

Intramural Handbook

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Manager's Meetings

Intramural Meetings, which will be held at the beginning of each semester, are held for the Intramural managers of organizations that participate in intramural events. These meetings allow the managers to voice their opinion(s) concerning policies, rules, and procedures of the IM program. Also, these meetings allow IM staff to convey important information concerning seasonal or tournament play. Problems and complaints of any type will be discussed during these meetings.

IM meetings allow the IM department to better serve the student body and staff. Input from managers those attend these meetings help the IM department provides more participation options and allow for a more cohesive program.

For those organizations participating in the IM Point's Championship race, IM points **will not** be awarded for attending manager's meetings. However, 5 points will be deducted from those organizations not in attendance.

Intramural Managers' Duties

1. Check with the Intramural Office (Student Recreation and Fitness Center, Room 128) or IMLeagues.com weekly concerning events and current developments. Attend all managers' meetings.
2. Keep a list of the date, time, and place of every contest for your respective team or teams. Can also be found on your IMLeagues.com account.
3. Enter team in the desired sport before the announced closing date; IM office will not accept late registrant after the schedules have been posted. A late fee of \$30.00 will be charged for teams or individuals that submit their roster after the closing date and before the schedule posting.
4. Submit a completed entry and roster form to the Intramural Office. If completed through IMLeagues.com, then you do not have to submit a hard copy to the IM office.
5. Familiarize yourself with the rules of the activity/sport and rules for eligibility. It is the captain's responsibility to insure proper eligibility of all team members and to see that his/her team is aware of the rules.
6. Provide personnel, such as timers and scorers when requested.
7. Keep name, email address, and telephone number up to date in the Intramural Office or on IMLeagues.com.
8. Make an effort to see that those representing your organization play according to the rules of the game and conduct themselves in accordance with University rules.
9. Keep control of their team members. If a question or problem arises on the field/court, the captain will be the only person to discuss the matter with the officials. All discussions with officials should be conducted in a sportsmanlike manner.
10. Fights and/or other incidents are subject to review and action by the Intramural Director. The team manager must accompany the individuals involved at all meetings related to the incident. Inform an ejected player of the procedures to be reinstated that are located in this handbook.
11. **All managers should make sure all team members comply with university regulations including participants having their UofM IDs in their possession at all times while on the UofM campus. Must bring a valid UofM ID to every contest.**
12. Notify the Intramural office whenever his/her team must forfeit or default a contest.
13. Know the Sportsmanship Rating guidelines and ensure that all team members observe the guidelines.

Entry Procedures (General)

General Requirements

1. To be eligible to participate in intramural sports one must be associated with The University of Memphis as a faculty member, staff, or student. They may participate in the IM program provided that they comply with the rules of the game, recreation facility use, and conduct/sportsmanship. Students must be taking at least 6 hours during the whole semester to be eligible to participate in the IM program.
2. A participant may play for only one single-sex team per specific IM event (e.g. A player may not play for both a Greek organization team and an independent team). A player may not transfer from one team to another without the permission of the IM director. A player may play for two different IM teams in the same event provided that one team is in the co-recreational league.

Varsity Athlete Regulations

1. Anyone who is or has engaged in professional, semi-professional, or varsity intercollegiate athletics in the past 12 months shall be ineligible to participate in that sport(s). Students who are “Trying Out” or who are “Working Out” with a team are ineligible for participation in that sport until they voluntarily withdraw or are cut from the team prior to the first scheduled varsity match.
2. An athlete who is engaged in extramural, individual, dual, or team sport play is ineligible to participate in that activity. A scholarship is defined as any aid, assistance, or special benefits given for his/her participation as a player or coach.
3. A participant who is declared ineligible as outlined above shall be ineligible for all league activity for a period of one year from the last day of professional, semi-professional, scholarship, or varsity play. An appeal may be made to the IM director.
4. Only two varsity players per team may participate in any sport at any time as long as the sport is not their specialty. **Note:** Baseball and softball are considered the same sport.

Intramural Entry Procedures (Specific)

Specific Requirements

1. A team manager must create a team in the desired sport on IMLeagues.com before the announced closing date. **No entries will be accepted after the schedule has been made and/or posted unless a team forfeits out of completion then the entry will be accepted.**
2. All intramural participants must create an account at IMLeagues.com to participate in intramurals. Rosters must include the full (legal) first and last name, email address, UofM UID number, and telephone numbers of all participants. Incomplete information or information is discovered to be inaccurate, may render a player or team ineligible.

