
Intramural Sports Policies and Procedures 2013 – 2014

The Intramural Sports Policies and Procedures outline the operations of the Intramural Sports Program and are formulated to reach the long-term goals of the Intramural Sports Program and The Recreation Services Department.

Section A – Eligibility

Section B – Safety

Section C – Online Registration

Section D – Leagues, Divisions, and Scheduling

Section E – Team Rosters

Section F – Forfeits and Defaults

Section G – Protests

Section H – Playoff Qualifications

Section I – Sportsmanship Rating System

Section J – Disciplinary and Reinstatement Procedures

Section K – Inclement Weather

Section L – Awards

A. ELIGIBILITY

1. All currently enrolled Lawrence campus students, currently employed Lawrence campus faculty and staff, and KU Affiliates are eligible to participate in Intramural Sports events. Faculty, staff, and affiliates must be members of the Ambler Student Recreation Fitness Center for access to Intramural Sports events that take place inside of the Ambler Student Recreation Fitness Center.
2. Participants must present their University issued ID before each contest in order to participate in any Intramural Sports event.
3. A Forgotten ID Form may be used as a substitute once per semester. Participants must provide a valid photo ID when using a Forgotten ID Form.
4. A player may play with one team within a league during a particular sport. A male player may play for one Men's Competitive team, or one Men's Recreational team, or one Men's Greek team, and one Men's Open team (if available). A female may play for one Women's team. Additionally, any player may play for one Co-Recreational team.
5. A player is considered a member of the first team on which the player participates within each league. If a participant is found to have played on more than one team in a league, forfeits, suspensions and/or expulsions may result for all parties involved.

6. Any team found using a player that is playing under a fictitious name or ID, or a team that has a player that has checked-in under a fictitious name or ID with the intent to play illegally, will forfeit all games in which that player checked-in. The player using an improper ID and the player providing the ID to be used illegally will be suspended. The team captain may also be suspended at the discretion of the Intramural Sports Administrative Staff.
7. Unauthorized use of a university ID will result in confiscation and/or university disciplinary actions.
8. Team captains are responsible for knowing the eligibility status of the players on their team. The Intramural Sports Administrative Staff reserves the right to suspend any captain or team and/or organization that willfully uses ineligible players.
9. Teams may not play ineligible players, unless they declare a forfeit prior to beginning the contest. Any contest declared a forfeit prior to beginning play will not be officiated and potentially may be assessed a Forfeit Fine.
10. During league play, all contests in which an ineligible player participated shall be recorded as a forfeit win for the opposing team. During tournament play, the last contest in which an ineligible player participated shall be recorded as a forfeit win for the opposing team.
11. All coaches and/or team captains must be on the team roster and meet Intramural Sports eligibility criteria. Organizations with an Intramural Sports Chair must list a player on the roster as a captain in addition to the Chair.
12. The maximum number of sport club players on a team's roster must not exceed 50% of the number of players required to play a sport at full strength for their corresponding sport. A sport club member is defined as any student who pays dues to a sport club team. The status of sport club member exists for the entire academic year.
13. Any male or female student who is a member of a team in an NCAA Division I sport shall not be eligible to participate in that related sport in the Intramural Sports Program. The following are considered related sports:

INTRAMURAL SPORT	INTERCOLLEGIATE SPORT
Flag Football, Punt, Pass & Kick	Football
Indoor or Sand Volleyball, Wallyball	Volleyball
Tennis	Tennis
Golf, Longest Drive	Golf
3-on-3 Basketball, Pre-Holiday Basketball, Basketball	Basketball
Fun Run	Cross Country, Track
Indoor Soccer, Outdoor Soccer	Soccer
Softball	Softball or Baseball

B. SAFETY

1. The Intramural Sports Program and The Recreation Services Department assume no responsibilities for injuries received during Intramural Sports events. Participants are reminded that their participation is entirely voluntary.
2. Participants must remove all jewelry prior to competing. This includes, but is not limited to, earrings, piercings, necklaces, rings, and hats with bills. Glasses used for corrective or protective purposes may be worn.

