

Intramural Sports



Participation Manual

ATTENTION TEAM CAPTAINS:
YOU ARE RESPONSIBLE FOR THE
FOLLOWING INFORMATION

Last Updated: 12/2018

Dear Intramural Captain,

Thank you for volunteering to be an Intramural Captain. The Intramural Staff view your position as very important and critical to the success of the program.

As a captain, your team is relying on you to take on many responsibilities. It is critical that whether you have been elected, appointed, or self-designated, you are prepared to accept the commitment and duties inherent in the title you are assuming. This handbook has been prepared as a self-help guide and contains information that is vital for you to accomplish your job. Please read this guide carefully and keep it available at all times.

After reading this handbook, if you feel that you cannot accept this responsibility and commitment of being a team captain, please find someone else who is willing to accept the job. Your team's success is directly related to its captain.

From a captain's standpoint, this can often be a thankless job. You spend a lot of time forming a team, registering, and collecting money from players. You do this all too often, without a word of thanks from anyone. Let it be known that we do appreciate your efforts. Again, thank you for your help and if we can be of any service to you or your team, please do not hesitate to call or stop by the Intramural Office. The door is always open.

Good luck to you and your team, and more importantly, have fun!

Recreationally yours,

Ryan Townzen
Director of Intramural and Club Sports
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Skoglund 012

CREATE YOUR IMLEAGUES ACCOUNT

Before registering a team for intramural play, captains need to create an IMLeagues account. Please follow the instructions below:

1. Navigate to [IMLeagues](#) and click “Create Account” in the upper right corner.
2. Use your St. Olaf email address. Personal email addresses will not be accepted.
3. Complete the necessary fields and click “Create Account”
4. Click on “St. Olaf College” at the top of the page to view the leagues open for registration!
5. Download the IMLeagues app to monitor your Intramural teams via your mobile device.
(Optional)

REGISTER YOUR TEAM

Intramural Sports are limited to a specific number of team entries, so leagues will be filled on a first come first serve basis. To register your team, logon to [IMLeagues](#) and follow the instructions below:

1. Login to your IMLeagues account.
2. Click on your desired league from the sports displayed, then click “register/signup” and finally “create team”.
3. Select your desired division and complete the remaining information.
4. Watch the informational video (if necessary).
5. Complete the captain’s quiz (if necessary).

ADD PLAYERS TO YOUR TEAM

Prior to the end of registration, team rosters must have at least the number of participants required to play at full strength. (i.e. In Basketball 5v5, the team roster must have at least 5 players on the roster to be accepted into the league).

In order to add players to the team, captains can invite players to join through the “Invite Players” function on their team page. Then, the players must login to IMLeagues to accept the invitation. Or players can request to join the team from the team page. Then, the captain must approve the player. In either case, both the captain and the player must act in order for the player to be added to the team.

PLAYING RULES

Playing rules for each sport are posted on the [Intramural website](#). It is the responsibility of each individual participating in the Intramural Sports Program to know and respect the playing rules for each sport in which they participate.

DUTIES OF THE CAPTAIN

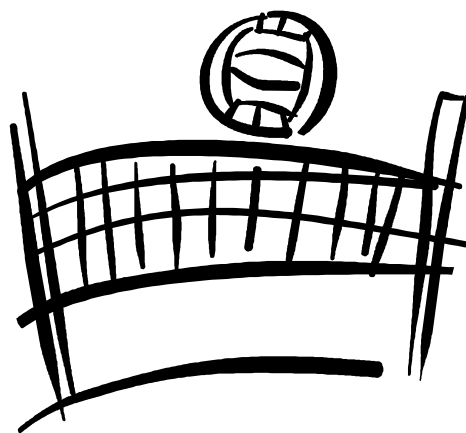
Each team should appoint a team captain who will be responsible for all matters that concern the Intramural Sports Program. The individual selected is responsible for the eligibility rules of that sport, the playing rules and the administrative rules of the program. Team captains are responsible for:

- Rosters and Eligibility
- Schedules, changes and weather communication
- Actions of all players, representatives, and spectators
- Verifying and signing scoresheets
- Attending any disciplinary, sportsmanship issues, and/or rules and policies meetings

The team captain is expected to cooperate fully with the game officials, scorekeepers, supervisors and office staff in regards to lineups, scores, protests, injuries, ejections, team conduct and any other issues that might arise throughout their participation in the program.

