

# Intramural Sports



## Participation Manual

**ATTENTION TEAM CAPTAINS:**  
**YOU ARE RESPONSIBLE FOR THE**  
**FOLLOWING INFORMATION**

Last Updated: July 2025

Dear Intramural Captain,

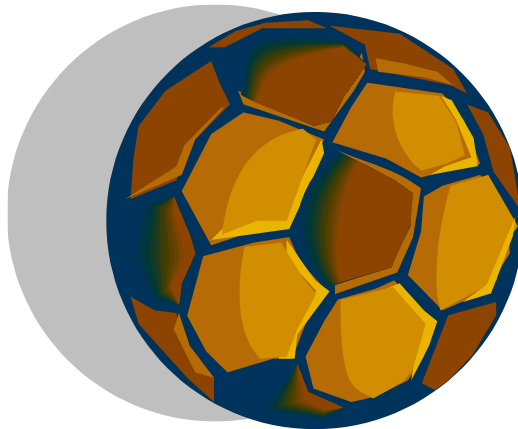
Thank you for volunteering to be an Intramural Captain. The Intramural Staff view your position as very important and critical to the success of the program.

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!



## CAPTAIN'S RESPONSIBILITIES

The team captain is the most vital element of a team's successful participation in the Intramural Sports program. Research has shown that teams with alert, organized, and efficient captains are most often competing well into the playoffs. Ordinarily, team captains have a strong interest in team sports, are reasonable, reliable, possess good communication skills and can recruit a group of players to form a team. Team captains are responsible for:

- Monitoring player eligibility and the team roster by inviting team members to the team
- Communicating with their team regarding cancellations, reschedules, and scheduling changes
- Responsible for any forfeit fees incurred by the team
- Communicating with the Intramural Office regarding defaults and rules/policy questions
- Verifying game results in a timely manner
- Actions of all players, bench personnel, team representatives, and team spectators
- Coordinating shirt sizes with the Intramural Office
- Attending preseason rules and policies meetings
- Attending sportsmanship related meetings, if required by the Intramural Office due to an incident

The team captain is responsible for relaying the contents of this handbook to their respective team(s).

The Intramural Sports office is not responsible for educating teams regarding either the contents of this handbook, and/or the rules of their respective sports. However, the Intramural Sports office will clarify rules and policies, as needed.

Team captains must address the actions of their players and spectators while on an intramural site. This includes before, during, or after the team's game(s).

When a captain registers their team, they acknowledge and accept the responsibilities listed above.

## CREATE YOUR IMLEAGUES ACCOUNT

All students will have an account created for them when they arrive on campus. However, faculty and staff will need to create their account to participate.

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 the email address associated with your Tostrud/Skoglund Membership.
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 a team, logon to [IMLeagues](#) and follow the instructions below:

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

## TIME PREFERENCES

When registering online, teams may be allowed to set time preferences, depending on the league and facility availability. The Intramural Office will make schedule accommodations as able. However, time preferences are never guaranteed.

## TEAM NAME POLICY

St. Olaf Intramurals is committed to creating an inclusive, welcoming environment for all participants. Creative team names, including puns and wordplay, are encouraged as part of the fun and community spirit of intramural sports. However, all team names must align with the values of respect, inclusivity, and good sportsmanship that define the St. Olaf community.

Team captains are responsible for submitting appropriate team names at the time of registration. By registering a team, captains acknowledge their understanding of this policy and agree to select names that contribute positively to the intramural experience for all participants. The Intramural Office reserves the right to review, deny, or unilaterally change any team name that violates this policy.

Team names that fall under any of the following categories are not permitted:

### **Discriminatory or Offensive Content**

- Names that promote intolerance or hatred toward any group
- Names that degrade or demean individuals based on race, ethnicity, national origin, religion, gender, sexual orientation, gender identity, age, disability, or any other protected characteristic
- Names containing vulgar, profane, or abusive language

- Names that reference illegal substances, excessive alcohol consumption, or destructive behaviors

### **Competitively Disruptive Names**

- Names that may cause scheduling confusion (e.g., "TBA," "TBD," "No Game," "Forfeit," "Bye," "Cancelled")
- Names that impersonate official college teams, departments, or organizations
- Names identical or substantially similar to existing registered teams in the same sport and season

### **Inappropriate References**

- Names that mock, ridicule, or inappropriately reference specific individuals
- Names that trivialize serious social issues, tragedies, or historical events
- Names that promote violence or illegal activities

If a team name is deemed to be unacceptable, the Intramural Office will change it temporarily. Then, they will inform the captain of the change, allowing the team captain to create a new team name or retain the temporary one assigned by the Intramural Office.

Team captains uncertain about whether a potential team name complies with this policy are encouraged to contact the Intramural Office for guidance before registration. When in doubt, choose a name that clearly aligns with St. Olaf's values of respect and inclusivity.

## **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.

## **ELIGIBILITY**

All students are eligible to participate in the Intramural Sports Program, provided they are enrolled during that semester at the College. Students involved in study abroad programs through the College are considered enrolled during that term.

Students enrolled during the spring term are considered eligible to play during the J-term that immediately precedes.

