



## HEALTH SCIENCES CENTER *The UNIVERSITY of OKLAHOMA*

### **Intramural Captains' Meeting Policies**

#### **Team Captain Responsibilities**

The captain is responsible for informing his/her team of these Intramural Rules and Regulations, specific sport rules, and the times and locations they will play their games. Prior to game time, the captain is responsible for ensuring their entire team is checked in with the Intramural score's table. All players must check in with their OU ID card or state or government issued ID at least 15 min prior to their scheduled contest to ensure games start and finish on time. The captain will be the only player on the team that discusses the game situation with officials. Captains are responsible for getting game schedules from the Recreation Office before the league scheduled start date. Other captain's duties and responsibilities are detailed in the sections that follow.

#### **Intramural Captains Guide**

##### **I. Assumption of Risk**

Participation in intramural activities is strictly voluntary. There are risks inherent to participation in sports and recreation. Intramural Sports does not assume responsibility for personal injuries or loss of property.

##### **II. General Eligibility**

**Each individual is responsible** for the verification of her/his eligibility. **Team captains must** also accept the responsibility for the eligibility status of any participant representing their respective teams. Questions regarding participant eligibility should be brought to the attention of Intramural Sports staff. All students are eligible to participate in intramural activities sponsored by Intramural Sports, except as provided by special eligibility rules.

##### **A. Recreation Fees**

Intramural sports come at no extra cost to full-time students. All intramural sports fees are already paid through student fees included in your tuition.

##### **B. Player Restrictions**

##### **ii. Varsity Athletes**

Varsity athletes are welcome to participate in intramural activities with the following stipulations:

- A current varsity athlete may not compete in an intramural activity in his/her varsity sport or related sport. This includes redshirt athletes and redshirt freshmen, but does not include non-qualifiers that are not practicing, competing or traveling with the team.
- A former varsity athlete, including any redshirt, must sit out for two years from the end of his/her intercollegiate participation before participating in an intramural activity in his/her varsity sport or related activity.
- **An intramural team is limited to one former varsity player in his/her varsity sport or related activity.**

#### C. Ineligible Players

- Any player not listed on the official team roster online at imeagues.com and/or on the score sheet at the time of the contest.
- Any player on the official team roster with incomplete information including full name, student number, class year.
- Any player without his/her valid ID Card for an intramural activity/contest.
- Any player who plays for more than one team in a league per sport shall be ineligible to participate in that sport for the remainder of the semester. If deception is involved, that player will lose eligibility in all intramural activities for a semester or duration of time deemed appropriate by Intramural Sports Staff.
- Any player not currently enrolled as a student at OUHSC.
- Any player who violates the eligibility rules related to sport club athletes, varsity athletes and/or professional/Olympic athletes.
- Any player subject to sanctions or suspensions from Intramural Sports.

**Any team using an ineligible player shall cause the game or games in which that player participated to be counted as a loss, and the team will receive no higher than a 2 for sportsmanship for each game. Further sanctions and/or penalties may apply.**

### III. Intramural Structure

The major divisions of competition are men's and women's and co-recreation.

- Only men shall participate in men's activities and only women in women's activities.
- Men and women participate together in co-recreational activities.

Participants may play for only one team in either the men's or women's divisions and only one team in the co-recreational division in any intramural activity.

Once a player has competed for a team in a game, **he/she may not transfer to another team in that sport season.** Special consideration may be given to individuals on teams dropped from competition. These individuals may be permitted to transfer to another team if approved by senior Intramural Sports staff.

## **A. League Sports**

Major team sports are organized into divisions within each league by time and skill level. Playoff criteria may vary per sport and league.

### **Tournament Sports**

Schedule formats and playoff criteria may not be finalized until after the registration period ends.

## **IV. Team Entry**

### **A. ImLeagues.com**

Entry forms and rosters will be completed and submitted online at ImLeagues.com.

All intramural participants will need to create an account on ImLeagues.com. ImLeagues offers a live support button in the top right corner of all pages. Please use this button if you encounter any difficulties.

