



Illinois State University Department of Recreation Services RecSports Handbook

Mission Statement

The Department of Recreation Services encourages maximum participation by providing a variety of leisure experiences and recreational opportunities. Delivered under the University philosophy of distinctiveness and excellence, programs and services are designed to promote the lifelong pursuit of active, healthy lifestyles and enhance the leisure habits of the Illinois State University campus and surrounding communities.

This handbook is designed by RecSports Staff to serve as an informative and procedural reference for person's involved or interested in participation in RecSports.

Eligibility

All registered students at Illinois State University, as well as faculty and staff, paying the general fee of the University are eligible to participate in RecSports (regardless of number of credit hours).

General Eligibility

- Eligibility status is the responsibility of each individual participant and team captain. All participants must check in prior to entering each contest. Late arriving participants must check-in with the scorekeeper, using their identification card, before entering the contest.
- Participants may play with one men's team and a co-rec team or women's team and co-rec team in a sport season. After entering one contest with a team, a player may not transfer to another team in that sport.
- All teams need to have a team registration form on file in the RecSports office. This registration form includes the names and ID numbers of the participants playing and the captain's phone number. Additionally, the team captain must sign the registration form declaring eligibility of all team members and an awareness of the possible penalties for violation of eligibility rules.
- The RecSports staff reserves the right to check eligibility of all participants.
- All participants need to bring their Illinois State University picture identification card in order to participate. **NO ID, NO PLAY, NO EXCEPTIONS!**

Members of Varsity Sport Teams

- Athletes who participate in intercollegiate sports, who are trying out for, or who are working out with a team during the current academic year are ineligible to participate in that sport or its related sport (i.e. a baseball player can not play for a RecSports softball team) for the entire academic year.
- Members of a varsity team who are declared ineligible for academic reasons, rule violations, etc. are ineligible to participate in that sport or its related sport.
- Individuals who are practicing, working out, or trying out for a varsity team are ineligible to participate in that sport until they stop participating with the varsity team.
- Former varsity athletes must wait until the next Fall semester before being eligible to play that sport at the RecSports level.
- Participants who played a sport professionally are ineligible in that sport or related sport. A professional is defined as someone who receives monetary or product compensation, no matter what the level of play.

Members of Club Sport Teams

- Athletes who participate in the Club Sports Program are eligible to participate in their sport or related sport.
- A team may only have two club athletes on their RecSports team for that related sport.
- A player or coach who has been out of the club program for an entire school year (Fall-Spring) will no longer count as one of the team's club players.
- Teams found playing with more than two club athletes will forfeit all games that the extra club athlete played in.

Varsity athletes cannot participate in their current sport for intramurals.

<u>Varsity Sport</u>	<u>Intramural Sport</u>
Basketball	Basketball, 3-Player Basketball Free Throw, 3 Point Contests
Football	Flag Football, 4-Player Football
Golf	Golf League, Scramble
Softball and Baseball	12"/16" Softball, Wiffleball
Tennis	Tennis
Volleyball	Volleyball, Sand Volleyball

Free Agents

The RecSports staff does not place individuals on a specific team; however we do provide a service called the "Free Agency List." The "Free Agency List" is designed to aid those interested in participating in a particular sport that are lacking a partner or team with which to play. Individuals who want to be added to the "Free Agency List" can come to the RecSports Office within the first two weeks of league play and be added to the list.

Roster Changes

A roster must include at least the listed number of players when the entry form is turned in. Players can be added to a team at the game site as long as it's before the start of the second game.

Penalty Enforcement

Cases involving ineligibility (falsifying identities; incorrect information on roster; already played on another team, etc.) will cause the player to be barred from the sport for the season, forfeiture of the game that he/she played illegally in, and the team that he/she played illegally for will lose their forfeit fee and will be ineligible for playoffs.

