

# 2016-2017 Intramural Participant Handbook



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## Overview

The Intramural Sports Program is a program area of Recreational Sports and Fitness. Recreational Sports and Fitness is a unit of the department of Athletics and Recreation at American University.

Intramural (IM) Sports are organized with structured leagues, tournaments, and contests designed to meet the recreational needs of the American University community. Students, faculty, and staff are offered the opportunity to participate in IM Sports activities as regularly as their interest and time will permit.

Through participation in IM Sports, individuals are encouraged to enjoy sports, reduce stress, keep physically fit, meet people, and have fun! IM Sports emphasizes and acknowledges values such as sportsmanship, leadership, and teamwork. Oversight of IM Sports is the responsibility of the Intramural Coordinator and the staff assigned to each contest.

## Mission Statement

The Intramural Sports Program supports the University's goal of encouraging physical fitness throughout the community. It offers quality, diverse sports and recreational opportunities in order to promote healthy lifestyles, personal health and fitness, and sportsmanship.

## Spirit of Play

Team sport activities find their origin in the basic need for the spirit of play. Winning and losing are mere outcomes of this play spirit. Abusive language and manipulation of the rules are not a part of the game. What is part of the game is the pure satisfaction of participation, getting fit and enhancing friendships. Without your opponent, there is no game, no contest, no memories, and no fun. You are indebted to them as they are to you. The spirit of play is then based upon cooperation. Upholding high standards of integrity and fair play acknowledges this idea of cooperative competition. All players are encouraged to use good judgment in caring for the safety of others as well as themselves. The goal of lifetime sports for all players may have more meaning than that of a win or loss, the memory of which often fades quickly. All players are asked to participate within the context of this **SPIRIT of PLAY**.

## Staff Contact Information

### Intramural Sports Coordinator

Garrett Schmidt  
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### Assistant Director, Intramurals and Club Sports

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## Professional Discretion

The Intramural Sports Coordinator, the Assistant Director of Intramural and Club Sports, and the Director of Recreational Sports and Fitness reserve the right to make adjustments and updates to the Intramural Handbook and Sport Rulebooks.

## Participant Eligibility

### General

All current American University students, faculty, and staff are eligible to participate in intramurals. Recreational Sports and Fitness defines a student as any individual who is currently enrolled at American University and is registered with the university registrar.

All faculty and staff who wish to participate in intramurals must purchase a Recreational Sports and Fitness membership. This membership will allow the user to gain access to all intramural activities along with all recreational facilities.

Students who leave school and faculty or staff who separate from the university will have their intramural eligibility suspended immediately.

### Professional Athlete Rule

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

### American University ID Policy

In order to participate in any intramural activity, all participants must show a valid American University issued photograph identification card. An American University identification card must include the following information and be clearly visible in order to be considered valid: the individual's name and photograph. Identification cards that do not have one or more of these requirements will not be accepted and the individual will not be allowed to play.

#### **NO AU ID = NO PLAY**

Misuse of an identification card (borrowing, lending, counterfeiting, altering, etc) is a violation of the American University Student Conduct Code. The identification card will be confiscated and the individual attempting to use the card will be ineligible to participate. If the card belongs to another student, that student must meet with a professional staff member in order to regain possession of their identification card.

### Intramural Spectator Policy

All non-American University affiliated individuals wishing to attend intramural events held in the Sports Center must purchase a daily guest pass in order to enter the facility. The cost of the guest pass is \$13.00 and the individual must be sponsored by a current Jacobs Fitness Center member.

All spectators are required to remain in the designated spectator area. Spectators are required to abide by the Intramural Policies and Procedures. Failure to comply with the policies and procedures will result in the individual(s) being removed from the Sports Center and may result in further disciplinary action taken against the spectator's team(s).

### Division of Competition

Intramural Events may be separated into participant specific divisions: Men's, Women's, and CoRec. Participants may join one (1) gender specific division, and one (1) CoRec league.

The Divisions offered in any intramural sport league, tournament, or event will be determined by the event and number of teams registered. The Intramural staff cannot guarantee a division offering in a particular sport.

## Men's A

Gender Specific. For participants interested in playing against those who have previous experience with the sport and wish to play competitively. *\*Participants who play as women may play in a (Men's A) league, but may not play in both a (Men's A) and a (Women's)*

## Men's B

Gender Specific. For participants who may or may not have previous experience with the sports and wish to play for recreationally. *\*Participants who play as women may play in a (Men's B) league, but may not play in both a (Men's B) and a (Women's)*

## Women's

Gender specific. For participants who wish to play as a woman, against other women.

