Intramural Sports

2013-2014 Participant Handbook

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Section 1: Voluntary Participation/Assumption of Risk/Injuries/Waivers

Your participation in Intramural Sports activities could result in physical injury, which could be serious or fatal. Participation in Intramural Sports is completely voluntary and all participants acknowledge their assumption of risk by their voluntary participation. The Alamo District, Palo Alto College, and the Palo Alto College Campus Recreation staff are not responsible for injuries sustained while participating in scheduled Intramural Sports contests, in the Recreation Center, Recreational Fields, or the general recreation area.

A. Participants are strongly encouraged to have approval of their personal physician prior to participating and are encouraged to have personal health insurance. If injuries occur during competition, the Palo Alto Campus Recreation staff may administer basic first aid and CPR, and/or call EMS. Participants are financially responsible for any medical expenses incurred.

B. It is recommended that all Intramural participants have a physical examination before participating in any Intramural Sports event. All participants are solely responsible for their own well-being and they are strongly encouraged to follow any doctor’s orders and/or medical restrictions and to notify their team captain of any physical/medical restrictions.

C. Campus Recreation does not supply medical supplies except in emergency situations.

Section 2: Sportsmanship

Sportsmanship Rating

A. Each team in each contest shall be rated by Intramural Sports staff.

B. Palo Alto College Campus Recreation’s sportsmanship rating system has been developed to protect the safety of all participants and those affiliated with supervising our events.

C. The rating is an objective means for assessing the behavior of teams throughout a sport season. Participating in Intramural Sports is NOT a right, it is a privilege. Therefore, the Intramural Sports program reserves the right to take away that privilege from any team or individual that does not abide by the governing rules and regulations, as well as does not exhibit good sportsmanship and fair play. Intramural Sports staff members may amend a rating at any time for inappropriate conduct, use of an ineligible player, use of a suspended player, and/or inaccuracy in reporting. Officials have been instructed not to comment to teams about ratings.

D. The Intramural Sports staff will grade teams on their display of sportsmanship before, during, and after each game.

Sportsmanship Rating Criteria

The following actions and behaviors by team members, spectators, and/or team followers can have a positive effect on a team’s sportsmanship rating. The following represents the factors that go into receiving a good sportsmanship rating:
“A”-Good Conduct and Sportsmanship

Team/fans cooperate fully with the supervisors and officials and the team captain has full control of his/her teammates and fans. If the captain converses with the officials about rules interpretations or calls, he/she does so respectfully and calmly. Team members and spectators were respectful of opponents and officials and encouraged each other’s efforts. At no time was this team disrespectful towards participants or officials. A team winning a game due to a forfeit will receive an “A” in sportsmanship.

“B”-Average Conduct and Sportsmanship

Team members and spectators are respectful of opponents and officials except for one or two minor incidents which may or may not merit a warning from the game officials or supervisor. These complaints may have been voiced verbally or non-verbally toward officials, opposing players, or opposing fans. The team captain exhibits control over teammates and him/herself. Teams that default an Intramural Sports contest will receive a B in Sportsmanship.

“C”- Below Average Conduct and Sportsmanship

Team/fans (on or off the playing area) show continuous or sustained verbal dissent toward officials, supervisors, and/or opposing team. The team captain exhibits little control over teammates and him/herself. Teams receiving multiple warnings or having a player ejected for an unsportsmanlike act should receive no higher than a "C" rating. Teams that forfeit an Intramural Sports contest will receive a C in Sportsmanship.

“D”-Unacceptable Conduct and Sportsmanship

Team/fans complain excessively to officials and/or opposing team. The team captain exhibits little control over teammates and him/herself. Majority of individuals on this team are disrespectful of opponents or officials on a regular basis. The team captain of any team receiving a “D” in sportsmanship must meet with the Program Supervisor prior to the team’s next contest.

“F”- Season Ending Conduct and Sportsmanship

Team is completely uncooperative and out of control before, during, and/or after Intramural Sports contest(s).

