

UPPER IOWA

INTRAMURAL SPORTS

Where Character Meets Competition



INTRAMURAL HANDBOOK

2016-2017



Mission Statement

“The mission of Intramurals is to offer comprehensive, quality programs and services that will enhance healthy lifestyles founded on the principles of integrity, sportsmanship, and values.”

Vision of Intramurals

“The vision of the intramural sports program at Upper Iowa University is to provide students with a variety of recreational opportunities that allow them to become engaged in healthy competition while developing and maintaining character, integrity, and sportsmanship.”

Goals

The intramural program strives to:

- Provide students the opportunity to participate in sport and physical activities without regard for high performance skill or ability.
- Provide activities in a safe and professionally supervised environment.
- Nurture healthy competition, good judgment, and fair play, teamwork, and leadership skills.
- Establish a student-centered program that considers the needs and interests of all students.
- Enhance a social interaction through play within a diverse student body, and reduce student conflict by encouraging students to properly manage their emotions.
- To provide and disseminate accurate information to all participants in a timely manner.
- To encourage a lifestyle of healthy habits thorough recreation and leisure activity involvement.

Learning Outcomes for Students/Participants

It is our desire that every student who participates in Intramural programs will benefit by:

- Improving physical and mental health through the joy of participation in recreational activities.
- Learning the skills and establishing the habit of participating in a variety of activities in the present so an enjoyment of promoted recreational activities will continue after leaving Upper Iowa University.
- Making social contacts and developing friendships that the camaraderie of recreating together affords.
- Developing a sense of teamwork and group spirit that recreating together produces.
- Further developing their leadership capabilities.

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PURPOSE STATEMENT

The Intramural Sports Program at Upper Iowa University offers a variety of diverse sports and recreational activities so that our entire student population has the opportunity to participate, regardless of athletic ability or preference. Our goal is to have structured and rewarding recreational opportunities for intramurals sports.

“A **sportsman/woman** is a person who can take a loss or defeat without complaint, or victory without gloating, and who treats his opponents with fairness, generosity, and courtesy.”

- Webster’s Dictionary

GUIDELINES FOR THE INTRAMURAL TEAM CAPTAINS AND MANAGERS

Team chairs/captains shall serve as the liaison between the intramural office and their team. This includes taking responsibility for the proper administration of the team and the on field behavior of each and team member. The policies and procedures in the handbook are the rules which will be enforced during each event in Upper Iowa Intramural Sports.

Administrative Duties:

- Register you team online at IMLeagues.com. Rosters must be updated by midnight on the last day of registration.
- Attend the team captain’s meeting for your sport. An organization with multiple teams only needs one representative to attend a captain’s meeting. Events that require attendance are: Basketball, Billiards, Flag Football, Softball, and Volleyball. If your team does not have a representative present at the captain’s meeting, your team may have the option to compete in pool play, but must speak to the Intramural Coordinator prior.
- Check schedules regularly for updates/changes in game times and inform players of the date, time and location of all contests. All schedules are posted at IMLeagues.com or via email. Occasionally, schedules may change due to unavoidable circumstances, including but not limited to the following: facility availability changes, inclement weather, and team forfeits or defaults.
- Obtain the playoff schedules after your last regular season games at IMLeagues.com or via email.
- Be responsible for thoroughly understanding the rules of the sport you are participating in and informing your team members of the Intramural Rules and Policies.
- Ensure that enough eligible participants who are on the roster are at the games 15 minutes prior to the beginning of the scheduled contest. **GAME TIME IS FORFEIT TIME!**
- Captains may make additions to his or her team’s roster during pool play as long as the participant being added has not played on another team during that event. Teams may add temporary guest player from another in order to avoid forfeiting a game due to having not enough people to play, only on opponent’s approval. This cannot be done during playoffs.

Sportsmanship Duties:

- Educate your team members regarding the consequence of poor sportsmanship for both the individual and the team.
- Be responsible for the behavior of all your players and spectators.
- Ensure that all of your team members understand and abide by the intramural sports policies as posted at IMLeagues.com, and given to you by the Intramurals graduate assistant
- Read, understand and inform your team members of the Intramural Code of Conduct.
- If a team member is ejected, it is the responsibility of the captain to provide all information to the graduate assistant on duty. NOTE: The ejected player may be asked to leave the premises entirely.
- Inform any ejected players of the procedural steps for reinstatement.
- Serve as the team's representative or assigned representative for all intramural contests. The team captain is the only one who may discuss rule interpretation questions with the head official.

INTRAMURAL RULES AND POLICIES

Registration Procedure:

Registration will begin the first day of each semester for certain sports.