#### **To create an ImLeagues account:**

1. Go to <https://www.imleagues.com/spa/account/registration?schoolId=eb6d4a1321184efaa88f6e9813fe03d5> and click Create Account.
2. Enter your information. Click Submit. You must use your school email address. @ouHSC.edu
3. You will be sent a confirmation email. Click the link in the email to login and activate your account.
4. You should be automatically joined to your school. If not, you can search schools by clicking the "Schools" link.

#### **Once captains know when their team can play, find the activity, day and time:**

1. Log in to your ImLeagues.com account.
2. Click Create/Join Team at the top right of your user homepage.
3. Invite the mandatory minimum number of players to join your team
4. Register your team on the registration day for that activity.
  - o All activity registrations have a final deadline.
  - o All registrations will be first-come, first-served.

### **B. Creating a Team**

Captains can invite members to their team by clicking the "Invite Members" link on the team page. Any invited members must accept the invitation to be joined to your team.

- If they've already registered on ImLeagues, search for their name and invite them.
- If they haven't yet registered on ImLeagues, scroll down to the "Invite by Email Address" box and input their email address.

**All Co-Ed teams must have a minimum of 1 male and 1 female on the roster and present to play. If a team fails to meet the minimum requirement, it will result in a forfeit for that team.**

### **C. Joining a Team**

- Use the Create/Join Team button at top right of every page.
- Accept a request from the captain to join his/her team.
- Find the team and captain's name on the division/league page and request to join.
- Go to the captain's "Player Card" page; view his/her team and request to join.

### **D. Free Agents**

You can list yourself as a free agent in as many divisions within a league as you'd like. You will be visible to all members of the site and can request to join teams. Or you can post information about yourself so teams can request to add you to their team.

## **V. Team Management**

### **A. Captains/Players Meetings**

For all intramural sports, team captains must attend that sport's MANDATORY CAPTAINS MEETING! The time for each sports Captains meeting is posted on the OUHSC ImLeagues website under the sport's details section. **Any player that has signed up as a free agent also needs to attend these meetings.** A captain may only represent ONE team for any given sport, and he/she must be an active participant on that team. Captains' meetings are brief, important, informational sessions involving discussion of sport rules and league rule changes, eligibility, schedules, and a question/answer period. If the team captain does not attend the captain's meeting for their sport, they must set up and attend a meeting with the intramural coordinator. The team is ineligible to play until one of these happens.

There must be a Team Captain present at all games. In the absence of a captain, the team will be ineligible to play. Team captains can elect a Co-Captain at the beginning of the season. All Co-Captains must abide by all rules and regulations of a Captain including attending the Captains Meeting.

### **B. Captain's Responsibilities**

The Intramural Sports staff works closely with team captains to promote a successful intramural program. It is not feasible or practical to meet with the number of players participating in intramural sports; that is why the role of team captain is pivotal to our success. A successful captain's duties and responsibilities include, but are not limited to:

**i. Pre-Season**

- Registering accurate & complete team information by the due date using ImLeagues.com
- Providing contact information (phone number, HSC email address)
- Ensuring the team is represented at any mandatory meetings.
- Reading, understanding, and adhering to intramural policies and procedures, including the Intramural Captain's Guide and specific sport rules and sharing this information with teammates.
- Each team must provide an appropriate team name consisting of less than 20- characters. Team names must be deemed appropriate by the Intramural Sports staff.
- Directing teammates to the Intramural Sports website for sport specific rules and other critical information.
- Distributing the league schedule.

**ii. League Games**

Responsibilities of a Team Captain:

1. Attend the MANDATORY captain's meeting (or ensure your team has a representative present) at the beginning of each season.
2. Check the eligibility of each participant before and during the season. Inform the participants they may only play on one team.
3. Be familiar with the rules and regulations governing each sport, deadlines, mandatory meetings, and the policies of the intramural sports program concerning forfeits, sportsmanship, etc.
4. Keep the team informed as to the game site, time, opponent, and any other pertinent information.
5. Make sure team is checked-in with a HSC ID CARD will have before every game.
6. Be responsible for the conduct of participants and spectators before, during, and after each game.
7. Act as a team spokesperson on and off the playing area.
8. If a participant is ejected, or a problem arises during the game, it is the captain's responsibility to contact the Intramural Director the following day.
9. Check the schedule on a regular basis. This is particularly important if games have to be postponed due to inclement weather. Try to keep your team members well informed.
10. If there are any questions, please ask. The Intramural Sports staff is here to assist you.

