INTRAMURAL
SPORTS

Participant Handbook

Colorado School of Mines

2016-2017
COLORADO SCHOOL OF MINES
INTRAMURAL SPORTS

CONTACT INFORMATION

Intramural & Club Sports Coordinator: Adam Hickle
Director of Intramural & Club Sports: John Howard

- Email: intramurals@mines.edu
- Office #: 303-273-3646
- Intramural Sports Office:
  Student Recreation Center – Room 104D
  1651 Elm Street
  Golden, CO 80401
PHILOSOPHY

Intramural activities are structured sport leagues and tournaments,
which are designed specifically for the Colorado School of Mines community.

WHAT ARE INTRAMURAL SPORTS?

A variety of opportunities to provide healthful exercise, promote leisure, as well as enhance personal development and social interactions for the CSM campus community.

League play consists of a 3 week regular season followed by playoffs.

- Basketball
- Flag Football
- Floor Hockey
- Soccer (Indoor and Outdoor)

Tournaments are usually one or two-day events.

- Badminton
- Dodgeball
- Golf
- Grass Volleyball

...so satisfy your urge to play Intramurals…GET OUT AND PLAY!

SAFETY PRECAUTIONS AND INSURANCE
The Intramural Sports program includes several sports that may be physically demanding and may be potentially hazardous for participants. It is strongly recommended that all participants undergo a routine physical exam by a physician before commencing participation in the program.

All Intramural participants are required to obtain their own health insurance coverage. The Colorado School of Mines does not provide Intramural participants insurance coverage and does not take responsibility for medical costs incurred as a direct or indirect result of students' participation in Intramural Sports.

Each individual participating in Intramural activities assumes the responsibility for his or her health and safety. Those who have had previous injuries that may recur, or who are not physically suited to a particular activity are urged to reconsider their participation in the Intramural program for safety reasons.

The Colorado School of Mines and its Intramural Sports Office assumes no responsibility for injuries incurred during or as the result of participation in sponsored activities. Each participant will be required to review and sign a Participant Waiver of Liability, Assumption of Risk and Indemnification Agreement.

Intramural competitions are supervised by staff who have limited training in emergency procedures.
Concussion Policy
The Intramural Sports Staff is required to remove any participant from play if they suspect that participant has sustained a head injury. The participant must sit out the remainder of the activity.

The participant will be marked as suspended (for reason of suspected concussion) on IMLeagues. In order for the suspension to be lifted and to return to play Intramural Sports, the participant must provide a doctor/physicians note clearing them to return to activity. This note must be given to the Intramural & Club Sports Coordinator. Recommendation will be made to visit the Student Health Center and we have provided the address/phone number below.

Colorado School of Mines Student Health Center Address: 1770 Elm St, Golden, CO 80401.

Colorado School of Mines Student Health Center Phone Number: 303-273-3381.

REGISTRATION

ALL INTRAMURAL PARTICIPANTS WILL BE REQUIRED TO CREATE AN ACCOUNT ON IMLEAGUES.COM.

To create an IMLeagues account:

1. Go to www.imleagues.com/Schools/Mines/Registration
   OR
   Go to www.imleagues.com and click Create Account
   OR
   Go to www.imleagues.com and click “Log in with Facebook” if you have a Facebook account with your school email attached - this will automatically create an account, fill in your info, and join you to the school. You will still need to perform #3 below.

2. Enter your information, and use your School email if applicable (@mymail.mines.edu or @mines.edu) and submit.

3. You will be sent an activation email, click the link in the email to login and activate your IMLeagues account.
4. You should be automatically joined to your school – If not you can search schools by clicking the “Schools” link

**Notes**

IMLeagues offers a live support button at the bottom of all pages, please use this button if you encounter any difficulties.