Team Captain Duties

The Team Captain is responsible for the organization of the RecSports team. Team Captain duties include:

- Turning in a completed sport entry form to the Student Rec Building prior to the deadline.
- Being fiscally responsible for the entry fee prior to the season starting.
- Attending the captain's meeting or making sure a teammate attends the meeting.
- Securing a league schedule and notifying teammates of scheduled games or events.
- Being familiar with all Sport rules and RecSport policies and distributing this information to the team.
- Verifying all players on the roster for eligibility and executing any roster changes.
- Keeping teammates under control at all RecSport events.
- Being the team's spokesperson during contests.
- Signing and verifying the scoresheet after each contest.
- Checking in with the RecSports office and verifying whether or not their team has made it to the playoffs.
- Team Captains may switch from game to game, so it is not necessary to have the same captain throughout the season.

Process for Signing Up a RecSports Team

- Secure an entry form from the Student Recreation Building, RecSports webpage, or the Recreation Services office in McCormick Hall (room 115).
- Collect all information of the players who will play on the team as well as their signatures. Check eligibility of team members by consulting with the Eligibility

- Guidelines in this handbook. Players with incorrect names and picture identification cards will likely be dropped.
- Rank preferred playing times (1,2,3) from the choices provided.
 - Hand-deliver entry form to the Student Rec Building, by 4:00 p.m. on the designated entry deadline. The entry fee will need to be paid at this time (charge, cash or check).
 - Entries are taken based on availability and a first come, first served basis. If leagues or tournaments are filled prior to the entry deadline, additional “on time” entries will be placed on a waiting list, to be added ONLY if an opening develops.
 - Attend the mandatory captain’s meeting. The team captain (or designee) can represent a maximum of two different teams. If a team representative does not attend, is late, or leaves early, the team will likely be dropped from the league and be replaced by a team on the waiting list.

Team Names

Team names can be a maximum of 24 characters, including spaces. The RecSports Office reserves the right to prohibit or modify team names which it deemed to be in poor taste, derogatory, or profane.

Schedules

Schedules are available after the captain’s meeting. The Team Captain should verify the team roster. If there are problems with the team’s roster, the RecSports Office staff will attempt to contact the captain. The RecSports Office does not call individual teams or captains to inform them of their first game.

Game Rescheduling

Scheduled contests that are cancelled due to inclement weather, facility problems, or reasons beyond the control of the game will not likely be rescheduled if they occur during league play. A cancelled game will not count for or against a team. It will stand as “no game” if less than one half of it has been played. If one half or more of the game has been played (or time specified in the rules) the game will stand as a final score, and will count as a game played. If game cancellations occur during the playoffs, the RecSports Office will make every effort to reschedule the game.

A captain desiring to change the day and /or time of a game must contact the RecSports Office within 48 hours preceding the original play date.

Equipment

- Game equipment will be provided during the contest only. Equipment will not be provided for team practices before or after an event.
- Athletic shoes must be worn during all RecSport activities. Any shoe that could possibly endanger another participant (i.e. metal cleats) is prohibited. No one may play in sandals, socks, or bare feet.

- All jewelry must be removed before participating in RecSports. Taping over jewelry is not permitted.
- Safety and “purpose served” will be the primary factors when deciding on allowable additions to the basic uniform and equipment.

Game Check-In

Rosters will be printed on the score sheet of every game. Prior to the start of each contest, players are required to present their Illinois State University picture identification card to the designated intramural official. Once again, NO ID, NO PLAY, NO EXCEPTIONS!

Game Results

Results are recorded on the official score sheet. Captains are responsible for checking league standings and reporting any inaccuracies to the RecSports Office.

Playoffs

All teams that have not been issued a forfeit and have a sportsmanship rating of 40 or better out of 50 will be eligible for the playoffs (see Sportsmanship). Teams that win their league will be issued a higher playoff ranking regardless of their regular season ranking. Playoff schedules will be available via pick up at the front office in the Rec Building or through the webpage. Do NOT call the Rec Building for playoff times. All teams that qualify for the playoffs must be available for any of the game times. We will not notify teams that make the playoffs.