3. Participants may be added to the roster for each sport through the second game of regular season play. After the second game of regular season play, no players may be added to any rosters and will not be allowed to play. A participant is not eligible to compete in an Intramural Event unless all pertinent information and signatures are provided on the appropriate sport entry roster. Captains are responsible for making sure that this information is provided correctly.
4. The team manager should check online at IMLeagues.com to learn the location and times for their scheduled events. Also, schedules will be posted on the IM bulletin board. **Note:** No dates and times will be given over the phone.
5. Any conflicts with the entry procedures should be logged with the IM office manager. All rescheduling requests must be logged in the IM office a week in advance.
6. The Intramural Office does not assume total responsibility for checking the eligibility of people participating in Intramural Sports Program, but does reserve the right to investigate the eligibility of any participate. Team managers are responsible for checking the eligibility of their own players.

Organization of Leagues

Several leagues have been organized to provide for the special needs or interests of students, faculty, and staff participants. Participation in the separate leagues and/or selected activities shall be limited with the respect to an individual's group classification or membership status.

1. **Fraternity / Sorority League:** Organized for members and affiliated pledges of social fraternities and sororities on the University of Memphis campus. A member or pledge must be active (on the Greek Roster) at the time of participation in a particular sport or event in order to be eligible to participate in that sport or event. This league involves competition in the form of separate fraternity or sorority league play on an annual school year basis with an accumulation of points culminating in awarding an overall champion.
2. **Independent League:** Organized for undergraduate and graduate students. Faculty and staff are permitted to play in the independent league.
3. **Law League:** Organized for students attending the University of Memphis Law School.
4. **Residence Hall League:** Organized for students residing in a University of Memphis dormitory for that particular semester.
5. **Faculty / Staff League:** Organized for faculty and staff personnel of the University of Memphis.

Organization of Competition

1. Depending on the number of teams entered in a given league, team sport competition will be formatted as league play, or double/single elimination tournaments. In league play format, the best win/loss record determines the playoff teams. The top two to four teams from each division play a tournament to determine the winner. In the event of a tie, a winner will be declared on the basis of sportsmanship then head-to-head regular season games. In the event of

a three-way tie, the ranking will be determined by sportsmanship then point differential among the teams tied.

2. Individual or dual sports competition involves the completion of a single elimination, ladder, or pyramid tournament.

TEAM SPORTS

Softball, Football, Volleyball 4's and 6's, Basketball 5 on 5, Indoor and Outdoor Soccer, Wallyball, Tug-O-War, and Floor Hockey.

Sports may be added or deleted at the discretion of the IM Director. The Intramural Office will schedule all games. In the case of inclement weather, team games will be rescheduled in accordance with the facility schedule. It is important to check the schedule daily for any attempt to contact the IM Office to learn of any changes to the schedule.

ONE-DAY SPORTING EVENTS

Bowling, Table Tennis (Singles and Doubles), Turkey Trot, Basketball 3 on 3, Billiards (Singles and Doubles), Racquetball (Singles & Doubles), Ultimate Frisbee, Tennis (Singles and Doubles) and Golf (Singles and Doubles).

The above sports take one - four days to complete. All persons scheduled to compete in these events should plan to spend time there until the completion of the sport. If they are called to play another match and are not present, a forfeit will result. After playing a match, the winner is to report the results to the scorekeeper of the sporting event.

Intramural Points and Awards

The following points and awards system is to apply to the competition between organizations participating on a yearly basis. First place awards are normally presented for events by league. All winners receive T-shirts. The presentation of these and other award is left to the Director of Intramurals.

1. Each activity is classified according to type and /or the number of participants. This classification determines the number of points awarded. An activity may be classified differently in each of the league programs. The Intramural Director may reclassify an activity at any time.
2. Entry points are awarded to these organizations that complete all entry and event requirements.
3. Points are awarded to those teams who complete play.
4. The accumulation of entry and points will determine the year's IM points champions.

General Rules

General Rules for Team Sports

1. One point team may be entered per team sport
2. Any other teams entered will play in separate leagues as follows:
 - A. Basketball, Flag Football, Tug-O-War, Soccer, Softball and Volleyball
-Extra teams will play in B Division, if not enough they will play in point division

General Rules for Individual/Dual Sports

1. Five participants may be entered per individual or dual sport...only the top four (4) finishers with any one organization are eligible for points in these events. Individuals below four are not eligible for points, but can prevent participates from receiving points.
2. Organizations may make substitutions up until the event starts. Players already on the bracket will not be able to move to another spot on the bracket.
3. No changes will be made after the tournaments have begun.