*When creating an account you may be directed to a page where you will be asked to input your Mines username/password (select “Mines Account” option). Once you input that information you will be redirected back to IMLeagues.*

**How to sign up for an Intramural Sport:**

**BEFORE CREATING/JOINING TEAMS, ALL PARTICIPANTS MUST PASS EITHER THE CAPTAIN OR PARTICIPANT QUIZ.**

Log into your IMLeagues account and join a sport one of three ways:

1. **Create a team (For team captains)**
   - Click on the “Colorado School of Mines” link to go to your school’s homepage on IMLeagues.
     - The current sports will be displayed by registration deadline. Click on the sport you wish to join (Battleship, Flag Football, Indoor Soccer, etc.)
     - Choose the league you wish to play in (Men’s, Women’s, Co-Rec or Open)
     - Choose the division you’d like to play in (Monday 7PM, Tuesday 7PM, etc.)
Captains can invite members to their team by clicking the “Team Options” link on the team page and from the drop down menu select “Add Players.” Any invited members must accept the invitation to be joined to your team.

- If they’ve already registered on IMLeagues: search for their name, and invite them.
- If they haven’t yet registered on IMLeagues: input their email address. This will prompt them to create an account and then they can accept the invite request.

2. Join a team

- Find the team and captain name on division/league page and request to join.
- Accept a request from the captain to join his/her team.
- Go to the captain’s player card page, view his/her team, and request to join.

3. Join as a Free Agent

- If you would like to participate in ANY Intramural activity, but have not yet found a team or partner, you can become a FREE AGENT.
- You can list yourself as a free agent in as many divisions within a league as you’d like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.
- Be sure to read and agree to the participant waiver that is now listed online. This is required to participate in Intramural Sports.
o **Signing up as a free agent does not guarantee you will be on a team.**

- Late entries are automatically waitlisted and included in pairings/leagues only if openings become available. Considerations, such as availability of facilities and the number of teams that may be accommodated in any particular sport, will determine whether or not a late entry can be worked into the schedule.

- **TOURNAMENTS** – After the registration deadline, we will send a comprehensive email with rules and any other pertinent information.
  - View IMLeagues or REC*IT to check time of first game.

**TRANSGENDER POLICY**

Colorado School of Mines does not discriminate on the basis of age, sex, gender identity or expression, race, ethnicity, religion, national origin, disability, sexual orientation, genetic information and veteran status or military service. Retaliation is prohibited against anyone who makes a complaint regarding these protected categories.

The Intramural Sports department recognizes and celebrates transgender student participation. Students who wish to participate in Intramural Sports are encouraged to play in the division that best aligns with their gender identity. Individuals who identify as women are eligible to play on women’s, co-rec, or open teams. Individuals who identify as men are eligible to play on men’s, co-rec, or open teams.
PARTICIPANT ELIGIBILITY

Each team captain and participant is responsible for verifying the eligibility of their team. Questionable cases should be referred to the Intramural & Club Sports Coordinator prior to participation. When a specific case is reported, an inquiry will be made to determine the eligibility of that player.

I. Eligible Participants:
   - All current fee-paying CSM students or faculty/staff with a rec center membership, with a current Blaster Card, who have signed the participant waiver and passed the quiz on IMLeagues.
   - Participants are required to present current Blaster Card before each game. No Blaster Card = No Participation!!

II. Non Eligible Participants:
   - Any person, who during the academic year:
     - is listed on the varsity team roster of their same or “like” sport
     - is receiving athletic aid in that sport
     - is getting PA credit for that sport as a player or as a "Red shirt"
     - regularly practices with the varsity team
   - Varsity athletes are ineligible to participate in the same or “like” sport in Intramural competition. However, intercollegiate team members may participate in Intramural Sports not of their specialty or associated sport specialty.
   - Alumni
   - Community members who are not current CSM students/faculty/staff.
III. Club Sport & Ex-Varsity Player Eligibility

- In total, the following may be listed on a team roster:
  - 1 ex-varsity letter winner, in his/her same or “like” sport, per Intramural team.
  - 2 Club Sports members, in his/her same or “like” sport, per Intramural team
    - Co-Rec teams: 1 man & 1 woman or 2 of same gender
    - In doubles competition, only 50% of team can be Club affiliated.
    - A person is considered a club member if (including but not limited to): filled out club forms, practices, travels, and/or plays in club competitions during the academic year.