The team captain (spokesperson) exhibits poor control over self, the team, and/or the spectators. Multiple ejections or blatant unsportsmanlike conduct that endangered participants, fans, officials, or supervisors.

Playoff Sportsmanship

A team must have a minimum, cumulative average of a “B” sportsmanship rating during the regular season to be eligible for the playoffs. Once the playoffs begin, all teams MUST earn a “B” or better in each contest to advance further in the playoffs. Any team receiving a “C”, “D”, or “F” during the playoffs will be disqualified.
Section 3: Captain’s Role and Responsibilities

General Responsibilities

Captains are responsible for passing the captains’ quiz (via IMLeagues.com/pac), ensuring that their team’s players are eligible, monitoring the physical well-being of the team’s players, informing players of game times, informing Campus Recreation of scheduling conflicts, and controlling the behavior of the team’s players and spectators during the game/match.

Captains’ Quiz

Captains must pass the Captains’ Quiz in order to create a team for any Intramural Sports activity.

A. The quiz will be taken online, (via IMLeagues.com/pac) during the individual’s team registration process.

B. A certain percentage score is required for a captain to have his/her team created.

C. Captains will have an unlimited amount of attempts to pass the quiz.

Captain’s Meeting

There will be a team captain’s meeting for all team sports to discuss rules, policies and procedures, and scheduling information. These meetings dates and times are available online, (via IMLeagues.com/pac). Teams that advance to the playoffs are also recommended to attend a playoff captain’s meeting.

Playoff Meetings

Captains are encouraged to attend and will be given an overview of how the playoffs will be done.

Playoffs

The order of selection will be based off the rankings and sportsmanship grade generated by IMLeagues.com.

Rosters

Captains are responsible for ensuring that all players on the team roster are eligible to participate. It is the responsibility of the captain to inform their team members about the eligibility requirements.

Spectators

Captains are responsible for the behavior and actions of their fans/spectators. The behavior and actions of fans/spectators can and will affect the team’s overall sportsmanship grade. The following are guidelines for all fans/spectators:

A. Spectators must be respectful to the teams and Intramural Sports staff.

B. Spectators must stay in designated areas and cannot interfere with the game in any way.

C. The use of noise makers, offensive signs/shirts/posters/language is prohibited.
Section 4: Player Eligibility

Eligibility rules for Intramural Sports are designed to provide an opportunity for everyone to participate in a safe, balanced, and fair competition. The rules listed below cannot provide for all possibilities; therefore the Intramural Sports staff reserves the right to rule on the eligibility status of participants not covered specifically by the following rules.

A. All current Palo Alto College students shall be eligible to compete in Intramural Sports, except as otherwise provided in the Rules and Regulations.

B. Faculty/Staff, alumni members, and other individuals may NOT participate in Intramural Sports.

C. All participants must show a valid government issued ID.

D. Photos on ID cards must be clear and distinct enough to identify the holder of the ID or a second picture ID will be required.

Lost Identification Policy

A. If an intramural participant is unable to show proper ID, he/she will NOT be allowed to participate.

B. Any individual is eligible to participate in Intramural Sports programs if he/she is not under disciplinary penalty prohibiting participation, and if the requirements of Intramural rules are met.

C. Rosters are open to any eligible player who has NOT played for another team in that sport. Each participant can only play on ONE (1) single gender team and ONE (1) correx team per sport.

D. Rosters will be frozen for each team at 5:00pm the last day of the regular season. By playing in one regular season game, each participant is automatically added to that team’s roster. A participant is considered to have officially played for a team once he/she has been signed-in on a team’s roster at the game/match site, regardless of whether he/she actively plays in the game/match. Once on a team roster you will NOT be able to change teams. During the playoffs there will be NO on-site roster additions.

Team Limits for Individuals

A. Contestants may not represent more than one team in any sport with the exception that an individual may play on one correx team and one other men’s or women’s team in which he/she is eligible to participate. A contestant becomes an ineligible player when he/she violates this rule. When a person’s name appears on a roster, he/she is considered to have played in that contest.

