Welcome
The Intramural Sports program is for the “everyday” athlete. It offers current Santa Clara University students, faculty and staff a variety of fun and friendly contests for skilled participants and beginners alike. Playing Intramural Sports is a great way to stay active, reduce stress, socialize with friends, meet new people, and have fun.

Team Captain Responsibilities
- **KNOW THE INFORMATION IN THIS HANDBOOK** and make sure all participants know and follow it as well.
- Make sure you have enough participants for all scheduled games.
- **Be responsible for your team and fans.** Help the Intramural Sports staff keep the games a fun and friendly activity.
- Select a division and day your team wants to play from the list of leagues offered. Verify with the Malley Center Front Desk staff at registration that the league you selected is still available. All entries will be taken on a first come, first serve basis.
- Complete a Team Entry and Roster Form and submit it, along with the $40.00 entry deposit, to the Malley Center Front Desk during business hours. Teams/participants that fail to notify the Intramural Sports Office 48-hours prior to their contest will be issued a forfeit and lose their deposit. Teams/participants that do not forfeit during the regular season or playoffs will be eligible to redeem their deposit after the season.
- All participants MUST be eligible to play Intramural Sports. Please refer to the eligibility section of this handbook.
- **Attend the MANDATORY Captains’ Meeting for each sport entered.** Game rules and schedules are discussed at the meeting. Additionally, attendance is required at any other meetings that are established, including the playoff meeting.

Responsibilities of Intramural Sports Staff
- Intramural Sports Staff is not limited to this list of responsibilities. This is just a brief explanation of the role of each position.
- All Intramural Sports Staff are responsible for ensuring a fair, fun, and safe environment for all intramural sports participants.
- Intramural Sports Officials only officiate Flag Football, Soccer, and Basketball.
- The Intramural Sports Supervisor supervises all intramural participants in all non-officiated sports.
- The Intramural Sports Head Official serves as the leading sports official for a given officiated intramural sport. The Intramural Sports Head Official supervises all Intramural Sports Officials and all intramural participants for a given officiated sport.
- Intramural Sports Coordinators and/or Assistant Director of Recreation create and organize all schedules, plan meetings and update scores. In addition, they resolve any issues or conflicts that may come up during the season.

Safety Considerations and Insurance Coverage
- Each student participant must have accepted the “Release of Liability and Assumption of Risk for Use of Athletic Facilities and Programs” agreement online each year as of July 1st in their ecampus account.
- Each Faculty or Staff participant must have a signed “Release of Liability and Assumption of Risk for Use of Athletic Facilities and Programs”.
- **Participant safety is of foremost concern.** This is enhanced by rule modification, staff training, and facility inspection.
- **Any and all injuries should be reported immediately to an Intramural Sports Staff member on-site at the event.**
- Each participant is responsible for his/her own medical insurance coverage. Santa Clara University does not provide insurance to individuals for any injury incurred in Intramural Sports participation. The university also does not provide any services to prepare or maintain a participant’s readiness to participate. For example, one must bring their own athletic tape to prepare to play.
- In the case that a participant sustains an injury that causes bleeding:
  - The participant must exit the area of play until the bleeding has been stopped and the wound is bandaged.
If blood stains any part of the participant’s clothing, he or she may not return to the game until blood is no longer visible on the clothing.
- Additional safety considerations are outlined for each sport in each sports specific sport rules.

Free Agents
- If you are unable to form your own team, you can enter your contact information on the shared google doc Free Agent List. To access the shared google doc visit: https://docs.google.com/spreadsheets/ccc?key=0Ais2lLrQDj9OdFQxZjNmVTdHX0FWZGk5S1JLVVVBSWc&usp=sharing
- Captains needing extra participants can refer to the list to pick up participants or individuals can use the list to create their own Intramural Sports team.
- Free agents on the list can also contact other free agents to create their own team.
- Free agents are highly encouraged to attend the Captain’s Meeting respective to the league you are interested in participating. Free agents who attend this meeting will have the opportunity to join current teams and/or form teams and register for any leagues still open. Typically, attending this meeting is the best opportunity for free agents to join a team.
- Intramural Sports Staff will try our best to maximize participation but does not guarantee placement on a team.