General Rules for Group Events

1. Teams may enter as many individuals as they wish (except for bowling) only the top four (4) finishers with any one organization are eligible for points in these events. Individuals below four are not eligible for points, but can prevent participates from receiving points.
2. Bowling entries are limited two per organization. Points will be awarded to the top team with any one organization, the other team will not be eligible for points but can prevent other teams from receiving the maximum number of points awarded.

Number of Players For Each Team Sport

<u>Sport</u>	<u>Max # of part.</u>	<u>Min. # of part.</u>
Flag Football	7	5
Dodgeball	4	3
Kickball	8	6
Tug-O-War	7	5
Indoor Soccer	5	3
Indoor Volleyball	6	4
Bowling	3	2
Basketball 5 on 5	5	4
Basketball 3 on 3	3	3
Sand Volleyball	4	3
Outdoor Soccer	7	5
Floor Hockey	6	4

Ultimate Frisbee	7	5
Softball	11	8

Intramural Points Breakdown

Team Sports

Basketball, Flag Football, Floor Hockey, Indoor Soccer, Outdoor Soccer, Softball, Battle Ship, Ultimate Frisbee, Volleyball (4's), Volleyball (6s), Wiffleball and any other events as determined by the UM Intramural Director

- FIVE (5) points for each contest or match participated
- FOUR (4) points for each contest or match won *UNTIL THE FINALS*
- TWENTY (20) points for the winner in any team sport
- FIFTEEN (15) points for the runner-up in any team sport
- SEVEN (7) points for semi-finalist not advancing. Except double elimination events.
(No semi-finalist points awarded)

- DOUBLE ELIMINATION LOSER BRACKET:
- TWO (2) points for each contest or match participated.
 - TWO (2) points for each contest or match won until the finals.

Individual & Dual Sports

Tennis (S&D), Racquetball (S&D), Table Tennis (S&D), Corn Toss, Badminton (S&D), Kan Jam and any other events as determined by the UofM Intramural Director

- TWO (2) points for each contest or match participated
- TWO (2) points for each contest or match won *UNTIL THE FINALS*
- TEN (10) points for the winner in any sport
- SIX (6) points for the runner-up in any sport
- THREE (3) points for semi-finalist not advancing. Except double elimination events.
(No semi-finalist points awarded)

- DOUBLE ELIMINATION LOSER BRACKET:
- ONE (1) points for each contest or match participated.
 - ONE (1) points for each contest or match won until the finals.

Group Sports

Bowling, Turkey Trot (5K Run), Golf (S&D) and any other events as determined by the UM Intramural Director

PLACE	POINTS	PLACE	POINTS
1	15	5-10	7
2	13	11-20	5
3	11	21-30	3
4	9	30-over	2

Members of the organization may participate in as many additional events as they desire.

Singles and Doubles racquet sports are separated events.

Participants are urged to check in the Student Recreation and Fitness Center, Room 128, periodically for any changes.

Handling of Protests

1. Whenever a dispute occurs in an officiated game or contest, the team manager must ask the officials for a clarification of the issue. If no solution can be reached, the manager must request that the activity supervisor on duty be summoned to clear up the situation. **Matters involving an official's judgment may not be protested.** Other questions, except eligibility, must be clarified at the time of the incident prior to resuming play.
2. An eligibility protest must be filed, and if upheld, cause the removal of the offending player. All games or contests in which the player in question participated and/or signed in will be forfeited. If a person plays for more than one team, his loyalty will be considered with the team for which he first played. The ineligible player can no longer participate in that particular sport. Also, in order for the team to be able to continue participating, a \$15.00 ineligible player fee must be paid prior to the next scheduled game.
3. In cases of disagreement between players of contests without officials, please seek activity supervisor for clarification of any problems.
4. Should the Intramural Office detect player ineligibility violations, which are not protested by a team, or individual, it will initiate appropriate follow-up action.
5. Eligibility protests must be submitted in writing to Room 126 Student Recreation and Fitness Center by 12:00 p.m. (Noon) the following school day of the game or match in question. These protests must be specific to the player(s) being protested and the nature of the protest. Examples of eligibility protest could include whether a player is a currently enrolled student at UofM or whether a student is a member of the particular organization for whom he/she played.

Tournament Eligibility

Each team must file a team roster of eligible players with the Intramural Office by the sports entry deadline. Additions to team rosters must be made by the completion of the team's second regular season contest. Any players not added (with signatures and ID numbers) by the completion of the second scheduled contest will be considered ineligible. Should an ineligible player compete after the second scheduled contest, the game will be forfeited upon protest. In order for a team to be tournament eligible, an appropriate sportsmanship rating must be acquired through regular season play. After a team forfeits two games in a sport they will be dropped from the league and will not advance into the playoffs.

