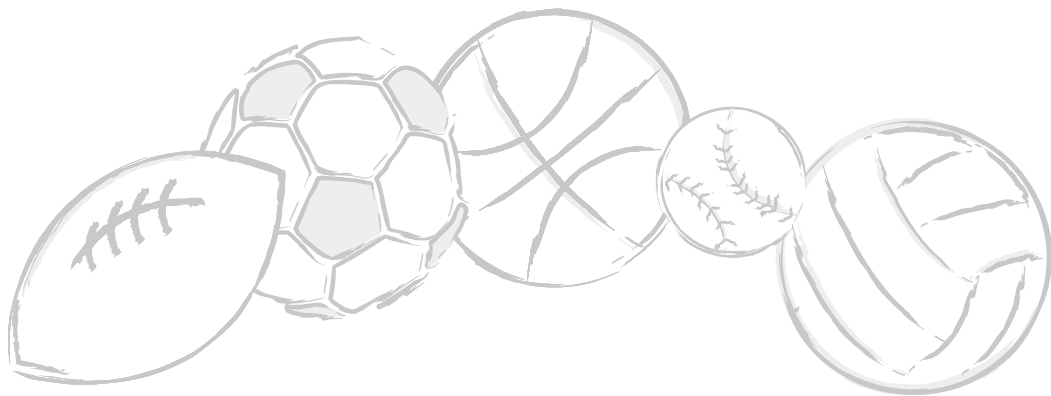


OFFICE OF RECREATIONAL SPORTS

# **INTRAMURAL**

## **H A N D B O O K**



**EVERYBODY**  
**HSU INTRAMURAL SPORTS**  
**PLAY WITH US**  
**PLAYS**

## OFFICE LOCATION & HOURS

The Intramural Sports Office is located in Room 151 within the Forbes Complex.  
We are open Monday – Friday from 9:00 a.m. - 5:00 p.m.

## CONTACT US

The Intramural Sports Office can be reached by calling 826-6011 or by emailing us at [recsport@humboldt.edu](mailto:recsport@humboldt.edu).

## OFFICE STAFF

Jan Henry – Director of Recreational Sports  
Phone: 826-5965 or email: [jsh20@humboldt.edu](mailto:jsh20@humboldt.edu)

For Office Staff, Drop-In Supervisors, and Sports Officials please contact the Intramural Sports Office.  
Phone: 826-6011 or email: [recsport@humboldt.edu](mailto:recsport@humboldt.edu)

## SPORTS AND LEAGUE DIVISIONS

Humboldt State University currently offers six Intramural Sports to HSU Students and Community Members.

1. **Soccer** -- "Open", "A", "B", and "C" (All Coed)
2. **Basketball** -- "A", "B", and "C"
3. **Softball** -- Open Coed
4. **Volleyball** -- Open Coed
5. **Flag Football** -- Open
6. **Badminton** -- Singles and Doubles

## FEES

- Students play free - All students must add P.E. 250 in order to play intramurals.
- Out of state students must pay \$2 per team to play.
- Individual community members must pay \$20 per team.
- Community teams (50% or more community members) pay \$165 per team.

## COMPETITION LEVELS

**“A” League** is designed for teams/ individuals with high skill levels, seeking intense competition. Any participant, who has tried out, is red-shirting, is currently playing or has played on an intercollegiate team, is allowed to play in “A” League, BUT only one athlete per team.

**“Open” League** is designed for competitive play with some restrictions on eligibility (i.e. any participant, who has tried out, is red-shirting, is currently playing or has played on an intercollegiate team MUST wait one full year before participating in the “Open” League).

**“B” league** is designed for those with prior experience in the sport seeking a moderate level of competition and skill. Current and former (within 2 years) intercollegiate athletes are NOT allowed to play in “B” League.

**“C” league** is designed for teams/individuals with a minor amount of skills and those playing “just for fun.” Current and former intercollegiate athletes are NOT allowed to play in “C” League.

If participants play on a team in which they are NOT eligible, the team is in jeopardy of forfeiting the game should the opponents appeal.

## REGISTRATION OF TEAMS

Registration for all Intramural Sport activities will take place at the Recreational Sports Office (FC 151).