3. Knee and ankle braces which are unaltered from the manufacturer's original design/production are permitted and do not require any additional padding or covering. Sharp edges from wear and tear or any other deflection would be considered as an alteration even if unintentional.
4. A guard, cast or brace made of a hard and unyielding substance, such as, but not limited to, leather, plaster, plastic or metal shall not be worn on the elbow, hand, finger/thumb, wrist or forearm; even though covered with soft padding.
5. Pets are prohibited from any Intramural Sports playing facility.

C. ONLINE REGISTRATION

1. Participants must register via the Intramural Sports online registration website (IMLeagues.com/KU) in order to participate in an event, unless otherwise noted.
2. For some events, the team captain and team participants must pass a mandatory Registration Quiz to complete the registration process. Available for assistance in taking the quiz, a registration video, Intramural Sports Policies and Procedures, and individual sport rules are attached to the quiz. All quiz material will be covered in the registration video, in the Intramural Sports Policies and Procedures, or in the individual rules.
3. For events with entry fees, all payments are due in the Administrative Office of the Ambler Student Recreation Fitness Center by the prescribed deadline. Failure to pay a registration fee may result in being removed from the event.

D. LEAGUES, DIVISIONS, AND SCHEDULING

1. Each Intramural Sports team event will be organized into as many as four leagues: Men's, Women's, Co-Recreational, and Open.
2. A male must participate in a Men's League if offered and/or a Co-Recreational League. A female must participate in a Women's League if offered and/or a Co-Recreational League. There are no gender restrictions in events containing only Open Leagues.
3. The Greek Division is restricted to social organizations recognized by the Interfraternity Council and the Panhellenic Council. Greek teams must have the name of their Greek organization in their Intramural Sports team name. All members of these teams must be graduate or undergraduate members of the Greek organization they are representing.
4. Most leagues will be constructed using instant scheduling. Instant scheduling allows teams to select their desired game day and time on a first come first serve basis. After the regular season, all teams that qualify for the playoffs will be placed in the tournament bracket.
5. The Intramural Sports Administrative Staff reserves the right to move any team in a division that does not reach capacity at the conclusion of registration.
6. All game reschedule requests must be submitted to the Intramural Sports Office at least 24 hours prior to the scheduled weekday contest, and by 12:00pm (noon) on the Friday preceding a weekend contest.
7. Reschedules must be agreed upon by both captains and the Intramural Sports Administrative Staff, if facility space exists. If arrangements have not been confirmed by the Intramural Sports Administrative Staff, the game will be played according to its original details.

8. Schedules are publicized on the Intramural Sports online registration website. This website will contain the most up to date information.

E. TEAM ROSTERS

1. Players must be added to the roster prior to the team's last regular season game. A team cannot make changes to its roster after the completion of their last regular season game unless prior approval has been granted by the Intramural Sports Director.
2. Teams may add an unlimited number of players to their roster on site during the first week of the season. Teams may add a maximum of two players to their roster on site during all other regular season games. Players joining the team at the game site will not be added to the official roster by the Intramural Sports Staff. It is the responsibility of the player to add himself/herself to the team's official roster.
3. During the playoffs, no modifications to the roster may be made. Rosters on the game sheet are final in all cases.
4. Rosters are considered finalized at 12:00pm the day of a scheduled game, Monday – Friday. For games on Saturday and Sunday, rosters are considered finalized at 12:00pm on the Friday preceding the game.

F. FORFEITS AND DEFAULTS

1. Game time is forfeit time. Exceptions can only be made by the Intramural Sports Director prior to the contest. The Intramural Sports Supervisor enforces the official game time.
2. The minimum number of players needed to play must be present, signed-in, and ready to play by game time in order to avoid a forfeiture of the game.
3. Forfeited contests will not be rescheduled.
4. Teams who do not have the minimum number of players present, signed-in, and ready to play by game time will be assessed a Forfeit Fine.
5. The Forfeit Fine must be paid in the Administrative Office of the Ambler Student Recreation Fitness Center within three business days of a forfeited contest or by 12:00pm the day after the regular season ends, whichever comes first.
6. Any team that fails to pay a Forfeit Fine or forfeits two games in the same sport will automatically be dropped from the event.
7. If any outstanding Forfeit Fines remain following an event, the team captain may not be allowed to register for any other Intramural Sports event until the Forfeit Fine is paid.
8. Teams that have zero players signed-in for their scheduled contest risk the potential of being dropped from the event.
9. Organizations are responsible for forfeits of all teams representing the organization. Failure to pay outstanding Forfeit Fines may result in all organizational teams being removed from play.
10. Teams knowing in advance that they will not be able to play a scheduled contest are provided the opportunity to default that contest, and will not be assessed a Forfeit Fine.

