

# INTRAMURAL SPORTS HANDBOOK

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## Section I. General Information

### **Article I. Assumption of Risk**

There are certain risks of injury that are inherent to participation in sports and recreational activities. Injuries may be minor or serious and may result from the actions or inactions of themselves or others. Maintenance of good physical health and appropriate financial planning in the form of insurance in the event of a physical mishap can give you more peace of mind while participating. Each participant will be required to sign an Assumption of Risk Waiver prior to participating in any intramural sports.

### **Article II. Health**

The Office of Recreation believes that participation in recreational sports is a positive, healthy experience that provides enjoyment to our participants. To foster health benefits and maximize enjoyment for participants and student staff, consuming alcoholic beverages before, during, or on site after participation is a violation of University policy. Individuals or teams who violate this policy will not be eligible to participate. All participants are strongly urged to have a yearly medical examination and to carry medical insurance coverage. The Student Medical Center has information entitling all students to a special rate from an insurance company.

### **Article III. Injuries, Open Wounds & Lacerations**

Whenever an Intramural Sports participant suffers a laceration or wound where oozing or 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 the wound has been covered and the oozing or bleeding has stopped. 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, in compliance with Ohio Law HB 308, will make every effort to minimize exposure to its employees and participants. Because the intramural staff is trained and certified to respond to emergency and blood exposure situations, we ask that they be contacted immediately to respond to any injury.

The University and its staff are not held responsible for any injuries incurred while participating or as a spectator in the intramural sports program. All injuries should be reported to the game officials and sport supervisor. All minor injuries can be handled by the supervisor with a first aid kit or the injured person may go, with assistance, to the Student Medical Center for treatment. All major injuries or emergencies will be handled immediately by the student supervisor in charge by calling campus police at 419-530-2600 (x2600) and proceeding with First Aid/CPR as needed. Assistance will be sent as soon as possible. Medical expenses incurred such as ambulance, doctor bills and x-rays will be the responsibility of the participant.

### **Article IV. Bulletin Board and Website**

The Intramural Sports bulletin board is located in the Student Recreation Center and will be the official source of information pertaining to Intramural Sports activities. This bulletin board shall contain current information regarding entry deadlines, meeting dates, event schedules and standings. Participants and team managers are urged to check the bulletin board daily to keep posted on current notifications. The Intramural Sports website <http://utreccenter.utoledo.edu/intramural/> will be a secondary source of all the information that will be presented on the Intramural Sports bulletin board.

## **Section II. How to Enter**

### **Article I. Schedule of Events**

Each semester's schedule of events, entry deadlines and the starting dates are published before the start of the upcoming semester. Additional activities and information are announced periodically through the Intramural Sports Bulletin Board, Intramural Sports flyers and the Intramural website <http://utrecenter.utoledo.edu/intramural/>. All activities are subject to change.

### **Article II. How to Enter/Entry Fees**

Groups wishing to enter a team may do so by completing and returning a registration form to the Student Recreation Center Main Office. All Intramural Program Registration Forms should be downloaded from the Intramural Sports website. An entry fee is due at the time of registration for each sport that requires a fee. A roster will not be accepted and a team will not be officially registered for an event until the Office of Recreation has received this fee. Furthermore, all team managers must attend the mandatory manager's meeting for each Intramural event. Teams that do not attend this meeting will lose any scheduling priority and run the risk of having their registrations cancelled. **No refunds will be granted** after the date of the mandatory manager's meeting for each event.

### **Article III. Free Agency**

The free agent list is available for individuals seeking to play on teams. Individuals are encouraged to place their name in the Free Agent List in the Office of Recreation. If your team is short of players, please check this list for those students that are interested in participating. Also, individuals can sign up on the free agent list and will be put together as a team by intramural leadership.

\*Payment will be due on formation of a team.

\* Players will have one game to transfer to a new team; after this move or non-move, roster will be permanent.

\*Temporary team name will be provided; team has option to change name within one week of first game. Team name must be approved.

### **Article IV. Entry Deadlines**

Registration deadlines are established to allow enough time to schedule the games and playoffs. These deadlines will be strictly enforced. If the deadline has passed for an event in which you are interested, please contact the Assistant Director of Intramural Sports to determine if spaces are available or to be placed on the waiting list for that program.

## **Section III. Eligibility**

### **Article I.**

Participants are responsible for their own eligibility. Furthermore, each player and team manager is responsible for checking the eligibility of their team members. Inquiring about eligibility in advance of contests precludes delays and potential disqualifications. The Intramural Sports Program will check the eligibility of players if an opposing manager lodges a protest or the Intramural Department has reason to believe the person in question is not eligible.

