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RECREATION

# INTRAMURALS HANDBOOK



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## PROGRAM OVERVIEW

Intramural Sports offers a fun and unique recreational opportunity to University of Washington students, faculty, staff, and affiliates. The Intramural Sports program provides more than 30 structured athletic leagues, tournaments, and events which feature a wide variety of sports and activities. Intramural sport leagues consist of several playing divisions which are classified as Open, Co-Rec, Women's, and Men's and are open to individuals with all levels of sporting experience. With a range of competitive levels offered, novices and experts alike are able to participate in activities that fit their ability level. The program is also committed to the development of leadership qualities in students. Each year we hire over 80 students to be sports officials and intramural sports supervisors.

## MISSION

### **Mission of Intramural Sports at the University of Washington:**

To engage the university community in diverse sport and program opportunities that enrich the student learning experience through involvement, leadership and physical activity.

## PROFESSIONAL STAFF

### **Sam Rodenberg**

Intramurals Manager

[sroden@uw.edu](mailto:sroden@uw.edu)

### **Intramural Sports Office**

206.543.9346

[recim@uw.edu](mailto:recim@uw.edu)

### **Intramural Weather Line**

206.616.3306

## JOB OPPORTUNITIES

The success of Intramural Sports relies heavily on the services of Student Officials and Student Program Assistants. Each year over eighty students are employed to carry out these important functions. Any currently enrolled University of Washington student with an interest and background in any of the team sports offered by Intramural Sports is encouraged to apply for these positions. Previous experience as an official is not required.

Intramural Sports Staff conduct training clinics at the beginning of each term to teach the necessary skills required to succeed as an official or assistant. Students may also participate on a team if they work as an official or assistant. A more active role, such as officiating or supervising, often enhances the enjoyment of a sport in addition to providing income. Hiring of student officials takes place the term prior to the sport being offered. To apply, go to [UW Recreation Website-Employment Opportunities](#). For additional information and details about the hiring timeline, officiating clinics, etc. contact the [Intramural Sports office](#).

## HEALTH INSURANCE

UW Recreation does not provide accident/medical coverage for participants. All participants acknowledge an assumption of risk by their voluntary participation in intramural activities and must sign a waiver on IMLeagues prior to participation. It is recommended that participants obtain their own personal coverage while participating in intramural sports. Students may obtain additional information on student accident/sickness insurance by contacting:

[Student Insurance Office](#)

Room 459 [Schmitz Hall](#)

(206) 543-6202

[stdins@uw.edu](mailto:stdins@uw.edu)

## **PARTICIPANT SAFETY AND INJURIES**

The on-site Program Assistant should be notified of all injuries at the time of the incident. Program Assistants are not trained in the treatment of sport injuries, but are certified in First Aid/CPR/AED. The Program Assistant will also have a radio to call for further assistance, if necessary.

When a participant is bleeding, has an open wound, or has blood on their uniform, the player will be directed to leave the game. The injured player may not return to the game until the bleeding has stopped and the open wound covered. Any part of a participant's uniform containing blood must be changed before re-entering the game. The game may continue to play without the injured player at the discretion of the intramural sports staff.

## **ELIGIBILITY**

### **Participant Eligibility**

#### Students

- All full-time, matriculated, UW Seattle campus students who pay the Service and Activities Fees, graduate or undergraduate student with a valid Husky ID card.
- Currently enrolled UW Bothell and UW Tacoma campus students with a valid Husk ID card and IMA Membership.

#### Faculty, Staff, UW Retiree & UWAA

- Current UW Seattle campus faculty and staff active in Workday and UW Retirees (must have Retiree Husky Card) who have purchased an IMA Quarter or Annual Membership.
- University of Washington Alumni Association (UWAA) members with an IMA Membership.

#### Spouses/+1

- Spouses and +1 members who have purchased an IMA Quarter or Annual Membership through a UW faculty/staff/student IMA member.

#### Outdoor Participation Membership

- This membership allows individuals to participate in Intramural Sports without being a full IMA member (for outdoor sports only).
- Current UW Seattle campus faculty and staff members active in Workday.
- UW Seattle summer students not in session (must have been a full-time student spring quarter).

Questions about IMA Membership can be directed to [recinfo@uw.edu](mailto:recinfo@uw.edu) or visit [UW Recreation Membership](#).

### **Professional Athlete Rule**

Professional athletes, current or former, may not participate in their respective or alike sport, activity or event. A professional athlete is defined as a person who has been paid to participate in a sport, under contract with a professional team, included on a professional team roster, practiced with a professional team and/or compensated for trying out for a team.

### **Intercollegiate Athlete Rule**

Varsity athletes may participate in other intramural activities outside of their varsity sport. However, they may not participate in their varsity sport or its related activities at the intramural level (i.e. football/flag football; baseball/softball; basketball/inner tube basketball).

- No individual who is on a roster of a varsity intercollegiate squad (including red-shirts) or who is on athletic scholarship (at UW or an institution of comparable athletic stature) at the time of a regularly scheduled intercollegiate contest, or who joins those teams after the start of the intramural season, shall play on an intramural team in that sport or related sport the remainder of that year plus one full academic year.
- Persons practicing or working out with the team who are not on the official roster will be governed by our UW Sport Club Athlete Rule (see paragraph below).
- Students dropped from a squad may petition in writing for intramural eligibility within the same academic year with the consent of their varsity coach involved and the approval of the Intramurals Manager.