**Team Captain serves as a direct liaison between Intramural Staff and all intramural participants. This communication is essential in the success of the OUHSC Intramural program.**

### **C. Sport Rules**

Intramural rules are adopted from a national governing body, such as Amateur Softball Association (ASA), National Collegiate Athletic Association (NCAA), National Federation of High School (NFHS), and the National Intramural-Recreational Sports Association (NIRSA). Intramural Sports staff have also developed rules to enhance the overall experience and the safety of the participants.

All intramural participants agree to abide by all rules and regulations. Intramural Sports reserves the right to institute any rule changes and/or modifications. Rules for individual intramural sports are available on the Intramural Sports website.

## **VI. Game Management**

**A. Sport Supervisors and Officials** Intramural supervisors and officials are on site to assist participants with questions, supervise games and the conduct of players and spectators, and oversee a safe and enjoyable atmosphere.

**B. Intramural Officials** have full responsibility for the enforcement of the rules specific to each game/contest, including pre-game and post-game, and matters not specifically covered in the sport rules.

### **C. Game Time Environment**

Every team and team captain is responsible for the conduct of its players and spectators. Any conduct judged by an intramural supervisor, official or professional staff member to be detrimental to the participants, program, or any particular intramural activity may result in disciplinary action by Intramural Sports Staff.

### **D. Playoffs**

A single elimination tournament will be held at the conclusion of the regular season. The team captains are responsible for verifying their playoff schedule at the end of the regular season.

New team members will not be allowed to join teams following the last in-season game.

**Reschedules for in-season or playoff games are not allowed!**

### **E. Participant Conduct**

1. Each team is responsible for the actions of each of its members and fans before, during, and after any game or activity. Failure of a team to cooperate with officials or to control and restrain any individual members is cause for expulsion.

2. In the event an individual and/or spectator conducts himself/herself in an unsportsmanlike manner during intramural competition, the officials of the game have the complete authority to take action as they deem necessary in order to keep the game under control. Depending on the severity of the incident, which would be left up to the officials' judgment, the official may take the following action: give warnings, ejection from the game and the area, and/or suspend the game. All disciplinary problems except for warnings will be reported to the Intramural Sports staff for further action. Any intramural professional staff member or student supervisor has the right to ask a participant or spectator to leave the facility if his/her behavior is unruly.

3. Unsportsmanlike conduct is unacceptable. Reports of such behavior will be investigated by the Intramural Sports staff. In doing so, the individual(s) and/or team(s) involved will be questioned and required to submit a written statement of the incident. Statements will also be obtained from the Intramural Sports staff on duty. At the conclusion of the investigation, the Intramural Director will rule on the individual(s) and/or team(s) involved. Penalties could include suspension from game(s) or season, temporary or permanent probation, and/or suspension from intramural sports for a given time period.
4. Fighting is constituted as a flagrant act and can occur when the ball is dead or live. Fighting includes, but is not limited to combative acts such as:
  - a. An attempt to strike, punch or kick by using a fist, hands, arms, legs or feet regardless of whether contact is made.
  - b. An attempt to instigate a fight by committing an unsporting act that causes a person to retaliate by fighting.
5. Ejected participants and disruptive fans must remove themselves from the area (out of sight and sound) immediately. Failure to comply within one minute will result in a team's forfeit.
6. Any participant ejected from a game faces a minimum one game suspension from the program and is not allowed at the program site for that game. The ejected participant has two days to call or e-mail and make an appointment with the Assistant Director to discuss the incident. The participant will remain on suspension until this appointment is completed.
7. Failure for an ejected participant to attend a scheduled meeting will result in a more severe suspension.
8. Individuals striking another participant or official or threatening an official will be suspended indefinitely. Officials are employees of OUHSC. Abusing an official, verbally or physically, will result in serious consequences.
9. A participant who commits two (2) unsportsmanlike penalties/fouls in a game will be ejected from the game and be ineligible to play in the team's next game. However, if an unsportsmanlike penalty is deemed flagrant, the participant will be ejected for one unsportsmanlike foul/penalty. Two in a season will result in that participant being suspended for the remainder of the season.
10. Unsportsmanlike behavior after a game may result in suspension and/or a default for the next game.
11. A participant who is ejected from the game and returns to abuse the officials or other staff members will be suspended for at least the remainder of the season.
12. Reinstatement in the program will be made when the student or organization shows a willingness to support the basic principles of the program.
13. Any incident judged to be of serious concern will be referred to Campus Police.