- There are no registration fees, but a twenty dollar (\$20) forfeit fee is required and due to reserve a spot in the league. This deposit will be refunded in full at the end of the season as long as the team has not forfeited. Each team will be allowed one forfeit (and will lose \$10); if a second forfeit occurs, the team will lose the second \$10 and be dropped from the league (if there are teams on the waiting list).
- Entry Forms (rosters) are due at the mandatory Manager’s Meeting for that sport.
- Entry Forms must be complete in order for them to be accepted by the Intramural Sports staff prior to the announced deadline. The following is a list of information that is required for an entry form to be complete: Team name, sport selected to play, division of play, players full names, phone number & e-mail addresses of the captain and co-captain and a forfeit fee deposit.
- PLEASE WRITE LEGIBLY!
- It is the responsibility of the team captain to submit a proper team name for their Intramural Sports team. The following restrictions are enforced: Team names should only consist of two (2) to three (3) words (no Greek letters), no vulgar language, no reference to alcohol or other drugs and no discriminatory references (race, religion, color, national origin, or sex). The Director of Recreational Sports reserves the right to censor and change team names accordingly
- Entries will be taken on a first-come, first serve basis. Space is limited in many activities; therefore, Manager’s meetings are mandatory. Once the meeting is over, there is no guarantee that additional teams will be let into the league.
- Late entries will be accepted only if time and space allow. Occasionally, teams entering a sport late will be inserted if another team drops out of competition, due to forfeits or sportsmanship issues. At this point the teams on the “waiting list” will be inserted in the order of entry.
- In individual/dual sports and meets, individuals entering late may show up at the activity site and assume a position left open by a forfeit.

## MANAGER'S MEETINGS

Manager's meetings are MANDATORY! The meetings will be held one (1) week prior to the first day of play and will discuss: The specific rules for the sport, sportsmanship, eligibility requirements, forfeit fee details, league and tournament details, the importance of bringing a student ID to every game, and uniform/equipment requirements.

- Managers' Meetings are held at the beginning of all team sport seasons, and sometimes before play-offs (see sport specific information for dates and times).
- Any team not represented at the required Managers' meeting(s) for a team sport will not be allowed in the league. NO EXCEPTIONS!
- Individual/dual sports may or may not require a meeting. The Intramural Sports Office will have schedules and rules available as specified on the sport flyer sheet (schedules and rules are available for pick-up at the Intramural Sports Office).

## MANAGER'S ROLE/DUTIES

Each team entering an intramural activity must appoint a team Captain/Manager. The Manager is the official liaison between the team and the Intramural Sports Program. The Manager must be listed as a member of the team on the official team roster. Specific responsibilities of the Manager include:

- Attending (or sending another team representative) to the Managers' Meetings.
- Notifying team members of playing rules, playing schedules and schedule changes, eligibility policies and procedures and ensuring that their team is in compliance with all intramural policies and procedures.
- Submitting complete and correct team/player information on all Rosters.
- Representing the team in the case of protests.
- During a contest the team captain is expected to cooperate fully with the Intramural Sports staff in regards to: helping the official sign team members in on the official score sheet, lineups, scores, protests, injuries, player ejections, team conduct, spectator conduct, and any other situations that might arise throughout their participation in the sport/activity.
- Serving as a leader at contests by promoting fair play and helping create a positive atmosphere.
- Serving as a role model for good sportsmanship for your teammates.

## FREE AGENTS' LISTINGS

### Looking to get on a team?

No team? No Problem! Simply come to the Manager's meeting and sign up as a free agent for that sport. Often individuals who are put on the "free agent list" are picked up from teams who attend the sport specific captains' meetings. The Intramural Office will assist when necessary in forming teams from these free agent lists. There are Free Agents' lists available outside the Recreational Sports Office (FC 151)

## ELIGIBILITY

The following eligibility regulations have been established to protect the intramural athletes and to ensure them ample opportunity to participate. It is important that all participants observe the rules equally so that no team or individual may gain an advantage over those abiding by the rules. Each participant is responsible for the verification of his/her own eligibility. Each team captain is responsible for the eligibility of his/her team members.

In order to be eligible to participate in Intramural Sports, an individual must fall into one (1) of the following categories:

- Humboldt State University Student w/ current ID sticker
- HSU Faculty/Staff member
- Community Member
- Before participation in an Intramural Sport, individuals must be registered on an official roster filed in the Recreational Sports Office.
- All students must sign up for the appropriate PE 250 class (.5 units) depending on the sport they are playing. If a student is unable to sign up for the class, they must play as a community member. Community members pay \$20 for each team they play on. A student team must have 50% or more students. A community team consists of 50%+ of community members. Once a community team is established (50% or more community members), they will pay a flat rate for a community team (\$165).
- For each Intramural Sport(s) there are a maximum and minimum number of players allowed. These numbers vary per intramural sport/activity and they are known as roster limitations. At no time will the Intramural Sports Office accept an entry form that does not fit within the roster limitations.
- Roster additions and deletions may be made throughout the sport season in the Intramural Office only. Players should report to the office to be added to a team.
- During scheduled contest(s), new players' full names may be added at the Intramural Sports Office up to the roster limitations.
- If there is no space remaining on the team roster, names must be deleted and the new name of the team member(s) inserted into that roster spot.
- The full names MUST be clearly written on the appropriate score sheet for the new team member to be added to the permanent roster. Players are not eligible until this occurs.
- If this procedure is completed properly the Intramural Sports Office will add and delete the player(s) to the permanent team roster. Note: Roster deletions are permanent. The deleted player will not be eligible to compete unless she/he is added back to the roster.
- For all intramural activities the final opportunity to add/delete a player(s) is during the last contest played in regular season.
- No roster additions/deletions will be taken over the phone.
- An individual may participate for more than one team within a division in a given sport. For example: a person may play in an "A" league and a "B" league, or on two (2) "A" teams.
- If a player wishes to change from one team to another, he/she must do so in the Intramural Sports Office before their current team's first contest.
- If a player wishes to play on more than one team in the same league, he/she must pay an additional \$5 to play on the second team.
- In tournament play, a player listed on two rosters will be considered a member of the team he/she FIRST plays for. \*Any player signed in on a game score sheet will be considered to "have played." This player has then established themselves as an eligible player on the first team. He/she would be ineligible for any other teams in tournament.
- Only one (1) intercollegiate athlete is allowed per team in their sport or corresponding sport and must play in the "A" League only. In individual/dual sports, intercollegiate athletes are ineligible.
- Only two (2) sport club members are eligible to play on a team in their sport or corresponding sports. In individual/dual sports, sport club members must play in the "A" or "Open" League(s) in their sport, and may only have one (1) sport club team member on the team.

- Any person who has competed as a professional in a sport shall not be eligible to participate in that sport or corresponding sport(s) until the lapse of seven (7) years from their last season on a professional roster.
- Consequences for using an ineligible player(s):
  - Any person playing under an assumed name or ID number shall be barred from intramural competition during that season and the team penalized with Forfeits for all the games in which the violator participated.
  - Any individual violating these rules must meet with the Recreational Sports Director if they wish to participate in any future intramural sport.
  - The team shall forfeit all contests in which the ineligible individual(s) played.
  - Players participating illegally are referred to the Recreational Sports Director for further disciplinary action.

## **SPORTS RULES**

General rules and regulations for each sport will be made available to participants at the managers' meeting before competition begins. In addition to the general rules, there are certain specific regulations, which will take precedence. The Intramural Sports Office reserves the right to put into immediate effect any new sport rule changes or modifications regarding participant eligibility. Before doing so the Office will notify participants through team captains.

## **SPORTSMANSHIP**

A part of the philosophy of the Intramural Sports Program is that good sportsmanship is vital to the conduct of every contest. Clearly, sporting contests are important to participants, but the importance should not become so overriding that players lose sight of appropriate behavior. The playing field is not a venue for physical or verbal abuse for players or spectators. In order to encourage proper conduct before, during and after the scheduled contest, officials, supervisors and administrative personnel will make decisions on whether to warn, penalize, or eject players, teams and/or fans for unsportsmanlike conduct.

- The current sportsmanship policy was created to place the responsibility of good behavior on the captains and teams themselves.
- Team Ratings: Each team will be rated on their sportsmanship behavior for every contest they play. The official(s) and supervisor(s) responsible for the contest issue the ratings. Each rating has a defined and specific behavior that must be attained by the team. Ratings are 5, 4, 3, 2, 1, and 0 with 5 being perfect sportsmanship and 0 being totally uncontrollable behavior. Teams must maintain a 4 average over the course of the regular season to be eligible for playoffs regardless of their win/loss record. Any team falling below the 4 average at the conclusion of the regular season will be automatically eliminated from any playoff opportunity. The average is calculated by taking the total of all ratings and dividing that by the number of games.
- For specific unsportsmanlike behavior sport by sport, yellow and red cards will be issued by the official(s) working the contest. Any player receiving a red card or ejected from a game for any reason must see the Director of Recreational Sports. All ejected and red carded players will be ineligible for at least one (1) game and cannot return to the playing area until they have met with the Recreational Sports Director. All cards are also part of the ratings that are received each night.
- There is a complete set of guidelines available in the Intramural Sports Office detailing the Sportsmanship Policy. Please consult this policy for specific information. Any questions regarding this policy can be directed to the Recreational Sports Director.
- Good sportsmanship and fair play are always encouraged.