INFORMATIONAL QUIZ

The team captain must complete the informational quiz (on IMLeagues) pertaining to the sport in which the team has registered to participate in. If a team fails to complete the quiz before the season begins, they may be dropped from the league, at the discretion of the Intramural Office.



ID POLICY

All participants must present a valid Ole Card to participate in any intramural activity.

There will be no exceptions to this policy. If participants do not present valid identification, they will not be allowed to participate in the Intramural activity. **No ID, No Play!**

Penalty for attempting or using a false identification card will be suspension from the league. Suspended individuals must meet with the intramural staff for possible reinstatement into the program.



TIME PREFERENCES

When registering online, teams will be allowed to set time preferences. The Intramural Office will make schedule accommodations as able. However, time preferences are never guaranteed.

RESCHEDULES

The Intramural Sports Office will attempt to make up rained out games for outdoor sports unless unavoidable circumstances arise. However, cancelled games are not guaranteed to be rescheduled.

The Intramural Sports Office will accept requests to reschedule contests in rare circumstances. Requests must be made via email to the Director of Intramurals at least three business days ahead of the scheduled contest.

If the request is approved, both teams will be notified as to the alternate playing date. If the request is denied, the game will be played as originally scheduled.

WEATHER CONCERNS

In the case of inclement weather, the Intramural Staff will wait until 3:00pm to make a decision for the evening. If games are cancelled at that time, captains will be notified via email or cell phone. Captains are responsible for informing the rest of their team of the cancellation.

FORFEITS

An Intramural Sports team or individual participant not ready to play a contest within five (5) minutes of the scheduled contest will forfeit that contest. In case of an unavoidable delay, the starting time may be extended at the discretion of the intramural staff.

Once an individual or team receives two forfeits, they may be removed from the league, at the discretion of the intramural staff. No team with two or more forfeits will be eligible for playoffs.

DEFAULTS

If a team will not have enough players to play, the team captain can inform the intramural office ahead of time, so the opposing team and the staff can be notified. The defaulting team will still be credited for the loss, but the loss is not counted as a forfeit, so the defaulting team can avoid being removed from the league.

For a team to get a credit for a default (rather than a forfeit), the captain must email the intramural office (imstaff@stolaf.edu) by 5:00pm, or 2 hours before game time, whichever is earliest. For example, for a 9:00pm game, the intramural office should be notified by 5:00pm. For a 6:00pm game, the intramural office needs to be notified by 4:00pm of the impending default.

PLAYOFFS

At the completion of the regular season, a single elimination tournament for all teams in each division will be played to determine Champions for each sport. Playoffs will be played on any day of the week, Sunday – Thursday. Team captains are responsible for checking the playoff brackets for all potential game times. Once the playoff brackets are posted, no reschedule requests will be accepted.

AWARDS

Awards will be presented to all teams or individuals that win their playoff bracket. Awards will be distributed to teams at the completion of all championship contests and will be based on award limitations, which have been predetermined for each event.

The number of awards that will be provided is twice the number of players on the court or field at any one time, up to the number of players on the roster. For example, in Basketball 5v5, the championship team will not receive more than 10 shirts.

JEWELRY

As a safety precaution for all participants, **NO JEWELRY** of any kind can be worn at any times! Taping, covering or concealing jewelry is not allowed. The only exception to this policy will be in the case that the jewelry is of religious nature. In this case, the item must be taped to your body and concealed.



LIABILITY AND INJURIES

Participation in the St. Olaf Intramural Sports Program is completely voluntary. Each individual participating in the Intramural Sports Program assumes the risk for any harm or injuries incurred while participating. Therefore, it is strongly suggested that each individual has sufficient health insurance coverage either through the College or through their own personal insurance.

All injuries incurred while participating in the program should be reported immediately to the Intramural Sports Supervisor on duty. An injury report will be completed for all injuries and will be kept on file.

EQUIPMENT

Equipment is available for individuals to check-out at the Tostrud Center front desk. An Ole Card is needed to check-out all equipment. If equipment is unreturned, the Intramural Sports Office will request a hold on that participant's student account.

ADD/DELETE

Captains can invite players to their team using the "Invite Players" function on IMLeagues. All invited players must then logon to IMLeagues to accept the invitation. If this is not completed, the player will not be properly added to the team.

Additionally, for regular season games, players may be added to the roster at the game site by providing proper identification to the Intramural Staff.

ELIGIBILITY

All students are eligible to participate in the Intramural Sports Program, provided they are enrolled during that semester/block at St. Olaf College.