- **First, you will need to create your IMLeagues Account:**

1. Visit the [IMLeagues Website](#) and register using your Upper Iowa email address.
2. You will be sent an activation email. Click the link in the email to login and activate your IMLeagues account.

Note: IMLeagues also has an app for mobile devices called Rec It. The app is free and is quite handy.

- **To Create a Team (for Team Chairs/Captains):**

1. Log in to your IMLeagues account.
2. Click the Create Team button at the top right of your User Homepage page.
3. Choose the sport.
4. Choose your league, division of play and preferred playing time.
5. Add your team and then click the Invite Members link to ask players to join your team. They will have to accept your invitation to join.

Eligibility:

Only Upper Iowa University undergraduate, graduate, faculty/staff, and alumni (one per team) are eligible to participate in intramural events provided they meet the following requirements.

Undergraduate Students

*An undergraduate student must meet the eligibility guidelines for participation outline the [Department of Student Activities](#) Policies

Graduate Students

*Received a bachelor degree and is enrolled in at least six credit hours per semester.

Participant Limitations:

Individuals in the following categories are subject to participation limitations as defined below:

Varsity Athletes

*Varsity athletes are defined as Upper Iowa University students whose names appear on the official team roster registered with the [Athletic Department](#). These also include players who are classified as ineligible, walk-ons, or red-shirts. Any concerns regarding player status or eligibility will be decided upon by the NCAA Compliance Officer for Upper Iowa University.

*One varsity athletes per team shall be allowed to compete in their specific sport or associate sport. This athlete must be done with their sport and have no more eligibility left for their sport.

*All College Athletes are UIU are not allowed to play in their associated sport.

Professional and Semi-Pro Athletes

*A student who has lost amateur standing a particular sport because of professional status is ineligible to participate in that sport or associate sport for 4 years after retirement.

All Participants

*If a participant plays on more than one team, the first team he or she played on will be considered his or her team for the duration of that sport. Games played on any other team will be forfeited.

*No player may compete in the playoff tournament if they did not play in at least one pool play game.

*Any team using a player who is ineligible shall forfeit all games in which a violation occurred.

*All sports are mixed gender unless it is listed as Co-Rec and Single Gender (both men and women compete together).

Upper Iowa Faculty and Staff

*Upper Iowa faculty and staff must compete at a high level of Sportsmanship at all times during participation in intramural sports and are expected to maintain decorum at all times – we are role models!

*Upper Iowa faculty and staff that display unsportsmanlike conduct will be suspended from all intramural activity and may be disallowed future participation.

Leagues:

- Open: Men's
- Open: Women's
- Open: Co-Rec

Levels of Competition:

Teams are given the opportunity to choose one of the two levels of competition: Competitive or Recreational play. Games at all levels will be conducted exactly the same way and preference

will not be given to higher levels of play. Information will be offered during registration regarding the levels and leagues for each semester.

Reschedules:

Pool play games will not be rescheduled, with the exception of if a team gives the graduate assistant for intramurals notice at least one day prior to said event, and opposing team is willing to reschedule. If a team cannot play when they are scheduled, the chair/captain must contact the graduate assistant by 12pm the day of your game to have the game documented as a default. Losing by default counts as a loss but does not incur the same penalties as a forfeit.

Forfeits:

GAME TIME IS FORFEIT TIME! Individuals or teams should arrive at the designated site at least 15 minutes prior to the scheduled time of the contest. The decision to declare a contest forfeited will be made by the graduate assistant. A game is not officially forfeited until the graduate assistant declares a forfeit. Any games whose outcome is declared a forfeit will result in a loss being credited to the forfeiting team. A forfeit will be declared under the following conditions:

1. Misconduct as outline in the Violations of Intramural Sportsmanship Policy (page 13).
2. A team cannot field the required number of eligible players by the designated game time. This number varies from sport to sport, so be sure to check the rules prior to the beginning of each sport. This information will also be available at the captain's meeting before the sport.
3. To obtain a victory by forfeit, the required number of participants must be present and ready to play. If neither team has the required number of participants present at game time, both teams will be required to forfeit at game time. See Grace Period.
4. Forfeited contests will not be rescheduled.

Grace Period:

If a team has "fielded" the appropriate number of players to begin a competition at game time, but the opposing team has not, that team will have the option to grant the opposing team a 10-minute grace period to "field a team." If a team has not assembled the minimum number of required participants to begin the contest in the 10-minute grace period, that team will forfeit the contest.

Defaults:

Teams that are not able to play a regularly scheduled contest is provided the opportunity to default that contest. The decision to declare a default will be made by the Graduate Assistant.

