



W
RECREATION

INTRAMURALS HANDBOOK



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General Information

Court & Field Reservations

[Check here](#) for more information on making court and field reservations.

Health, Injuries, and Insurance

- The University of Washington and UW Recreation does not provide accident/medical or sickness insurance for intramural sports participants and is not responsible for paying medical costs associated with injuries incurred through participation in these voluntary activities.
- It is strongly recommended that all participants have an accident/medical plan in effect while participating in intramural sports.
- A plan such as:
 - One through LifeWise Insurance. [ISHIP Students](#)
 - The University offers an International Student Health Insurance Plan for students on with a F- 1 or J-1 Visa that may be purchased at the time of class registration. Coverage is available on a quarterly or annual basis.

For further information, call the Student Insurance Office at (206) 543-6202 or check their website at <http://www.washington.edu/ship/?s=student+health+insurance>

IMA First Aid Room

Accidents/Injuries that happen in or near the IMA Building should be reported to the First Aid Room located on the lower level of the facility across from the racquetball court entrance. The first aid room is staffed during all IMA Building hours of operation.

Sports Equipment, Baskets, and Lockers

Sports equipment necessary for all scheduled intramural contests is provided by the Department (e.g. balls, bats, etc.). Most items of equipment are available for individual

check out at the main issue area, located on the lower level of the IMA Building outside the entrance to the Men's Locker Room and at the issue window in the Women's Locker Room. Check out is possible with appropriate identification, (e.g. Husky ID Card, IMA membership Card, etc.). Sports equipment game bags are available at the Main Issue Window and may be checked out with a valid Husky ID Card. Softball bag includes gloves, bat, balls, and a catcher's mask. Baskets, locks, and towels are available for checkout in both the Women's and Men's Locker Rooms. Lockers are available on a per use basis.

Disability Accommodations

To request disability accommodations, contact the Disability Services Office at: (206) 543-6450 (Voice), (206) 543-6452 (TTY), (206) 685-7264 (FAX), or dso@uw.edu. The University of Washington makes every effort to honor disability accommodation requests. Request can be responded to most effectively if received as far in advance of the event as possible, preferably at least 10 days.

Officials

Paid student officials are provided by UW Recreation for most team sports activities. Team captains/individuals should not consider a statement on policy or procedure from an official as final and should contact the Program Assistant on site or email the Intramural Manager for clarification.

Intramural Awards

T-shirt awards will be provided for the members of teams that finish first in each competitive division and for participants who place first in special events, individual, dual and meet sports.

Eligibility

General Rules

The eligibility rules are designed to provide enjoyable and fair participation. The rules are not designed with the intent to punish or discipline any individual, but merely to ensure that the spirit of fair competition is applied to all. The intramural staff assumes responsibility for eligibility only when called to its attention or when obvious infractions are observed by the intramural staff, supervisors, or officials. Each participant is responsible for their own eligibility.

Only the following individuals are eligible to participate in the Intramural Program:

- All UW Seattle Campus regularly enrolled and currently registered graduate or undergraduate students with a valid Husky ID card, and not declared ineligible through disciplinary sanctions as outlined in the University of Washington Student Conduct Code or the UW Recreation Code of Conduct. Student spouses and registered domestic partners who have purchased an IMA Quarter Membership.
- Bothell and Tacoma Campus regularly enrolled and currently registered graduate or undergraduate students with a valid Husky ID card, **must purchase an IMA membership.**
- All UW Seattle Campus Faculty/Staff who have purchased an IMA Quarter or Annual Membership or have paid the Intramural Sports Membership (for outdoor sports only). Faculty/Staff spouses or registered domestic partners who have purchased an IMA Quarter or Annual Membership or have paid the Intramural Sports Membership (for outdoor sports only).
- (Summer Quarter only) Regularly enrolled and currently registered students with a valid Husky ID card and students enrolled during the previous Spring Quarter who

have purchased an IMA Student Summer Membership or have paid the Intramural Sports Membership (for outdoor sports only).