- **Check sport specific rules for some exceptions to this policy.**
- **If a participant was an Ex-Varsity letter winner and currently plays Club Sports, they may be considered as either the one Ex-Varsity player or one of the Club Sports players listed on the roster.**

IV. **Same or “Like” sports** of Varsity/Club Sports offered at CSM are defined as follows:

- Basketball – Basketball
- Soccer - Outdoor Soccer, Indoor Soccer
- Football – Flag Football
- Volleyball – Volleyball, Grass Volleyball
- Baseball/Softball – Softball
- Golf – Golf Scramble
- Ice Hockey – Floor Hockey
V. Team Roster Eligibility:

- Participants may play on one men's or women's team and also play on one co-rec team in the same sport. Participants may NOT play on two men's or women's teams or two co-rec teams in the same sport.
- For “Open Leagues”, a participant may play on one team maximum.
- Women may play in a men's league provided no comparable sport league was offered for women.
- To be eligible to participate, a player's name must appear on the team’s IMLeagues roster. **All additions to the roster must be added online before 2pm the day of the game** (if a weekend event then it must be submitted on Friday) for any participant to be considered eligible for that game.
- **A player's name must appear on the teams IMLeagues roster and the player must have participated in at least one regular season game in order for them to be eligible to participate in playoffs.**
- If a player has played in one game for a team, they may not leave that team and join another team. *Some exceptions may be made on a case by case basis.* Also, no players may leave a team and join another team during playoffs.

VI. Using Ineligible Players

- Any team caught using an ineligible player(s) shall forfeit all games in which that player(s) participated, and surrenders their right to compete in any playoff competition (Intramural Staff reserves the right to verify player eligibility at any time).
CAPTAIN’S RESPONSIBILITIES

As a team captain, you serve as a vital link between the Intramural Sports staff and your team members. Some of your specific duties include:

- Registering and submitting all forms through IMLeagues (team entry, roster invites, waiver completion, etc.)
- Selecting the division, day, and time that your team will compete.
- **Making sure you or a team member attends the mandatory captains’ meeting.** You MUST attend the captains’ meeting to review sport specific rules and intramural policies in order to educate your teammates and sign the forfeit fee agreement. *Teams that are not represented at the captain’s meeting may lose their spot and be replaced by a team on the waitlist who has attended the captain’s meeting.*
- Notifying team members of the date, time, and location of contests.
  - *Recommend your team use the REC*IT app*
- Ensuring that enough team members are present at each game or notifying the Intramural & Club Sports Coordinator 24 hours in advance of game time to avoid a forfeit.
- Responsible for paying the forfeit fee should your team forfeit a game. *A hold will be placed on your student account if not paid within 48 hours of the forfeit.*
- Understanding the policies and procedures in this Intramural Handbook and making sure all team members understand and abide by them.
- Becoming familiar with sport specific rules.
• Accepting responsibility for the conduct of all team members and spectators.
• Maintaining a cooperative attitude with ALL Intramural Staff.
• Ensuring team members know they MUST PRESENT THEIR BLASTER CARD before each game.
• Asking questions on rules, eligibility, etc. prior to signing up and/or prior to game time

PLAYER CONDUCT

The philosophy of Intramural Sports is to provide exercise, diversion, and fun to participants in a relaxed, yet structured environment. Guidelines are set forth to protect the interests of all participants. All actions and comments, whether to officials, supervisors, participants, or spectators should be positive, if offered at all. The following guidelines for participants and spectators should assist teams in reinforcing a positive atmosphere.

• Participants and spectators are expected to behave in a cooperative, positive manner, which contributes to the Intramural philosophy for the Spirit of Competition.
• All vulgar, obscene, abusive, derogatory, and demeaning comments or gestures create a hostile environment, generate ill will, and contribute to a negative Intramural experience. THIS BEHAVIOR WILL NOT BE TOLERATED and may result in disciplinary action.
• All instances of unnecessary roughness, attempting to injure another person, threatening another person, provoking an altercation, or fighting
will result in disciplinary action and possible referral to Judicial Affairs.

