University at Albany

Intramural Sports Handbook

Office of Campus Recreation 2010-2011
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Directory

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Introduction

The University at Albany Office of Campus Recreation is an essential component to the overall mission of the University at Albany. Its mission is to provide the student, faculty and staff with an enjoyable and positive intramural experience in an organized and competitive environment. While the game atmosphere is often competitive, ensuring participant safety, providing a fun, social atmosphere, and promoting sportsmanlike behavior among participants, spectators, and team followers are our primary concerns. The game atmosphere should remain good-natured at all times. Participants shall maintain good sportsmanship throughout their participation in all facets of the Intramural program.
Eligibility

1. All undergraduate & graduate students who have paid the recreation fee and are currently enrolled in any department or college of the University shall be eligible to enjoy all intramural privileges and shall retain that status until they withdraw, graduate, take a leave of absence, or fail to comply with eligibility rules or other guidelines.

   A. University at Albany varsity athletes are not eligible to play an intramural sport that is correlated to their varsity sport during the same academic year. All athletes who receive an athletic scholarship are not eligible to participate in a like intramural sport during the same year that they received their scholarship.

   B. Varsity athletes must receive approval from the University at Albany athletic department before participation in an intramural sport.

2. Only players who have their UAlbany photo id are eligible to play. No other form of identification will be accepted. No exceptions.

3. Any contest in which an ineligible player was used will be forfeited, the team will be eliminated from the league and the last team(s) playing against the disqualified team will be awarded a win(s).

4. Regular Season and Tournament Eligibility (for team sports only).

   A. Regular season with tournament: Individual players may be added to the roster until specified date. Players may come to the Campus Recreation Office for procedures. Players may NOT be added to the roster once the registration end date has passed (usually the 2nd week of the season).

   B. The first team a participant plays for is the team that person is committed to for that sport. A player who has participated for a team cannot switch teams for the remainder of that sport, league, or tournament (exception: first team forfeits immediately and/or person did not participate in any contest). Participants may play on one Men’s, Women’s, or Co-Ed team per sport, per division.

   C. A team must begin play with the required number of players as the official rules specify for that particular sport without forfeiting the contest. Each sport will have a minimum requirement. If you need additional players the Intramural Sports Office may have a list of individuals seeking to play on a team.

5. Anyone who participates under an assumed name or uses someone else’s ID is ineligible and will be suspended for the remainder of that sport’s season. A team guilty of using such a player will forfeit all contests in which the ineligible player participated.
Registration

All intramural participants will be required to create an account on IMLeagues.com.

To create an IMLeagues account:

IMLeagues offers a **live support button** in the top right corner of all pages, please use this button if you encounter any difficulties.

1. Go to http://www.imleagues.com/Schools/Albany/Registration or go to www.IMLeagues.com and click **Create Account**
2. Enter your information, **and use your School email** (@Albany.edu, @uamail.Albany.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

**How to sign up for an intramural sport:**

1. Log in to your **IMLeagues.com** account.
2. **Click the Create/Join Team button** at the top right of your User Homepage page or click on the “University of Albany” link to go to your school’s homepage on IMLeagues.
3. The current sports will be displayed, click on the sport you wish to join.
4. Choose the league you wish to play in (Men’s A, Men’s B, Women, etc.)
5. Choose the division you’d like to play in (Monday 5PM, Tuesday 5PM, etc.)
6. You can join the sport one of three ways:
   a. **Create a team (For team captains)**
      1. Captains can invite members to their team by clicking the “Invite Members” link on the team page. Any invited members must accept the invitation to be joined to your team.
         a. **If they’ve already registered on IMLeagues:** search for their name, and invite them
         b. **If they haven’t yet registered on IMLeagues:** scroll down to the “Invite by Email Address” box, and input their email address.
   b. **Join a team**
      1. **Use the Create/Join Team Button at top right of every page**
2. Accepting a request from the captain to join his team
3. Finding the team and captain name on division/league page and requesting to join
4. Going to the captain’s playercard page, viewing his team, and requesting to join

c. **Join as a Free Agent**

1. 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.
Captain Responsibilities