General Restrictions

- Participants are only eligible to participate in that division of competition that represents their level of skill or competitive background. This means that players may not compete in both a Cascade and Rainier level within the same league designation. The Intramural Staff reserves the right to place teams or individuals in the appropriate division.
- League designations are organized by Men's, Women's, Co-Rec (gender specific rules or player ratio requirements vary by sport), and Open (no gender specific rules or player ratio requirements, recreational in nature) competition and will be offered based upon interest.
- An individual who has participated as a professional in a sport is not eligible for intramural competition in that sport.
- An individual may not participate under an assumed name or use false identification. **NOTE:** To ensure a player's eligibility, identification may be requested at any time by the intramural staff. Individuals without valid identification may not be allowed to participate.
- A player may participate on only one team in any of the four divisions (Co-Rec, Men's, Women's, or Open) in any activity during a season. A player may not transfer to another team once having participated for a team. In cases where an entire team has dropped out of competition prior to the first scheduled contest, consideration for transferring to another team may be approved. Approval must be obtained from the Intramural Manager.

- The official team rosters are maintained online. The score sheet is not an official roster. A player will be declared ineligible (regardless of which team roster their name is listed on) for playing on more than one team in a Division. Any player whose name appears on a game's score sheet will be considered to have played in that game.
- Females are eligible to participate on a men's team (maximum of two females per team with the exception of one for Ultimate) or in a men's individual or doubles tournament in the event that there is no women's division. A male wishing to participate in the women's division must request permission from the Associate Director and may not participate in both the men's and women's divisions. Individuals shall be permitted to participate in Intramural events in accordance with that person's gender identity. The individual's gender identity will be applied when there are gender specific rules or player ratio requirements in co-rec leagues.
- The Intramural Staff reserve the right to declare an individual ineligible for competition if their participation is considered harmful to themselves or to others.
- The Intramural Staff may declare any individual or team ineligible for intramural competition due to misconduct or proven ineligibility. This may be done with or without a written protest from an opposing team or individual. Appeals may be made in writing to the Associate Director. In instances where a person or team is declared ineligible, entry fees will not be refunded.
- Additional eligibility rules may apply to specific tournaments, meets, and activities. Refer to the information bulletins for those events.
- The penalty for use of an ineligible player shall be:
 - The ineligible person shall not be allowed to participate in the specific activity involved for the remainder of the season, including the playoffs.
 - Forfeiture of all games/contests in which the ineligible person participated.
 - The team captain(s) for that team may be suspended for one game.

- Repeat violations will result in more severe penalties to both the individual and team.

Current & Former Intercollegiate Athletes Eligibility Rules

The following eligibility rules apply to current and former intercollegiate athletes.

- An intercollegiate athlete who is officially on a varsity squad workout list for the current year, on an Athletic Grant-in-Aid Scholarship, or is held out of competition (i.e. redshirt) is not eligible for participation in that sport.
- A former intercollegiate athlete who wants to participate in an intramural sport in the sport in which he/she obtained varsity status must have their eligibility cleared prior to participation. Clearance may be obtained by submitting a written request to review eligibility, to the Associate Director of Programs.
- A former intercollegiate athlete who has been declared eligible for intramural participation must participate in the highest competitive skill division offered for the sport in which they participated at the intercollegiate level.
- No more than two former intercollegiate athletes may be listed on the same team roster for the sport in which they participated at the intercollegiate level. These individuals must be identified on the roster as former intercollegiate athletes.
- Certain restrictions may apply regarding participation by former intercollegiate athletes in some special event activities. These restrictions will be noted in the information bulletins for those events.

High Skill Level Participants & Club Sport Member Eligibility Rules

Definitions:

- High skill level participants are defined as those individuals who have excelled in a particular sport and whose participation at a low skill level would create a distinct

competitive advantage over other participants. Examples include persons who have participated on off campus club/collegiate volleyball (USAVB), ultimate (USAUlt), soccer leagues, semi-professional leagues, on AAU, national, regional, or state teams.

- Club competitors are defined as those competing for their UW club on a regular basis in tournaments and leagues. The class A and B participant who regularly works out with the team falls under this rule.

Individual participants, as defined above, must abide by the following rules to remain eligible for intramural sports participation:

- High skill level participants and Club competitors must compete in the highest intramural sport skill division offered.
- Club members are only eligible to participate in the highest division offered for individual/dual sports competition and events in which they are club members (e.g. Volleyball Club/Volleyball Doubles).
- Anyone who feels they should be released from these rules may appeal in writing to the Associate Director of Programs. This appeal should state specific reasons why they should be considered eligible for intramural participation.