Divisions of Play
- **Division I** – Most challenging division, participants have well-developed skills and are primarily interested in winning, playing competitively, and having fun.
- **Division II** – Participants have more varied skills and are more interested in playing the games and having fun rather than winning. Participants who play in Division I may also participate in Division II provided their Division II team roster does not exceed 50% Division I participants, regardless of team.

Eligibility
- **NO ACCESS CARD = NO PLAY. NO EXCEPTIONS!** All participants must bring a valid ACCESS card to every game. Participants who do not have their ACCESS card will have to go get it or not participate.
- Current Santa Clara students, faculty, and staff are eligible to compete in Intramural Sports (alumni are not eligible).
- Students who graduate during Winter Quarter may participate in the following Spring Quarter IF they are employed by the University OR have purchased a Malley Recreation Center membership.
  - These students must be verified employees of the University by their supervisors as well as Student Employment.
- No one is permitted to participate on two teams in the same division of a sport. THIS WILL BE STRICTLY ENFORCED, AND VIOLATIONS MAY RESULT IN LEAGUE SUSPENSION! For example, Bucky the Bronco cannot play for the DI team Ruff Riders as well as the DI team The Broncos.
- Teams using ineligible participants may forfeit those games in which the ineligible participant competed and may also be suspended from further play.
- Current academic year intercollegiate athletes and club sport athletes may not participate in their respective sport or related sport (i.e. baseball participants are ineligible for intramural softball, volleyball club and intercollegiate participants are ineligible for intramural volleyball, etc.) A current participant is anyone who at any time during the current academic year that was on the team roster for a sport even if they are not at that time during the quarter.
  - During the fall quarter when both Men’s and Women’s Club Volleyball teams are holding tryouts, those students trying out may participate on an Intramural volleyball team (returning club members from the past season cannot participate in intramurals during tryouts since they are assumed to be continuing with the club). At the end of club tryouts, any student that makes the club team is required to stop participating on their intramural team immediately.
- Ineligible participants that participate will be suspended from the program.
- All participants must be listed on the team roster (see Rosters below).
- Participants must play at least one league game to be eligible for playoffs.
- The Intramural Sports staff has the right to verify eligibility at any time and/or deny a participant’s participation.

Rosters
- At the first game/match, all ACCESS Cards will be collected to verify roster information (names and ACCESS card numbers).
• After the first game, all roster changes (add-ons & drops) must be e-mailed to intramurals@scu.edu. In the case of roster add-ons, eligibility prior to the participant’s first contest can then be verified.
• When emailing, please include the participant’s full name, ACCESS card number, and whether the person is to be added or dropped.
• Captains may also add players to their rosters at the field. However, the participant’s eligibility will not be verified until after the contest. If deemed ineligible, the participant’s team will be granted a forfeit regardless of the outcome of the game.
• Participants cannot switch to a different team within the same division after playing for their original team.
• In the event that the player can no longer play, a player who has played for a team may be dropped from that team to open a roster spot for another player who has not yet played for any other team. **However, the player who was dropped is not allowed to play for that team or any other team in any league for the remainder of the season and playoffs.**
• Team captains may never switch teams within the same division. They are permanently bound to the team of which they are captain.
• Teams must abide by league maximum and minimum number of participants allowed per team.
• Only participants on the official roster are eligible to participate in the playoffs (if a team qualifies).
• No roster additions will be accepted as of interleague playoffs.

**Conduct**

• The value of Intramural Sports is in playing, not in winning - so you, your team, and your fans are expected to **behave in a sportsmanlike manner at all times, both on and off the field.**
• Profanity, intimidation, abusive language, threats, fighting or other physical contact is not tolerated and will result in disciplinary action as defined below.
• Possession or consumption of alcohol or illegal substances is not allowed. Any individual suspected of being “under the influence” will be asked to leave the facility immediately. Bellomy Field, the Malley Center and Stanton Field are facilities where no alcoholic beverages are permitted.
• Officials are fellow SCU students and must be treated with respect at all times.
• All students participating in Intramural Sports will be held to the Student Conduct Code in the SCU Student Handbook for more detailed info please visit the Office of Student Life website at http://www.scu.edu/governance/student/index.cfm

**Disciplinary action includes but is not limited to:**

• Immediate participant ejection (must leave the facility within two minutes or game is forfeited)
• Ejected participant must meet with the Assistant Director of Recreation and/or Intramural Sports Coordinator staff.
• Two ejections within the intramural season (academic year) results in an automatic suspension from the program for that academic year. For example, if a participant is ejected from a flag football game & then a basketball game they may be suspended from all future play in the Intramural Sports program.
• Suspensions are a minimum two games (participant may not attend team’s games during the suspension).
• Possible referral to Office of Student Life and/or Campus Safety.