B. Competition will be open for both men and women.

C. Minimum disciplinary action for a contestant playing on more than one team is a one game suspension during regular season play. If an individual violates the rule twice or at any point during the playoffs, he/she will not be eligible for the remainder of that sport.
D. Any team that allows an ineligible player to play will forfeit the game.

Restricted Player Categories

A. A restricted player is one who meets the definition of any restricted player categories.

1. Competitive teams are limited to TWO restricted players on the roster who should be noted prior to play.

2. Restricted players are restricted in their sport and associated sport as follows:
   a. Football: 4v4 Flag Football
   b. Basketball: Basketball
   c. Volleyball: Volleyball
   d. Soccer: 7v7 Outdoor Soccer

3. The length of restriction for each category is listed under limitations for restricted players.

B. The definition of each restricted player category is:

1. Professional athletes: Any individual who has received pay for playing, including appearance money, or who is recognized by that sport’s governing body as a playing professional.

2. Varsity Letter Winner: Any individual who has been recommended for varsity letter from a recognized senior or junior college.

3. Collegiate Postseason honorees: Any individual who receives a collegiate postseason honor, e.g., “All-American”, “All-Region,” etc.

4. Scholarship Athletes: Any individual whose name appears on the Palo Alto College or other recognized senior or junior college athletic scholarship list.

Limitations for Restricted Players

A. Restricted players are ineligible to compete in their sport or associated sport for the following time periods:

1. Professional athlete: five years from the time he/she last played as a professional

2. Varsity letter winners: one calendar year from the conclusion of the semester they last competed

3. Collegiate postseason honorees: one calendar year from the conclusion of the semester they last competed

4. Scholarship athletes: the academic year they received the scholarship

B. Once a player becomes eligible to play in the Intramural Sports program, he/she is restricted to play in the Competitive league for the time periods listed below. No team shall have more than two “restricted” players on its roster and that team MUST play in the Competitive League.

1. Professional athletes: 10 years

2. Varsity Letter Winners: 3 years
3. College Postseason Honorees: 5 years
4. Scholarship athletes: 2 years

Section 5: Competition Format

Leagues of Competition

A. Independent Leagues: These leagues shall consist of individuals or teams organized from college students. Men will compete in the Men’s league and women will compete in the Women’s league.

B. CoRec League: This league shall consist of teams organized from college students. Teams in this league shall consist of a combination of men and women as designated by the rules of each sport.

Tournament Structures

A. Divisions will be formed according to (Men’s, CoRec, and Women’s) league. Team sport leagues shall be conducted with round robin league play followed by a single elimination playoff. CoRec, Men’s, Women’s leagues will compete in playoffs within their respective bracket.

1. Tournaments are offered in single or double elimination format depending on the number of registered teams.
2. Team tournaments will be played usually over a one or two week period depending on space accommodations.
3. Individual and Dual sports that are played as tournaments usually take place over a weekend or held in a one day format.

B. Individual Contests

1. Individual contests are events held online or one day activities. Participants will register on-site and compete the same day.

Registration

A. Registration is done online via IMleagues.com/pac.

B. Please see the Campus Recreation brochure or website to find specific dates for each sport. Summer entries may differ. (Late entries may be accepted only if space is available.)

C. Pac Recreation Center may limit the number of entries in certain activities. Entries will be taken on a first-come, first-serve basis.
Defaults

A. If it becomes impossible for a team to play a scheduled contest, and if the team captain notifies the Intramural staff in person, or by phone, and by 3:00pm the day of the game, the game will be scored as a loss by default. A win by default will include the awarding of points.

B. If a game has begun and cannot continue due to injury, which leads to having less than the required minimum number of players a default will be recorded.

C. The Intramural Sports staff will contact the opponent in case of a default. If you do not receive confirmation from an Intramural Sports staff member, the game has not been defaulted.

D. A default does not include a forfeit fine or exclusion from the playoffs, although participation points will not be awarded.

E. Teams that default will receive a B in Sportsmanship

Ready to Play and Game Time

A. A team is considered ready to play when the required minimum number of players for the sport are properly signed-in with IM staff, present at the specific field or court for their scheduled contest, and properly equipped at the designated game time.