Defaults and Forfeits

1. Any team that fails to be ready for a contest ten minutes after the scheduled. Game or match time, will forfeit to the opponent. If neither team is ready to play, both will be credited with a loss. A team is considered ready when the required number of players is ready to begin play.

2. All team competition, except softball, may begin with one less than the required number for a complete team without the contest resulting in forfeiture. Example, a basketball game may begin when a team has 4 players present. Softball will be allowed to play with eight players.
3. After a team or individual forfeits a contest in regular season play, a forfeit fee of \$30.00. Must be paid prior to the next scheduled contest. If this fee is not paid within this time frame, the team in question will automatically be removed from all schedules.
4. In order for a team or individual to default a contest, the team manager must call the IM office no later than 3:00pm on the scheduled day of the contest. All points will be awarded up to the time of default. No sportsmanship grade will be assigned and will not count against the team in their sportsmanship average. No forfeit points will be lost.
5. After a team forfeits a match because of player ineligibility, an ineligible player fee of \$15.00 must be paid prior to the next scheduled contest. If this fee is not paid, the team shall be removed from the schedule.
6. If player(s) forfeit an individual event they will receive minus (5) points. Individuals forfeiting will receive all points gained up to the time of forfeit. All forfeits receive an automatic "1" rating.
7. If a team forfeits an event they will receive minus (10) points. Teams forfeiting will receive all points gained up to the time of forfeit. All forfeits receive an automatic "1" rating.

Intramural Postponements

Once the IM office has released the schedule, no game or contest may be postponed without a 7-day notice. Postponements due to emergency or weather conditions will be announced at least one hour prior to the day's first scheduled contest.

Intramural Equipment Checkout

For scheduled IM games, the field supervisor shall prepare the needed game equipment. Assigned game officials shall pick up and return the equipment at the completion of the day's activities. Individuals may checkout equipment from the recreation department or reserve IM equipment by alerting the IM office of the equipment and date needed.

Sportsmanship Guideline

The following is a guideline for the application of the Sportsmanship rating system to be applied by officials at The University of Memphis IM program. A five-point scale will be used, with a rating of 5 to be used as exemplary sportsmanship and 1 to be used as unacceptable sportsmanship. Exemplary is defined as having every team member, coach, and spectator for a particular team showing respect for each call made by the officials. In addition, the team members may not engage the other team in any unsportsmanlike manner. Arguments, abrasive language, and abuse of equipment are violations of perfect sportsmanship. The officials will give a rating immediately following the game for both teams and will inform the respective managers of their team's rating. The decision of the intramural staff on the field will be final.

The guidelines for the numerical system is as follows:

5 - Perfect sportsmanship. Players cooperate fully with the game officials about rule interpretations and calls. Team exhibits sportsmanship, during play, toward other team, and the manager has full responsibility for his/her teammates and spectators.

4 - Good sportsmanship. This is characterized by respect for officials' calls, with occasional, respectful questioning. Team exhibits sportsmanship, during play, toward other team, and the manager maintains control over players and spectators.

3 - Acceptable sportsmanship. Manager shows basic control over team and arguments with officials are kept to minimum. Spectators are not overbearing while team does not engage other team in fights or extended hostile play. A team **cannot** receive an ejection by a player, manager, or spectator and gain a rating of 3 (three) or higher.

2 - Unacceptable sportsmanship. A team automatically receives this rating when one of its members, managers, or spectators receives an ejection. This rating is gained when a team shows no respect for the officials, no sportsmanship to the other team and consistently initiates conflict before, during or after the game.

1 - Bad sportsmanship occurs when multiple players, managers, or spectators are ejected from the contest. When this occurs the offending team automatically defaults the game and the other team wins. Fighting will automatically result in a forfeit by both teams and a rating of 1 (one) will be received by both. Furthermore, a team will be required to be reinstated by the Intramural Director before their next scheduled game when this rating is received.

* Any member leaving their assigned bench area will be ejected from that contest and may receive a suspension and/or expulsion from the sport or the Intramural program.

These are the guidelines for this rating system the officials on the field/court reserve the judgment to assign ratings as outlined here. Additionally, the Intramural Director or any C.R.I.S. Department professional staff reserves the right to adjust the rating as witnessed by that staff member.

PLAYER CONDUCT

SECTION 1. Development of sportsmanlike attitudes is one of the Intramural Departments major goals; good sportsmanship is vital to the conduct of every contest in the Intramural Sports program. Clearly, sporting contest are important to the participant, but the importance should not become so overriding that players lose sight of appropriate behavior. The playing field is not a venue for physical or verbal abuse for the players or the spectators. An individual or team must be able to accept defeat wholesomely without blaming others; A team is responsible for the actions of individual members and for the spectators directly related to their team. To discourage unsportsmanlike conduct, the following policies have been adopted.