Each team entering an Intramural Sports activity must have a captain, as the success of the Intramural Sports program depends largely on the leadership skills and interest of the team captain. Successful teams usually have dedicated and efficient team captains. Captains and co-captains must be playing members listed on the official team roster. The captain and/or co-captains should be interested in the welfare of the Intramural Program as well as that of his/her team. He/she is required to provide two forms of contact information (cell phone number and email address preferred). He/she should be a capable and conscientious person who will serve as a liaison between the Office of Campus Recreation and the team. The captain is also the person to whom communication/correspondence will be directed. Some of the team captain’s duties include, but are not limited to:

1. Signing up on www.imleagues.com prior to the required date.

2. Attend the scheduled Captains Meeting for the selected (each) sport. It is the responsibility of each team captain to attend the meeting and obtain the information being given out. If the captain cannot attend, a team may send a capable, conscientious, responsible person to serve as the team representative. Information crucial to your team's success is made available at this time.

3. Each team is responsible for maintaining good sportsmanship among the coaches, players, and spectators before, during, and after competition (See Sportmanship Rating).

   A. Serving as a leader at contests by communicating with officials and supervisors and promoting fair play by helping to create a positive atmosphere.

   B. Encouraging their team’s players to prevent their fans from abusing the officials and to help the officials control the fans so that the game is not disrupted. If the fans get out of control, the officials will issue a team captains a warning. If the captain does not gain control of the crowd, a penalty will be assessed on that team.

4. Team Captains are the only participants permitted to question an official’s call and must do so in a polite and respectful manner (after play has stopped). Questioning an official’s call during play is not permitted as it takes
the attention of the official away from the game. If a Team Captain feels the official erroneously interpreted a rule they may say, “I PROTEST” at which time play will stop (see Protests). Players other than the Team Captain who address an official may be penalized. Any participant (including team captains) who disrespectfully address an official will be penalized.

5. Responding to Intramural Sports staff concerning schedule changes, tournament structure, eligible player inquiries, team conduct, etc.

7. Provide an accurate and valid email address and phone number for contact which to send all correspondences. Checking email at least 3 times per week during sport season for updates and/or changes from the intramural staff. (Email is the fastest and easiest way to contact you with this information).

6. Immediately inform the Intramural Sports staff of any changes of captain’s/team’s information

8. Being familiar with the Intramural Sports Handbook rules and policies and ensure that they are followed. Captains should notify team members of rules, playing schedules and changes, eligibility policies and ensure that the team is in compliance. Informing all members of the team of the proper process if a team member is ejected from an intramural event.

9. Checking the schedule on the website or the intramural sports bulletin board for your team’s schedule.

10. Promptly responding to intramural staff concerning schedule changes, eligibility inquiries, and player ejections.

11. Representing the team in the case of a protest.

12. Notifying the Intramural Sports Office if their team will not be showing for a scheduled contest.
Assumption of Risk

The Intramural Program staff will work hard to ensure that all participants have the safest experience, but insuring absolute safety is not possible. Be aware that participation in intramural sports activities, including use of intramural facilities and equipment, is completely voluntary. There are risks and hazards, minor and serious, associated with participation in intramural sports (athletic/recreation) activities. Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with participation in intramural sport activities.

Any injury and/or accident should be reported immediately to the supervisor in charge.

Safety

Proper attire should be worn while competing. All jewelry, watches, hats, and any other personal items should be removed before participation. Individuals wearing casts should have them padded and checked for approval with the Assistant Director of the Office of Campus Recreation. Any person(s) bleeding and/or having blood on clothing will be removed from competition. Please see:

Injuries, Open Wounds & Lacerations

Participation in sporting activities may cause injury and exposure to blood borne pathogens. Blood borne pathogens are pathogenic microorganisms that are present in human blood and can cause diseases in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV). The intramural sports program will make every effort to minimize exposure to its employees and participants. Whenever an intramural sports participant suffers a laceration or wound where bleeding occurs, the competition
shall be stopped at the earliest possible time and the participant will be required to leave the field of play. The participant will not be allowed to return to the competition until:

1. The bleeding has stopped and the wound has been completely covered.
2. Any clothing that has been soiled by blood has been changed.