## CoRec

CoRec. Teams are comprised of both female and male participants. There may be restrictions on how many of each gender may be on the field of play at any given time.

## Greek Organization

If the number of registered teams for any sport, tournament, or event allow, Greek organizations will be placed into their own division.

Players wishing to compete for a Greek organization and use their Greek letters, name, or any likeness must meet the following criteria:

1. The Greek organization is registered with the Greek Life Office and is registered with their national organization.
2. Members must be initiated and active, their name must appear on current membership roles on file with Greek Life.
3. Pledges may participate with the organization if they appear on the current roster on file with the Greek Life Office.

## Team Member Eligibility

1. It is the responsibility of the team captain to ensure each member of their team is eligible.
2. Any questionable case should be brought to the Intramural Sports Coordinator so an official ruling can be made prior to the individual's participation.
3. Eligible participants must present an activated American University ID Card prior to each and every contest.
4. Male students may not participate in female-only leagues or tournaments at any time.

## Roster Additions

In order to play, players must be added to the team's IMLeagues roster **by the day prior to the game (by 11:59pm)** Remember that players are not considered to be on a team's roster until either

- a) The player has accepted the Captain's invite on IMLeagues
- b) The Captain has accepted the player's request to join on IMLeagues

## GAME DAY ROSTER ADDITIONS WILL NOT BE PERMITTED

### *Roster Additions – Sunday Games*

If a team's game is on Sunday, all players must be added **by 2:00pm on the Friday before they play.**

### *Season Deadline – Roster Additions*

Players will not be able to join a team two (2) weeks following the first night of play for that particular sport.

The season deadline for roster additions will be the last possible date to make any additions of players to the team's roster. Participants failing to join the roster by this deadline will not be able to play throughout the remainder of the season or any potential post season games.

### *Removing A Player from the Roster*

A participant may not be removed from a team after they have registered a participation without the approval of the Coordinator of Intramural Sports (schmidt@american.edu).

### *Illegal Participation*

Teams found to have participants in violation of the above eligibility policies may have their games forfeited to their opponent regardless of the actual outcome. The participants in question may be suspended from that specific team or all intramural activities for a length of time deemed appropriate. Participation is defined as the individual's name appearing on the roster and/or stepping onto the field of play for any period of time during game play.

The Intramural Office reserves the right to investigate the eligibility of any participant at any time.

**NOTE:** Captains that believe the opposing team has ineligible players are highly encouraged to file a formal protest. Refer to Section "Protests". Your help in making our intramural programs as fair as possible is very much appreciated, and your formal protest assists the Intramural Staff in providing you a fair and safe opportunity

## Captain's Responsibilities

### *Team Captain*

When registering for a team sport, a captain must be designated. This person will be the main contact between the Intramural Office and the team.

### *Captain's Responsibilities*

The team captain is a vital link between the individuals participating in a sport and the Intramural Staff. For this reason, any person assuming the role of a team captain has a number of responsibilities he or she is obligated to.

### *Team Eligibility*

Captains are responsible for ensure all members of their roster are eligible to participate.

### *Team Roster*

Managing the team roster in IMLeagues.

### *Handbook and Rulebook Review*

Captains are responsible for reading and understanding all of the policies and procedures within the Intramural Sport Handbook.

## Sportsmanship

Captains are responsible for setting the example and making sure that their teams demonstrates good sportsmanship.

## Team Conduct

While each player is responsible for their own conduct, the team captain is responsible for the teams conduct and how they represent themselves.

- A. Captains are responsible for their team's fans conduct before, during, and after each contest. If any fan or group of fans conduct is unacceptable, it is the captain's responsibility to intervene before the intramural staff has to do so.
- B. Captains must assist the intramural staff if any team member and/or fan is ejected
- C. Captains must sign the Ejection Form for any players ejected from their team.

## Team Representative

The team captain should represent the team in asking intramural program staff questions regarding game rules or format. In an effort to promote effective communication during play, team captains should be the only participants to initiate a dialogue with staff.