1. If a team or player chooses to default a contest, the team or player is was scheduled to play will be declared the winner.
2. Defaulted contested will not be rescheduled.
3. In order for a contest to be considered a default, the team chair/captain must notify the Intramural Coordinator by 12pm on the day of the contest.
4. Only one default is allowed per team per sport.

Roster Additions:

When adding players to roster, team chairs/captains must make the additions by **12pm** of the day of play. This allows for enough time to ensure the additions will be recorded on the score sheet. Players cannot be added to your roster after your last pool play game, as all eligible players for the playoff tournament must participate in at least one pool play game.

Blood on Uniforms:

There is a risk for blood borne infectious diseases to be transmitted from one player's wounds to another. Recognizing the concerns this risk creates for our intramural participants, the intramural sports staff has established the following policy:

When an official observes a player who is bleeding, has an open wound, or has an excessive amount of blood on his or her clothing, the official will temporarily stop the game in the same manner as the official would have temporarily stopped the game for an injured player, except that the bloody player must leave the game. A removed player is expected to receive appropriate treatment on the sidelines before returning to the game. The player involved shall not return to the contest until the bleeding has stopped, the open wound is covered, or an excessively bloody piece of clothing is changed and disposed of properly. An excessive amount of blood on a piece of clothing means the clothing is saturated so that the blood would transfer to another player or the blood could soak through to the skin. Once play has stopped under this rule, the player may not re-enter the game until the official declares the player eligible. This includes; running of the clock, one "play" run in flag football, a substitution opportunity in soccer, a volley in volleyball, etc.

Assumption of Risk:

Students are advised that participation in the intramural sports program involves physical risk.

Participation in intramural sports is a privilege, not a right; and is strictly voluntary.

Injuries and their resulting cost are the responsibility of the participant. There is a possibility that participants may be injured during the course of normal intramural activities. This risk of injury extends to the physical being, as well as personal belongings that the individual may bring to the activity (including eyeglasses, or personal possessions left at the event).

Despite efforts to provide a reasonably safe and playing environment, some intramural participants are apt to be injured. Participants, coaches, and spectators are advised to take protective measure when participating in or watching an intramural event.

Upper Iowa University does not require insurance for all students (but does offer it) but strongly recommends that all intramural participants obtain adequate medical insurance coverage prior to participation. Please reference your policy!

Team Requirements and Equipment:

The following is a list of team sports offered and indicates the maximum and minimum number of players that a team needs in order to compete in each sport. Please note that there are specific requirements for men's, women's and co-rec teams and that not all sports are offered every semester. The list also includes what equipment will be provided to the participants. During

some sports, participants are only allowed to use equipment provided by the intramural sports office. For further specific information, please contact the intramural sports office.

Sports	Minimum to start a game	Maximum on field/court	Notes
Basketball	4	5	Must wear pennies.
Dodgeball	4	6	
Flag Football	4	7	No metal cleats or shorts with pockets.
Kickball	6	10	A team must have pitcher and a catcher.
Sand Volleyball	3	4	
Softball	8	10	No metal cleats.
Tennis	2	2	Must have at least one female per team.
Ultimate Frisbee	6	8	Two week tournament on IM fields.
Volleyball	3	6	

EQUIPMENT AND JEWELRY POLICY

Jewelry Policy:

For the safety of all participants, jewelry is not allowed to be worn by participants during intramural sports. This includes but is not limited to rings, watches, necklaces, earrings, bracelets, or any unconcealed body piercing. Medical bracelets are permissible but must be secured to the body. No exceptions will be made for jewelry which is made to be permanent or that is unable to be removed. Taping over, or using a Band-Aids to cover restricted jewelry is not permitted as it may not secure the jewelry in question (examples include but are not limited to: lip rings, eyebrow rings, nose rings, etc.).

The court officials, graduate assistant, or any other supervisor on duty have the authority to disallow any participant from wearing any equipment, jewelry, or apparel which is deemed potentially dangerous or disadvantageous to any participants.

Shoe Policy:

All participants must wear proper shoes. A shoe shall be considered proper if it is made with either canvas or leather uppers or similar material. Street shoes and open toe sandals are not allowed. The sole may be smooth or molded, non-marking, and non-abrasive. Cleats may be worn in flag football, ultimate frisbee, or softball; however, no metal, or shoes similar to metal sole and heel plates will be allowed. The supervisor has the authority to disallow any type of dangerous footwear.