The intramural staff is trained and certified to respond to emergency situations, therefore all injuries should be reported to the game officials and/or commissioner on duty. All minor injuries can be handled by the intramural staff with a first aid kit or the injured person may go, with assistance, to Student Health Services for treatment. All major injuries or emergencies will be handled immediately by the Head Official by calling 5 Quad and proceeding with First Aid/CPR as needed. Assistance will be sent as soon as possible.

The University at Albany, its officers, agents, and employees is not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in intramural sports activities, including the use of intramural facilities and equipment. The University at Albany does not provide medical, health, or other insurance for participants. Medical expenses incurred such as ambulance, doctor bills and x-rays will be the responsibility of the participant. Purchasing adequate health/medical insurance prior to participation is strongly recommended.

**Injuries/Liability**

All participants must sign a waiver prior to competing or participating in any and all intramural events and sports.

1. University at Albany, the State University of New York and the State of New York are not liable for any injuries, damages or other losses which individuals may incur while using Recreational Sports facilities or participating in recreational Sports Programs provided by the Office of Campus Recreation.

Individuals specifically assume all risks of injuries, damages, or other losses while using any University equipment or facilities at UAlbany, or while participating in any intramural program, exercise or activity at the University at Albany or on UAlbany’s premises.

2. Participants may use their own equipment if it is approved by the game officials and/or supervisors. All approvals are based on the policies and game rules for each sport. Please do not ask Intramural Sports staff members to watch your equipment. The Intramural Sports staff is not responsible for the damage or loss of any equipment owned by the participants.
Forfeits and Defaults

Defaults: A Default may only be claimed in TEAM SPORTS. A default is an un-played game that is recorded as a loss rather than a forfeit. This results when the defaulting team captain notifies the Intramural Sports Office that they will not show up to play a contest by 3pm on the BUSINESS DAY (Monday through Friday) preceding the scheduled game. Teams are allowed two defaults. Two defaults equal one forfeit.

Forfeits: A forfeit is a played or un-played game that is recorded as a forfeit because a team failed to show up for its scheduled contest or displayed unsportsmanlike behavior. If a forfeit is issued to a team who did not show up for a scheduled contest the team will be assessed $25, which is deducted from the forfeit deposit. A Team that forfeits the equivalent of two games will forfeit the remainder of the season.

Forfeit Deposit Fee: Each team that registers and attends the captains meeting must pay the $50 forfeit deposit fee for team sports. There is a $10 forfeit deposit fee due upon registration for individual and dual sports. Failure to pay the forfeit fee will result in the teams'/individuals elimination from the league. This fee is being imposed to discourage teams from forfeiting and is in addition to the entry fee. Refunds for “no forfeits” can be picked up
during designated times if the team has less than 2 forfeits. Refunds will be reimbursed from the day after the league championship game until Reading Day. After that teams lose funds. (All fees will automatically be charged to the Team Captain.)

If a team captain or representative does not attend the captains meeting, the team will receive a penalty of 1 forfeit.

It is recommended that teams arrive 15-30 minutes prior to the start of each game in order to allow time to sign in and warm up. All forfeited games will be recorded as a loss. This policy will be unilaterally enforced.

In extreme circumstances, such as weather and injuries, a game may be called during play. This is up to the site supervisors. Captains may provide feedback, but the final decision will come from the intramural staff along with the Office of Campus Recreation and the Assistant Director. A game will be replayed if the first half is not completed. If called during play of the second half, the team who is ahead at the time will be declared the winner. If called during half-time, the second half will be played at a later date. Each score and penalty situations, i.e. sportsmanship, will be carried over.

When less than 50% of a regulation team is present the game shall be recorded as a forfeit. If your team is unable to attend a contest, it is the captain’s responsibility to notify the Office of Campus Recreation prior to 3:00 p.m. on the prior day.

**Please make every attempt to show up for scheduled contest.** If your team is unable to make a scheduled contest, it is the responsibility of the captain to notify the Office of Campus Recreation.

**Please be advised:** In order for teams to receive a full refund (entry fee and forfeit fee) they must drop out of the league BEFORE their FIRST game. If a team participates in any game they will not receive a refund.