## Participant Conduct

Clearly, sports are important to the participants, but that importance should not become so overriding that players lose sight of civilized behavior. Good sportsmanship is a requirement of all participants, players and fans. The playing site is not a venue for physical or verbal abuse! Students are required to adhere to the American University Student Conduct Code. Violations of the Student Conduct Code can result in charges being filed with the Office of Student Conduct and Conflict Resolution, as well as with the Department of Public Safety. The following are guidelines for participant behavior:

1. Each team is responsible for the actions of its members and fans before, during, and after any game or event. Failure of a team to cooperate with officials or to control and restrain any individual member or fan is cause for a team to be dropped from the league.
2. In the event an individual and/or spectator conducts himself/herself in an unsportsmanlike manner during any Intramural Sports event, the on-site staff has the complete authority to take any action deemed necessary in order to keep the game under control. Depending upon the severity of the incident, the official or Intramural supervisor may take the following action: give warnings, eject players from the game and area, and/or suspend the game. All disciplinary problems will be reported to the Intramural Sports Coordinator for further disciplinary action.
3. Players and spectators who enter the playing area during a game to become involved in an altercation will be suspended immediately from participating in Intramural Sports. If players or spectators cannot be identified, then the team will be suspended. The length of the suspension will be for a minimum of one game and may be extended in accordance with the severity of the incident. Reinstatement in the program will be made when the student or team shows a willingness to support the basic principles of the program. This decision will be left to the discretion of the Intramural Sports Coordinator and the Assistant Director of Intramural and Club Sports.
4. Ejected players, coaches, and fans must complete the necessary paperwork and remove themselves from the area (out of sight and sound) immediately. Failure to comply will result in a team forfeit.



5. Any player ejected from a game for any reason will face a minimum one game suspension and is subject to the rules set forth in the section Ejections and Disciplinary Action.
6. Any individual striking another player or official, or verbally threatening an official will be suspended indefinitely. All members of the Intramural Sports Staff are employees of American University. Physically abusing an official, will result in the filing of an incident report with the Department of Public Safety.
7. All Conduct Penalties will result in the Sportsmanship Rating of the offending team being reduced by at least 1.0 points (please refer to the Sportsmanship Section).
8. Alcohol is strictly prohibited from all Intramural events and/or activities. Players or spectators found in violation of this will be immediately ejected/removed and suspended.
9. Smoking is prohibited from all Intramural events and/or activities. Players or spectators found in violation of this will be immediately ejected/removed and suspended.
10. Pets are not allowed at any Intramural Sports site. Persons will be asked to remove their pet from the premises with the understanding that they may return to the event or activity without the pet.

## Participant Safety and Injuries

### Health, Accidents, and Insurance

Participation in all Intramural Sports activities is voluntary. Some intramural sports can be quite strenuous; others are only moderately so. The health of individuals participating in Intramural Sports is their own responsibility. Physical examinations and physician's approval are not required by the University in order to participate, however it is strongly suggested that participants be aware of their own limitations. American University and Recreational Sports and Fitness will not be held liable for injuries sustained by individuals participating in Intramural Sports. Anyone wishing to participate in Intramural Sports must sign the Release Waiver prior to playing. Participants are advised to have proper medical coverage and accident insurance before participating. Accidents and injuries occurring during Intramural Sports contests are documented and kept on file in the IM Sports Office, located in the Jacobs Fitness Center (JFC) Room G03. Intramural Sports will provide an individual trained in First Aid/CPR/AED at intramural contests.

### Safety

Proper attire should be worn for each activity. For your protection, as well as other participants, all jewelry and non-appropriate headgear must be removed before participating in an activity. Persons wearing casts or wrapped/padded appendages will not be allowed to participate if, in the judgment of Intramural Sports personnel, they are deemed to be hazardous or if they are specifically prohibited by the rules of a specific sport. Individuals will be required to obtain prior approval from the Intramural supervisor for the use of orthopedic devices essential to protect an injury.

The following is the Intramural Policy for bleeding during IM Sports activity:

1. If an Intramural Sports participant is bleeding, he/she will be removed from the contest immediately.
2. If an Intramural Sports participant has blood on his/her clothing, he/she will be removed from the contest upon detection. The blood may or may not be his/her own blood. Even a participant who has someone else's blood on their clothing will be removed from the contest. The participant is ineligible to re-enter the contest until the contaminated clothing has been removed.
3. Before any participant re-enters the contest, all bleeding must be stopped and any open wound or laceration covered.