## END OF SEASON TOURNAMENT

After 5 weeks of play, teams that meet all requirements to enter tournament play will be eligible to enter a single elimination tournament. Teams will be seeded according to their win/loss records in the first five weeks of season play. Teams that have not won a game will still advance to playoffs, considering they meet the sportsmanship requirements.

## PARTICIPANT CONDUCT

Any player who commits any of the following acts of misconduct shall be subject to disciplinary procedures by the Intramural Sports Program:

- Any player that verbally abuses or threatens an Intramural Sports staff member including supervisors, scorekeepers, and officials will be suspended a minimum of one (1) game and will be subject to further disciplinary action upon review of the incident by the Recreational Sports Director.
- Any player that hits, strikes or attempts to hit or strike an Intramural Sports Staff member including supervisors and officials will be suspended from the Intramural Sports Program for a period of one (1) calendar year and will be subject to further disciplinary action upon review of the incident by the Recreational Sports Director. Such violation may also be turned over to the Vice President for Student Affairs and be subject to prosecution under the terms of the University Student Conduct Policies.
- Any player that hits, strikes or attempts to hit or strike another player will be suspended a minimum of two (2) games and will be subject to further disciplinary action upon review of the incident by the Recreational Sports Director. Any severe incident will warrant suspension of that individual from the Intramural Sports Program for one (1) calendar year. Such violation may also be turned over to the Vice President for Student Affairs and be subject to prosecution under the terms of the University Student Conduct Policies.
- Any team that is involved in a team fight will forfeit that contest in which the fight occurred and may be suspended from that sport for the remainder of the year (season or tournament). All team members will be subject to further disciplinary action upon review of the incident by the Recreational Sports Director. Such violation may also be turned over to the Vice President for Student Affairs and be subject to prosecution under the terms of the University Student Conduct Policies.
- Ejected players, coaches and/or fans must remove themselves immediately from the playing area, out of sight and out of sound. Failure to comply within one (1) minute will result in a team forfeit. It is the captain's and/or co-captain's responsibility to assist the Intramural Sports staff in this process.

## FORFEITS

Part of the philosophy of the Intramural Sports Program is to involve all eligible participants in the local community. If a team forfeits a contest, the objectives of the Intramural Sports Program are not met; therefore participants are deprived of active involvement. This procedure is designed to eliminate forfeits.

THERE IS A FIVE (5) MINUTE GRACE PERIOD. Games are scheduled to start at five (5) minutes after the hour. If a team is scheduled to play at 7pm, they must be signed in, jerseys on and ready to BEGIN playing at 7pm. They will be given a grace period of five (5) minutes to have the correct number of players there ready to play or a forfeit will be declared. It is recommended that teams arrive at least fifteen (15) minutes prior to the start time to ensure they are ready to play on time.

- In team sports, a forfeit fee of \$10.00 will be charged to the team for any forfeited contest.
- Team forfeit fees will be deducted from the team's twenty dollar (\$20) deposit put down prior to the start of the season.
- In individual/dual sport tournaments a \$5.00 forfeit fee deposit is required. Any person who is signed

up and does not show up to compete at any time during their scheduled contest throughout the tournament will not receive their money back at the end of the tournament. This is to discourage players from causing byes in tournaments. The person responsible for the fee is the person who is signed up for the sport, not the person who turned in the entry form. If you are signed up, be sure you recognize your responsibility for the fee.

- All forfeits, regardless of cause, will result in the Forfeit Fee being assessed (i.e. forfeiture due to contest being cancelled because of sportsmanship issues, or illegal player(s)).
- In order to claim a forfeit, the opposing team must have the minimum starting number present and ready to play. Otherwise a double forfeit will be declared if neither team has the minimum number of participants.
- Conceding: A team may concede a game (no forfeit fee will apply) by notifying the Intramural Sports Office (x 6011). Only the team captain may concede a contest by contacting the office prior to 12-noon on the day they are to compete or by 3pm on Friday for all weekend contests.
- If a team forfeits and/or concedes two (2) contests during a sport season they will be dropped from further competition in that sport.
- All teams scheduled to play that team will automatically receive a win unless another team is inserted in its place.
- Members of a team that have forfeited out are not eligible to participate for another team. Exception: a team that did not show up for any contests prior to forfeiting out.