11. In order for a contest to be considered a default, the team must contact the Intramural Sports Office by 12:00pm the day of the scheduled game via email. For games on Saturday and Sunday, the default request must be submitted by 12:00pm on the Friday preceding the game. Attempting to default a contest by any other method may not be granted.

G. PROTESTS

1. Protests may be lodged for rules misinterpretation, misapplication, or player eligibility. Under no circumstances will protests on an official's judgment be accepted.
2. In order to register an official protest, the team captain must call a time-out and inform the official of their intent to protest. If after resolving the protest the official's ruling is upheld, the protesting team will be charged a timeout. If the official's ruling is overturned, the protesting team will not be charged a timeout.
3. A team may protest with no timeouts remaining. If the official's ruling is upheld, the protesting team will be charged with a Delay of Game penalty for that particular sport such as technical fouls, unsportsmanlike conduct, or yellow cards.
4. No protest will be accepted for consideration unless it is first registered with the official(s) in charge of the contest at the time the prompting incident occurs. The official(s) will then notify both parties that an official protest has been lodged.
5. All protests will be brought to the Intramural Sports Supervisor's attention, who will make a ruling at that time. All protest rulings concerning rule interpretation and application made at the game site will be final.
6. If a protest for player eligibility remains unresolved, the Intramural Sports Staff will note the game conditions at the time of the protest and the contest will continue. The protesting team must then submit in writing a formal Protest Form, which must be received by 12:00pm the next business day. Forms must be submitted to the Intramural Sports Office in room 204 of the Ambler Student Recreation Fitness Center, or submitted to the Intramural Sports Supervisor at the game site.
7. Upon receipt of an eligibility protest, the Intramural Sports Administrative Staff will contact all parties involved. After considering all available information, a decision will be made and all parties will be informed. The decision of the Intramural Sports Administrative Staff is final.

H. PLAYOFF QUALIFICATIONS

In order to determine playoff qualification, the following guidelines will be used, in order:

1. Win/Loss record will determine final regular season standings. Please see individual sport rules to determine the number of teams that qualify from each division.
 - a. Any game that is defaulted by a team will count worse than a loss for that defaulting team's record.
 - b. Any game that is forfeited by a team will count worse than a default for that forfeiting team's record.
2. In the case of a tie between two teams, head-to-head record will be the tie-breaker.
3. In the case of a tie between three or more teams, or if a head-to-head matchup did not occur between two tied teams, sportsmanship rating will be used as the first tiebreaker criteria.
4. Should the sportsmanship rating of the teams be tied, point differential in all regular season games will be used in flag football, soccer, floor hockey, dodgeball, basketball, and softball. In volleyball and wallyball, game record

differential will be the tie-breaker for three or more teams, or two teams that did not have a head-to-head matchup.

5. If a team wins or loses by forfeit or default, the team will get credit for winning or losing by the following amounts:
 - a. Basketball: 15 – 0
 - b. Dodgeball: 8 – 0
 - c. Flag Football: 18 – 0
 - d. Floor Hockey: 3 – 0
 - e. Soccer: 3 – 0
 - f. Softball: 5 – 0
 - g. Volleyball: 2 – 0
 - h. Wallyball: 2 – 0
6. Should the teams have the same point differential, points against will be the tiebreaker.
7. Should the teams still be tied after all tiebreakers have been exhausted, a random draw will be held to determine the tiebreaker.
8. Once one team has broken from the tie, the tiebreaker process will start over.
9. Please see Section I, Article 4 for Sportsmanship requirements for playoff competition.