## Registration

It is the responsibility of the team captain to register his/her team by the registration deadline. The registration process includes:

1. Creating the team on IMLeagues.com/American corresponding with the time in which you would like to play.
  - a. Some tournaments or special events will only be held on a single day.
2. Inviting enough players to your team to meet the minimum roster requirements of the sport.
3. Paying for the team registration in person at the Club & Intramural Sports Office, Sports Arena G-03. Payment may be made with cash, check, credit/debit, or Eagle Bucks.

## Entry Fees

1. Entry fees for each sports are indicated on IMLeagues.
2. The fee may change based on league, tournament, or individual sports.
3. Entry fees will only be refunded if the league is cancelled and no games take place.
4. Returned checks will result in an additional \$25.00 fee and may result in removal from the league.

## Team Name Policy

The office of Intramural Sport reserves the right to change any team name if deemed inappropriate or offensive.

## Waitlist Policy

Sport registration is first come, first serve. Teams may have to options of joining a waitlist if all available sports are full or if they miss the registration deadline. Being on a waitlist does not guarantee any games. If there is an additional facility availability, waitlisted teams may be invited to register. Waitlisted teams are not required to pay a registration fee unless they are invited to join an expanded league offering.

## Defaults and Forfeits

### Defaults

A default is the only option to avoid forfeiting. Should a captain know they will not be able to meet a sports minimum roster at the time of their game, they may notify the Office of Intramural Sports that they wish to default the game. A default will result in a win for the opposing team. Teams are permitted one default per season, their second default will be equal to one (1) forfeit.

### Default Process

Team Captains must email the Coordinator of Intramural Sports ([schmidt@american.edu](mailto:schmidt@american.edu)) no later than **2:00pm the day of their scheduled game** to request a default. Defaults may NOT be reported over the phone, or in drop in appointments to professional/student staff. Defaults for Sunday games must be completed by 2pm on the Friday before.

### Forfeits

**GAME TIME = FORFEIT TIME**

Captain's should encourage players to arrive early and with their AU ID's to sign and prepare for their scheduled game. Should a team not meet the minimum roster required by the sport and are ready to play at their time of their game ... The team that IS ready may choose to either

- a) Take a forfeit from the opposing team and win immediately
- b) Grant the opposing team a grace period for the other team to get ready.

A forfeit will result in a loss for the offending team, and a win awarded to the opposing team. This may result in the disqualification for tournament or playoff brackets.

### Grace Period

The grace period is by no means a requirement; it is a privilege granted by the team [ready team] if they wish to award it. A grace period will be exactly five (5) minutes. The game may start before the expiration of a grace period (if all parties are ready), but a grace period may not expire before five (5) minutes.

If both teams are not ready to play at game time, the Intramural Staff may choose to award them a five (5) minute grace period.

Should a grace period expire and the late team is not ready to play, they will receive a forfeit. If both teams are not ready to play, there will be a double forfeit.

Once a forfeit is declared, the intramural staff will NOT officiate any pick-up games that may be played.

### Forfeit Penalty

Any team that forfeits one (1) game during regular season will automatically NOT be eligible for any post season games.

Teams who forfeit two (2) times during regular season will be removed from the league.

Forfeit losses may also be assessed for use of ineligible players, conduct violations, or at the discretion of Intramural Sport Professional staff.

### Rescheduling

Each team has the opportunity to register for a specific time to play their regular season games. As a result, regular season games will not be rescheduled due to team special requests or changes in availability.

The office of intramural sports will release the proposed "Championship Bracket" at the beginning of the regular season for each league. Due to limited availability and time constraints, it is the responsibility of the captain to ensure they would be able to field a team for their potential game times. Playoff games will not be rescheduled.

### Postseason Tie-Breakers

Should there be multiple teams tied for seeding during a postseason bracket, the following criteria will determine the seeding.

1. Head to head game result (if applicable). If the tie breaker is between multiple teams, all of the teams who are tied must have played one another for the head to head game result to be applicable.

2. The team(s) with the higher sportsmanship rating.
3. The team(s) with the largest margin of victory will advance.
4. Team(s) is the lowest average of Point Allowed per game.
5. Team(s) with the highest average of Points Scored per game.
6. Coin Flip

## Sportsmanship

### Team Sportsmanship Rating

At the conclusion of each contest, officials and/or supervisors are required to assess each team a numerical score for their Sportsmanship Rating. The ratings systems consist of a scaling value from 0-4 points. Sportsmanship ratings allow for accountability of player and team actions and will directly effect a team's league standing and post season eligibility. Team captains should always confirm their sportsmanship rating at the conclusion of each contest, and all ratings are posted on IMLeagues. The following criteria are guidelines used to determine the sportsmanship rating during each contest.