## PROTESTS

The Intramural Sports Program realizes that on occasion an official may incorrectly interpret and/or enforce a rule. The purpose of a protest is to ensure an equal opportunity for victory. A protest can be avoided through intelligent and constructive conversation among the team captains and the Intramural Sports Staff.

The team captain must file all protests with the intramural site supervisor IMMEDIATELY at the time a question occurs (protests that are recorded after one (1) or more subsequent plays have elapsed are not accepted). Teams must be eligible to participate in additional contests in order to file a protest. Once a team has been eliminated from play (too many forfeits, a protest renders them ineligible, losing a game that knocks them out of playoffs or for some other reason is no longer competing) they are not able to file a protest of any kind.

- Protests may be filed concerning rule interpretations, policies, or procedures.
- Protests that challenge the accuracy of a judgment call by the officials or intramural supervisors will NOT be accepted.
- Protests will be settled at the game site by the site supervisor. All protests that are filed will be recorded on a protest form by the site supervisor and a decision will be made at this point. The contest will continue under protest. All protest forms will be reviewed by the Recreational Sports Director to determine that the proper ruling was made. (In order for the coordinator to have all the needed information, the written protest must include the time remaining in the contest, the score, period of play, and all the events surrounding the protest). In the event the ruling was incorrect, the contest will be replayed from the point of the protest. Otherwise, the ruling made at the time of the protest will be upheld. Special arrangements for replaying protested games will be made by the Recreational Sports Director. All protest(s) decisions made by the Recreational Sports Director will be final.
- REGULAR SEASON, PLAYER ELIGIBILITY PROTEST: A written protest concerning a player's eligibility can be filed with a supervisor or official before, during, or immediately after a contest.
- If a protest is filed before a regular season contest and it is known by the site supervisor that the

player is ineligible, the player and captain will be notified before the game begins and given the choice of whether or not the player will participate. If the ineligible player plays, the contest is a forfeit.

- If a protest is filed before a regular season contest begins and it is NOT known by the site supervisor that the player is ineligible, the player and captain will be notified that the contest is being played under player eligibility protest and the Intramural Sports Staff will contact the captains the following business day. If the player chooses not to participate then the protest will not affect the team.
- If an eligibility protest is filed at another time during regular season, the player in question will be reviewed and a determination will be made as soon as possible.
- PLAYOFFS, PLAYER ELIGIBILITY PROTEST: All eligibility protests must be filed prior to the clock starting any contest. The player and captain will be notified that the contest is being played under player eligibility protest and the Intramural Sports Staff will contact the captains the following business day. If the player chooses not to participate then the protest will not affect the team.
- If the protesting team wins the contest, the protest filed will be negated.
- If a protest is filed in writing with an official before the playoff contest begins, the Intramural Sports Staff will make a determination the next school day on the validity of the protest. If the eligibility protest is found to be valid, the guilty team will forfeit and the protesting team will advance, with all previous rounds remaining the same.
- The eligibility protest must be filed prior to the end of the match. If the protest is filed after the match is over, the team wanting to earn a win by forfeit and advance will be ineligible to play in the league because they failed to protest prior to the end of the contest.
- Therefore in playoffs, to ensure a team will advance if the opposing team is playing with an ineligible player, there must be a protest filed in writing with the supervisor prior to the end of the contest. Exception: If a player enters the game after the start of the game, the opposing team may protest his/her eligibility at that time.

## **SCHEDULING INFORMATION**

### **League Schedule**

The five (5) week round robin schedule will be distributed to captains at the manager's meetings. It is not always possible to hand a schedule out at the manager's meeting since teams are still settling into leagues. Schedules will be posted outside the Recreational Sports Office for your team to see. We will make copies of your schedule (up to 10) for your teammates, if you wish.

### **Tournament Schedule**

Following league play, eligible teams (less than 2 forfeits and an average of 4 or higher sportsmanship points), will advance to a single elimination tournament. The tournament will be posted the very next day following the last league game. Captains are responsible to check dates and times for their tournament games. Tournament games will be played on the same day as league play whenever possible.

### **Injuries and Liability**

PARTICIPATION IN INTRAMURUAL SPORTS ACTIVITIES IS COMPLETELY VOLUNTARY. These activities intrinsically involve risks of physical injury greater than those encountered in daily life, and by taking part in sports and other activities; participants acknowledge and assume risks inherent therein. Understand that the Intramural Sports Office and Humboldt State University and all its agents do not assume any responsibility for payment of medical treatment or services not covered by an individual's health insurance or not offered through the Student Health Center. Therefore, all students are strongly urged to have personal health insurance, through personal or family policies. All injuries should be immediately reported to the on site Intramural Sports Staff. All accidents are recorded and kept on file for participant insurance purposes and for the program's statistical records.

