



# INTRAMURAL SPORTS HANDBOOK

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**ATTENTION TEAM CAPTAINS:**  
**YOU ARE RESPONSIBLE FOR THE**  
**FOLLOWING INFORMATION**

Dear Intramural Captain,

Thank you for volunteering to be an Intramural Captain. The Intramural Staff view your position as very important and critical to the success of the program.

As a captain, your team is relying on you to take on many responsibilities. It is critical that whether you have been elected, appointed, or self-designated, you are prepared to accept the commitment and duties inherent in the title you are assuming. This handbook has been prepared as a self-help guide and contains information that is vital for you to accomplish your job. Please read this guide carefully and keep it available at all times.

After reading this handbook, if you feel that you can not accept this responsibility and commitment of being a team captain, please find someone else who is willing to accept the job. Your team's success is directly related to its captain.

From a captain's standpoint, this can often be a thankless job. You spend a lot of time forming a team, registering, and collecting money from players. You do this all too often, without a word of thanks from anyone. Let it be known that we do appreciate your efforts. Again, thank you for your help and if we can be of any service to you or your team, please do not hesitate to call or stop by the Intramural Office. The door is always open. Good luck to you and your team, and more importantly, HAVE FUN!

Recreationally yours,

Nicole Rajkowski  
Intramural Director

Ryan Townzen  
Intramural Coordinator

## **INTRODUCTION**

Welcome to the Intramural Sports Program. Intramurals is a fun way to meet new people, become physically active and participate in friendly competition. The Intramural Program offers the University Community (students, faculty, and staff) structured team, dual, and individual recreational sport opportunities within a healthy, safe, and enjoyable environment for both participants and student employees. Participants number in the thousands and are distributed across a wide range of skill levels resulting in over 500 leagues with nearly 2,500 teams competing in 27 different sports.

The Intramural Program is planned, organized, directed, and evaluated by the Intramural Director, Coordinator and student staff. The Intramural Program employs over 75 students to assist office operations, officiating, supervision of activity sites, and preparation of activity sites for competition.

The Intramural Handbook is a guide to help clarify questions pertaining to rules, policies and procedures used in all Intramural Programs. The content of this handbook is used in conjunction with the Office for Student Conduct and Academic Integrity (OSCAI) while upholding the University of Minnesota Board of Regents Student Conduct Code: <http://www.oscai.umn.edu/>.

### **I. TEAM CAPTAIN RESPONSIBILITY**

The team captain is the most vital element of a team's successful participation in the Intramural Sports Program. Research has shown that teams with alert, organized, and efficient captains are most often competing well into the playoffs. Ordinarily, team captains have a strong interest in team sports, are reasonable, reliable, possess good communication skills and can recruit a group of players to form a solid team.

The following suggestions will assist you to become a successful team captain. Please use them as a checklist to guide you through the regular season and playoffs. Team captains are responsible for:

- Actions of all players, bench personnel, team representatives, and team spectators
- Verifying and signing scoresheets
- Rosters and eligibility
- Team schedules
- Completing the pre-season captains' quiz on IMLeagues
- Attending any disciplinary, sportsmanship issues, and/or rules and policies meetings

The team captain is responsible for relaying the contents of this handbook to his/her respective team(s). The Intramural Director, Coordinator, and student staff employees are not responsible for educating teams regarding either the contents of this handbook, and/or the rules of their respective sports. However, the Intramural Director, Coordinator, and student staff employees will clarify the contents of the handbook and/or specific rules of a sport.

As team captain, s/he must control the actions of his/her players and spectators while on an Intramural site. This includes before, during, or after the team's game(s).

Checking the box online during registration acknowledges that the team captain accepts the responsibility of reading the entire handbook, informing every team member of its contents and completing the mandatory captain's quiz.

## **II. HEALTH AND SAFETY**

Participation in the Intramural Program is voluntary which means that individuals assume all responsibility for their own health and safety. The risk of injury is inherent in many of the recreational sport activities offered by the Intramural Program. I voluntarily assume all risks involved in participating in the sports and/or traveling to and from participation sites for the sport. I expose myself to the foreseeable and unforeseeable risk of serious injuries and even death that may occur as a result of my participation in an Intramural sport that cannot be specifically listed.