### Rescheduling

Because of the number of teams involved in intramural play, there are very limited time frames to complete scheduled contests. Rescheduling of contests is rare. However, if a team is unable to attend a scheduled contest but desires to play that game at another time or date, it may be possible to reschedule. The Intramural Department cannot guarantee a new playing time. In elimination tournaments, postponed contests must be rescheduled within a period of time that does not delay progress of the tournament itself.

If a player or team knows of potential conflicts, and wishes to reschedule they:

A. **MUST COME IN PERSON** to the Campus Recreation Office located in the PE building room B 107. No information regarding the rescheduling of a game will take place over the phone; this must be done in person.

B. After coming to the Campus Recreation Office, the team wishing to reschedule must contact the opposing captain, who must agree to the purposed schedule change. Both captains must then contact the Office of Campus Recreation and confirm the ok to change. If both captains do not contact the Office of Campus Recreation, the game will NOT be rescheduled. All accommodations
will be made by the Office of Campus Recreation to work out these requests once both teams agree. However, if the opposing team does not agree to reschedule, the contest will be played at its originally scheduled date and time.
C. Rescheduling a play-off game should be done as far in advance as possible. When looking at the play-off brackets please consider future games and if they will impact your team. If a new game time cannot be agreed upon the game will be played at its original date/time.

Cancellations/Weather

In some cases cancellations may be necessary due to inclement weather or facility scheduling concerns. Every effort will be made to reschedule cancelled/postponed games as best as space and time permits, however, we may not be able to reschedule all contests. The Office of Campus Recreation makes decisions regarding inclement weather as early as possible. Head officials have the authority to postpone a contest in the event of inclement weather.

Protests

It is the strong belief of this program that contests should be won or lost on the field of play, not through the technicalities of rules. No protests shall be entertained which concern judgment calls on the part of an official.

1. Types of Protests

   A. Judgment Decisions: Players or captains may not protest an Official’s judgment calls. Attempted protest(s) lodged on judgment may be penalized.

   B. Player Eligibility: Protest may be made at any time by the intramural staff or any participant. Any team or individual protesting the eligibility of a player should have sufficient reason to believe that the player is ineligible. In the case of an obvious violation of eligibility rules, a protest may be granted. To ensure honest sport competition, protests of alleged eligibility violations should be made prior to games to the supervisor rather than waiting to determine the outcome of the contest.

   C. Rule Interpretation: A captain may lodge a protest on an official’s or scorekeeper’s rule interpretation, but must do so at the time of the incident. If a protest is going to be lodged, a captain must first call a time-out and then say “I PROTEST”.

Protesting Rule Interpretation: Protests concerning rule interpretations must be lodged with the head official and
commissioner on duty at the time of the incident. The head official will stop play and immediately gather with the team captain/or the commissioner on duty for the correct ruling. The head official will note the score and time left of the game. The head official can make a ruling at that time or the protest can be presented to the commissioner on duty for further review. In circumstances where an individual feels a protest should be appealed, s/he must notify the head official that a protest is being registered and the Protest Form must be completed and submitted in writing to the Intramural Coordinator/Assistant Director of the Office of Campus Recreation in the PE building room B107 by 12:00pm (noon) the day after the incident in question (Monday for weekend games). Protests lodged after this time will not be considered. Games which are protested over the interpretation of rules which are upheld by the Assistant Director of the Office of Campus Recreation, with the infraction believed to have a bearing on the final outcome of the game (in most cases), shall be played from that point, excluding time limit infractions.

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**Sportsmanship**

Every team is responsible for the conduct of its players and followers. Any conduct judged as detrimental to the participants, program, or any particular contest, may result in loss of the contest, suspension of the individual player, suspension of the entire team, or other appropriate action.

Students are always subject to the University Code of Conduct (Community Rights and Responsibilities). Harassment (verbal or otherwise) including sexual, racial, ethnic or religious harassment that causes injury, distress, emotional or physical discomfort, is one of the offenses which may result in disciplinary action. The Office of Campus Recreation and the Intramural Sports program will vigorously enforce all sections of the code to ensure that participants feel welcome and enjoy the benefits of a recreational activity.