Champion T-Shirts

RecSports champion t-shirts are awarded to winning team members and individual/dual champions throughout the school year. Individual participants on a winning team will receive a RecSports champion t-shirt if they played in at least one game and did not commit multiple behavior “misconduct violations” or “altercation” or higher violations (see IM Disciplinary Policy)

Assumption of Risk

- Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to participation in RecSports activities. ISU does not provide insurance coverage for participants.
- Individuals who participate in RecSports will be doing so at their own risk. Participation in any activity is completely voluntary.
- Illinois State University is not responsible for any injury that may occur to individuals participating in any RecSports activity. Participants injured during play must have an accident report form completed and turned in to the RecSports Office within 48 hours of the injury.

- If a participant is bleeding, s/he will be removed from the contest immediately. Before the participant can re-enter the contest, all bleeding must be stopped and any open wound or laceration be covered.
- If a participant has blood on their clothing, s/he will be removed from the contest upon detection. The blood may or may not be their blood. Even a participant who has someone else's blood on their clothing will be removed from the contest. The participant cannot re-enter the contest until the clothing has been removed or replaced.

RecSports Cancellation Information

In the event of inclement weather, team captains are responsible for contacting the Rec Building at (309)438-7529. Cancellation information will also be available on the RecSports webpage. Cancellation decisions are made by 4 p.m. on the day of play. Playoff games will not be cancelled prior to play; all decisions will be made at the game site.

Reimbursements

If a league or tournament has been cancelled due to weather, lack of interest, or any unforeseen reasons; the entry fee will be refunded by the University. In order to get the refund, the team captain or the individual who paid the entry fee needs to provide a mailing address.

Alcohol, Tobacco and Drug Policy

- Alcoholic beverages, tobacco products and drugs are not permitted on or around the RecSports playing areas. The supervisors or officials assigned to each game have the authority and responsibility to make decisions based on suspected alcohol, tobacco or drug use by the participants according to their actions, language, or breathe odor.
- Participants who appear to be under the influence of alcohol or drugs will not be permitted to participate in RecSport contests. If any member of a team is determined to be in possession of, or under the influence of alcohol or drugs, the team will automatically forfeit the contest and may be barred from further competition in that particular sport.
- Teams may be asked to leave the RecSports playing area in any of these cases and any second offense by the team will result in the team and its players being barred from further competition for the school year.

Forfeits/Defaults

To avoid a forfeit, a team must have the minimum number of players required in each sport (listed in the sport specific rules) at the scheduled playing area, ready to play at the scheduled time. The line-up and/or roster should be confirmed by the team captain on the official score sheet ten minutes prior to game time. The team must then participate for at

least the minimum period/score required by sport rules, without violating any rules or policies that might result in a forfeit. A team forfeiting once loses their playoff eligibility. Two forfeits in a sport season results in the team being dropped from further competition.

Forfeits may be assessed for the following:

1. the use or attempted use of ineligible players
2. player(s) who participates without first checking in with the scorekeeper, using their appropriate ID, and when discovered, cannot produce an appropriate ID showing them to be a roster member
3. unsportsmanlike conduct, verbal/physical abuse, or alcohol and drug related offenses
4. not appearing or appearing late at a scheduled contest
5. certain infractions of the specific rules governing each sport
6. as deemed necessary

Teams that know ahead of time that their team will be unable to play may notify the RecSports Office 48 hours prior to the scheduled game to avoid a forfeit. These teams will be issued a default. Teams that are issued a default still receive a “loss” for the scheduled game and a reduced sportsmanship rating.

Conduct

All players, captains, and spectators will be held to a reasonable standard of conduct and fair play. The “RecSports Disciplinary Policy for Individuals” was developed to address infractions committed by individuals before, during, or after RecSports play. In addition, the actions of individuals can also cause their team to forfeit the game, lose their forfeit fee, and may impact the team's playing status for both current and future games. All sanctions, both team and individual, are based on the Illinois State University Student Code of Conduct.