### **Sport Club Athlete Rule**

No more than TWO club athletes may participate for the same team in their respective or alike intramural sport, activity or event. Practice players count towards this limit. EXCEPTION: Softball teams may have THREE club baseball members per team.

- A sport club member is defined as an individual who has practiced or played in a contest for a registered sport club during the academic year.
- Sport club coaches are considered club members for Intramural Sports participation. For the purpose of gender determination in Intramural Sports, a Sport Club coach's expressed gender identity is used to determine their eligibility, not the gender of the club they are coaching. For example, if the Women's Water Polo coach identifies as a man, they will be considered a man when determining their eligibility in Intramural Water Polo.

### **Fraudulent Identification**

No participant may participate in Intramural Sports under any identification other than their own. Any player using an assumed name, false gender identity, or an illegal identification card will cause their team to forfeit the contest they participated in. Misuse of an identification card (borrowing, lending, counterfeiting, altering, etc.) is a violation of the Community Standards and Student Conduct policy. The identification card will be confiscated and the individual attempting to use the card will be ineligible to participate. If the card belongs to another student, that student will be suspended from Intramural participation as well as use of the IMA. Students may pick up their card by contacting the Intramurals Manager. Fraudulent identity incidents will be forwarded to Community Standards & Student Conduct.

- 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.

### **Inclusive Participation**

Intramural Sports supports and advocates for inclusion of members of all gender identities and all forms of gender expression. All individuals who meet the eligibility requirements shall be permitted to participate within intramural sports in accordance with their expressed gender identity regardless of medical intervention or the sex indicated in official school records. Those who identify as transgender, gender fluid or nonbinary—whose gender identity is neither woman nor man, but is between or beyond genders, or is some combination of genders—can choose to participate as a woman or a man, whichever feels more comfortable, for the purpose of involvement in divisions in which participation or application of rules is gendered. A participant's gender identity will be applied when there are gender specific rules or player ratio requirement in co-recreational leagues. Additionally, a participant's gender identity must be consistent for all leagues and events during the duration of the term. If circumstances change during the term, participants should contact the Intramurals Manager discuss these circumstances prior to participating in their next intramural league or event.

## **Number of Teams**

A player may participate on only ONE team from the Men's, Women's or Open league and ONE team from the Co-Rec league per sport. Furthermore, players cannot compete in Recreational and Competitive divisions within the same league.

- EXAMPLE: An individual who identifies as a man CAN participate on an Open Recreational team and a Co-Rec Competitive team for Volleyball. This individual CANNOT participate on an Open Recreational and an Open Competitive team for Volleyball.
- EXAMPLE: An individual who identifies as a woman CAN participate on a Women's Competitive team and a Co-Rec Competitive basketball team. This individual CANNOT participate on a Women's Competitive team and a Women's Recreational basketball team.
- EXAMPLE: An individual who identifies as nonbinary can participate on a Men's Recreational team and a Co-Rec recreational soccer team. This individual CANNOT participate on two Men's Recreational soccer teams.
- A player may not transfer to another team once they have participated in a game/match for that team.

## **Playing in Gendered Divisions**

Individuals may participate in another gendered division only if a division for their gender is not offered in that sport. In those situations, individuals are welcome to participate in another gendered division if they meet all other eligibility requirements

## **Eligibility of Opponents**

It is to a team's advantage when questioning the eligibility of an opponent to air those questions as they occur to the opposing team Captain and the game officials. If a protest is warranted, follow up with a written protest to the Intramural Sports office. Your help in making our intramural sports program as fair as possible is greatly appreciated, and your formal protest assists the intramural sports staff in providing fair and safe opportunities.

## **Eligibility Petition**

Participants wishing to appeal their eligibility status may do so by submitting a formal request, in writing, to the Intramural Sports office.

## **LEAGUE AND DIVISION DEFINITIONS**

Intramural Sports are divided into four leagues: Men's, Women's, Open, and Co-Rec. Competitive and Recreational divisions will be formed if there is enough interest. Divisions and leagues offered vary with each sport.

### **Men's League**

This league is open to all individuals who identify as men. Men's competitive and men's recreation divisions may be offered per sport.

### **Women's League**

This league is open to all individuals who identify as women. Women's competitive and women's recreation divisions may be offered per sport.

### **Open League**

This league is open to all genders. The purpose of the open league is to promote friendly competition among all participants. This league does not have gender ratio requirements or gender specific playing rules. There may be open competitive and open recreational divisions offered per sport.

### **Co-Rec League**

This league is open to all genders and has gender ratio requirements and/or gender specific playing rules. See sport specific rules for gender ratio requirements and co-rec rule modifications. There may be co-rec competitive and co-rec recreational divisions offered per sport.

### **Cascades Competitive Division**

This level is the most competitive level of play and offered in sports that acquire enough entries to split levels between competitive and recreational. Teams are comprised of often highly skilled, competitive individuals, typically with prior playing experience.