All faculty, staff, and spouses are eligible provided they have a current Recreation Pass, have signed the necessary waivers, and paid the necessary pass fees.

No more than **2 players** who are classified as intercollegiate or club athletes may participate on an intramural roster in the same or a related sport.

Any individual who is classified as a **professional athlete** is not eligible to participate in that same or similar sport in which they competed as a professional for a period of one year after their last professional season. (Only one past professional athlete allowed per roster).

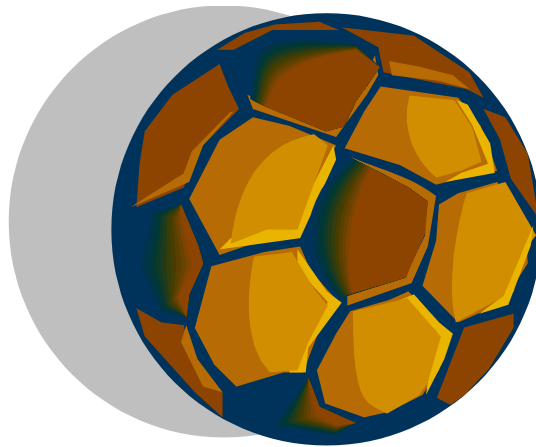
Players may be listed on one roster per league per season. In sports in which there are CoRec leagues, a player can play on both an Open and a CoRec team. Additionally, players may "sub" for other teams during the regular season only. Once the playoffs begin, all players must continue to participate on their rostered teams.

If it is discovered that a team is non-compliant with any of the above-mentioned eligibility rules, all games in which those rules were broken will be forfeited.

ALCOHOL / TOBACCO / DRUG USE

Alcohol/Tobacco/Drug use is not permitted on St. Olaf College property. This applies to both players and fans. Any alcohol/tobacco/drugs found in this area will result in the Public Safety being called. This is a campus policy and any team found to be in violation may forfeit the remainder of the season.

Further, persons thought to be impaired will be asked to vacate the Intramural location. This also applies to fans. Any person not cooperating when asked will cause his/her team to forfeit the game and face disciplinary action at the discretion of the Director of Intramurals and possibly Student Affairs.



EJECTION AND SUSPENSION

Participants who are ejected will be asked to leave the field of play and the facility to ensure no further issues occur. Any ejected person not adhering to this rule will cause their team's game to be forfeited and is subject to additional sanctions.

After being involved in an incident, participants will be contacted by email regarding their reinstatement. All reinstatement meetings must be in person and by appointment only. Meetings will not be held on the same day that the player is ejected. Students who have failed to schedule a reinstatement meeting will remain suspended until they have resolved their sanction.

Any player who misses a scheduled reinstatement meeting without giving prior notice to the Intramural Sports office is subject to an additional 1 game suspension.

Below are the individual sanctions for first time offenders. Participants who have a second incident are subject to up to double those sanctions listed below. Additionally, the below information is not all-inclusive, so sanctions will be determined by the intramural office on a case by case basis.

Violation	Minimum Sanction	Maximum Sanction
Two minor unsporting actions, such as yellow cards, technical fouls, and misconducts	1 Game	2 Games
One major unsporting action, such as a red card, flagrant foul, or major penalty	1 Game	3 Games
Dissent of an official without the use of offensive language	1 Game	2 Games
Dissent of an official, including the use of offensive language	2 Games	1 Semester
Excessive use of offensive language or a personal attack of a another's protected diversity characteristics	3 Games	2 Calendar Years
Using threatening speech or behavior toward another person	3 Games	2 Calendar Years
Intentional damage of intramural equipment	3 Games	2 Calendar Years
Intentionally striking or engaging in an aggressive act with another person	1 Semester	2 Calendar Years
Participating under the influence or possession of a controlled substance or alcohol	1 Semester	1 Calendar Year

Suspensions will be served in the same term and sport the incident occurs, if possible. However, in some cases, a suspension may be served in another sport, season, semester, or academic year. Additionally, the intramural staff reserves the right to suspend a student's recreation membership for severe incidents or incidents at the end of a season. This can be in addition to or in lieu of carrying a suspension over to a future semester.

There is a minimum of a one game suspension for all individuals involved in an ejection or incident.

QUESTIONS OR CONCERNS

Any questions or concerns can be directed to Ryan Townzen, Director of Intramural and Club Sports, at 507-786-3563 or townze1@stolaf.edu.