#### 4 Points (Excellent Sportsmanship)

Participants and team fully embrace the spirit of Intramural Sport by cooperating and exhibiting respect towards all IM Staff, officials, and opposing players throughout the contest. The intramural staff does not need to remind the team of conduct or rule violations. All team members demonstrate positive sportsmanship through an attitude of complete cooperation.

#### 3 Points (Acceptable Sportsmanship)

The actions and attitude of all team members are acceptable. There is little or no complaining or inappropriate language. The team demonstrates an overall general attitude of cooperation. Minor incidents may occur, however, they may not warrant a warning (action) from an official.

#### 2 Points (Fair Sportsmanship)

Team members and/or spectators are disrespectful of opponents and/or officials and/or Intramural Staff. (may or may not warrant a penalty) Team members are persistent in questioning officials. The team may be warned about unnecessary roughness. The team captains exhibit minor control over themselves and their teammates and spectators. Team spectators do not conduct themselves in an orderly manner. ***If a player is ejected, the team will receive no higher than a Fair (2) rating.***

#### 1 Point (Unsatisfactory Sportsmanship)

Team members continually exhibit dissent toward game officials, staff, and or opponents either on or off the playing surface, including language. Warnings and/or disciplinary penalties are given to a player, coach, or spectator clearly related to the team for unsportsmanlike behavior. The team members and/or team captain fails to cooperate with officials to keep the game running in an orderly fashion. A team may continually play with unnecessary roughness after being warned. ***The team captain is required to meet with the Coordinator of Intramural Sports prior to their team's next participation. Teams receiving a second Unsatisfactory (1) rating in the same sport/activity are subjected to immediate dismissal from league play.***

#### 0 Points (Unacceptable Sportsmanship)

Team behavior is completely uncooperative and show no respect for officials, staff and/or opponents. The team captain displays no control over the actions of team members. Multiple penalties are given to a player, team, coach, or spectator for unsportsmanlike behavior. A team member or spectator strikes/physically contacts an opponent or intramural staff member. Team behavior warrants

discontinuance of the game for any reason. Spectators clearly related to the team engage in disorderly conduct that violates university regulations or jeopardizes the officials' control of the game. The team shows willful disregard for the policies and or property of Recreational Sports & Fitness. *The team captain is required to meet with the Coordinator of Intramural Sports prior to their team's next participation. A Team receiving an Unacceptable (0) rating may face disqualification from the remainder of the season, semester, or academic year.*

### Postseason Policy

To be eligible for postseason play, a team must average an Acceptable Sportsmanship rating of 3 Points.

### Tournament Sportsmanship

All teams must achieve a minimum sportsmanship rating of 3 (Acceptable Sportsmanship) to advance in a tournament or postseason play. Teams that fail to achieve this rating are subject to potential disciplinary action that may include removal from the tournament or postseason. Teams that receive a sportsmanship rating of 1 (Unsatisfactory) or below are immediately removed from postseason or tournament, may face disciplinary actions that can include referral to student conduct, may be restricted from participating in Recreational Sports and Fitness programming and/or facilities.

### Sportsmanship – Forfeits and Defaults

- Teams that win by defaults or forfeit will receive a sportsmanship rating of Acceptable (3).
- Teams that win by default or forfeit after a game has begun play will earn the appropriate sportsmanship rating based on their demonstrated sportsmanship for the time played.
- Teams that lose by forfeit will earn no more than a sportsmanship rating of (1).
- Teams that appropriately default will be issued a sportsmanship rating (at the end of the season) that is equal to an average of their earned sportsmanship ratings.

### Sportsmanship Rating Appeals

It is the responsibility of the team captain to monitor their team's sportsmanship rating. If the captain wishes to appeal their teams sportsmanship rating, they must submit an e-mail containing all relevant information to the Coordinator of Intramural Sports ([schmidt@american.edu](mailto:schmidt@american.edu)) no later than 12:00pm (noon) the day following the contest in question. *No appeals will be heard after that time.*

### Lost and Found

Any items left by participants at an Intramural game site will be collected by Intramural Staff at the end of each day will be placed at the Front Desk at the Jacobs Fitness Center. Items may be claimed there during the Jacobs Fitness Center hours of operation.