INTRAMURAL SPORTSMANSHIP POLICY

Unsportsmanlike Conduct Defined:

Unsportsmanlike Conduct is defined as a player, coach, or spectator who at any time while at an Upper Iowa University intramural event conducts him or herself in an abusive, offensive, or illegal manner.

This includes but is not limited to:

Fight, verbal abuse or dissent toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, unauthorized leaving of a team bench area, striking or physically abusing an official, opposing coach, or player, intentionally inciting participants or spectators to violent or abusive action, using profane or unduly provocative language or action toward officials, opponents, or spectators, being critical publicly of any game official, Upper Iowa University personnel, or another university or its personnel, and any acts of deceit.

Intramural Code of Conduct:

The intramural department takes sportsmanship very seriously and offenders will be dealt with accordingly. Sportsmanship policies will be enforced strictly to ensure that safety and enjoyment of ALL participants, including our student intramural staff. Actions that are dangerous and/or conduct that is detrimental to the intramural program or individual students will not be tolerated and are grounds for suspension from further participation in all intramural sports activities.

Suspension: The temporary removal of an individual or team from competing in Upper Iowa Intramural Sports. During a suspension, individuals are not allowed to compete, but may watch.

Individual Warning: A warning may be given to an individual participant who exhibits unsportsmanlike conducts pre-game or post-game. This includes anytime the individual is on the fields or courts before or after a game prior to exiting the premises. An individual participant warning will not affect a team's sportsmanship rating; however, the participant may be assessed an individual suspension appropriate with the conduct violation.

Ejection Procedure:

NOTE: If an official, table official, intramural sports supervisor, graduate assistant, or any other intramural staff member hears a participant, coach, or spectator using excessive profane language beyond the given warning, that participant, coach, or spectator will be ejected from the game.

THERE WILL BE NO EXCEPTIONS TO THIS RULE!

1. Participants who exhibit unsportsmanlike conduct during a contest will be ejected from that contest
2. The ejected participant will be asked by the graduate assistant to sign an ejection form. If the participant refuses to sign the ejection form, the player or the player's team will forfeit the game.

3. If the participant is asked to leave the premises and refuses, his or her team will forfeit the game and the graduate assistant will call the Upper Iowa Security, who will remove the participant from the premises.
4. The ejected participant must set up a meeting with the Intramural Coordinator in order to discuss the ejection. The ejected participant must meet with the Intramural Coordinator before he/she is allowed to play.
5. The procedure for reinstatement is as follows:
 - a. Players ejected due to unsportsmanlike conduct will automatically receive a one-game suspension from the sport in which they were participating. The suspension is for the next scheduled game (including playoffs). Should the ejection take place on the last scheduled games for that sport, the participant ejected will miss the first scheduled game for the next intramural event in which he or she wishes to participate.
 - b. If the participant is required to meet with the Intramural Coordinator, the coordinator will decide whether any further punishment is warranted. The participant will be notified in writing of the coordinator's decision within 24 hours of the end of the meeting.
6. Any participant with **two ejections** in a semester will be suspended from intramural competition. That individual must meet with the Intramural Coordinator to discuss the potential reinstatement for the individual(s) who have been ejected as well as the team as a whole. The entire team will be eligible for intramural competition until this meeting takes place and decision has been rendered.
7. Individuals and/or teams that commit violations involving more serious offenses while attending an intramural contest or event will be referred to the Associate Dean of Students.
8. The Intramural Coordinator reserves the right to administer disciplinary sanctions as needed to preserve the integrity of the program.
9. A participant who wishes to appeal the decision of the Graduate Assistant must submit the appeal in writing to the Assistant Dean of Students. All decisions made by the Assistant Dean of Students are final.

Violations of Intramural Sportsmanship Policy:

The following are **possible** consequences of unsportsmanlike conduct of intramural teams and participants.

Team violations:

*Forfeit due to misconduct – If a team, player, or a combination of the two receives three unsportsmanlike penalties in one game, the team will forfeit that game.

*Intramural probation – Intramural probation places a team on a probationary status which would cause a suspension from intramural participation for any further unsportsmanlike conduct. The term of probation may be set for a particular sport, for a semester, or for a year.

*Intramural suspension – Suspension from intramural sports prohibits the suspended organization and its individuals listed on the team roster from participation in any sports

during the period of intramural suspension. A period of intramural suspension is automatically followed by a period of intramural probation of not less than one semester.

*Teams that are removed due to unsportsmanlike behavior will not receive refunds.

*Teams disciplinary measures include but are not limited to the following:

Protests:

It is strong belief of the intramural sports program that contests should be won or lost on the field of play. The intramural staff will seek to resolve all disputes immediately. Matters involving an official's judgment are not a basis for protest.