**Appealing disciplinary action includes:**

• A written request for reinstatement and a meeting with Assistant Director of Recreation and/or Intramural Sports Coordinators needs to be requested within 5 business days of the decision.

**Sportsmanship Rating: NEW FOR 2015-2016**

To ensure the conduct guidelines listed above, sportsmanship ratings will be assigned by the Intramural Student Coordinators and/or Officials and/or IM Supervisors on site at the conclusion of each IM competition. The sportsmanship rating for each team will be listed on the score sheet of each competition and will not be posted online. The intent of this new system is to allow Intramural Student Coordinators to resolve sportsmanship conduct concerns to prevent potential disciplinary action. Intramural Student Coordinators will address sportsmanship rating concerns with team captains as they arise. You may request your team’s sportsmanship ratings by emailing intramurals@scu.edu.

Team sportsmanship is rated according to the following scale and criteria:

**4 points: Excellent Sportsmanship**

• Respect shown to the game and staff by participants and spectators at all times.
• Participants speak to Intramural Sports Staff members appropriately in all situations. Players cooperate fully with the officials about rule interpretations and calls.
• The captain also has full control of his/her teammates and calmly converses with officials about rule interpretations and calls.
• Teams that win by forfeit will receive a “4.”

3 points: Acceptable Sportsmanship/Good Conduct
• 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 officials or other Intramural Sports Staff members. Participants question an official’s judgment/rule interpretation in a disrespectful manner.
• Minor incidents such as trash talk, cursing in any manner, or mocking the skill level of an opponent might occur such that an official is prompted to provide 1-2 verbal warnings and might also include a yellow card (soccer), unsportsmanlike flag (flag football), technical foul (basketball) or something of the like.
• Teams that receive 1 yellow card, an unsportsmanlike flag or technical foul (or the equivalent) will receive no higher than a “3” rating.
• Teams that default will receive a “3.”

2 points: Sportsmanship Needs Improvement
• Team members repeatedly question the judgment of or an official’s abilities. They, and/or spectators are disrespectful of opponents and/or officials on a number of occasions which may or may not warrant various sport specific penalties.
• Captain exhibits minor control over his/her teammates and spectators.
• Teams having a player ejected for an unsportsmanlike act will receive no higher than a “2” rating, including ejections for use of an invalid ID/ineligible player.
• Teams that forfeit without providing proper courtesy notice will receive a “2.”

1 point: Unacceptable Sportsmanship
• Teams constantly comment to the officials and/or opposing teams from the field and/or sidelines. Majority of individuals on this team are disrespectful of opponents or officials on a regular basis. Teams focus more on bickering with officials than playing the game.
• The team captain exhibits no control over teammates or himself/herself.
• Multiple unsportsmanlike calls and/or technical fouls occur.
• Intramural Sports Staff working the competition will be required to submit an Incident Report for any teams receiving a “1” rating.
• The team captain will be required to meet with the Assistant Director of Recreation and/or Intramural Sports Coordinator staff prior to their next scheduled competition and the team will not be eligible to return to participate until approved by the Assistant Director of Recreation and/or Intramural Sports Coordinator staff.

0 points: Season Ending Rating
• Team is completely uncooperative and out of control before, during, or after intramural sports contest(s).
• Team captain exhibits loss of control over self, the team, and/or the spectators.
• Multiple ejections or blatant unsportsmanlike conduct that endangers participants, fans, officials, or supervisors. This includes fighting and threatening any Intramural Sports Employee.
• Team accumulates 4 sportsmanship technicals/penalties in one game.
• All players on the team roster will be suspended from intramural sports program for an unspecified period of time. Any of these noted incidents may be referred to the Office of Student Life and/or Campus Safety.