- Any person deliberately striking, physically contacting or intimidating a participant, employee, or spectator may be barred from all other intramural sports for an unlimited period of time.
- Verbal abuse (such as harassment, intimidation, taunting, profane language, or inciting violence) by or to a participant, employee, or spectator, whether before, during, or after an event, may be cause for immediate suspension from the game.
- Team captains are responsible for their team's conduct. If a player becomes involved in a physical or verbal altercation, only the captain is allowed to approach the situation, and must remove or quiet his/her own player only, as instructed by RecSports employees.
- If captains are able to limit the improper conduct to just one player, and the appropriate actions are taken, only that player will be disciplined. If unsportsmanlike behavior occurs by more than one player from a team, the entire team will likely receive sanctions.
- Non-disruptive Conduct: If other players/coaches/spectators from either team get involved improperly by trying to break up the situation, but officials did not feel

- those actions created an unsafe or inflammatory scene, play may continue. However, those involved may be classified as having committed a Behavior Misconduct violation (see RecSports Participant Disciplinary Policy).
- **Disruptive Conduct:** If other players/coaches/spectators from either team get involved improperly, and officials deem their actions as unsafe or inflammatory, the game will be stopped immediately, resulting in further sanctions by the RecSports Office against individuals and/or the team.
 - Participants or spectators who have been ejected from games and/or facilities may be required to sit out additional games/dates. Based on National Federation Rules, RecSports rules state that any ejection carries with it at least a one match or one week suspension, whichever is longer. Unsportsmanlike conduct by individuals will be handled by the RecSports Disciplinary Policy for Individuals. Additional offenses in any sport will result in further suspension.

Sportsmanship

ISU has developed a sportsmanship rating system that is intended to be an objective scale where officials can evaluate attitude and behavior throughout the RecSports league. After each game, the officials will rate each team on how well they acted before, during, and after each intramural game. To be eligible for the playoffs, each team needs to achieve a 40 or better out of 50 average throughout the sport season. Officials will dock points off for foul language, fighting with the opposing team and spectators, and harassing the officials. If a team feels they have been rated unfairly by the officials during the game, there is a section on the sportsmanship evaluation form that allows team captains to argue the rating and give their personal input.

Intramural Disciplinary Policy for Individuals

Behavior Terminology and Penalties

Rule Violation/Dismissal:

Any time an individual is removed from the remainder of the game for sport specific rules. (i.e. fouling out, improper equipment, jewelry, etc.).

Result:

No further action is taken.

Behavior Misconduct:

The list of misconduct penalties includes, but is not limited to:

- Verbal abuse, or being disrespectful to a participant, RecSports employee, or spectator;
- Behavior beyond the bounds of Intramural or facility printed rules and sportsmanship (includes ejections);
- Failure to follow alcohol, tobacco, and drug policies;
- Becoming improperly involved in someone else's misconduct situation; or,
- Failing to cooperate with Intramural/facility staff and/or policies.

Result:

The individual(s) involved automatically receives at least a game suspension and probation.

Altercation:

An altercation is considered an unsportsmanlike action or exchange, whether verbal, physical or otherwise between two or more individuals. Any actions to instigate, taunt, or provoke a response, are all considered altercations. This includes, but is not limited to, spitting, obscene gestures, or verbal abuse.

Result:

An altercation requires the individual be given a season or semester suspension. A probation period begins at the completion of the suspension.

Fighting:

A fight is a direct conflict that exhibits attempted or actual physical contact between individuals. Swinging with intent to hit, landing a blow, pushing, kicking, or tackling are just some examples. In other words, contact does not have to be made for the incident to be considered a fight. If any intent to injure is perceived by the Intramural staff, the incident is automatically considered a fight for the purpose of handing down a penalty.

Result:

A fight is a serious offense that constitutes a semester, year, or lifetime suspension from all RecSports activities. A probation period begins at the completion of the suspension.

Probation Violation:

Any time an individual on probation is involved in any additional type of incident at the behavior misconduct level or higher, it shall be considered a violation of probation.

Result:

Any individual who violates the requirements of their probation shall be given a semester, year or lifetime suspension. A probation period begins again at the completion of the suspension. Any type of intentional physical contact or altercation with a Recreational Sports Employee shall warrant an automatic year suspension.