**Sportsmanship Guidelines**

1. Players are expected to display good sportsmanship toward opponents and Office of Campus Recreation staff at all times. A player may be declared ineligible to participate in any organized intramural activity for inappropriate behavior toward Office of Campus Recreation staff or opponents. Office of Campus Recreation staff members have the authority to stop any contest when players and/or spectators engage in misconduct (unruly or disorderly behavior). No warning by staff members is required. Any individual that is involved in a fight (verbal or physical) will be subject to an automatic ejection from the game and could result in team suspension and referral to judicial
affairs. If necessary University Police will be called. Individuals who have been ejected (including being red carded) from a contest will not be eligible to participate in any intramural sports program until they have met with the Intramural Coordinator and Assistant Director of the Office of Campus Recreation. A team must maintain control of its members. They must also exhibit a high standard of sportsmanship for their group that is expected at an institution of higher education. ANY PERSON EJECTED FROM A GAME OR GAME SITE MUST LEAVE THE GAME SITE IMMEDIATELY

2. The Office of Campus Recreation staff members may declare a forfeit against one or both of the teams in instances where poor sportsmanship is displayed.

3. Any participant or organization suspended from intramural activities due to violations of guidelines established in this handbook or sport rules will have the opportunity to participate in due process to insure protection of rights. The Office of Campus Recreation professional staff will hear information from all involved parties and make an appropriate decision based on that information.

4. Each team will be given a sportsmanship rating for each game by that game’s officials. The rating will be given on a point scale.
   
   A. Teams must have a 3.00 average (on a 4.00 scale) to be eligible to participate in the playoff tournament.
   B. Any team which receives a 2.00 or less sportsmanship rating will be dismissed from play and may face further disciplinary action.
   C. The Office of Campus Recreation will review any team which averages less than a 2.0 during the playoffs for future eligibility in intramural play.
   D. Appeals: Teams may inquire with the head official at the game site to view their sportsmanship ratings. A team captain may appeal his or her team’s sportsmanship rating by submitting an appeal to room B 107 in the Physical Education building (addressed to the Assistant Director of Intramurals) by 12 Noon of the next business day following the game or match. ANY APPEALS SUBMITTED AFTER THIS TIME WILL NOT BE ACCEPTED.

5. The following sportsmanship rating system will be used for all intramural league sports. All participants will be subject to this policy. Please read the policy carefully and be prepared to inform your teammates once the season starts.

4.0 Good Conduct and Sportsmanship

- Players cooperate fully with the officials and other team members.
- Players are under control and not excessively fouling or contacting one another.
- No verbal warnings issued to the players by the officials.
- The captain calmly converses with officials about rule interpretations and calls. The captain also has full control of his/her teammates.
- 4.0’s are given when no comments are made, and a team displays total cooperation with the officials.

3.0 Average Conduct and Sportsmanship:

- Team members verbally complain about some decisions made by the officials and/or show minor dissension which may or may not merit a technical foul or yellow card.
- A team that receives one or two technical fouls (for unsportsmanlike behavior) or one yellow card, cannot
receive higher than a 3.0.
3.0’s are given to teams when some unsportsmanlike conduct is displayed and some complaints of officials’ judgments are made.

2.0 Below Average Conduct and Sportsmanship:

- Teams that show verbal dissent towards officials and/or opposing team or teammates which merit technical foul(s), yellow card(s), multiple penalties or an ejection (due to unsportsmanlike conduct).
- A 2.0 rating must be given to a team when there is at least two yellow cards and/or at least one unsportsmanlike conduct ejection.

1.0 Poor Conduct and Sportsmanship:

- Teams constantly comment to the officials and/or opposing team from the playing surface or sidelines.
- At least one unsportsmanlike conduct ejection has taken place and multiple unsportsmanlike conduct fouls, technical fouls, and/or yellow cards given.
- The team captain exhibits little or no control over teammates or himself/herself.
- A “1” rating is given to a team when members persist in arguing with an official, profane language is used, and the captain does not control the actions of his/her team, fans, and/or spectators.
- Teams that receive a “1” Rating MUST meet with Campus Recreation and Intramural staff prior to their next game or be disqualified.