### **Article II.**

All students, faculty and staff members regularly enrolled or working in any department or college of the University are eligible to participate in all intramural events and will remain eligible until they withdraw, graduate or fail to comply with the policies and procedures set forth in this handbook. All other members of the Student Recreation Center are not eligible to participate in the Intramural Sports Program. All participants must present a valid UT Rocket Card to the Intramural Staff before the start of every scheduled contest. No other form of identification will be accepted.

### **Article III.**

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.

### **Article IV. Intercollegiate Team Members and Junior/Community College Athletes**

**Intercollegiate Team Members:** "Active" members, including red-shirts of the varsity or other intercollegiate teams are ineligible to participate in the same or related sport for a period of one (1) year from the date of their last intercollegiate competition. "ACTIVE" members shall be defined as any athlete who is on an intercollegiate team roster within one week of the intercollegiate team's first scheduled contest.

**Junior College/Community College:** Athletes who have competed for a junior college or community college team are ineligible to compete in those sports or related sports during the same academic year.

### **Article V. Professional/Semi-Pro Athletes**

Any student, faculty or staff member who is or has been a professional player or athlete is ineligible for 5 years from the date of the last professional participation in that sport or a related sport. A professional/semi-pro player or athlete is defined as one who has received monetary remuneration for his/her athletic services.

### **Article VI. Sport Club Members**

Sport club members are eligible to participate in intramural team sports. Teams will be limited to two (2) club athletes per team in the same or equivalent sport in which they participate. Club members are those persons who have participated in practices/games with club during the current academic year, paid membership dues to a club or are listed as a member of a club on the sport club roster.

## **Article VII. High School Players**

High School students enrolled in the Post-Secondary Option program are not eligible to participate in intramural sport programs.

## **Article VIII. Penalties**

Any team or individual found guilty of violating any of the eligibility rules shall forfeit all contests in which ineligible players participated. The Office of Recreation shall determine an individual's eligibility to engage in future contests.

## **Article IX. Rocket Cards**

All participants (including Health Science Campus students) must present a valid UT Rocket Card or Student Recreation Center ID Card prior to participating in any intramural sports contest. Players forgetting their ID's may no longer present a Driver's License, other form of picture ID's or hand stamp in order to participate. **No Rocket Card = No participation. No exceptions to this policy will be made.**

## **Section IV. Rosters**

### **Article I. Adding Players to Roster**

In an effort to reach as many participants as possible, players may be added to the roster at any time during the regular season and tournament play, provided the new players meet **ALL** eligibility requirements. Players may not be added to rosters during league playoffs. Team rosters freeze on the final day of competition during the regular season for league events.

### **Article II. Team Participation**

Any individual whose name appears on more than one team roster is considered to be an official member of that team for which he/she first plays and is not eligible to play for any additional team. **An individual may play on only one all male/female team and only one coed team.** A player listed on a score sheet cannot switch teams for the remainder of that sport, league or tournament (**exception: person did not participate in any contest**). Any player who has played but has not signed the roster form subjects his/her team to forfeiture of that game. Any individual that has not signed the roster will be considered an ineligible participant.

### **Article III. Transferring Teams**

A player wishing to change teams after they have already played for another team will not be allowed to transfer. You must remain with the same team all season long. If, however, you appear on another team's roster but have not played for that team, you may request to transfer to another team. All transfer requests must be approved by the Assistant Director of Intramural Sports.

## **Section V. Captains Responsibilities**

### **Article I.**

Each team entering an intramural sports activity must have a captain. Captains must be playing members listed on the official team roster. The captain should be interested in the welfare of the Intramural Program as well as that of his/her team. He/she should be a capable and conscientious person who will serve as a liaison between the Office of Recreation and the team. The role of the captain is crucial to the overall relationship between the Intramural Sports Department and the participants. Team captains' responsibilities include but are not limited to:

1. Attending mandatory captain's meeting before the start of each intramural sport.
2. Being familiar with the Intramural Sports Handbook rules and policies and ensure they are followed.
3. Maintaining team sportsmanship.
4. Checking the schedule on the intramural sports bulletin board or the website for your team's schedule. (Information concerning date, time, location of contest will **not** be given via telephone by Student Recreation Center staff or by RECLINK due to potential for miscommunication and subsequent participant dissatisfaction).
5. Checking with the Office of Recreation (RECLINK, 530-3708) for any potential weather cancellations involving their team and passing that information along to his/her team.
6. Promptly responding to intramural staff concerning schedule changes, eligibility inquiries, and player ejections.
7. Representing the team in the case of a protest.
8. 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).**
9. Keeping their address, phone number and email up to date in the Intramural Sports Office.
10. Notifying the Intramural Sports Office if their team will not be showing for a scheduled contest.
11. Submitting complete and correct team/player information on all entry forms.