Retired Faculty/Staff, Spouses, Domestic Partners, Visiting Scholars Eligibility Rules

To be eligible for participation, members of retired Faculty/Staff, spouses, registered domestic partners, and visiting scholars must purchase a Quarter or Annual IMA Membership or an Intramural Sports Membership for outdoor sports only.

Entry Procedures

Entry Process

- Entries for all intramural programs are available [online](#). You must log in using your UWNNet ID to register. Entries must be paid for and processed by the deadline posted. Entries are taken on a first-come, first-serve basis, spaces are limited.
- Official rosters must be maintained on our [Team Management](#) site IMleagues.com. Each team captain may only register one team, individual or dual sport for each activity.
 - Each team is permitted to list twice the number of players required to play the sport, on the team roster online. For example: seven person flag football is permitted to have a maximum of fourteen names on the roster. It is recommended that all captains consider a full roster to allow for player shortage during the season/playoffs.
 - Team roster changes/additions:
 - Roster changes and additions are permitted at any time before Wednesday at 6:00 pm on the last week of the regular season before playoffs. All changes to the official roster must be made online. Additions to the roster may be made provided that they do not exceed the player limit established for that sport.
 - A player may not change teams after having played as a member of another team.
 - All teams with an illegal roster will be excluded from playoffs.
 - Roster additions may be allowed due to extenuating circumstances that cause a team's roster to drop below the minimum number of players necessary to field a team. All special situation roster changes must be approved by the Intramural Manager and must be made on the official team roster.
- The free agent program assists in helping individuals to become participants on teams or to find doubles partners. If you have an interest in a particular activity,

please go online while entries are open and sign-up as a free agent in your sport. Free agents are encouraged to attend the [free agent's meeting](#) for their activity.

Entry Fees

- Fees vary for each sport.
- Fees are due when you register [online](#).

Refunds

Intramural Entry Fees

1. **All refunds must be processed in-person in the IMA Programs Office, on the 3rd floor, during IM A Programs Office hours, seven days or more prior to the first contest.** A refund will be given, less a 15% service charge. If you paid by credit card, you will need to bring your card so that we can credit your account.
2. Refunds will not be granted within six days or less of the first contest.
3. A full refund will be issued to participants if a sport league or tournament is cancelled. All refunds for a cancelled intramural must be requested and processed within 30 days of cancellation, as they are not issued automatically.
4. Teams or individuals who are dropped from the program by the Intramural Manager for disciplinary or eligibility reasons will not receive a refund.

Intramural Outdoor-Only Membership

1. **Outdoor-Only Membership refunds require the approval of the Intramural Manager.** You may request a refund by email at recim@uw.edu. The following are viable reasons for permitting refunds: Termination of employment or withdrawal from academic classes, change in employment status or class schedule, and medical request. A refund will be issued and prorated in accordance with the refund schedule, available at the Programs Office.

2. **All refunds must be processed in-person in the IMA Programs Office, on the 3rd floor, during IMA Programs Office hours.** If you paid by credit card, you will need to bring your card so that we can credit your account.
3. A full refund will be issued to participants if a sport league or tournament is cancelled. All refunds for cancelled intramurals must be requested and processed within 30 days of cancellation, as they are not issued automatically.
4. Teams or individuals who are dropped from the program by the Intramural Manager for disciplinary or eligibility reasons will not receive a refund.

Team Captain Responsibilities

Each team must be represented by a team captain. Team captains play a vital role because they provide leadership and serve as a liaison between the intramural program staff and the team.

It is their responsibility to:

- Read and understand the rules and policies in this Handbook as they pertain to their team's participation.
- Submit the appropriate entry fee [online](#) using your UWNet ID. Keep a copy of the receipt.
- Manage their team, invite players to the roster, read the rules and captain's information posted, and complete the sport quiz.
- Check schedules regularly.
- Check [online](#) for game schedules, results, and updates.
- Notify team members of date, place and time of contests, shirt color, or schedule changes.
- Enter line-up on appropriate score sheets. Print first and last names of the players that will participate in the contest.
- Verify the final score and sign the game sheets at the completion of each contest.
- Be knowledgeable of all playing rules governing the sport in which they participate.
- Make official roster changes and additions, when necessary, in accordance with the established rules. **Note: The official roster is not the score sheet at each game.** Each person must be on the official roster, [online](#), before Wednesday at 6:00 pm the last week of the regular season before playoffs begin.
- Assist the Intramural Staff and officials with the enforcement of the "Code of Conduct" by assuming responsibility for the conduct of team members and spectators before, during and after all intramural contests.
- Ensure that all individuals on their team roster and those participating are eligible for participation in accordance with the eligibility rules and pay the appropriate membership fees.