### **Rainier Recreational Division**

Teams participating at this level are less competitive than the Competitive Level. Player ability is not as important as having fun and socializing. Recreational levels are offered for a range of interests including competitive play, social gathering and/or individuals learning a new sport

### **Olympic Fac/Staff/Grad Recreational Division**

This is a recreational division and applies to Flag Football, Basketball, Soccer, Softball and Volleyball. Competition is open to graduate students and faculty/staff members only. Undergraduate students may be permitted to participate in this division with permission from the [Intramural Sports Program](#).

## **TEAM CAPTAIN AND PARTICIPANT RESPONSIBILITIES**

### **Team Captain**

When registering for a team sport, a Captain must be designated to the intramural sports staff on IMLeagues. This person will be the main contact between the intramural sports program and the team. The team Captain is a vital link between the individuals participating in a sport and the intramural sports staff. For this reason, any person assuming the role of a team Captain has a number of responsibilities they obligated to.

### **Captain Responsibilities**

- Pay for team registration fees online through the [UW Recreation](#) website. Captain will receive a confirmation email containing a COUPON CODE.
- Register team online through [UW IMLeagues](#) during appropriate time. COUPON CODE will be used within the last step of the team creation process in IMLeagues.
- Attend the mandatory Captains' Meeting for all league sports and tournaments, if applicable. If the team Captain cannot attend, they must designate a representative from the team. In the case that a team does not have a representative at the Captains meeting, during the Playoff Captains meeting their team will select their place (day and time) in the playoff bracket last.
- Attend the mandatory Playoff Captains' Meeting (for qualifying teams) for all leagues sports and tournaments, if applicable. At the meeting, team Captain or representative will have the opportunity to select their place in the playoff bracket by seed rankings. Teams who do not attend will be placed in the remaining spots in the bracket at the end of the meeting.
- Know that all team members are eligible to play in an intramural contest. This not only includes whether or not they are an eligible student or faculty/staff member at University of Washington, but also having full knowledge that each member is playing on a legal number of teams.
- Inviting all teammates to join their team through the intramural sports online registration and management system at IMLeagues.com.
- Ensuring that all teammates are registered on IMLeagues.com before deadline.
- Informing all players of the game time and location, including checking the playoff schedules the first day of posting and every day following competition.
- Requiring all team members to present a valid University of Washington or government issued ID before every game. IDs are required at all intramural events and must be presented each time an individual plans to participate.
- Representing each member of their team and being the only participant to discuss rule interpretations and calls with game officials.
- Filing all protests, submitting default notices, etc., with the intramural sports staff on time.
- Knowing all scheduled meetings, rules, policies, and procedures of the intramural sports program and passing this information along to all team members. Rules can be found on the Intramural Sports website or IMLeagues.
- Assisting the intramural sports staff with implementing the sportsmanship policy to all team members.

- Arriving at the game site at least 15 minutes prior to the start of every contest to be sure all teammates are checked in and that any necessary equipment is checked out.
- Communicating with the intramural sports student and professional staff throughout the season about any problems or concerns that may be occurring at the site. This includes frequently checking and responding to emails sent by the intramural sports staff.
- Cooperating with the intramural sports staff at the game site concerning any protests, incidents or accidents that may occur and with the intramural sports staff the day following such occurrences.

### **Mandatory Captain Quiz**

Each team Captain (and participant) will be required to complete a quiz prior to registering their team online at the IMLeagues site. The Captain will be prompted to complete the quiz when creating a team. The Captain must score 100 percent on the quiz to register the team. All questions will come from the Intramural Sports Handbook and the specific rulebook of the sport.

### **Inclement Weather Situations**

Intramural activities are subject to cancellation due to poor weather and/or field conditions. The decision to cancel games will not be relayed from the intramural sports staff until 3 p.m. In the event of inclement weather (rain, snow, lightning, etc.), the intramural sports staff will contact Captains by email or phone if games are postponed or cancelled.

Intramural sports will not call all participants to inform them that games are canceled due to weather. Captains are responsible for informing their team. After the first game of the night, the on-site intramural staff will decide the status of the cancellations from there on. Any games cancelled due to weather after the midpoint of the game will be considered complete games. Captains can also call the Intramural Weather Line for weather related updates/cancellations (recorded message) 206.616.3306.

### **Team Evaluation of Officials**

Teams are always afforded the chance to evaluate the officiating crew after each contest/event. Captains may find a Program Assistant after their contest/event to fill out the appropriate form. These evaluations will be reviewed by a professional staff member and used as a learning tool for our officials. Please take time to evaluate performance that you consider excellent, poor or anywhere in between. We welcome and appreciate all feedback.

Intramural Officials are all current students at the University of Washington. Officials are given the most effective and adequate training in the limited amount of training time they that is available. Participants are expected to always treat officials with respect and any harassment and/or abuse in a physical or verbal nature will not be tolerated.

### **Rules and Eligibility Protests**

All protests must be filed at the time of the incident in question by the team Captain. Sports may have a specific set of rules regarding when a protest may be filed (See PROTESTS below).

### **Participant Responsibilities**

The Intramural Sports Program is proud to offer a variety of activities for the University of Washington campus community. However, each person participating in an intramural event assumes responsibilities as an individual participant. Participants are responsible for:

- Creating an account for the intramural online registration system, IMLeagues.
- Joining your team roster on IMLeagues.com by the deadline.
- Knowing your team's game time and location.
- Agreeing to the waiver on IMLeagues.
- Arriving at the site at least 15 minutes prior to the start of every contest to make sure that your name is properly documented and that any necessary equipment is checked out.
- Bringing a valid University of Washington or government issued ID card to intramural sport competitions. Participants can be asked to show a valid ID at any time. Within playoff games a government ID is mandatory for all participants.