### **Article II. Contest Rules**

Rules and regulations are designed for the safety and protection of participants. It should be understood that by participating in Intramural Sports contests each individual has agreed to abide by all rules and regulations and is responsible for his/her behavior. All contests shall be governed by Intramural rules adopted from NCAA, NIRSA, Ohio High School Athletic Association or amateur rules. Modifications will be made to adjust for risk, space, time and other constraints. The official rules for each sport will be made available to all participants via the Intramural website before competition in that sport begins. The Intramural Sports Program reserves the right to institute any rule change and will notify team captains of any changes.

## **Section VI. Forfeits/Defaults**

### **Article I. Forfeits/Defaults**

Any team or individual that fails to appear for any scheduled contest will be charged with a forfeit. Similarly, a forfeit will result when a team does not have at least the minimum number of players needed to play the activity signed in and ready to play at the appointed playing field by the time of the game. **Game time is forfeit time. There is no grace period.** 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.

Furthermore, any team that forfeits a game will be suspended from further competition in that particular sport/event. The team then must pay a forfeit/re-entry fee of \$15 in order to resume participation in the sport/event. All forfeit/re-entry fees must be paid within **3 business days** or before the next scheduled game, whichever comes first. If the forfeit/re-entry fee is not paid accordingly, the team will be eliminated from further competition. All forfeit/re-entry fees must be paid for in the Main Office at the University of Toledo Student Recreation Center.

### **Article II. Defaults**

If a team knows in advance that it will not be able to make a scheduled contest, the manager should contact the Intramural Department. A default will be granted to each team or individual that has notified the Intramural Department according to the following deadlines:

- Games scheduled Monday-Friday→ notification must be received by 12pm on the day of the scheduled game
  - Games scheduled Saturday/Sunday→ notification must be received by 3pm on the Friday before the scheduled game
- Captains may contact the Intramural Department by notifying the Assistant Director of Intramurals at 530-3704 or by email at [joe.bendix@utoledo.edu](mailto:joe.bendix@utoledo.edu). This notification must come from the team captain only. All defaulted contests will be counted as a loss. However, the team will not be charged with a forfeit/re-entry fee.

### **Article III. Dropped from Play**

Any team that forfeits a game will be immediately dropped from play for the remainder of that particular season unless the forfeit/re-entry fee is paid as noted above. Teams are allowed to default one game per season and still remain eligible for competition. Teams that default tournament games in a double elimination tournament will remain eligible unless the defaulted contest results in the second loss. Teams that default more than one game will be dropped from further competition. Forfeited and defaulted contests will not be rescheduled.

## **Section VII. Protests**

### **Article I.**

No protests shall be entertained which concern judgment calls on the part of an official. Games which are protested over the interpretation of rules which are upheld by the Assistant Director of Intramural Sports, 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.

### **Article II. Player Eligibility**

Any team or individual protesting the eligibility of a player should have sufficient reason to believe that the player is ineligible. To ensure honest sport competition, **protests of alleged eligibility violations must be made prior to games to the supervisor rather than waiting to determine the outcome of the contest.** The intramural staff will check the eligibility of the accused player during the next business day.

### **Article III. Rule Interpretation**

A coach, manager, or captain can lodge a protest on an official's or supervisor's rule interpretation, but must do so at the time of the incident. If a protest is going to be lodged, the manager or captain must inform the supervisor of his/her desire to protest and complete the necessary paperwork.

### **Article IV. On-Site Procedure**

The on-site supervisor will act as an arbitrator and can make a decision on the field. The on-site supervisor has the power to render a decision as he/she deems appropriate. If the protesting party is not satisfied with the decision of the on-site supervisor, they may appeal in writing to the Assistant Director. Protests must be lodged by the team manager at the time of the incident and the proper paperwork should be completed and filed with the supervisor at the end of the game. Any protests lodged after this time will not be considered. All decisions rendered by the Assistant Director are final.

## **Section VIII. Scheduling of Contests**

### **Article I. Leagues**

Some team sport competitions will be offered in a league format. Each team will be scheduled for three to five regular season games (pending time constraints) and a single elimination post-season tournament for all teams that qualify. Only teams with a .500 or better record and not more than one sportsmanship rating of 2 or less during the regular season are eligible for the playoffs. All leagues will be scheduled using an instant scheduling format. Times are set aside for each league and teams then select game times on a first come, first serve basis during the captains meetings for each program or event. A minimum of four teams is required for all divisions.