We strongly encourage you to consult with a physician before participating in any physical activity to determine any potential condition that may adversely affect your participation. We encourage those with pre-existing conditions to wear a medical alert bracelet or neck tag indicating the appropriate medical information. We strongly recommend that all participants have a medical insurance policy, either through university offered programs or through an outside agency that will cover injuries or illness that may occur due to participating in Intramural sports. Participants should be fully aware of all inherent risks involved in that sport.

By participating in the Intramurals Sports program, I release the Board of Regents of the University of Minnesota, The University of Minnesota, the Department of Recreational Sports and the employees, agents, or representatives of the University of Minnesota (hereafter referred to as the university group) from any and all liability, claims, costs, expenses, injuries or losses including those resulting from acts of negligence by the university group that I may otherwise sustain as a result of my participation in Intramural sports. My participation includes, but is not limited to traveling to or from games, meets, tournaments or practices whether in private or university owned vehicles; training for participation in the sports; being coached in the sport by paid or volunteer coaches; and/or using equipment for the sport on or off University of Minnesota property.

## **III. ELIGIBILITY RULES**

The purpose of these eligibility rules is to provide fair and equitable participation for University of Minnesota, students, staff, and faculty. The rules have been established to facilitate enjoyable participation for everyone in the Intramural Program. Therefore, the spirit of the rules is extremely important. To insure a positive atmosphere in the program, it is essential that participants abide by the rules and encourage their teammates to do the same. All Intramural Program participants must be familiar with eligibility rules, although team captains are ultimately responsible for the eligibility of the players on their team.

A participant may only play on one co-rec and one open team in any given sport per season. A player is considered eligible if s/he plays on one open and one co-rec team simultaneously. But, a player is considered ineligible if s/he plays on two open or two co-rec teams simultaneously.

Eligibility is established by being listed on the team roster and on the scoresheet when playing for that team. A participant who plays for a second team during a sport season is considered ineligible and cannot legally play for either team. Players must be added to a team prior to **2:00pm** the day of a contest. Then, players must complete the required player's quiz for that sport to be eligible to play.

**Check-in-Policy and Procedure**

All students, staff, faculty, and alumni must present a valid University of Minnesota identification card. Non-affiliates (SUMMER only) must present a valid state issued picture ID (such as a driver’s license) to participate in any intramural activity.

There will be no exceptions to this policy. If participants do not present a valid U of M identification and/or a valid (drivers license SUMMER only) they will not be allowed to participate in the Intramural activity. No ID = No Play! No Exceptions!

Penalty for attempting or using a false identification card will be suspension from the league. Suspended individuals must meet with the intramural staff for possible reinstatement into the program.

**Individual Eligibility**

The following person(s) are eligible to participate in the Intramural Program:

- Students who pay the Student Service fees.
- Students not paying Student Service fees who have purchased a semester recreation membership. Memberships may be purchased at the Member Service Office in the University Recreation & Wellness Center, or at the St. Paul Gym Reception Desk.
- Faculty, staff, and alumni who purchase a recreation membership that is valid for the entire season. Memberships may be purchased in the Member Service Office in the University Recreation & Wellness Center, or at the St. Paul Gym Reception Desk.

**Non-Affiliate Policy (summer only)**

Non-affiliates can only participate during the summer season and must pay the \$25.00 non-affiliate fee. All non-affiliate participants must be at least 18 years of age. The number of non-affiliates allowed per sport roster is: softball 6; and outdoor soccer 4. All non-affiliates must be registered and paid for by 2:00pm the day of the game. Non-affiliate members must carry photo identification (driver’s license) with them and present the card when checking in to participate or is requested by an intramural staff member. If photo identification is not given at the game site the non-affiliate will be considered ineligible.