Team Sportsmanship is graded following each contest according to the following scale and criteria:

**“A” (written as a 4.0) Excellent Conduct and Sportsmanship**

Players cooperate fully with the officials about interpretations and calls. The captain also has full control of his/her teammates.

**“B” (written as a 3.0) Good Contact and Sportsmanship**

Team members verbally complain about some decisions made by the officials and/or show minor dissension which may or may not merit a warning from the game officials or supervisor.

**“C” (written as a 2.0) Average Conduct and Sportsmanship**

Team shows verbal dissent towards officials and/or the opposing team which may or may not merit a yellow card.

Captain exhibits minor control over his/herself. Teams receiving multiple warnings (yellow cards) or having a player ejected for an unsportsmanlike act should receive no higher than a “C” rating.

**“D” (written as a 1.0) Below Average Conduct and Sportsmanship**

Teams constantly comment to the officials and/or opposing teams from the field and/or sidelines. The team captain exhibits little or no control over teammates or himself/herself.

**“F” (written as a 0.0) Poor Conduct and Sportsmanship**

Team is completely uncooperative. Captain has no control over teammates and/or himself/herself. Any team causing a game to be forfeited, other than by not showing, or has multiple players ejected, shall receive an “F” rating. All no call, no show forfeits will receive a “F” rating and will immediately be disqualified from playoff eligibility.

**Team Sportsmanship and Playoff Eligibility**

A team must have a “B” average or better sportsmanship rating during regular season league games to be eligible for the playoffs.

**Special Game Situations**

A team winning a game by default or forfeit with no game play occurring will receive an “a” rating, unless special circumstances dictate otherwise. A team that wins a game by forfeit after the game has started and game play has occurred shall receive a rating based on their sportsmanship in the game play up to the time of forfeit. A team losing by default or forfeit will receive no team sportsmanship for the game.



## **MERCY RULE**

Intramural Sports aims to create an environment that is enjoyable and safe for all of its participants. With this said, most leagues that are offered have a “mercy rule” that defines when the intramural sports staff will end the game without penalty. The mercy rules for each sport are located in the sport-specific rules.

## **INCLEMENT WEATHER/LIGHTNING POLICY**

When participating in outdoor sports, the weather plays a large role in the ability to play. The Intramural Sports onsite staff has the ability to postpone or cancel outdoor sports at any time if deemed necessary. Intramural contests that are cancelled due to inclement weather may or may not be rescheduled based on field availability and time constraints.

**1. Lightning:** If inclement weather occurs and lightning is detected within three to eight miles of the facility, participants are asked to leave the playing areas and find cover. At this time games will be postponed for at least thirty minutes. Games will resume from the point at which they were paused if no lightning has occurred during this thirty-minute time-period.

**2. Site Conditions and Rain:** The amount of rain incurred throughout the day may have an impact on the ability to play outdoor sports. The Intramural Sports professional staff checks the Intramural playing fields to ensure the safety of our participants. Intramural Staff reserves the right to cancel games due to standing water on the playing areas or other unsafe conditions. If games are cancelled due to inclement weather or bad field conditions, the fields will be closed, and teams will not be allowed on the fields.

### **i. Equipment**

Intramural rules regarding equipment are adopted from a national governing body, such as the ASA, NCAA, NFHS and NIRSA. Intramural Sports reserves the right to put into immediate effect any rules or regulations to protect the health and safety of participants involved in intramural activities.

Intramural Sports will supply standard equipment for intramural activities with the exception of personal items (softball gloves, knee pads, etc.). Equipment is provided by the game officials for the conduct of the game. Participants should bring their own equipment for warm-up activities.