## **Article II. Tournaments/Playoffs**

Upon completion of regularly scheduled league play or in the event of a single or double elimination tournaments it is the responsibility of the team manager to check the tournament brackets posted on the Intramural Sports Bulletin Board or on the Intramural website to find the date and time of the next game.

## **Article III. Postponement**

With the exception of inclement weather and facility scheduling conflicts, no contests shall be postponed without the approval of the Assistant Director of Intramural Sports. Any contest postponed without formal approval shall be recorded as a loss for one or both teams.

## **Article IV. 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, notify the Assistant Director, 530-3704 or: [joe.bendix@utoledo.edu](mailto:joe.bendix@utoledo.edu) as soon as possible. All accommodations will be made by the Intramural Department to work out these requests. However, if the opposing team does not agree to reschedule, the contest will be played at its originally scheduled date and time.

## **Article V. Cancellations/Weather**

In some cases cancellations may be necessary due to inclement weather or facility scheduling concerns. In the event of inclement weather, call **RECLINK at 530-3708** an hour before scheduled game time for an update on the game schedule. 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 Intramural Department makes decisions regarding inclement weather as early as possible. Sport supervisors have the authority to postpone a contest in the event of inclement weather.

## **Section IX. Officials**

### **Article I.**

The Office of Recreation 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 of Toledo students. 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 official. The Intramural Department 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.

## **Section X. Sportsmanship**

### **Article I.**

Every team is responsible for the conduct of its players and fans. 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 further disciplinary action.

### **Article II. Code of Conduct**

University of Toledo students are subject to a Code of Conduct. One of the sections of the code states "Harassment (verbal or otherwise) including sexual, racial, ethnic or religious harassment that causes injury, distress, emotional or physical discomfort," may result in disciplinary action. The Office of Recreation and the Intramural Sports program will vigorously enforce all sections of the code to insure that participants feel welcome and enjoy the benefits of a recreational activity. The entire Code of Conduct is contained in the Student Handbook.

### **Article III. Sportsmanship Rating System**

The team sports rating system will be instituted to provide additional sportsmanship regulations. 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. Teams may be excluded from the playoffs if they are habitual offenders of the sportsmanship rating system or are determined to be detrimental to the intramural program and the other teams in that sport. The sportsmanship rating system is as follows:

- 5 Extremely good conduct in regards to teammates, opponents and program personnel.
- 4 Conduct is above average.
- 3 Warnings for foul or abusive language, taunting or threatening behavior, arguing or an ejection.
- 2 Multiple warnings or ejections.
- 1 Game is stopped. Team Fighting

Teams which win by a default or forfeit will receive a "4" sportsmanship rating

The maximum sportsmanship rating possible is a "3" for games in which a player is ejected. Teams receiving a "2" or "1" rating during the regular season will receive a phone call or an email informing them of their unacceptable behavior and that they are being placed on probation for the remainder of the academic year. This communication will be sent to the team manager. Teams receiving a "2" or "1" rating twice during a single sport season will be ineligible for the playoffs at the end of the season. Teams receiving a "2" or "1" rating during the playoffs will be eliminated from further competition in the playoffs. Any organization or individual suspended from intramural activities due to violations of intramural guidelines or sport rules must meet with the Disciplinary Action Committee or Assistant Director of Intramurals prior to being reinstated in the Intramural Program. Individuals will be given the opportunity to present their side of the story and participate in due process to insure protection of their rights. The Committee will hear information from all involved parties and render a final decision on further disciplinary action and player eligibility.

## **Section XI. Discipline System**

### **Article I.**

All participants will be subject to this policy. Please read the policy carefully and be prepared to inform your teammates once the season starts. The following policy serves as a general framework for addressing violations of Intramural policies and procedures. The Disciplinary Action Committee and Assistant Director of Intramurals reserve the right to adjust any penalty on a case-by-case basis.

### **Article II. Major Offenses**

Major offenses will simply not be tolerated. Major offenses and their ramifications include, but are not limited to:

#### **Fighting/attempting to strike another individual or involved in an altercation**

#### **Aggressive physical contact with an intramural employee**

#### **Playing under the influence of alcohol or drugs**

1<sup>st</sup> offense                      6-month suspension (summer does not count)

2<sup>nd</sup> offense                     Permanent suspension from intramurals

**\*\*In order to be reinstated after 6 months, you must schedule a meeting with the Disciplinary Action Committee.**

#### **Intentional damage/destruction of facilities/equipment**

1<sup>st</sup> offense                     Participant is removed from the game, team charged with a loss, team and player suspended until participant pays for replacement of damaged equipment.