Postponements

- In the event that it is necessary to postpone scheduled activities, the following procedures will be in effect: (Note: Activities will not automatically be postponed due to inclement weather).
 - Team captains may call the Intramural Sports Weather Line if there is uncertainty as to whether games will be played or not. Decisions regarding weather related postponements will be made at 2:30 pm, 4:00 pm and 5:00 pm (10:00 am on Sunday) on days when game status is questionable.
 - When an event postponement occurs, a new tournament or league schedule will be developed and posted [online](#).
 - It is the responsibility of the team captain or individual participant to check with the Intramural Manager to verify the time, date, and location of a rescheduled contest. They should also notify all team members.
 - When games are postponed due to field conditions, the fields shall be considered closed until scheduled games resume.
 - There is no guarantee that postponed games will be rescheduled. However, the Intramural Staff will reschedule as many games as possible that have been postponed because of inclement weather or poor field conditions.
- A team or individual wishing to reschedule a contest must:
 - Contact the Intramural Manager in the Programs Office to obtain a list of available reschedule times.
 - Contact the opponent. If the opponent is willing to reschedule, a mutually convenient date/time must be agreed upon.
 - The team captain must confirm the agreed upon rescheduled time with the Intramural Manager over email.
 - If the postponement request is approved, the contest must be played at the new date, time, and site. Failure to play at the rescheduled time will result in a loss by forfeit for the team(s), or individuals involved.

Forfeits

- In activities where officials are provided, teams failing to appear at the playing area with the minimum starting lineup within ten minutes after the scheduled playing time shall forfeit the contest to their opponents. When neither team complies with this requirement, a forfeit shall be recorded for both teams. Minimum starting lineups are indicated in the rules for each activity.
- In activities where officials are not provided, the team or individual present may, after waiting ten minutes past the scheduled game time, claim a win by reporting the forfeit to the Program Assistant or Intramural Manager.
- Individual or dual tournament contests not completed or the score not reported to the Intramural Manager (recim@uw.edu) by the scheduled contest deadline will be declared forfeits for both of the individuals or teams involved.
- As a courtesy, teams or individuals who find it necessary to forfeit should notify the Intramural Manager as far in advance of the scheduled contest as possible to prevent the other team or individuals and officials from showing up unnecessarily and also to reduce program expense.
- Teams or individuals who have forfeited two scheduled games or contests will be dropped from further competition. No notice will be given and no entry fees will be refunded.
- Teams or individuals must appear at the site of play to claim a forfeit, unless the forfeiture has been declared official by the Intramural Manager prior to the scheduled contest.
- Forfeited contests will not be rescheduled.

Defaults

- If a special problem or conflict arises that will prevent a team/individual from playing a regularly scheduled contest, it is possible to avoid the penalties associated with forfeiting by requesting that the contest be declared a default.
- In order for a contest to be considered a default, the team captain/individual must contact the Intramural Manager by 5:00pm the **day before the scheduled game**.

- A default will count as a loss for the team/individual defaulting and as a win for the opponent.
- A team may default one game in league play. Defaults will not be permitted in playoffs, certain tournaments, or meets. Additional defaults will be considered forfeits.
- One default will not eliminate a team from league play and will be taken into consideration for playoff seeding.

Code of Conduct

All students at the University are subject to the Student Conduct Code, WAC 478-121, and Student Governance and Policy Chapters 209 and 210. These documents outline prohibited behaviors, including but not limited to abuse of others, unlawful use of alcohol and drugs, harassment and bullying, theft, and vandalism. Allegations of misconduct may be referred to Community Standards & Student Conduct for investigation. More information is available online at washington.edu/cssc.