Penalty Explanation and Duration

Game Suspension:

A game suspension is defined as suspension from the current game, plus the next scheduled game in any sport, or one week, whichever is longer. This suspension includes all men's, women's, and co-rec play in any sport. Additional sanctions may apply within that sport or others.

Season Suspension:

A suspension for the length of a season indicates that a player cannot participate in any sports (men's, women's, corec) for the remainder of the current season. If warranted, the individual may also be suspended from related sports for the remainder of the academic year.

Semester Suspension:

There are two types of semester suspensions (based on the nature and severity of the incident), during which time a player cannot participate in any intramural sports. The half-semester suspension covers seven (7) fall and/or spring weeks. The whole-semester

suspension covers 15 fall and/or spring academic weeks. For the purpose of the semester suspension, only weeks when school is in session will be counted.

Year Suspension:

A one year suspension covers one calendar year from the date of the incident. That is, if an individual is suspended for a year based on an incident that occurs on 10/10/05, they cannot participate in any intramural sport again until 10/10/06

Probation:

Any individual or team that is dismissed from an intramural event for violations at the misconduct level or higher shall be placed on probation. Probation may also be assigned for cases even when the individual or team was not dismissed from an event, based on report summaries and employee testimony. The length of probation is 15 fall and/or spring academic weeks from the time of the incident. Only the direct times during which the university is officially open for the fall and spring semesters will the probation period be counted.

Lifetime Suspension:

A lifetime suspension will include a player's involvement with Illinois State University as a student, faculty, staff, or alumnus. Such a ban will only occur in a situation of gross or repeated misconduct level or higher violations.

Eligible Appeals:

Any individual sanction resulting in more than one week of disciplinary action may be appealed within one week of being notified. Appeals will be heard by the student RecSports Advisory Committee.

Notification and Reinstatement:

When a player is given a suspension, the team captain (as listed on the entry sheet) will be notified of the suspension by phone and/or email and will be responsible for relaying this information to the player. An email message, or phone call to the player may also be made. To continue participation in the Illinois State University RecSports program, a suspended player must:

- complete the original suspension (or new suspension if successfully appealed)
- schedule a meeting with the director and/or RecSports graduate assistant to discuss the incident in detail if the suspension was longer than one game or one week.

The meeting with the director and/or graduate assistant must occur before the player is eligible to play again in RecSports. This meeting may take place at any point during the suspension. It is the suspended player's responsibility to contact the director or graduate assistant to schedule this meeting. It is recommended that the player make this contact as soon as possible due to possible availability constraints. In some cases, the RecSports director or graduate assistant may waive this meeting requirement in lieu of phone or email correspondence.

The RecSports staff reserves the right to modify any RecSports policy listed as they deem fit.

Protests

Protests may be lodged based on rule discrepancies or rule interpretations involving the officials. Protests based on an official's judgment call are not valid and will not be accepted.

Steps to be followed when filing a protest:

- Request a stoppage in play immediately after the play in question, and try to resolve the situation using the team captains and the officials.
- If a discrepancy still exists after the official ruling is made, the team captain must immediately ask for and notify a supervisor verbally, that the remainder of the game will be played under protest. The supervisor will attempt to resolve the complaint.
- If the supervisor cannot settle the dispute, the game officials will note the time, score, and circumstances and play will continue.
- At the end of the contest, the protesting team's captain must complete and turn in a written protest form that night, in conjunction with a RecSports supervisor. The completed form will be turned in to the office by the supervisor along with game results. If a protest occurs during a playoff game when the winning team is scheduled to play again that night, a final decision will be reached before that next game begins.
- Protests involving player eligibility will be accepted in the RecSports Office during the next weekday after an event.
- Protests will be ruled on by the RecSports Office staff and/or the RecSports Advisory Board as quickly and fairly as possible. Both team captains will be contacted regarding additional information or a final decision.

Appeals Process

Opportunities exist to appeal decisions made by the Director and/or the RecSports Advisory Board, regarding participant/team disciplinary sanctions, protest hearing results, and general program decisions of the director.

Contact Information

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