- Being familiar with all rules, schedules, policies, and procedures including the sportsmanship and eligibility policies of the intramural sports program.
- Cooperating before, during, and after competition with the intramural sports staff on site.

### **Mandatory Participant Quiz**

Each participant will be required to complete a quiz prior to joining a team online on IMLeagues. The participant will be prompted to complete the quiz before joining a team. The participant must score 100 percent on the quiz to join the team. All questions will come from the Intramural Sports Handbook and the specific rulebook of the sport.

## **PROTESTS**

A participant may file a protest if there is a misinterpretation of a rule by an official or if a team uses an ineligible player. Protest forms are available on-site provided by the Program Assistant can be found [online](#). Decisions on protests will be made by the Intramurals Manager.

### **Misinterpretation of a Rule**

A protest may be made against the misinterpretation of a rule, but not a judgment call. If a team feels that the official misunderstood the rule or incorrectly administered it, a protest should be clearly made to the officials and opponents. This should be done at the time of the incident and before the next live ball situation. The game situation should be recorded on the back of the scoresheet immediately, so that everyone is clear about the circumstances, and the game should be completed. The protesting team must complete an "Intramural Sports Protest Form" before 10:00 a.m. the next working day.

### **Playing an Ineligible Player**

If a team believes an opponent is using an ineligible player, they should protest at the time to the officials and to the opponent. The protesting team should be sure to provide witnesses (including an official) who can later verify the protest. The protesting team must complete an "Intramural Sports Protest Form" before 10:00 a.m. the next working day. If a team finds out after a contest that their opponent has used an ineligible player, they must complete a protest form before 10:00 a.m. the day of their next scheduled game. The burden of proving the identity of the player and providing witnesses becomes more difficult as time passes. If at any time the Intramural Sports Staff become aware of an eligibility issue, they may address the situation at their discretion.

## **DEFAULTS AND FORFEITS**

### **Defaults**

Any team knowing in advance that they will be unable to play a regularly scheduled contest is provided the opportunity to default the contest. This will result in the team receiving a loss and a sports conduct of "3" for the contest. To receive a default, the Captain must email the [Intramural Sport Office](#) by MIDNIGHT the night before the game. For teams playing on Sunday, the deadline is MIDNIGHT, Thursday. The opposing team will then be contacted by the Intramural Sports Office to let them know they do not need to arrive for their scheduled contest and they have been awarded the win, and a sports conduct rating of "4".

### **Forfeits**

Starting in Autumn of 2019, the Intramural Sports program will implement Forfeit Fees. Teams who no-show or do not meet the minimum participation number for any given league game will be assigned a \$20 Forfeit Fee, to be paid by the team Captain.

Forfeits negatively impact the participant experience and program. In order to reduce the number of forfeits, these fees are assigned to hold the team Captain and their team accountable for committing to participate in the program. A person undertaking the role of team Captain is assuming responsibility for that team and agrees to pay the Forfeit Fee. Following a forfeit, the team Captain will be emailed the following business day to confirm that their team would like to continue to participate in the league. Instructions for payment and deadlines will also be provided to the Captain. Forfeit Fees can be paid through the [UW Recreation Website](#).

Forfeit Fees must be paid by the last day of regular season games in order to qualify for playoffs. Any team with outstanding Forfeit Fees after the deadline will not move forward to playoffs regardless of record or sports conduct rating.

If assigned Forfeit Fees are not paid by the end of the semester, a hold will be placed on the Captain's IMLeagues account, which will make them ineligible to participate in any Intramural Sports activity the following term(s) until fees are paid.

#### Forfeits Details:

- If one team is not ready to play at game time, the team that is ready to play will win the game by forfeit or agree to the late start option (see below).
- If neither team is ready to play at the designated start time, the game will be recorded as a double forfeit or teams can agree to the late start option (see below).
- If both teams are ready to play at the designated start time, but due to a previous game running long or the court/field is not ready for play, the starting time will be adjusted so teams receive a full allotment of time. Game time begins as soon as the field/court is available for play.
- A team forfeiting a contest will receive a sports conduct of "2" and the team winning by forfeit will receive a sports conduct of "4".
- After a forfeit within regular season play the team Captain will be assigned a \$20 Forfeit Fee.
- Any team who forfeits more than one contest in the regular season will be dropped from the league.
- If a team cannot fulfill their commitment to complete their schedule, they are encouraged to notify the Intramural Sports office of their wish to be dropped from the schedule.

#### Late Starting Games

Staff has the ability to reassign officials and umpires to work elsewhere when a forfeit takes place. When officials are reassigned due to a forfeit, the teams will not have the option to start a game late.

If either or both teams arrive late, BOTH Captains can agree in writing to play the game with the length of game shortened according to the delay of the original start time.

If the required minimum number of players arrive during the first 10 MINUTES of a game's scheduled start time and both teams agree to play, the game can be played as an official game. The length of the game is shorted by the amount of the delay from the original start time. AFTER THE 10 MINUTE-MARK, forfeits will be assessed to the team(s) not ready to play or do not meet the minimum number of required participants.