- A. **Disrespect Toward Staff or Officials:** Any individual addressing a staff member or official in an unsportsmanlike, discourteous, or threatening manner will immediately be disqualified and ejected from that game/event. *Suspension; minimum of one game.*
- B. **Intentionally Shoving or Striking a Staff Member or Official:** This shall result in immediate ejection from the game/event. **Suspension; Minimum of One Calendar Year.**
- C. **Unsportsmanlike or Disruptive Behavior:** Team members, captains, spectators, coaches or entire teams *may be asked to leave the playing area if displaying such behavior. Suspension: Minimum of one game.*
- D. **Player Verbally Abuses a staff member or an Official:** *Suspension; minimum of one game.*
- E. **Becoming Involved in a Fight.** *“He Hit Me First” or “I Was Just Defending Myself”* are NOT acceptable as excuses for fighting. Instances of a more severe nature will result in further action being taken by the Intramural Director. *Suspension; minimum of one game.*
- F. **Team Member and /or Spectators** who leave the benches / viewing area to participate in any isolated altercation. *Suspension; team/organization, minimum of one game.*
- G. **Playing On More Than One Team:** *Suspension; minimum of the remainder of that sport.*
- H. **Alcohol:** Alcoholic beverages are not permitted on or around the Intramural playing areas. Students who appear “DRUNK” due to alcohol will not be permitted to participate. The official(s) assigned to the game or any staff member has the authority and responsibility to make a decision. All teams/ individuals guilty of alcohol infractions will be asked to leave the Intramural playing area and may be banned from further participation.
- I. **Player/Team Conduct:** Any actions could be forwarded to Judicial Affairs for further sanctions.

Reinstatement Procedures

Any player, coach, or spectator who is ejected from an Intramural contest is automatically suspended from all Intramural activity until official reinstatement.

- A. To be reinstated, one needs to meet with the Intramural Director as soon as possible following the ejection.
- B. The Intramural Director shall determine the period of suspension for each person who is suspended from all Intramural Activities. The minimum suspension for any ejection is one game in the activity from which the person was ejected plus a three-month probationary period.
- C. No individual will be reinstated prior to a personal visit with the Intramural Director.
- D. Intramural Suspension – The individual may not participate in any formal activity, whether it be a team sport, individual event, or special event until are suspensions lifted.

The Intramural Office reserves the right to rule on any case not specifically covered in the rules of the game or in this manual.

SPORTSMANSHIP POLICY

Team Sportsmanship Policy

1. In order for a team to qualify for the playoffs, or to advance in a tournament, they must:
 - a. Have finished in the top two (2) positions of their league.
 - b. Have a 3 or higher sportsmanship average during the regular season, and maintain a 3 in the tournament.**
 - c. Have not forfeited twice during the regular season
2. After each game, each team will be given a sportsmanship grade. The game officials and the site supervisor will assign the grade.
3. A team winning by forfeit will receive a 5 rating, while a team forfeiting, for reasons other than sportsmanship, shall receive no grade.
4. A team which receives a 1 or 2 rating must have their team captain meet with the Intramural Director, between the hours of 10am and 4pm or call to set up an appointment (901-678-2812), prior to playing again.

Individual Sportsmanship Policy

1. Any player who is ejected from a contest must meet with the Intramural Sports Director prior to participating again in any sport.
2. Any unsportsmanlike acts from spectators shall be penalized to the captain.
3. In addition to the suspension and meeting with the Intramural Sports Director, any individual who receives 3 or more sportsmanship points must meet with the Intramural Sports Director prior to participating again. These points will be kept all year and can be obtained from either men's, women's, or Co-Rec divisions.

One (1) Point Offenses:

Technical Foul (Basketball – for flagrant or unsportsmanlike conduct)
Unsportsmanlike Conduct (any sport)
Yellow Card (Soccer)

Two (2) Point Offenses:

Ejection (any sport)
Red Card (Soccer)

NOTE: After receiving 3 points a player may be suspended. This suspension will not replace the automatic 1 game suspension if an ejection was involved. This suspension would be added on.

***** Assumption of Risk*****

Your participation in this sport could result in physical injury, which could be serious or fatal. Individuals participating in these events must recognize that these activities involve a certain degree of risk. The University of Memphis assumes no responsibility for injuries received during intramural sports activities. Participants voluntarily agree to assume the risk of injury as well as any and all medical expenses resulting from the injury.