**Intercollegiate and Professional Athletes**

Intercollegiate athletes and professional athletes are ineligible to compete in the Intramural Sport(s) of their specialty or equivalent sports. The following Intercollegiate sports shall be considered equivalent sports for Intramural competitions:

- BASEBALL -----Baseball, Softball
- BASKETBALL -----Basketball
- FOOTBALL -----Flag Football
- ICE HOCKEY -----Ice/Floor Hockey
- SOCCER ----- Soccer
- VOLLEYBALL ----- Volleyball

**Determination of Varsity status**

Candidates for men’s and women’s intercollegiate athletic squads are not eligible for intramural participation in the sports (or equivalents) for which they are practicing.

Any student who is listed as a member of an intercollegiate athletic squad, at any collegiate institution, after three weeks of practice is not eligible to participate in that intramural sport or its equivalent. Intercollegiate athletic squad members should obtain permission from their coaches before participating in other intramural sports.

Athletes who are scholastically ineligible for intercollegiate competition (including Proposition 48 athletes) and transfer students who are ineligible to compete in intercollegiate athletics due to the residency rule are not eligible to participate in the intramural sport(s) of their specialty or equivalent sports. *Note: The above rules also apply to High School League players who may happen to be enrolled in college courses at the University.*

### **Sport Club Members**

Current Sport Club (rostered) athletes may participate in the same or related sport in which they participant as a club sport member, but only two members total are allowed per team roster.

## **IV. ELIGIBILITY VIOLATIONS**

Team captains will be held responsible for the actions of their players. Some examples of intramural eligibility violations which provide cause for loss by default and possible suspension are listed below:

- Intercollegiate athletes or professional athletes playing in the sport of their specialty (or an equivalent sport) without special clearance from the Intramural Director.
- Use of any other ineligible players.
- Falsification of names and/or ID numbers on scorecards and rosters.
- Any player attempting or participating under assumed names.
- Use of players who are suspended from intramural sports for any reason.
- Discretion from University Recreational & Wellness employees.

Because the team captain is responsible for the team, the same sanctions may apply to him or her. Giving a false name or providing false identification is an illegal offense and all information will be turned over to the University of Minnesota Police Department and the Office for Student Conduct and Academic Integrity.

Any team that violates eligibility requirements will default the game(s) in which the ineligible player was used. Furthermore, their sportsmanship rating for those games will be 0.0. If additional eligibility violations occur the team will be removed from the league without a refund.

If the violating individual is an otherwise eligible play, who illegally and inadvertantly participated on two teams in the same league, s/he will be able to finish the season on one team, after serving a one-game suspension.

In playoffs, any team using an ineligible player will be eliminated.

## **V. ROSTER ADDITIONS**

All players must be on the roster at the time they check in for each match. To be safe, players should add themselves to the roster by 2:00pm on the day of the game (or Friday for weekend games). Game sites may have the capability to verify rosters electronically; when accessible using intramural devices, real time roster additions will be used.

Rosters are limited to 25 participants. Please note that players may not be removed from a roster once they have checked in for one intramural game with that team.

### **Adding Players as a Captain**

- Click on "My Teams" in the upper right hand corner of your IMLeagues screen.
- Click "Invite Members to Your Team".
- Enter the invitees' email addresses separated by a comma.
- Once the invitee receives an invite and accepts your invitation, they will be added to your team.

If you do not see a player on the roster, they have not accepted your invitation and are ineligible to participate. All players must take the online quiz that IMLeagues prompts them to take as they are accepted to the roster.

### **Adding Yourself to a Friend's Team**

- First, create your IMLeagues account.
- Click "Registration" on the upper right hand side of your screen.
- Find the team that you would like to join.
- Click "Join Team".
- Fill out the waiver.
- Once the captain has accepted your request, you will be added to the team.

Participants will not be added to the roster until both the captain and the participant has accepted the request. Then, participants must take the online quiz to become eligible.

Any additions to your roster must be made prior to the last regular season game for your playoff roster. Additionally, to be eligible for playoffs, participants must have played in at least one regular season contest with that team.

## **VI. DEFAULTS AND FORFEITS**

Game time is forfeit time – No exceptions. Teams that forfeit a single game will be ineligible to compete in playoffs.

If your team must forfeit a scheduled game, please notify the intramural office ([imsports@umn.edu](mailto:imsports@umn.edu)) before 4:00pm on game day, or 4:00pm on the Friday before weekend games.