Regular Season and League Playoff Sportsmanship Requirements
• All teams must maintain a minimum average sportsmanship score of 2.5 throughout the duration of the regular season and league playoffs.
• A team that advances to the divisional playoff rounds by virtue of winning a league playoff game but has an average sportsmanship rating of lower than 2.5 will not be invited to participate in the divisional playoff round. The highest ranked team in the final league rankings will be invited in their place.
• At the completion of the regular season and league playoffs, teams will follow the divisional playoff sportsmanship requirements.

Divisional Playoff Sportsmanship Requirements
• All teams are expected to exhibit excellent sportsmanship throughout the divisional playoff rounds.
• Any team receiving a rating of “1” or “0” during a divisional playoff game will be disqualified from the playoffs. The opposing team will be declared the winner.
• Any team receiving a rating of “2” will be required to meet with the Assistant Director of Recreation and/or Intramural Sports Coordinator staff prior to their next scheduled competition to discuss improving their behavior. If that same team receives a rating of “2” or lower in any subsequent competitions they will be disqualified from playoffs and the opposing team will be declared the winner.

Protest
• If you have any question about rule interpretation or participant eligibility, let the Intramural Sports Supervisor or Intramural Sports Head Official know during the game. They will resolve the issue and make a ruling so the game may continue.
• If a game is completed, but there are further questions about participant eligibility you must contact the Intramural Sports Office within 24-hours of the game in question to have a participant verified.
• Decisions regarding disciplinary actions as well as judgment calls may not be protested at any time.
• In the event there is a rule interpretation question requiring the assistance of the Intramural Sports Supervisor or Intramural Sports Head Official the matter must be taken care of at the time of the occurrence. Protests that are voiced after the questioned call will not be considered.

Schedule & Playoffs
• In all four team leagues, each team will play three matches followed by inter-league play-offs. 1st will play 4th and 2nd will play 3rd. The winning teams of the interleague playoff matches will advance to the divisional playoffs.
• Dependent upon actual number of teams registered to participate in a league may require the Intramural Staff to create five team leagues to accommodate as many requests as possible. If a five team league is established, each team will play a minimum of four matches followed by inter-league play-offs. 1st seed will automatically advance and 2nd will play 5th and 3rd will play 4th. The winning teams of the interleague playoff matches will advance to the divisional playoffs.
• Playoff games are more frequent and scheduled on various weekday and weekend days by the staff.
• Due to heavily used facilities and short playing seasons, rescheduling of games may not be possible.
• Any team/participant rescheduling a game without authorization from the Intramural Sports Coordinators will be dropped from the league.
• Schedules and other league information are available at the Pat Malley Fitness and Recreation Center Intramural Sports display board (inside the turnstile to the right down the hall on your left), or online at http://www.scu.edu/recreation/intramurals/schedules.cfm.
• Interleague and divisional playoff seeds will be determined by regular season record. Teams having equal records will be seeded according to the following criteria: head-to-head record, least points allowed during regular season games, or a coin toss/random draw.

Rain/Wet Fields/Courts
• Games may or may not be played depending on the condition of the field/court and the severity of the weather.
• Assume your team is going to be playing until you hear from the Intramural Sports staff. If games are cancelled, Intramural Sports staff will contact team captains via phone and/or email to notify them of the cancellation. It is the team captain’s responsibility to notify their teammates.
• Participants may also call the Malley Center Front Desk after 1pm to learn if the fields are open: (408) 554-4068.
• Regular season play will be made up if there is time within the quarter and weather permits.
• Playoff games will always be made up and may require a delay until the following quarter.