## RESCHEDULES

#### Regular Season

Rescheduling contest can be very difficult due to a variety of constraints (e.g., Intramural Staff and court/field availability, league timing, adequate time to process the request, etc.,) Reschedule requests are only considered if made within a reasonable time determined by the program. Captains may contact the [Intramural Sport Office](#) to request a reschedule if the team would have to forfeit otherwise. If possible, the opponent will be contacted with reschedule options.

#### Playoffs

Reschedule requests are rarely granted in playoffs. Captains may contact the Intramurals Manager to request a reschedule if the team would have to forfeit. Consideration will only be given if requests are completed within a reasonable time determined by the program. Additionally, if the opponent does not agree to reschedule, the game will not be moved. Since teams are awarded the opportunity to choose their spot in the bracket, we will not force teams to move unless there are circumstances beyond our control (weather, facility issues, etc.).

## **PLAYOFFS – ELIGIBILITY AND SCHEDULING**

### **Playoff Scheduling**

Depending on the league structure, either all teams move into playoffs (who meet the eligibility requirements) or only a predetermined qualifying number of teams from each division will advance. This information is told to team Captains during the Captains' Meetings.

Playoff scheduling will be done at a Playoff Captains' Meeting where team representatives come and choose their spot in the bracket, in seed order. So the reward for teams being a high seed, is they get to choose their path (days and times) through the bracket. Teams will be seeded based on their win/loss record percentage, sports conduct rating, head-to-head, and point differential.

Teams who did not have a representative at the Captains' Meeting at the beginning of the league, will choose their place in the bracket last at the Playoff Captains' Meeting.

It is the Captain's responsibility to know when the Playoff Captains' Meeting is and attend, or send a representative on their behalf. Teams that do not send a representative to the Playoff Captains' Meeting will be placed in any remaining bracket spots at the end of the meeting.

Due to the high volume of games that must be played in a short amount of time, Captains should check their online schedule after every completed contest to see when the next contest has been scheduled. It is the Captain's responsibility to check the playoff schedule and inform their team.

### **Playoff Eligibility – Team Sportsmanship**

To be eligible for playoffs, teams must have an average sports conduct rating of "3.25" or better from their regular season games. Additionally, all Forfeit Fees occurred during the regular season must be paid by the last day of regular season games to be eligible for playoffs.

If a team has TWO or more players ejected from the playoffs in a sport, the game will be stopped and the team will be disqualified from the playoffs. Their opponent in the game in which their second player was ejected will advance into the next round.

### **Playoff Rosters**

All rosters will be frozen at the conclusion of the regular season. Players may not be added to the team during playoffs. To be eligible to participate in playoffs, an individual must have been on the roster in IMLeagues and played in at least one regular season contest.

At each playoff game, all players are required to present their current UW Husky I.D. card to game officials before entering the game. If a student I.D. card is not available, a government photo I.D. card (driver's license or passport) will be accepted. Faculty, staff, and affiliates need to present their employee I.D. card, UW Recreation Membership card, or government issued photo I.D. Prior to the Playoff Captains' Meeting, all playoff team rosters will be checked and Captains will be notified of any potential problems.

Intramural Sports Staff will review situations on a case-by-case basis if a team requests to add players after the regular season. Only extremely special circumstances will be taken into account. For EXAMPLE: players sustain season-ending injuries may potentially be replaced if roster is significantly affected. Contact the [Intramural Sports Staff](#) a minimum of 24 hours prior to the game affected. The intramural sports program reserves the right to investigate the eligibility of teams and players. These investigations may result in forfeiture, probation, and/or suspension. Teams must follow the eligibility requirements stated in this handbook and reviewed during the Captain's quiz.

## **SPORTSMANSHIP**

The team Captain is responsible for the actions of their team and spectators. Additionally, the Captain will ensure that their team is familiar with the rules of play and Intramural Sports policies and procedures contained in this handbook. Sportsmanship is a vital component for success in every intramural sports contest. Participants and spectators are expected to display good sportsmanship toward opponents and the Intramural Sports staff at all times.

### **Unsportsmanlike Conduct**

Participants and spectators shall not commit acts of unsportsmanlike conduct. This includes, but is not limited to, arguments with staff, flagrant fouling, fighting, etc. before, during, or after a contest. No player or team shall:

- Use foul or derogatory language, threaten or verbally abuse any other participant or intramural sports employee before, during, or after the game.
- Participate in a game for which they are ineligible.
- Argue or talk back to the intramural sports staff. Only the Captain should address an official, and only if done so in a courteous manner.
- Intentionally strike, push, trip, or flagrantly foul another participant, spectator or intramural sports employee.
- Mistreat the facility, equipment or supplies of Intramural Sports or the IMA.
- Attempt to check in using another person's ID card.