2<sup>nd</sup> offense                     Participant is given a permanent suspension and will be charged for the replacement of the damaged equipment. If spectators are involved in one of the major offenses, the ramifications are as follows:

1<sup>st</sup> offense                     Spectators will be banned from the Rec Center for 3 months

2<sup>nd</sup> offense                     Spectators will be banned from the Rec Center for 1 year

**\*\*\*In addition to the aforementioned sanctions, the Office of Recreation will send a copy of the sanction letter to the Office of Student Judicial Affairs. This letter will be placed into your permanent file at the University. If the action warrants, the Office of Recreation will refer the case to the Office of Student Judicial Affairs.**

### **Article III. Secondary Offenses**

Secondary offenses will be dealt with in a different manner. Any player ejected from an intramural contest for any reason is automatically suspended indefinitely from all intramural activities and must meet with the Disciplinary Action Committee. The Assistant Director or Committee will render a decision on further disciplinary action and eligibility. Individuals will remain suspended from all intramural activities until meeting with the Disciplinary Action Committee. Secondary offenses and their ramifications include, but are not limited to:

#### **Profane language/obscene gestures**

#### **Unnecessary physical contact/minor contact with an intramural employee**

1<sup>st</sup> offense                     Removed from the game and suspended indefinitely

2<sup>nd</sup> offense                     Removed from the game and suspended permanently from intramurals

#### **Verbally abusing/threatening an official/supervisor**

1<sup>st</sup> offense                     1 month suspension

2<sup>nd</sup> offense                     6 month suspension

3<sup>rd</sup> offense                     Permanent suspension from intramurals

#### **Ineligible player/playing under a false name**

1<sup>st</sup> offense                     Team that player played for will be charged with a loss for ALL games that there were playing as an ineligible participant

2<sup>nd</sup> offense                     Player is suspended from intramural play for 1 year

3<sup>rd</sup> offense                     Permanent suspension from intramurals

#### **Dunking**

1<sup>st</sup> offense                     Removed from the game. If there is less than 10 minutes remaining in the game, the player is also suspended from the next game

2<sup>nd</sup> offense                     Player is suspended for 3 games

3<sup>rd</sup> offense

Player is suspended for the rest of the season and the next intramural basketball season

**\*\*\*In addition to the aforementioned sanctions, the Office of Recreation will send a copy of the sanction letter to the Office of Student Judicial Affairs. This letter will be placed into your permanent file at the University. If the action warrants, the Office of Recreation will refer the case to the Office of Student Judicial Affairs.**

#### **Article IV. Restorative Justice**

The Office of Recreation has adopted the ideal of Restorative Justice for all participants in all programs. Restorative justice is a values-based approach to responding to conflict and inappropriate behavior with a balanced focus on the person harmed, the person causing the harm, and the affected community. Restorative Justice focuses on transforming wrongdoing by healing the harm that is created by inappropriate behavior. This concept of Restorative Justice will be incorporated into the disciplinary process for all Intramural Programs.

#### **Article V. Appeals**

The sanctions listed above serve only as a guideline for addressing poor sportsmanship and inappropriate behavior by Intramural participants. However, the Intramural Department reserves the right to impose additional sanctions on a case by case basis. All disciplinary matters will be handled by the Intramural Disciplinary Action Committee. Participants may appeal any penalty imposed by the Intramural Disciplinary Action Committee to the Assistant Director of Intramurals, but run the risk of having the penalty increased if the appeal is not upheld by the Assistant Director of Intramurals.

### **Miscellaneous**

#### **Article I. Divisions**

##### **Fraternity**

Any student, faculty, or staff of an organized and recognized men's student organization of the University is eligible to participate in this division. This includes fraternities, social fraternities and other men's organizations. Only one team from an organization may compete in the fraternity division. All other teams from that organization must enter the men's division.

##### **Men**

The men's division is open to all participants who are male students, faculty, or staff of the University.

##### **Women**

The women's division is open to all participants who are female students, faculty, or staff of the University. This division has combined the former Sorority and Women's divisions.

##### **Coed**

The coed division is open to all men and women participants who are students, faculty, or staff of the University.

#### **Article II. Athletic Attire**

Proper athletic attire must be worn during all Intramural Activities. Proper attire pertains to all articles of clothing including footwear. Participants may not wear sandals or flip-flops during any Intramural activity.

#### **Article III. Alcohol/Drugs/Tobacco Policy**

Smoking and any other tobacco use is strictly prohibited in all UT 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 recreation facilities. Furthermore, any person (participants, coaches and spectators alike) who appears to be intoxicated or under the influence of an illegal substance will be removed from the Student Recreation Center or designated playing area and may face further disciplinary action.

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