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

Players may be listed on one roster per sport per season. Once a player has participated in one game, they are not permitted to play for another team in that sport during that season.

There are no roster additions allowed during the playoffs. Playoff rosters will be finalized on the last day of the regular season at 11:59pm.

### **Varsity Athletes**

Varsity athletes may not participate in the same or related sport. A student is considered a varsity athlete if they appear on the Athletics roster anytime during the academic year. For the purpose of this policy the academic year begins on August 15<sup>th</sup>.

### **Club Sport Participants**

Club sport participants (on competitive club sports) are permitted to participate in the same or a related intramural sport; however, roster maximums apply, depending on the sport. Please see the table below for more details.

There is no roster maximum for club sport participants from recreational club sport teams.

Any intramural sport not listed below does not have a corresponding Varsity or Club Sport at this time.

Intramural Sport	Corresponding Varsity/Club Sport	Maximum club participants
<b>Basketball 3v3</b>	Basketball	1
<b>Basketball 5v5</b>	Basketball	2
<b>Broomball</b>	Ice Hockey	2
<b>Golf</b>	Golf	1
<b>Flag Football</b>	Football	2
<b>Pickleball</b>	Tennis	1
<b>Soccer, Indoor</b>	Soccer	2
<b>Soccer, Outdoor</b>	Soccer	3
<b>Volleyball, Indoor</b>	Volleyball	3
<b>Volleyball, Sand</b>	Volleyball	2
<b>Ultimate 5v5</b>	Ultimate	2
<b>Wiffleball</b>	Baseball and/or Softball	2

If a team is non-compliant with any of the above-mentioned eligibility rules, all games in which those rules were broken may be forfeited and the team captain will be responsible for the forfeit fee. Players involved may be referred to the Dean's office at the discretion of the Intramural Office.

## ID POLICY

All participants must present a valid Ole Card or government issued ID 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.

## 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.

## 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.

## WEATHER

In the case of inclement weather, the Intramural Office will decide by 3:00pm whether games will be played for the evening. If games are cancelled, captains will be notified via email and/or cell phone. Captains are responsible for informing the rest of their team of the cancellation.

No notification will be sent if games are to be played as scheduled.

## 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 Intramural Office ([imsports@stolaf.edu](mailto:imsports@stolaf.edu)) 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.

## FORFEITS

A forfeit will count as a loss for the team and the captain will be charged a \$10 forfeit fee to their student account. The following are examples in which a forfeit will be awarded.

- A team is not checked-in with the minimum number of players and ready to play at game time
  - Intramural staff will permit a five-minute grace period for teams to be ready to play
- A team uses an ineligible player, non-rostered player, or violates the Varsity/Club athlete policy
- A team is involved in a fight or altercation that the intramural staff deem serious enough to cancel the remainder of the game.

Once an individual or team receives two forfeits, they may be removed from the league, at the discretion of the Intramural office. 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. This is considered a default. The defaulting team will still be credited for the loss, but the loss is not counted as a forfeit, so the captain will avoid being charged a forfeit fee.

For a team to get a credit for a default (rather than a forfeit), the captain must email the intramural office ([imsports@stolaf.edu](mailto:imsports@stolaf.edu)) by the specified deadline below.

- For weekday games, the office must be notified by 3:00pm
- For weekend games, the office must be notified by 12:00pm

The Intramural Office will not honor default requests made via phone, social media, or other communication platforms. Nor will any default requests be honored if they are not made by the captain (or co-captain) listed on the IMLeagues roster.



## **PLAYOFFS**

Participation in playoffs/postseason is a privilege earned by teams. At the completion of the regular season, a single elimination tournament for all teams in each league 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 populated with teams, no reschedule requests will be accepted. Captains should email the Intramural Office before the last day of the regular season to make any playoff scheduling requests.

## **CHAMPION T-SHIRTS**

T-Shirts will be presented to all teams or individuals that win their playoff bracket. At the conclusion of the championship, the winning team's captain will complete the championship shirt form to indicate their teams' size preference. Once completed, t-shirt packages will be available for pickup at the Intramural Office within three business days.

The number of shirts 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, a Basketball 5v5 championship team will not receive more than 10 shirts, while a 6v6 championship team will not receive more than 12 shirts.

## **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 required to check-out all equipment. If equipment is unreturned, the Intramural Sports Office will request a charge be placed on that participant's student account.

## **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 be removed from the league.

## **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.



<b>Violation</b>	<b>Minimum Sanction</b>	<b>Maximum Sanction</b>
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, including the use of offensive language	2 Games	1 Semester
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.

## **ST OLAF NON-DISCRIMINATION POLICY**

St. Olaf College does not discriminate on the basis of sex, race, color, creed, national origin, gender identity, gender expression, sexual orientation, age, religion, disability, marital status, veteran status, or status with regard to public assistance. St. Olaf College prohibits discrimination and harassment based upon these and any other legally protected status in any education program or activity that it operates, including in admissions and employment.

## **QUESTIONS OR CONCERNS**

Any questions or concerns can be directed to Ryan Townzen, Director of Recreation, at 507-786-3989 or [imsports@stolaf.edu](mailto:imsports@stolaf.edu).