### **Individual Sportsmanship - Definitions**

Any participant displaying unsportsmanlike conduct will be issued either a conduct warning or ejection by the game officials or intramural sport supervisors. These conduct warnings or ejections are classified differently in each sport. The following are examples:

#### **Soccer**

- One conduct yellow card – Conduct warning
- Two yellow cards or one red card – Ejection

#### **Basketball**

- One conduct technical foul – Conduct Warning
- Two technical fouls or one flagrant foul – Ejection

#### **Flag Football**

- One unsportsmanlike conduct penalty – Conduct warning
- Two unsportsmanlike conduct penalties – Ejection

#### **Sports without levels of sportsmanship penalties**

- Verbal warning– Conduct warning
- Ejection of participant with/out warning – Ejection resulting in incident report

### **Individual Sportsmanship – Discipline**

The Intramural Sports office reserves the right to apply any suspension deemed appropriate for each incident that occurs. Any participant ejected from a game, may be subjected to meet with a professional staff member. Disciplinary action will be assessed at this time. Severe cases may result in referral to Community Standards and Student Conduct. If a participant receives multiple conduct warnings across a number of games, a disciplinary meeting may be required and a suspension may be administered.

### **Team Sports Conduct Rating System**

The intramural sports office has developed the Sports Conduct Rating System with the purpose of making each individual participant responsible for their actions while participating in any intramural sport, activity or event. The rating system is based on the following criteria:

Each team's conduct will be rated by the game officials and supervisors for every contest, including behavior before, during, and after the game. Incidents that occur after the rating has been given will be dealt with separately. All significant misconduct will be reported on an Incident Report form, which will be reviewed by the Intramurals Manager to determine if further sanctions are necessary. The team Captain is responsible for educating and informing all players and spectators affiliated with their team about the Sports conduct Rating system.

All team members should be aware that they may suffer the consequences of any disciplinary action taken by the Intramural Sports staff against their team for violation of intramural rules and sportsmanship guidelines. Protests or appeals of the sportsmanship ratings will not be recognized. The Intramural Sports administrative staff reserves the right to review and amend a rating at any time for inappropriate conduct, use of an ineligible player, use of a suspended player, and/or inaccuracy in reporting.

Team Captain will be required to sign off on the scoresheet after each contest agreeing to the final game result, score, and sports conduct rating. Ratings will be available on IMLeagues, the weekday following the contest.

The following guidelines for sport conduct will be enforced:

A. No player, coach or team spectator/follower shall:

1. Participate in a contest for which they are ineligible.
2. Use abrasive language or obscene gestures.
3. Make threats (verbal and/or non-verbal) or abuse any other player, spectator, intramural employee or representative before, during or after the contest.
4. Argue or talk back to the game official. Only the Captain may courteously address the game official concerning the interpretation of a rule.
5. Intentionally touch, strike, push or trip another player, official or supervisor.
6. Use derogatory racial or sexual remarks.
7. Mistreat the facility, equipment or supplies of the University of Washington.
8. Consume alcohol or abuse other drugs on University property.
9. Exhibit signs of intoxication or drug use.

B. Penalty for unethical sports conduct:

1. Participant will be ejected from that game and expected to immediately leave the gym or field or a game forfeit will be called.
3. Players or teams can be barred from participation indefinitely for extreme behavior.
4. If inappropriate sports conduct occurs during playoffs, the contest may be suspended and the offending team will lose the contest.

## Sports Conduct Rating Criteria

4	<ul style="list-style-type: none"> <li>✓ Good display of sportsmanship for the duration of the contest. Minimal instances of disagreement with officials and staff on close calls or fouls.</li> <li>✓ Players and/or spectators cooperate fully with the officials about rule interpretations, game management, and requests from staff.</li> <li>✓ Players are under control, not excessively fouling or contacting one another, and remain respectful to each other throughout the contest.</li> <li>✓ Team captain had full control of their team and spectators for the duration of the contest.</li> </ul>
3	<ul style="list-style-type: none"> <li>✓ Team members and/or spectators are respectful of opponents and officials for a majority of the contest. However, there were instances of disagreement of rules or calls made by the officials.</li> <li>✓ A team received one technical foul, one yellow conduct card, or one unsportsmanlike conduct penalty for unsportsmanlike behavior.</li> <li>✓ A team received one verbal team warning for their unsportsmanlike conduct.</li> <li>✓ Team had one or two instances that were unnecessarily unsportsmanlike to the opponent, or engaged in excessive physical contact during the contest.</li> <li>✓ Team forfeits game due to not enough players or not showing up at all.</li> </ul>
2	<ul style="list-style-type: none"> <li>✓ Team members and/or spectators are disrespectful of opponents or officials for a majority of the contest. Players may have verbally complained about the majority of decisions made by the officials.</li> <li>✓ A team received multiple (2-3) technical fouls, yellow conduct cards, or unsportsmanlike conduct penalties for unsportsmanlike behavior.</li> <li>✓ A team received two verbal team warnings.</li> <li>✓ A team had a player ejected for an unsportsmanlike like act.</li> <li>✓ Intramural Sport Staff had to stop the contest one time to resolve conduct issues with the team.</li> </ul>
1	<ul style="list-style-type: none"> <li>✓ Team members and/or spectators constantly shared negative comments to the officials and/or opposing team. Majority of players on the team were disrespectful to officials and/or opposing team.</li> <li>✓ A team received multiple (more than 3) technical fouls, yellow conduct cards, or unsportsmanlike conduct penalties for unsportsmanlike behavior.</li> <li>✓ A team received three or more verbal team warnings.</li> <li>✓ The team captain exhibits little or no control over teammates, spectators, or themselves.</li> <li>✓ Intramural Sport Staff had to stop the contest more than once to resolve conduct issues with the team.</li> </ul>
0	<ul style="list-style-type: none"> <li>✓ Unacceptable display of sportsmanship. The team and/or spectators were completely disrespectful towards participants or officials.</li> <li>✓ The game could not be completed due to inappropriate behavior; multiple technical fouls, yellow cards, or unsportsmanlike conduct penalties for unsportsmanlike behavior.</li> <li>✓ A team had multiple players (2+) ejected for unsportsmanlike acts.</li> <li>✓ The team captain exhibits no control over teammates, spectators, or themselves, and aggresses the situation.</li> <li>✓ There is a fight or attempted fight by a player(s) or if a player(s) make unnecessary contact with an official or other staff member.</li> </ul>