0 Unacceptable Conduct and Sportsmanship:

- Team is completely uncooperative.
- Captain has no control over teammates and/or himself/herself.
- Any team causing a game to be stopped, or forfeited other than by not showing, or receives multiple ejections/red cards shall receive a 0.
- A ” 0” is given when multiple “unsportsmanlike penalties” are issued to a team, two or more ejections are issued, a team fails to assist in removing an ejected player from the playing area, warnings by the officials of unsportsmanlike play are ignored, there is a fight or attempted fight, or if a player(s) make unnecessary contact with an official.
- Teams that receive a “0” Rating MUST meet with the Campus Recreation and Intramural staff prior to their next game or be disqualified. If a team is disqualified they lose their forfeit deposit. The sport commissioner and Assistant Director for Campus Recreation reserve the right to adjust any penalty on a case-by-case basis.

6. Office of Campus Recreation staff members have the authority to rule on any situation not specially covered in the rules, to issue a yellow card, issue a red card, stop the game, make weather decisions (this list is not meant to be inclusive), deemed necessary to ensure the safety and well-being of the participants and the Office of Campus Recreation.

TO THE SPECTATOR: Spectators are welcome at all games and activities. However, team captains are responsible for their spectator’s behavior. Fans are expected to follow the sportsmanship policy explained in this handbook. Our mission is to provide all participants, staff members and spectators with a fun and enjoyable experience. It is the responsibility of each spectator to do everything possible to ensure that the game atmosphere is friendly and good natured.

Sportsmanship is vital to the conduct of every Intramural contest. In order to encourage proper conduct during
games, officials, administrative personnel, and commissioners shall make decisions on whether to warn, penalize or eject players or teams for poor sportsmanship. These decisions are final. The Office of Campus Recreation staff will rule on further penalties as a result of unsportsmanlike conduct. Each participant should choose his or her team members carefully, as all team members will suffer the consequences of any disciplinary action taken by the Office of Campus Recreation staff against that team for violation of the intramural rules and sportsmanship guidelines.

Officials

The Recreation and Intramural Services Department encourages students from diverse backgrounds to consider employment opportunities within the Intramural Sports department. Experience is not necessary (but preferred); the desire to learn and participate is. The Intramural Sports staff will provide training to all officials. Every official will be required to attend training sessions, which may include:

- Official clinics and meetings
- Rules examination
- Observation of games
- Continual evaluation and performance feedback

Officials are University at Albany students with the exception of officials for midnight league basketball. They assume an important and difficult task. Their role is to produce a healthy, sportsmanlike and enjoyable game situation. Therefore, it is the responsibility of all participants to respect the judgment of the officials. The Office of Campus Recreation will make every effort to obtain the best possible officials. Any student who wishes to work as an official should inquire in the Office of Recreation.
Participant Feedback

With the enormity of the Intramural Sports program, it is impossible for Office of Campus Recreation professional staff to be at every game or event. The Assistant Director and Intramural Coordinator rely on reports by the commissioners and game staff to keep abreast of situations arising within the program. However, these reports may miss details in the situations. Participants are encouraged to submit participant feedback, on the website or by email to cbrewer@uamail.albany.edu or intramurals@uamail.albany.edu.
Rules

1. Basketball Rules (link)
2. Football Rules (link)
3. Softball Rules (link)
4. Soccer Rules (link)
5. Tennis Rules (link)
6. Volleyball Rules (link)
Rule Changes:
Campus Recreation reserves the right to put into effect any rule changes regarding intramural sports. An attempt will be made to notify all participants and teams of such changes in a timely fashion.

Drug and Alcohol Policy

Smoking and any other tobacco use is strictly prohibited in all indoor facilities. In order to maintain a safe playing environment for everyone, possession and/or consumption of alcoholic beverages (or any other illegal substances) is strictly prohibited in all indoor and outdoor recreation facilities.

Individuals and/or teams who arrive to a scheduled competition intoxicated, suspected of consumption, or possessing alcohol and/or other illegal substances will not be permitted to play. The game will be forfeited immediately and the team must leave the premises. There are no exceptions to this stipulation. The commissioner on duty will have the final decision. If the team does not immediately leave, University Police will be contacted and the offending team will forfeit the remainder of the season.
Sanctions for usage of alcohol include, but are not limited to, indefinite suspension of a player or indefinite suspension of spectator privileges and being referred to appropriate administration.