B. Game time is forfeit time. All teams shall be ready to play at the designated game time.

Optional Grace Period and Forfeits

A. At the discretion of the IM staff, based on time and space availability, and with the approval of the opposing team captain, a team may be offered a 10-minute grace period from the original start time to obtain the minimum number of players required to participate or otherwise become ready to play. In such cases, the team that is ready to play retains the option to decline the grace period and take a win by default or forfeit at that moment. Captains must select one option or the other when asked by an intramural staff member. All decisions are final.

B. If the captain of the team that is ready to play decides to wait and play the game, both teams must accept the result of the game.

C. If the team shows up during the additional time period, game time will be reduced by the number of minutes the team was late for the game. For games with timed periods, the length of each period will be reduced equally.

D. The captain of the team ready to play will also have the option of penalizing the late team a certain amount of points, goals, runs, etc. based on the rules of the specific sport. The penalty is added immediately if the
opposing team captain elects to use it, and is NOT impacted by the amount of time it takes for the other team to be ready to play. EXAMPLE: A flag football captain has the option of allowing the ten minute grace period for his/her late opponent, and also has the option to start the game up 14-0.

E. If the team is still not ready to participate after the additional time period has expired, the game will be defaulted or forfeited as described below. No additional time is permitted.

F. A team that shows up to play their scheduled contest but has ONE LESS than the required number to play after the end of the ten minute grace period, shall be awarded a DEFAULT. In all other situations, a forfeit will be recorded. If a team forfeits two league play games, it will NOT be entered into the playoffs.

Protests

A. Rule Interpretation

1. There shall be no protests allowed on judgment calls.
2. If, in the team captain’s opinion, an error was made, he/she must inform the official in a sportsmanlike manner, BEFORE the game continues, that he/she is protesting a rules interpretation. If the team captain does not immediately notify the official of his/her intent to protest, he/she waives all rights to protest on that particular call.
3. Upon notification by the team captain of a rules interpretation protest, the official shall stop the game and will then assist the team captain in filling out the protest form. Both team captains shall sign the protest proceedings, agreeing to continue the game according to the official’s ruling.
4. In resolving a rules interpretation protest, the Intramural Sports staff will first make a decision concerning whether an error was made, and second, whether the error had an effect on the outcome of the contest. At that point, a final decision will be made on whether to replay the remainder of the game and both team captains will be notified.

B. Eligibility

1. An organization or individual may protest the eligibility of an opponent. All participants must present acceptable identification if requested by the game official. If the player cannot present proper identification at this time, he/she will not be allowed to participate until he/she can present it.
2. To complete a formal protest of eligibility, the protest must be filled by 5pm the day following the contest. To protest eligibility, the team must contact the Program Supervisor, who will then rule on the protest. (In case of a double header, the protesting team must notify the Intramural Sports staff at the game site). The Intramural Sports staff will then contact the Program Supervisor who will then rule on the protest.
3. A Campus Recreation employee may recognize the ineligibility of a participant either through computer notification or employee written notification. The Intramural Sports staff will then interview the individual and rule on the question and will notify all concerned parties.
4. Minimum disciplinary action for a contestant playing on more than one team is a one game suspension during regular season play. If an individual violates the rule twice or at any point during the playoffs, he/she will not be eligible for the remainder of that sport.

5. Any team that uses an ineligible player shall forfeit the contest that is being protested.

Appeals

A. All decisions made by the Intramural staff may be appealed to the Program Supervisor.

Inclement Weather Policy

A. The PAC Campus Recreation staff reserves the right to postpone, cancel, or otherwise prohibit the completion of Intramural Sports activities due to inclement or severe weather or other unforeseen circumstances. When making decisions in regards to the postponement or cancellation of activities, the Campus Recreation staff will consider a variety of elements including: forecasted weather, facility requirements, and the well-being of staff and participants.