## ALCOHOL OR DRUG USE

Alcoholic beverages and drugs (including tobacco products) are not permitted on or within the confines of the Intramural Sports playing areas. Contests will not be played and will result in forfeits if such substance abuse is present.

- The Intramural Sports Staff assigned to the playing contest have the authority and responsibility in making decisions regarding students who are not permitted to participate based on:
  - A student's breath smells of alcohol and/or marijuana.
  - A student's actions and language are unacceptable.
  - Teams and/or individuals guilty of alcohol or drug use will be asked to leave the playing area and may be barred from further competition for the remainder of the year.
  - Such violation may also be turned over to the Vice President for Student Affairs and be subject to prosecution under the terms of the Student Conduct Policies.

## EQUIPMENT

The Recreational Sports Office provides most equipment for all the intramural sporting activities. Equipment is available for participants to check out, either at the game site or Recreational Sports Office.

- If equipment is broken, lost or not returned, the individual who checked it out will be held responsible for paying the replacement cost.
- Personal athletic equipment may be used for activities provided the equipment meets the sports specific standards and Intramural Sports standards.

For all intramural activities, participants are required to wear athletic attire (where sport specific rules also apply). The following proper equipment for all intramural sporting events is required to participate:

- ID Policy: All students must present a valid Humboldt State University ID in order to gain access to the playing area. **NO EXCEPTIONS**. No I.D., No Play! All Community Members must provide a photo ID, either a CDL or other student ID card.
- Footwear Policy: Regulation tennis shoes or basketball shoes are required to be worn in all gymnasiums. Any kinds of marking shoes are not to be worn in the gymnasiums. Pliable rubber cleated shoes may be worn on the Outdoor Intramural Fields. No metal spikes or plastic cleats with metal tips will be permitted. Turf cleats or running shoes are the only footwear allowed on the new Field House turf field. The Intramural Sports Staff will declare the player ineligible to participate until he/she changes shoes and proper requirements are met.
- Headgear Policy: Headgear is not allowed to be worn by any participant during an intramural event, except for one-piece head/sweat bands that do not have to be tied or do not have any form of knot(s). Illegal headgear consists of any hats, bandannas, baseball caps, and any other such similar headgear. For outdoor sports, winter/wool hats are allowed. Baseball-like hats are allowed only during Intramural Softball.
- Jewelry Policy: Jewelry is not allowed to be worn by any participant during any intramural event. Jewelry consists of any rings, watches, necklaces, earrings, bracelets and any other such similar jewelry that can be seen. Exception: Medical alert bracelets and necklaces may be worn but must be taped down.

In all of the above equipment policies the Intramural Sports Staff on duty have the authority to disallow any participant from participating if they feel their equipment would endanger themselves or his/her opponents.

## **CHECKING IN TO A GAME (ID REQUIRED)**

All participants are required to have proper ID at EVERY game. NO EXCEPTIONS! Community members can check in with any picture ID. Students must have a current semester sticker in order to be eligible as a student. All participants must check in at the Recreational Sports Office (FC 151) prior to heading to the field/gym. Jerseys will be exchanged for your ID. Jerseys must be returned in order to receive your ID back.

## **OFFICIATING**

The Intramural Sports Program is constantly in need of qualified sports officials. Opportunities available include officiating the four (4) major team sports: Basketball, Flag Football, Soccer, and Softball. Each semester the Director of Recreational Sports teaches a class entitled "Techniques of Officiating". This class is optional to take for credit but the first three weeks of class are mandatory in order to officiate in Intramural Sports.

## **EVALUATIONS**

Throughout the year, Intramural Sports staff members will ask participants to fill out questionnaires about the quality of the Intramural Sports Program. Please take the time to fill out the evaluations so that we can better serve your needs of a program that is designed to accommodate you.

## **QUESTIONS OR PROBLEMS**

The Director of Intramural and Recreational Sports, Jan Henry, is ultimately responsible for running all aspects of the Intramural Sports Program. If you have any questions, concerns, or problems, please contact the Director by visiting the Intramural Sports Office, Room 151 in Forbes Complex, by calling 826-5965 or by emailing her at: [jsh20@humboldt.edu](mailto:jsh20@humboldt.edu).