The intramural department reserves the right to rule in any matters not covered in this handbook. We will apply the spirit of the rules and fairness in all situations. **The decision of an official of intramural staff member to eject a player of spectator for any unsportsmanlike conduct (be it verbal or physical) will be firmly upheld by the intramural department.**

Steps to protesting a game:

1. All protests must be recorded immediately with the graduate assistant on site. A valid protest must either concern player eligibility or a misapplication or misinterpretation of a sport rule. A protest of the judgment of an intramural official is invalid.
 - a. Player Eligibility Protests
 - i. Captains must verbally make the intramural sports staff (official or supervisor) aware of an eligibility protest before the contest ends.
 - b. Games Protests
 - i. A valid game protest must include the following:
 1. Protests must be made during the contest at the time of the incident by the team captain to the game official and/or the supervisor before the next "live" ball.
 2. At the time, the reason for the protest must be given to the game official.
 3. Protests must involve a misinterpretation or misapplication of a playing rule.
 4. The captains, the official(s) and any other staff present must sign the game score sheet upholding or denying the protest. Unless this procedure is followed, the protest will not be considered. Every attempt will be made to rule on the protest immediately.
2. If you disagree with the on-site decision, you may appeal the decision to the Graduate Assistant. A protest is not complete until a typed version of the protest is submitted to the Graduate Assistant by 12pm of the day after the game in question; otherwise, it will be dismissed.
3. Games altered by valid protests will be replayed, if possible, from the point of the game where the protest occurred. The intramural department and both team captains may agree to a non-playing solution.

Protest Appeals:

A typed appeal of a protest decision must be submitted within 48 hours of notification of the protest decision. The typed appeal must be submitted to the Graduate Assistant.

Playoff Protests:

Due to time constraints, protests during the playoffs will be decided by the graduate assistant. The decision of the graduate assistant will be considered final and play will continue.

Intramural Injury Staff Protocol:

Make every effort for Intramural staff to be first aid, CPR, and AED certified.

If any injury may occur while a participant is playing in intramurals, these are the steps you take when dealing with that injury;

Non-Emergency Injuries: Always have intramural med kit present at all events Provide as much care as you are comfortable with. Remember to always protect yourself and others from fluids. Call professional on call if you are unsure what to do (Reference the Student Health Services General Protocol)

Emergency Injuries: Always have intramural med kit present at all events. Use your best judgement when to call 9-1-1. Keep the injured individual calm. We never give any student medicine of any kind. Know what you can do to help till paramedics arrive. If the student is responsive, give them the option of an ambulance or a friend driving them to the ER or Hospital. If the student is unresponsive, call 9-1-1 right away.

Intramural Injury Student Participant Protocol:

If you sustain an injury while participating in intramurals, the intramural staff will do their best to provide first aid to you. If conscious, you have the option to travel to a medical facility via ambulance or a friend's vehicle. If the injury sustained is dramatic enough or you are unconscious, the intramural staff will make the call on your behalf. Student safety is Intramurals number one concern.

Student Health Services General Protocol:

Upper Iowa University has made arrangements with a local clinic to provide office call visits for illness evaluations. There is no charge to full-time undergraduate students for office call visits during regular office hours. Services provided include evaluation and management of student illnesses. Students are expected to pay for prescriptions and medications.

Procedures for Clinic Visits

1. Students are asked to contact the Office of Student Development to make an appointment at the clinic. Students can also contact the Gundersen Lutheran Clinic (Fayette & West Union locations) directly.
2. Every effort will be made to see the student on the same day they call.
3. Present your student ID card and insurance card at the clinic.

4. After-hour emergencies should be directed to the emergency room of Palmer Lutheran Health Center, West Union. Cost for emergency services is borne by the student or his/her family insurance carrier.

INTRAMURAL STAFF

The graduate assistant (GA), or game supervisor on duty is the final authority during an intramural activity. The GA or game supervisor along with an intramural sports supervisor will be in charge of organizing the event, directing teams to proper fields and courts, and managing the contests so that good sportsmanship is practiced at all times.

Participants must realize that the game officials are the source of ruling and information. The graduate assistant or game supervisor on duty may only be consulted when interpretations or applications of the rules are in question. They will not overrule any judgment calls!

The GA or supervisor may intervene to stop play at any time. Situations such as disorderly conduct, abusive language and fighting are potentially dangerous and can lead to either the GA or intramural sports supervisor terminating the contest and assessing a forfeit to the team or removing a player from the sport and asking him/her to leave the facility.



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Established in 1857®