I. SPORTSMANSHIP RATING SYSTEM

1. At the completion of each contest, the officials will subjectively evaluate each team and assign a Sportsmanship Rating. A team's conduct will be evaluated before, during and after the contest and will include players, bench personnel and spectators.
2. Sportsmanship Ratings are defined as the following:
 - 4 – Outstanding Sportsmanship & Conduct:** All players cooperate fully with staff, officials and the opposing team throughout the course of competition. The captain respectfully converses with staff and officials when needed and has full control of his/her team. Captain and team members exhibit outstanding sportsmanship.
 - 3 – Good Sportsmanship & Conduct:** Team members are in control throughout the contest. Sportsmanship and actions of team members are at acceptable levels. The team does not show any aggressive dissent towards staff or opposing team.
 - 2 – Below Average Sportsmanship & Conduct:** The team defaults a scheduled contest, or demonstrates limited verbal dissent towards officials, staff and/or opponents that may or may not result in sport specific conduct penalties.
 - 1 – Poor Sportsmanship & Conduct:** The team forfeits a scheduled contest, or team members continually exhibit dissent towards officials, staff and/or opponents either on or off the playing surface and/or sidelines. The team captain shows little control over the actions of his/her teammates of him/herself. The team captain must also meet with the Intramural Sports Director or designee before the next contest.

- 0 – Unacceptable Sportsmanship & Conduct:** The team is completely uncooperative or shows no respect for staff and/or opponents. The team captain shows no control over the actions of his/her teammates or him/herself. The team captain must also meet with the Intramural Sports Director or designee before the next contest. Additionally, the captain and/or team may face disqualification from the remainder of the season or a period of time.
3. Any team that receives 3 unsportsmanlike penalties during a single contest will forfeit the match to its opponent. Repeated displays of poor sportsmanship will result in the team being ruled ineligible for participation and possible referral to the Vice Provost for Student Affairs for further discipline consideration.
 4. In league sports, a team must have a “2.5” or better Sportsmanship Rating during the regular season to be eligible for the playoffs, and must maintain a “2.5” or better Sportsmanship Rating throughout the playoffs to continue competition. Please see Section I, Article 8 - 9 for additional playoff Sportsmanship procedure.
 5. It is the team captain’s right to view his/her team’s Sportsmanship Rating after each contest. The Intramural Sports Supervisor will be able to provide the captain with this information immediately after the contest.
 6. A team may appeal a Sportsmanship Rating by writing a letter containing all relevant information to the Intramural Sports Director by 12:00pm the day following the contest in question.
 7. The situations listed will result in the following Sportsmanship Ratings being assigned:

Game not played nor rescheduled due to inclement weather or poor surface conditions – **No Score**
Team winning by forfeit or default – **4**
Team losing by default – **2**
Team losing by forfeit due to no show, lack of players or ineligible players – **1**
 8. The captain of a team who receives a “2” Sportsmanship Rating during a playoff or tournament game in which their team wins must meet with the Intramural Sports Director or designee prior to their next contest. Failure to do so will lead to their dismissal from the playoffs or tournament.
 9. Any team receiving a “1” or “0” Sportsmanship Rating for a playoff or tournament game will be eliminated from competition regardless of the outcome of the game.

J. DISCIPLINARY AND REINSTATEMENT PROCEDURES

1. Each team captain is responsible for the conduct of the individual members of his or her team, coaches, and spectators. The team captain and/or team may be liable to suspension for the actions of his or her team, coaches, and spectators.
2. Contest participants or spectators who choose to follow unsportsmanlike practices before, during, or after a contest, whether directed toward an opponent, an official, a spectator, or Intramural Sports Staff may be ejected from that contest. The contest official(s), Intramural Sports Supervisor, or a Recreation Services Staff member may administer the ejection at any point before, during, or after the contest.
3. Players, coaches, or spectators ejected from any Intramural Sports contest for any reason must leave the playing facility immediately after providing their contact information, and are banned from all Intramural Sports activities until officially reinstated by the Intramural Sports Director.