Any team receiving two defaults, forfeits or a combination of one each will be removed from the league and will not receive a refund.

### **Defaults**

A loss by default will result in a 2.5 sportsmanship rating for that game. A win by default will not count towards a team's sportsmanship rating. Refer to section VIII (post season playoffs); section IX (sportsmanship) for further explanation.

A team will receive a default if they:

- Have at least one participant present, but do not meet the minimum number of participants needed by 5 minutes past game time.

- Are unable to make a scheduled game and notify the intramural office in advance of the game (by 4pm on game day).
- Fall below the minimum amount of players needed to continue (due to injuries).
- Use an ineligible player during an intramural contest.

### **Forfeits**

A Team will receive a forfeit if they:

- Fail to show up at the appointed playing site, at the scheduled time, and did not notify the Intramural Office before 4:00 p.m. on game day, or 4:00 p.m. on the Friday before weekend games.
- Are guilty of poor sportsmanship behavior and conduct which puts their team below the minimum number of players or forces the intramural staff to discontinue the game.
- Intentionally misrepresent the score.

Any team receiving a forfeit will not be eligible for playoffs.

## **VII. PROTESTS**

Teams may file a protest when they feel a rule has been improperly applied or when a roster discrepancy occurs. Team captains are responsible for the eligibility of their team members and will be held accountable for using ineligible players.

Protests based solely on a decision which involves an accuracy of judgment call on the part of an official will not be considered.

Protests by phone or email will not be accepted.

The intramural office staff will review all protests which have been filed according to the above procedures once all necessary information has been obtained. If the protest is reviewed and the protest is deemed to be correct, the Intramural Office will try to remedy the situation in the fairest way possible.

### **Rules Protest**

The team captain must file his/her formal protest with the game official(s) immediately following the questionable interpretation (during the next dead ball). The game official(s) will then notify the opposing team captain that the game is played under protest. They will record on the scorecard the time, score, inning, half, and/or period, etc. The official will then contact the Supervisor on duty. The game will not continue until the supervisor makes a ruling. A team may file a formal protest regardless of the Supervisor's decision if they believe that the decision is incorrect.

### **Eligibility Protest**

Both captains, the officials, the supervisor, and the individual(s) in question will meet. The individual(s) in question must bring his/her U of M photo ID, or, in the case of a non-affiliate (summer only), his/her driver's license. The player's ID will then be compared to the official roster. If the individual in question is not on roster, has no photo ID, or has a photo ID that isn't their own, the game will be declared a default.

If the player is on the roster and has a valid ID, the name will be noted so that it can be checked against the official roster on file in the Intramural Office. In this case, the game will continue under protest. If the protest is valid, the team with the offending player will lose by default and receive a “Zero” rating. If the protest is invalid, the result of the game will stand.

All eligibility protests should be made as soon as the player in question checks in with the supervisor. In some cases, eligibility protests that are made later will be accepted.

## **VIII. POSTSEASON PLAYOFFS**

Participation in playoffs is a privilege earned by those teams which demonstrate a willingness to abide by the spirit of the rules. Your team receives a sportsmanship rating following each contest. Teams which have a .500 record, 3.00 or better sportsmanship rating and no regular season forfeits will qualify for playoffs.

All playoffs will be single elimination.

In the postseason teams may be required to play on different nights and times they played during the regular season and may be required to play more than once per week or even more than once per night.

Teams must carry a sportsmanship a 2.0 or higher to continue through playoffs (section IX). Teams that receive lower than a 2.0 sportsmanship rating in a playoff game will not be allowed to advance.

Championship shirts are awarded to each league champion. After a championship game, the winning team will need to take a picture on site and fill out the championship shirt form. It is the team captain's responsibility to go to the intramural office and pick up their team's championship shirts.

Championship shirts must be picked up at the completion of your season and before the end of the semester in which the sport was played.

## **IX. SPORTSMANSHIP**

Sportsmanship is a vital component for success in every Intramural contest. Participants are expected to display good sportsmanship toward opponents and the Intramural staff at all times. The Intramural Program has developed the Sportsmanship Rating System with the purpose of making each individual responsible for his/her actions while participating in any Intramural event.