Policy

The following Code of Conduct represents the policy for persons using facilities managed by UW Recreation or for participants in programs administered by the Department staff. It applies to participants, coaches, instructors, team managers, organizations, and spectators. The Code of Conduct will be enforced. Any organization or individual violating the intent of the policy may be restricted from participating in programs and/or use of Department facilities.

Code of Conduct

All players, coaches, or team managers participating in UW Recreation activities are bound by the following Code of Conduct.

- The unlawful possession, use, and distribution of illicit drugs and alcohol on the University campus or during University-sponsored activities is prohibited (CH.478-124 WAC) and will result in appropriate steps by the University Police and could result in disciplinary sanctions under the Student Conduct Code, including dismissal from the University.
- A player will be ejected from a game or prevented from participating for consuming alcoholic beverages/drugs at the game site or prior to the game. The decision to eject a player will be made by the game officials or recreation staff. This decision will

be based on judgment and will not be considered grounds for a protest. It is the responsibility of the team members to cooperate with game officials in controlling spectators and team followers. A contest will be forfeited if, in the opinion of the game officials, such cooperation is not evident.

- Good sportsmanship will be observed in all UW Recreation activities. Respect for players, coaches, managers, officials, recreation staff, and spectators are essential for amateur competition and fair play.
- Good sportsmanship conduct by participants toward the opposition, officials, spectators, and recreation staff is mandatory. The Department (Program Manager) shall have the authority to administer disciplinary action to individual players, coaches, instructors, managers, and/or spectators for unsportsmanlike conduct.
 - Good sportsmanship also applies to team names:
 - **Team names must be appropriate.** A team name that promotes intolerance, degrades a racial/ethnic/gender/religious group, infers an explicit sexual reference, or promotes destructive behavior is considered disrespectful to University members and the University community at large. The name will be deemed inappropriate by the Intramurals staff and be modified accordingly.
 - If a team name is deemed inappropriate by the Intramurals Staff, the captain will be given the opportunity to change their team name and the team will remain on the waitlist. Should the name not be changed to an appropriate name, it will be modified to the captain's name without notice.

Violations & Penalties

- The following unsportsmanlike behavior shall result in ejection from an intramural contest:
 - Verbal abuse and/or threatening behavior to a member of the opposing team, spectator(s), intramural official, and/or staff member. Abuse may be verbal or non-verbal (e.g. taunting and baiting behavior).
 - Any inappropriate physical contact with a member of the opposing team, spectator(s), intramural official, or staff member.

- Multiple unsportsmanlike technical fouls or penalties (e.g. a red card).
- Uncooperative in providing information requested by an official or staff member.
- Persistent infringement of the spirit and intent of the game rules.
- Evidence of use of alcohol/drugs prior to or during participation.
- Ejection from an intramural contest for unsportsmanlike conduct will result in an automatic one game suspension from further intramural participation. An ejected individual shall remain suspended from all intramural activities until he/she meets with the Associate Director.
- Violations of the Code of Conduct may be penalized as follows:
 - **Forfeiture:** the contest(s) in which the violation(s) occurred may be declared a loss by forfeit.
 - **Warning:** formal notice of the violation, no penalties imposed. The organization, team, or individual(s) must take corrective action following the warning.
 - **Probation:** formal notification of the violation may result in additional penalties. The organization, team, or individual(s) will be placed on probation for a designated period of time. Further violations may result in suspension.
 - **Suspension:** as a result of serious, intentional, or repeated violations, the organization, team, or individual(s) may be declared ineligible for intramural participation.
 - **Expulsion:** an organization, team, or individual(s) may be prohibited from participation in all UW Recreation activities and/or from use of department facilities.

The extent and terms of disciplinary action taken by the intramural programs staff will depend upon the nature and severity of the violation as well as any history of previous violations. The duration of the penalty may vary in length from one game to up to one year or more.

- The penalized individual/team may appeal the decision in accordance with the established appeal procedures in this handbook.

- The Associate Director reserves the right to suspend any participant or team from intramural competition for conduct, behavior, or attitude that he/she perceives as interfering with the orderly conduct of intramural activities and/or the safety of the participants.

Student Conduct Code, WAC 478-120, General Conduct Code for the University of Washington, WAC 478-124

Additional disciplinary action may be taken in accordance with the Student Conduct Code and/or General Conduct Code for the University of Washington.