- Participants and spectators are expected to comply with requests and directives of all Intramural Staff in a respectful, pleasant manner.
- Teams may be penalized for the actions of their spectators as well as their team members.
- Individuals and teams that violate these guidelines will be disciplined at the discretion of the Intramural & Club Sports Coordinator.

Alcohol/ Drugs/ Tobacco

- Alcohol, drugs and tobacco will NOT be allowed in the playing area before, during or after competition.
- Showing up to participate while under the influence of alcohol and other drugs creates an unsafe environment for all participants, spectators and Intramural Staff. It is at the discretion of the Intramural Staff as to whether or not they think someone is under the influence of alcohol or other drugs.
- Participants bringing alcohol and other drugs or showing up under the influence will be dismissed from the playing area. If violators do not comply, their team will forfeit the competition and may face further legal action.

Ejections

- Players removed from any Intramural contest, by an official or supervisor for any incident will be suspended from ALL Intramural activity and must seek reinstatement from the Intramural & Club Sports Coordinator before he/she participates again.
The supervisor will ask the ejected participant to leave no more than two times. If the participant does not comply, Public Safety will be called immediately. The case will then also be reported to Judicial Affairs

- Penalties, include but are not limited to:
  - Suspension of players for a game, a season, a year or a lifetime ban.
  - Teams forfeiting the game, or being suspended for a season or longer.

SPORTSMANSHIP

Playing with **class**, along with **safety** are the most important elements in Intramural participation. The sportsmanship rating system is used to assist officials and supervisors in evaluating the sportsmanship of participants and spectators. The system will allow staff to rate teams and spectators on communication, respect for opponents/officials, and unsportsmanlike conduct.

Teams will be rated on a 5-point scale. “5” being excellent sportsmanship and “0” being poor sportsmanship. Teams will be rated at the conclusion of each game by the officials and the on-field supervisor(s). Teams must maintain a 3.0 or higher sportsmanship rating average during the regular season in order to be eligible for playoffs, regardless of record. During the playoffs, teams must obtain a 3.0 or higher sportsmanship rating for each game in order to be eligible to advance to the next round.
Sportsmanship Rating Guidelines

5: Excellent conduct and sportsmanship. Teams exhibit full cooperation with IM Sports Staff and opponents. The captain calmly converses with the officials about rules interpretations and calls. The captain has full control over their teammates and spectators. All trash and personal items are picked up at the conclusion of the team’s contest.

4: Above Average conduct and sportsmanship. The team verbally complains about some calls made by the officials. Some trash and personal items were left at the conclusion of the contest. Captain maintains control over the majority of teammates.

3: Average conduct and sportsmanship. The team makes comments toward officials and/or opposing team. One (minor) unsportsmanlike penalty assessed to the team. Captain exhibits moderate control over teammates and maintains self-control. Teams that default will receive this rating.

2: Poor conduct and sportsmanship. Team members and spectators are constantly complaining about the officials calls. Team members and spectators show verbal dissent toward the opposing team/officials. Team captain has very little control over team. Teams that have one (major) or two (minor) unsportsmanlike penalties or has a player ejected from the contest.

1: Unacceptable conduct and sportsmanship. Team members and spectators are very uncooperative and constantly making comments of dissent towards the officials and/or opposing team. Team captain has no
self-control or control over team. **Teams that receive multiple unsportsmanlike penalties and their team has one or two players ejected from the contest. Teams that forfeit a game will receive this rating.**

0: Completely out of control conduct and sportsmanship. Fighting with the opposing team and physical contact with the IM Sports Staff. Complete lack of respect for IM Staff, opposing team and facilities. Team has multiple players ejected from the contest. **The match must be discontinued due to the team’s poor behavior.**

**FORFEITS**

GAME TIME = FORFEIT TIME! If one team is late/not present at game time, the team’s captain that is present and has the minimum number of participants that is required, checked-in and ready to play will be given two options (once a decision is made, it cannot be changed):

- Take the forfeit immediately
- OR
- Allow the other team 5 minutes (from game start time) to show up. If a team shows with the minimum number of players required, the game must be played with only the remaining amount of time left. The result of the game will be recorded. If the team is still unable to field the minimum required number of players, the game will be a forfeit.