The Rating Scale is based on the following criteria:

- 4.00** - A team that does not have any problems will receive a 4.0
- 3.75** - Very few complaints. No taunting or unsportsmanlike behavior exhibited.
- 3.50** - Occasional complaints. No taunting or unsportsmanlike behavior exhibited.
- 3.25** - Occasional complaints, but doesn't get penalized for unsportsmanlike behavior.
- 3.00** - Team complains more frequently, but doesn't get penalized for unsportsmanlike behavior.
- 2.75** - One or several warnings for unsportsmanlike behavior, but no unsportsmanlike conduct fouls.
- 2.50** - Highest grade a team may receive if issued an unsportsmanlike behavior penalty. This is for teams that receive one unsportsmanlike behavior penalty, but are exemplary otherwise.
- 2.25** - No more than two unsportsmanlike conduct penalties. No ejections. Captain tries to help the situation.
- 2.00** - No more than two unsportsmanlike conduct penalties. May be given if one player gets ejected and it's the ONLY problem with the team.

- 1.75** - Single ejection or multiple unsportsmanlike conduct penalties. Captain has some control over team.
- 1.50** - Single ejection or multiple unsportsmanlike conduct penalties. Captain has little control over team.
- 1.25** - Single ejection or multiple unsportsmanlike conduct penalties. Captain has no control over team.
- 1.00** - Multiple ejections. Captain has little control. Captain gets penalized for unsportsmanlike behavior. Highest rating a team can receive if the game was stopped due to sportsmanship or when receiving 3 or more unsportsmanlike penalties.
- 0.50** - Multiple ejections. Captain has NO control over team and/or is not willing to work with IM staff.
- 0.00** - Fighting, shoving officials, shoving supervisors. Multiple ejections or behavior so poor that it merits comparison to a fight or to actual contact of an employee.

Each student participating on a team should choose his/her team members carefully, as all team members will suffer the consequences of any disciplinary action taken by the intramural director against a team or individual for violation of the rules. A team captain is responsible for actions by an individual member of the team as well as for spectators directly related to that team. This includes the conduct of all players and spectators before, during, and after a game.

## **X. SUSPENSION**

There is a minimum of a one game suspension for all individuals involved in an ejection or incident. Players involved in an incident twice in one semester will be suspended for the remainder of the term from all sports.

Participants involved in an incident will be asked to leave the field of play and the facility to ensure no further issues occur. Any ejected person not adhering to this rule will cause their team's game to be forfeited and is subject to additional sanctions. Further, UMN PD may be summoned to remove the ejected participant if they refuse to leave.

After being involved in an incident, participants will be contacted by email regarding their reinstatement. All reinstatement meetings must be in person and by appointment only. Meetings will not be held on the same day that the player is ejected.

Suspensions will be served in the same term the incident occurs. However, in cases occurring late in the sport season or the academic year, a suspension may carry over into another sport, season, semester, or academic year. Students who are currently under suspension or who have failed to schedule a reinstatement meeting will remain suspended until they have resolved their sanction.

Any player who misses a scheduled reinstatement meeting without giving prior notice to the Intramural Sports office is subject to an additional 1 game suspension.

Below are the individual sanctions for first time offenders. Participants who have a second incident are subject to up to double those sanctions listed below. Additionally, the below information is not all-inclusive, so sanctions will be determined by the intramural office on a case by case basis.