Presidential Order, Executive Order No. 31: Non-discrimination and Non-retaliation Policy for the University of Washington

Additional disciplinary action may be taken in accordance with the non-discrimination and no-retaliation policy for the University of Washington.

Protest Procedures

General Information

- Protests will not be considered if they are based solely on a decision involving the judgment of an official.
- Protests that shall be considered concern matters of the following types:
 - Misinterpretation of a playing rule.
 - Player eligibility.
- All protests must be filed online using the [Protest Form](#), by the team captain (for team sports) or individual participant (for individual and dual sports). The Protest Form must be submitted by 8:00 am the next day following the contest. Teams or individuals may only file protests against those teams or individuals with whom they have had direct competition.
- Questions of eligibility may be protested throughout the intramural season or tournament. Those protesting ineligibility must notify the official at the start of the contest and the contest will continue under protest. In any event, both team's roster will be checked for eligibility. Late players must be protested upon their entry into the contest. No eligibility protests will be allowed after the contest has been completed. It is the responsibility of the protesting team/individual to prove participant ineligibility.
- Rule Misinterpretation Protests:
 - Officiated contest: A protest regarding possible playing rule misinterpretation must be registered verbally with the official at the time the incident occurs and recorded on the score sheet.
 - The game may continue if the proper rule misinterpretation can be agreed upon by both team captains and the official(s). The agreement must be indicated on the back of the score sheet and signed by the team captains and the official(s). Following the agreement, the result of the game will be final and neither team will be allowed to file a protest on the rule misinterpretation in question.

- If the interpretation cannot be clarified or agreed upon, the game will continue under protest. Both team captains should make certain that the official records specific game information at the time the protest is registered. The information must include: score, players involved, time remaining and other game situation details pertinent to any further decisions that would allow the game to be continued from the point of protest.
- A Protest Form must be completed and filed online following the contest by 8:00 am the next day.
- Non-Officiated Contest: In cases when officials are not assigned to a contest, the players are responsible for the conduct of the game. If an individual or team questions or protests a rule interpretation, the contest should immediately be stopped and the grievance brought to the attention of the opponent. If they cannot come to an agreement, they must contact the Program Assistant for a ruling prior to continuation of play. If the contest is completed, the final score is official and no protest will be considered.

Hearings & Rulings

- The Associate Director will rule on eligibility protests, administration errors, and rule misinterpretation protests when they are obvious and not contested by either team or by the individual(s) involved.
- The Intramural Manager may rule on protests regarding rule misinterpretation at the time of the occurrence.
- Protests that are contested or involve situations that are not specifically covered in this Handbook shall be reviewed by the Associate Director, Intramural Manager and other UW Recreation Staff as needed.
- Decisions by the Associate Director may include, but are not limited to, the following:
 - **Eligibility Protest:** The penalty for ineligible participation shall be forfeiture of all games/contests in which the ineligible person participated. In addition, the team captain(s) for that team(s) will be suspended for one game plus any

further action deemed appropriate. During playoffs, a team/individual in violation will be dropped from further competition.

- **Rule Misinterpretation Protest:** When rule misinterpretation is involved, all officials for that contest shall be required to file a written report. The decision rendered on a protested game shall result in one of the following:
 - The protest is considered to be invalid and the game score stands as recorded.
 - When a protest is determined to be valid because of the misinterpretation of a playing rule, the decision will be corrected and the game shall be replayed from the point at which the incorrect decision was made.

Appeals

If new evidence is presented that may have a bearing on a previous protest decision, an appeal may be made by following these rules:

- An appeal must be made within 48 hours of the next contest during the regular season. A playoff contest appeal must be made within two hours after the initial protest decision has been announced.
- An appeal must be made using the [Protest/Appeal Form](#).
- Only the captain of the appealing team can file the appeal or the individual involved in Code of Conduct violations or penalties may file their appeal.
- A team involved in a protest shall be represented by the team captain and the individual(s) involved.
- If eligibility is involved in the appeal, those in question may not participate until a final decision has been rendered.
- Rule misinterpretation and eligibility decisions made by the Associate Director shall normally be final. However, individuals/teams may make a final appeal to the UW Recreation Director if new evidence warrants further review.
- Code of conduct violation/penalties: Individual may appeal to the Associate Director.