B. If inclement or severe weather is in the area, participants can call the Campus Recreation Center at 210-486-3800. At times, some Intramural Sports activities will be cancelled/postponed, while others are able to be continued.

C. Regular season games will NOT be rescheduled due to cancellations/rainouts/etc. All teams will receive a win and an A in sportsmanship.

D. If an Intramural Sports contest has begun and is then called due to weather or other extenuating circumstances, AND at least one half of the game has been completed, the results of the game will stand. Teams will be rated on their sportsmanship as if they game was played in its entirety. Proper sportsmanship should be displayed at all times.

Section 6: Suspension/Rules of Conduct

Prohibited Items

A. Jewelry: Participants are not permitted to wear any visible jewelry (including cloth bracelets and necklaces). If jewelry is seen, it must come out. Campus Recreation will NOT provide bandages or athletic tape to cover jewelry items. EXCEPTION: Medical alert bracelets

B. NO casts/splints will be allowed under any circumstances. Players who wear a knee brace with exposed metal, hard plastic, or metal hinges are required to cover it with padding or foam to at least ¼ inch thick.

C. Religious Headwear: In the event a participant may not expose his/her uncovered head, the intramural staff may approve a covering or wrap which is not abrasive, hard or dangerous to any other player and which is attached in such a way that it is highly unlikely to come off during play.
D. Footwear

1. Indoors: All players must wear close-toed, athletic shoes with non-marking court soles.
2. Outdoors: All players must wear close-toed, athletic shoes. Metal cleats, spikes, or toe cleats will not be permitted.
3. “Five finger shoes” are not considered athletic shoes.

E. Pants: Participants must wear athletic style shorts or pants. Denim and khaki style shorts or pants are not permitted.

F. All equipment decisions made by the Intramural Sports staff on duty shall be final.

Rules of Personal Conduct

A. Any person who commits, or attempts to commit, provokes, or aids others in committing any of the following acts of misconduct shall be subject to disciplinary procedures by Campus Recreation. Team captains, managers, coaches, etc. are responsible for the conduct of their players, and therefore are subject to the same disciplinary actions as their players.

B. Minimum disciplinary action for a contestant playing on more than one team is a one game suspension during regular season play. If an individual violates the rule twice or at any point during the playoffs, he/she will not be eligible for the remainder of that sport.

C. If a player is ejected from a game, he/she is suspended indefinitely from all Intramural Sports competition, effective immediately, pending an interview with the Program Supervisor who shall determine the length of the suspension period.

D. The jurisdiction of intramural sports staff and game officials continues throughout an individual’s presence in Campus Recreation facilities. All players and spectators alike should be aware that they must abide by PAC student rules of conduct at all times.

E. Disciplinary actions can also include restrictions on usage of Campus Recreation facilities and other Campus Recreation programs. In some cases, discipline may be forwarded to the Office of Student Success.

Use of an Assumed Name or other Dishonest Acts

A. The use of an assumed name in any manner in the Intramural program shall constitute a violation of the rules.

B. Dishonest acts shall be defined as misrepresentation of a score, or by playing while ineligible, or under suspension.
C. Should a participant, team, or team manager be guilty of, or responsible for, the use of an assumed name or a dishonest act, he/she will be disqualified from all Intramural Sports activities pending an interview with Program Supervisor, who shall determine the length of the suspension period. The team for which he/she played may be dropped from further competition in that sport.

Section 7: Awards

Championship Awards

A. League Champions, Individual/Dual Sports, Special Event T-Shirts
   1. Will be awarded to the winner of the Men’s, Women’s and Co-Rec Championships.
   2. To be eligible to receive a t-shirt, an individual must participate in a minimum of two games.
   3. The maximum number of t-shirts awarded to a team will be two (2) times the number of required players for a game.

B. Sportsmanship T-Shirts
   1. For each “major sport” per semester, the Intramural Sports staff will select a team that best exemplifies the virtues of Sportsmanship throughout the sport’s season.
   2. Fall major sports: 7x7 Soccer and Volleyball
   3. Spring major sports: Basketball and 4v4 Flag Football