<b>Violation</b>	<b>Minimum Sanction</b>	<b>Maximum Sanction</b>
Two minor unsporting actions, such as yellow cards, technical fouls, and misconducts	1 Game	2 Games
One major unsporting action, such as a red card, flagrant foul, or major penalty	1 Game	3 Games
Dissent of an official without the use of offensive language	1 Game	2 Games
Dissent of an official, including the use of offensive language	2 Games	1 Semester
Excessive use of offensive language or a personal attack of a another's protected diversity characteristics	1 Semester	2 Calendar Years Referred to OSCAI
Using threatening speech or behavior toward a fan, participant, or intramural employee	1 Semester	2 Calendar Years Referred to OSCAI
Intentionally striking or engaging in an aggressive act with another person	1 Semester	2 Calendar Years Referred to OSCAI
Intentional damage of intramural equipment	1 Calendar Year	2 Calendar Years
Participating under the influence or possession of a controlled substance or alcohol	1 Semester	1 Calendar Year Referred to OSCAI
UMN PD is summoned to respond to an onsite incident	1 Additional Semester	2 Additional Semesters

### **Appeal of Sanction**

Initial sanctions will be handed down by the Intramural Coordinator in the suspension meeting; sanctions will be based on the above chart. However, the sanctioned individual can appeal sanctions of more than two games; however, individuals will remain suspended during the appeal process. Appeals must be emailed to the intramural office (imsports@umn.edu) within 3 business days of the suspension meeting. The appeal should include a written record of the incident, the suspension meeting, and the reason for the appeal. Acceptable reasons for an appeal include:

1. New information concerning the contest becomes available
2. The sanction is too severe for the offense as indicated above

Once appealed, the individual will be contacted by the Intramural Director. The Director will review the record of the incident, the suspension meeting, and the sanction to determine if the sanction is appropriate. This forum is not a hearing, and the decision made by the Intramural Director is final.

## **XI. POSTPONEMENTS AND RESCHEDULING**

As a general rule, games will be played rain or shine. Only in the case of unsafe playing conditions (i.e. lightning, heavy snowfall, large amounts of standing water, extremely cold weather) will games be postponed and/or cancelled. The intramural staff will determine whether conditions are safe or unsafe. Team captains are responsible for checking Twitter (@UMNIMSports) 30 minutes before the scheduled game time for information on cancellations. Games will generally be played unless the intramural Twitter account specifically states they have been postponed or cancelled.

Games postponed due to unsafe playing conditions will not be automatically rescheduled the Intramural Office. Please check your email carefully and stay in contact with the Intramural Office to find out if and when the game has been rescheduled.

## **XII. RESCHEDULING**

The Intramural Staff is unable to reschedule regular season games at a captain's request. Team captains must check with their teammates about possible conflicts before signing up for a league. Captains may submit scheduling requests and conflicts to the intramural office prior to the close of registration, and the intramural staff will do their best to honor those requests. However, there are no guarantees.

Teams that qualify for playoffs should be prepared to play on nights and times other than those played during the regular season. Again, teams may submit scheduling conflicts for playoffs prior to the end of the regular season to allow the intramural staff to schedule around those conflicts. However, if an unforeseen conflict arises that affects playoff schedules, captains may notify us of that issue at least at least 48 hours in advance, and the intramural staff will attempt to reschedule games. Again, there are no guarantees.

## **XIII. REFUNDS**

The University Recreational & Wellness will not issue refunds if we are unable to complete any portion of the regular season and/or playoffs due to circumstances beyond our control.

Refunds will be given to free agents that are not placed on a team. Additionally, refunds will be issued to teams who are not placed in a league. However, all refund requests must be emailed to the intramural office prior to the end of the semester for which the payment was made.

After that time refunds will not be available.

## **XIV. IMPORTANT INTRAMURAL PHONE NUMBERS**

The Intramural Office is located in the University Recreation & Wellness Center on the second floor (room 278). During the academic year, office hours are Monday through Thursday, 11:00 AM - 5:00 PM and Friday, 11:00 AM - 4:00 PM. Hours vary during university holidays, breaks, and during the summer. Important phone numbers are as follows:

Nicole Rajkowski	Intramural Director	612-625-9063
Ryan Townzen	Intramural Coordinator	612-626-4390
Office Staff	Intramural Sports Office	612-625-8094

## **XV. OFFICIATE INTRAMURALS**

The Intramural Program employs officials in every Intramural sport on campus: basketball, broomball, dodgeball, flag football, ice/floor hockey, soccer, softball, and volleyball.

For more information about becoming an official, contact the Intramural Office at 612-625-8094 or email [imsports@umn.edu](mailto:imsports@umn.edu).