Each individual participating on a team should choose their team members carefully, as all team members will suffer the consequences of any disciplinary action taken by the intramural sports program against a team or individual for violation of the rules. The team Captain is responsible for actions by an individual member of the team and for spectators directly related to that team. This includes conduct of all players and spectators before, during and after a game. If a team does not maintain a "3.25" average throughout the regular season, that team will not be eligible for the playoffs at the end of the season.

### **Sport Conduct for Defaults and Forfeits**

- Any team losing by default will receive a "3" sports conduct rating.
- Any team losing by forfeit will receive a "2" sports conduct rating.
- Any team winning by default or forfeit will receive a "4" sports conduct rating.

## **EJECTIONS**

If an intramural participant is ejected from a game for poor conduct, or exhibits such behavior following a contest, this person is immediately ineligible for further competition in any intramural activity.

- The participant will then meet with the Intramurals Manager to discuss the situation and consequences. It is the responsibility of the ejected participant to schedule the meeting with the Intramurals Manager.
- If the participant feels that their ruling is not fair, they may schedule a meeting to discuss the matter with the Associate Director of Programs.
- Although disciplinary procedures and minimum disciplinary actions have been established, each altercation will be handled individually with appropriate penalties for the incident.

## **ALCOHOL, DRUG, AND TOBACCO POLICY**

### **Alcohol and/or Drug Use**

In accordance with the University of Washington policy, alcohol consumption and drug use prior to or during an intramural sports contest is not only unsafe, but also a violation of university rules, and, if you are underage, it is illegal. The intramural sports staff strictly enforces a zero-tolerance policy regarding alcohol and drugs during all intramural sport contests. Consequences for the violation of this rule may include, but are not limited to: being prohibited to continue participating in intramural sports activities, ejection from IMA Sports facilities, judicial referral, and, in egregious situations, arrest.

### **Tobacco**

Use of all tobacco products (cigarettes, chewing tobacco, cigars, jewelry, e-cigs, etc.) is strictly prohibited in Intramural Sports. The Intramural Sports Staff strictly enforces a zero-tolerance policy regarding the use of tobacco to allow all participants a pleasant experience during contests and events.

## **TEAM NAMES**

Intramural Sports reserves the right to change any team name that promotes intolerance, degrades a racial, ethnic, gender or religious group, infers an explicit sexual reference or promotes destructive behavior such as that associated with alcohol or drugs is considered disrespectful to University members and the University community at large. Please use proper judgment when selecting team names and uniform artwork. Our goal is a pleasant and fun atmosphere for everyone competing. If you are unsure if a team name or t-shirt artwork will be acceptable, please contact the Intramural Sports Office for approval.

## REGISTRATION INFORMATION

### General Information

Intramural Sports registration will open before each term begins. Payment for Intramural Sport activities is taken through the [UW Recreation Website](#). Once payment is made, payee will receive a confirmation email containing an individualized COUPON CODE and link to the IMLeagues website. Payee will create an IMLeagues account, login, and create a team within the specific sport/day/time for which they wish to participate. COUPON CODE will be required within the last step of creating a team. Payee will be designated as the Team Captain at this time.

PAYMENT FOR REGISTRATION FEES DOES NOT GUARANTEE OR CONFIRM YOUR SPOT IN THE LEAGUE, TOURNAMENT, OR EVENT. Payment must be made AND team created in IMLeagues by the registration deadline to confirm your spot. CREATION OF A TEAM AND INDIVIDUAL REGISTRATION CANNOT BE COMPLETED IN IMLEAGUES WITHOUT A COUPON CODE. Should a league/day/time spot be filled teams can be created on the waitlist for an opportunity to be placed in the league.

Participants may view the [UW IMLeagues](#) website at any time to review sport offerings or league availability. IMLeagues will display all of the term's sport leagues, tournaments, and special event offerings and directions to complete registration. Participants are responsible for checking the intramural sports website/IMLeagues for complete details.

Some leagues and tournaments may require captain to attend a mandatory Captains' Meeting. Information will be outlined on the specific sport page in IMLeagues.

### How to Register for Intramural Sports

1. To register, visit [UW Recreation](#) and select "Intramurals". Click on the Intramural Sport activity you would like to pay for.
2. Sign in with your UW NETID.
3. Pay for a team or individual registration. Once paid, you will receive a confirmation email containing an individualized COUPON CODE.
4. Visit the [UW IMLeagues](#) website, create an account, and login.
5. Create a team within the specific division/day/time for which you would like to participate. COUPON CODE will be required within the last step of creating a team.
6. If you are a spouse or +1, you will need to have an IMLeagues account created, contact the [Intramural Sport Office](#) to get access.