4. If the ejected player, coach, or spectator does not provide their contact information, it is the captain's responsibility to provide the necessary information. Failure to do so may result in a forfeiture of the contest and a possible player or team suspension.
5. A player who receives two unsportsmanlike penalties in football, two unsportsmanlike technical fouls or one flagrant foul in basketball, two unsportsmanlike technical fouls or one red card in soccer or volleyball, two major penalties in floor hockey, or the equivalent in any other event will be considered to be ejected from that contest.
6. If a reinstatement meeting is not scheduled or completed within 48 hours of official notification, the ejected participant will be withheld from participating in any Recreation Services program or utilizing any Recreation Services facility.
7. The Intramural Sports Director will determine the period of any suspension after hearing from all parties involved. Appeals on disciplinary rulings may be made in writing to the Associate Director of Programs within 48 hours of original disciplinary ruling. The Associate Director will determine in what fashion s/he will hear the appeal, in accordance with standard university policy.
8. A contest will automatically be stopped in the event that team members or spectators enter the playing surface without the consent of the Intramural Sports Staff. Penalties include, but are not limited to forfeiture of the contest, an unacceptable sportsmanship rating, or suspensions.
9. The Intramural Sports Staff reserves the right to suspend play during a contest at any time due to unsportsmanlike events. When a contest is stopped due to the unsportsmanlike actions of one team, the contest will be recorded as a forfeit win for the opposing team. When a contest is stopped due to unsportsmanlike actions of both teams, the contest will be recorded as a forfeit loss for both teams.
10. Participants and spectators are expected to follow the Code of Student Rights and Responsibilities before, during, and after participation in the Intramural Sports Program.
11. Any participant who is believed to be under the influence of alcohol or drugs will not be permitted to participate or remain on university property. Participants or spectators consuming alcohol and/or drugs, or who have consumed alcohol and/or drugs before a contest will risk forfeiture of the game and may be expelled from further play.
12. In accordance with The University of Kansas Alcohol & Drug Policy, Intramural Sports will forward all complaints of alcohol or drug use to the Vice Provost for Student Affairs.
13. In accordance with the Code of Student Rights and Responsibilities, Intramural Sports will forward all complaints of fighting to the Vice Provost for Student Affairs.

K. INCLEMENT WEATHER

1. In case of inclement weather, a determination on play will be made by 3:00pm the day of the contest Monday through Friday and by 10:30am on Saturday and Sunday. If a decision has not been made by the designated times, all decisions will be made by the Intramural Sports Supervisor at the playing site. Contests stopped at the game site due to lightning will not start until 30 minutes after the last strike.
2. Information concerning cancellations and postponements will be recorded on the Recreation Information Line and can be obtained by calling 785.864.3456, and on the Intramural Sports website.

3. Every effort will be made to reschedule cancelled contests, however due to limited facility space and time it may not be possible to reschedule contests. At times, rescheduled contests may be played on a different day of the week or time than originally scheduled.





L. AWARDS

1. Winners of each event will receive Intramural Sports Champion t-shirts. Winning teams will receive one t-shirt per team member on the official roster up to a maximum of twelve shirts.
2. Team members not in attendance at distribution must come to the Intramural Sports Office to receive their Intramural Sports Champion t-shirt.
3. Jefferson’s Intramural Campus Championship Series points are awarded to each team that participates in Intramural Sports per semester.
4. Teams are awarded points based upon their finishes in an event with a minimum number of points guaranteed to each participating team in all Intramural Sports events.
5. Teams may only claim points for one singles or doubles entry, but there is no maximum on the number of entries a team may register.
6. Awards will be given to championship teams in the Men’s, Women’s, and Co-Recreational leagues. Each team will win a \$100 gift certificate and be recognized on a perpetual plaque located in the Ambler Student Recreation Fitness Center.

Fall Academic Semester: \$100 gift certificate to Jefferson’s Restaurant
Spring Academic Semester: \$100 gift certificate to Papa Kenos Pizzeria

INTRAMURAL SPORTS PHONE LIST

General Information (Program Manager’s Office)	785.864.3270
Recreation Services Weather Information Line	785.864.3456
Ambler Student Recreation Fitness Center Membership Office	785.864.1370

 <p>Intramural Sports Website (General Information) http://recreation.ku.edu/programs/intramurals/</p>	 <p>IMLeagues.com Website (Team/Player Registration) http://IMLeagues.com/KU</p>
 <p>Follow Us On Facebook! Search “Ambler Student Recreation Fitness Center”</p>	 <p>Follow Us On Twitter! Search “@KUAmblerRec”</p>