_There may be extenuating circumstances where by the Intramural & Club Sports Coordinator may allow games to start up to 15 minutes after game start time. Teams must contact the Intramural & Club Sports Coordinator at least 24 hours in advance of the game to ask for permission to have the game started 15 minutes after game start time. If the Intramural & Club_
Sports Coordinator deems the request to be acceptable they will contact all teams and staff notifying them of the adjustment.

Forfeits shall be assessed for the following:

- Use of ineligible players.
- Failure to have a minimum number of players present to begin the contest.
- Not appearing at a scheduled contest and failure to notify the Intramural & Club Sports Coordinator 24 hours in advance.
- Teams, individual participants or spectators exhibiting unsportsmanlike or disruptive behavior may result in a forfeit. The decision of the official and supervisor will be final.

- One forfeit creates a possibility of your team to be ineligible for playoffs.
- Two forfeits in the same league will result in the team being dropped from the league.
- Forfeits will result in:
  a. The score for the game being recorded as 1-0.
  b. “1” sportsmanship rating for the team forfeiting & a “5” sportsmanship rating for the non-forfeiting team.
  c. Team captain being assessed a $25 forfeit fee.

Forfeit Fee Agreement

“I understand that I am responsible for the Intramural Handbook, forfeit guidelines and I agree that: Each time I forfeit, a $25 fee will be due within 48 hours, or a hold will be placed on my student account. A second forfeit will result in the team being dropped from the league, as well as a $25 fee will be due within 48 hours, or a hold will be placed on my student account. If I forfeit from a tournament, a $10 fee in addition to any entry fees, will be due within 48 hours, or a hold will be placed on my student account.”
Refund Policy: **NO REFUNDS!!!**

**Defaults**

- In the interest of all teams having a chance to play their games, forfeits are strongly discouraged. Please be considerate and notify the Intramural & Club Sports Coordinator so we can notify the other team, officials, and hopefully make better use of the scheduled facility.

- Defaults are a way of avoiding a forfeit. If you know your team will not be able to make the game, e-mail intramurals@mines.edu at least 24 hours before your game to notify the office that you cannot play and explain why. *Defaults result in a loss on team record, receiving a “3” sportsmanship rating for the game, and NOT being charged the $25 forfeit fee. Two defaults in the same league will result in the team being dropped from the league and charged $25.*

**UNIFORMS & ATTIRE**

All recommendations and requirements of proper attire are for the safety of the participants, and the enhancement of the games.

*The Intramural Staff are not allowed to “hold” any personal items or jewelry and therefore will not be responsible if those items become lost or stolen.*

**ALL JEWELRY must be REMOVED!**

- Athletic tape, band aids or other attempts to cover any jewelry will not
be permitted!! Simply put, if you wish to play, leave jewelry at home.

**Footwear**

- ONLY clean, dry, non-marking gym shoes allowed in Student Recreation Center.
- All participants must wear close-toed athletic type shoes.
- No open-toed sandals, boots, bare feet, or socks.
- Cleats must have all-rubber soles. **Absolutely no metal cleats (including metal tips).**

**Jerseys & Attire**

- Teams **MUST** wear same colored shirts with numbers.
- The IM staff will provide jerseys to teams that do not have same colored shirts with numbers.
- Damaged jerseys are subject to be paid for by participant.
- If both teams are wearing similar colors, the visiting team will be required to wear the IM jerseys.

- If the numbers are not clearly visible, those participants will be required to wear IM jerseys.
- **Undershirts MUST be worn under the IM jerseys.**
- Teams may wear their own created uniform if it clearly differentiates them from their opponent.
  - All jerseys must have 8 inch numbers on the back.
  - Whole numbers only, no duplicates!
  - Taped on numbers are not acceptable.
- No jeans or shorts with belt loops.
• Shorts with pockets must be taped closed. IM Staff will NOT provide tape for this.