### How to Create an IMLeagues Account

1. Go to [UW IMLeagues](#) and click "Create Account".
  - a. If you sign up with Facebook it has to be associated with your UW email.
2. Choose the University of Washington as your school.
  - a. If you are a UW Bothell or UW Tacoma student playing intramurals on the main Seattle campus do not choose Bothell or Tacoma.
3. Enter your UW Email and password.
  - a. UW Email required to create an account on IMLeagues.com. If you have an IMLeagues account under a different email, you will need to create another account using your UW Email.
4. You will be sent an activation email, click the link in the email to login and activate your IMLeagues account.

### **How to Create your Team (Team Captain)**

1. Login to your [UW IMLeagues](#) account using your UW email.
2. Click on the University of Washington icon at the top of the page.
3. The current leagues, tournaments, and events for the entire term will be listed.
4. Find the sport you paid for and click on the icon.
5. Select the league you wish to play in (Men's, Women's, Open, Co-Rec).
6. Select the division you'd like to play in (Monday 5PM, Tuesday, 5PM, etc.).
7. Click on the green "Create Team" button to create a team. Enter your team preferences.
8. Enter your COUPON CODE to confirm payment for the team.
9. Add members to your team.

### **How to Add Team Members (Team Captain)**

1. Click Team Options.
2. Click Invite Members on the team page.
  - a. If they already have an IMLeagues account you can search by their name.
  - b. If they don't have an IMLeagues account yet you can Invite by Email Address.
  - c. UW email required to be used.
3. Member must accept the invitation to be joined to your team.

### **How to Join a Team (Player)**

1. Find Existing teams on the league page and click Join Team.
2. The team Captain will choose how to add members upon team creation
  - a. Team members can either automatically be added by finding team and selecting "join team"
  - b. Or team members will request to join, then must be accepted by the captain
  - c. \*\*Team members are officially added when their name appears on the team roster

### **How to Sign-up as a Free Agent (Player)**

1. Find desired league (men's, women's, etc.)
2. Click "Join as Free Agent".
3. Accept Waiver.
4. Post listing.
  - a. If a team is interested in picking you up they will invite you to join their team.
  - b. You can list yourself in as many leagues as you want but can only join the maximum number of teams per league/division for an individual.

### **Free Agents – No Team, No problem**

You can list yourself as a free agent within multiple leagues and indicated the divisions you're interested in participating in. 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. The best way to join a team as a free agent is to attend the Captain's meeting where team Captains can meet you or you can meet other free agents and create a team.

### **Creating a Team Roster**

All team rosters must be created in the intramural sports online registration system, IMLeagues. The Captain must invite eligible individuals to join through IMLeagues. Once they have accepted the invite and electronically signed the liability waiver they will appear on the team's roster. Players not eligible to accept a team invite may be ineligible because they have a suspension on their IMLeagues account or they are already on another team within that same sport.

### **Game Day Rosters**

PLAYERS CANNOT BE ADDED TO A TEAMS ROSTER AT THE GAME SITE. Team rosters will be finalized and scoresheets printed at 8:00 a.m. day of game. Saturday/Sunday games will be printed on Fridays at 8am. Team Captains will have the opportunity to add players to their roster between games during the regular season. Individuals not printed on the game day scoresheet are not eligible to participate. It is up to the team Captain to manage rosters to ensure participants are eligible to participate come game day. Players cannot be added to rosters during playoffs.

## Game Day Check-In

To increase participant safety, adequately regulate participant eligibility, and provide stability to the Intramural Sports Program, PHOTO IDENTIFICATION MUST BE PROVIDED BY ALL PARTICIPANTS PRIOR TO ENTERING EVERY GAME.

- All students are required to present their currently UW Husky I.D. card to the Intramural Sports Staff to check-in to a game. If a student I.D. card is not available, a government photo I.D. card (driver's license or passport) will be accepted. Faculty, staff, and affiliates need to present their employee I.D. card, UW Recreation Membership card, or government issued photo I.D.
- Players who arrive late must check-in with the Intramural Sports Staff by presenting their photo ID prior to entering the game.

## REFUNDS

### Intramural Entry Fees

No refunds will be issued, except in the case that the league or event doesn't run. All refunds must be processed in-person at the IMA Building, 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.

- 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.
- Refunds will not be granted within six days or less of the first contest.
- A full refund will be issued to participants if a league, tournament or event is cancelled.
- Teams or individuals who are dropped from the program by the Intramurals Manager for disciplinary or eligibility reasons will not receive a refund.
- Outdoor-Only Membership refunds require the approval of the Intramurals Manager. You may request a refund by emailing the [Intramural Sport Office](#).

## AWARDS

### Championship T-shirts

Intramural sports champion T-shirts will be given as awards for the champions in every intramural sport, activity and event offered throughout the school year. The T-shirts will be handed out on-site immediately following the championship contest. The number of T-shirts awarded is based on each individual sport and the number of participants who are on the roster of the winning team.

## OMISSIONS

In cases where policies are not outlined in this handbook, the IM Sports staff reserve the right to use discretion in providing interpretations on the policies and procedures contained within.

9/8/2019