Forfeits and Defaults
• A default is an excused absence from participation in an intramural game that still counts as a loss. In order to have a game classified as a default, the captain is responsible for notifying the Intramural Sports staff at (408) 551-7183 or email intramurals@scu.edu 48-hours prior to the scheduled time of the game.
• A team is entitled to one default per intramural season without the team’s deposit being forfeited.
• A forfeit is a loss for failing to show for a game without 48-hours notice to the Intramural Sports Staff or not being able to provide the mandatory number of participants.
• A team that forfeits will also lose the $40 Intramural Sports deposit that is collected at sign-ups to participate in intramurals.
• Two forfeits or defaults, or one of each, will result in your team being dropped from the league permanently.
• There will be no defaults permitted in Intramural Tennis.
Facility Guidelines
- You, your participants, and fans are expected to abide by all posted and written facility guidelines.
- To keep the playing areas clean and safe, food, beverages, gum, tobacco, bottles, cans, bicycles, skateboards, and pets are not allowed. Please clean up after yourself and your team so we can keep the facilities clean for others.
- If you, your team, or your fans are found violating written facility guidelines, your team will forfeit your deposit, and your team may be dropped from your league.

Officials
- Student officials (referees) are needed for all Division I & II Flag Football, Soccer, and Basketball games.
- If there are not enough interested or qualified officials, Division I & II games for those sports will be self-officiated.
- Starting pay is $9.50 per hour.
- If you or someone you know is interested, please go to the Student Employment page at: http://www.scu.edu/recreation/intramurals/officials.cfm. You will need to review the job description, complete a job application, and submit it accordingly.

Intramural Sports Deposits
- All teams/participants are required to pay the $40 Intramural Sports deposit at sign-ups. If a team/participant does not forfeit during the regular season or playoffs, or violate written facility policies, you may request a refund of your deposit at the end of the season via a Refund Request form available on-line or at the Malley Center Front Desk.
- All refund requests must be submitted by the last day of the spring quarter in order to be processed by the end of the fiscal year (June 30).
- All refunds will be processed as received. Allow 3 – 6 weeks for a check to be mailed to the address provided.

Nondiscrimination Policy
Santa Clara University prohibits discrimination and harassment on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, sexual orientation, religion, marital status, registered domestic partner status, veteran status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, genetic information, or any other consideration made unlawful by federal, state, or local laws in the administration of its educational policies, admissions policies, scholarships and loan programs, athletics, or employment-related policies, programs, and activities; or other University-administered policies, programs, and activities.

Additionally, it is the University’s policy that there shall be no discrimination or retaliation against employees or students who raise issues of discrimination or potential discrimination or who participate in the investigation of such issues. The University will provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability under the law. Inquiries regarding equal opportunity policies, the filing of grievances, or requests for a copy of the University’s grievance procedures covering discrimination and harassment complaints should be directed to:

Director of Affirmative Action
Office of Affirmative Action
475 El Camino Real
Santa Clara University
Santa Clara, CA 95053
408-554-4113

A person aggrieved by unlawful harassment or unlawful discrimination may file a complaint within the time required by law with the appropriate federal or state agency. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), the federal Office for Civil Rights (OCR), or the California Department of Fair Employment and Housing (DFEH).

Disabilities Resources

Access Policy
Santa Clara University seeks to respect each person’s dignity and desire for personal growth and accomplishment and is committed to achieving equal educational and employment opportunities for qualified persons with disabilities. No qualified person with a disability shall be excluded from participating in any University program, nor be denied benefits of any University program, or otherwise be subject to discrimination. The University will make every reasonable effort to remove existing barriers, whether physical, programmatic, or attitudinal, and to ensure that new barriers are not erected. Santa Clara
University is committed to providing access for qualified students with disabilities, faculty, staff, and visitors to University programs. This policy is in line with the University’s nondiscrimination policy, which applies to all qualified participants with disabilities in employment, access to facilities, student programs, activities, and services.

**Resources**
The Office of Disabilities Resources has been designated by the University to ensure access for all qualified students with disabilities to all academic programs and University resources. Types of disabilities include medical, physical, psychological, attention-deficit, and learning disabilities. Reasonable accommodations are provided to minimize the effects of a student’s disability and to maximize the potential for success. Disabilities Resources is located in Benson Center, Second floor, Room 216. Disabilities Resources is open Monday through Friday from 8 a.m. to 5 p.m.

**Campus Recreation & Intramural Sports staff reserves the right to make decisions that are not specifically covered in this handbook.**

If you have additional questions, contact the Intramural Sports Staff at (408) 551-7183 or by email at intramurals@scu.edu both are checked during business hours.

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