LEVELS OF PLAY

CSM IM Sports offers the following types of leagues:
• Men’s
• Women’s
• Co-Rec
  o Co-Rec leagues are designed to get men and women participating together on the playing field. Co-Rec sports are governed by modified rules, which intend to make the games as safe & FUN as possible.
• Open (no gender requirement)

PLAYOFFS

All teams will qualify for the playoffs provided they:
• Maintained an average sportsmanship rating of 3.0 or higher during the regular season.

Brackets and seeding will be arranged by the Intramural & Club Sports Coordinator and the following criteria will be used:
  1) Overall Record
  2) Sportsmanship Rating
  3) Head-to-Head Record
  4) Point Differential
  5) Coin Flip
*The first tie-breaker for teams with identical records from two different divisions will be sportsmanship rating.*

- Tournaments will be randomly seeded.
- Team captains will be notified that playoff schedules have been posted to IMLeagues and it is their responsibility to check when their first contest will be played. Team captains should also notify their team members of their first playoff contest.
- Teams receiving below a “3” sportsmanship rating during any playoff game will be automatically disqualified and their opponent will advance in the tournament.
- **NOTE:** Playoff games will not always take place on your regularly scheduled day/time to accomplish inter-league match-ups (the team with the higher seed will get to keep their regularly scheduled day/time when possible).

**AWARDS**

Intramural Sports Champion T-Shirts will be awarded to the Intramural League Champion or Individual/Dual Champion in each Intramural Sports activity. Intramural Champions will have their team/individual photo placed on the Intramural Sports Web of Fame.

The maximum amount of shirts awarded will be 2 times the number of persons needed to play the game. (Example: 5-on-5 basketball needs 5 players, 2 times would be 10, so a maximum of 10 people would get shirts).

- Coaches do NOT receive shirts!
- Shirts will NOT be given out for players who are not present for the championship game. Those players must come to the Intramural Sports Office to obtain a Champion T-Shirt.
RESCHEDULING

Due to the number of teams, the short playing season, and limited playing facilities, rescheduling will be kept to an absolute minimum.

- Teams sign-up to play on a given day/time and they will be held accountable to play at those times.
- **It will be the captain’s responsibility** to contact the other teams for possible game time changes. For an official change to be made, the Intramural & Club Sports Coordinator must receive an email from all teams involved. Once confirmation has been received from all teams, IMLeagues will be adjusted to reflect the game time change.

Trading Game Times

- Arrangements for the traded game must be made in writing to the Intramural & Club Sports Coordinator
  - After **ALL FOUR** teams agree to switch time slots, forward the email thread to the Intramural & Club Sports Coordinator no later than 24 hours in advance
- The opposing team must approve the proposed new game date and time in writing. If the opposing team disapproves, the game will be played at the originally scheduled time.
- Game times will be traded only by mutual consent of all four team captain's and by approval of the Intramural & Club Sports Coordinator
- Playoff games will not be rescheduled unless there has been approval from the Intramural & Club Sport Coordinator
CANCELLATIONS

- Facility conflicts and inclement weather are unfortunate realities of Colorado and Intramural Sports. The Intramural Sports Staff will try their best to keep all participants well informed via email, and by updating both the Intramural Sports/IMLeagues websites.
  - Recommend using REC*IT for updates.
- **Never assume** that a game will be cancelled because of weather. The Intramural Sports Staff will determine if games are postponed due to inclement weather.
  - The factors that will be considered are field conditions, weather conditions, and participant safety.

  - No scheduled games will be postponed due to inclement weather prior to 2pm the day of the game, unless it is absolutely certain the field is not playable at that time.
- Every effort will be made to reschedule games that are postponed.

PROTESTS

The only basis for a protest is an ineligible player. The team protesting must file a written protest to the Intramural & Club Sports Coordinator within 24 hours after the game has ended.

- Written protest should include:
  - Date of game
  - Team name
  - Ineligible player(s)
  - Why they are ineligible
    - Varsity player
- Too many club players
- Alumni or Community members
- Playing on more than one Men's/Women's/Co-Rec team
- Playing on more than one team in an Open league