**Intramural Sports staff, including officials and supervisors, will not permit any player to use equipment that is deemed unsafe or dangerous to participants.**

### **ii. Athletic Attire**

Intramural rules relative to athletic attire are adopted from a national governing body, such as the ASA, NCAA, NFHS and NIRSA. Intramural Sports staff shall not permit any player to wear any item that is deemed unsafe or dangerous to participants. Proper athletic attire must be worn at all times during all intramural activities. Proper attire pertains to all articles of clothing, including upper and lower body clothing and footwear. Participants must wear athletic footwear (no bare feet) at all times during competition. Prohibited footwear includes metal cleats, boots, sandals/flip-flops, or any form of open-toed shoes.

## **Jewelry**

Jewelry may not be worn by any individual participating in any intramural activity. This includes earrings, necklaces, piercings, watches, bracelets, hair barrettes, and any other forms of jewelry.

**Medical alert bracelets and necklaces are permitted but must be taped to the body.**

### **iii. Civility/Sportsmanship**

The Intramural Sports Program strives to provide sport and fitness services for students, faculty and staff, encourage an active, healthy lifestyle and promote student development and leadership.

Through organized and competitive intramural sports, Intramural Sports seeks to provide a positive and enjoyable atmosphere for all participants, including spectators and fans. To encourage a positive and enjoyable atmosphere the Civility/Sportsmanship Rating System is in effect for all intramural activities.

Any individual(s) who, through flagrant misconduct, threatens or endangers the safety of other players, spectators, officials or staff will be barred from further participation until the individual(s) meet with Intramural Sports Staff.

**Examples of flagrant misconduct include, but are not limited to:**

- Fighting
- Using unnecessary and dangerous tactics
- Repeated inappropriate verbal behavior

### **iv. Schedule Changes**

For schedule changes due to circumstances such as inclement weather, College closings or unforeseen circumstances, the team captain(s) is/are responsible for obtaining reschedule information from the Intramural Sports office or ImLeagues.com.

### **v. Protests**

Only protests based on the misapplication of the rules and/or player eligibility will be considered. The accuracy of an official's judgment call will not be considered for protest. All protests should be made verbally prior to the start of the game or at the time of the incident. Any protest made after the completion of the game will not be considered.

- Misapplication of rules – protests involving the misapplication of a rule must be verbally communicated to a game official at the time of the incident. The word "protest" must be stated by the team captain to a game official. No protest can be made on a previous play once play has resumed. Once a protest has been verbally communicated to a game official, play will be stopped, and every attempt will be made to rule on the protest immediately by the game officials on site. Once a ruling has been made, play will resume.
- Player eligibility – protests involving alleged eligibility violations should be made prior to the start of play. If the game is in progress at the time of the alleged violation, the team captain must verbally

communicate the protest with a game official. The word “protest” must be stated by the team captain to a game official. Once a protest has been verbally communicated to a game official, play will be stopped, and every attempt will be made to rule on the protest immediately by the game officials and supervisors on site. Once a ruling has been made, play will resume.

#### **vi. Protest Appeals**

Protests ruled on by game officials and on-site supervisors may be appealed in writing by the team captain following the conclusion of the activity. Appeals must be submitted to the Intramurals Director.

A **Protest/Appeal Form** must be completed by the team captain and handed in to the Intramural Sports office by 12:00pm the day following the activity. If a written appeal is upheld, the game will be played from the point at which the improper decision was made, or in its entirety, to correct the error. In some cases, Intramural Sports and both team captains may agree to a non-playing solution. If a protest is denied, the game stands.

**Due to severe time constraints, written appeals regarding playoff games must be submitted to the Intramural Sports office immediately after the conclusion of an activity.**

#### **vii. Cheating/Dishonesty**

Any individual who is determined to have cheated may be disqualified from intramural activities for the remainder of his/her college career or any part thereof. If the team he/she represents is aware of the cheating, that team may be barred from intramural participation for the remainder of the year or any part thereof. Examples of cheating include, but are not limited to:

- Participating under an assumed name
- Participating while using a false ID
- Playing on more than one team as per intramural eligibility rules
- Withholding information about being a varsity athlete, professional athlete, Olympic athlete, or sport club athlete
- Misrepresenting a score or roster/entry information
- Playing after being suspended from competition

#### **E. Forfeits**

During all intramural sports activities, the onsite staff can declare a contest a forfeit. The Intramural staff will have the official time for all contests and activities. A forfeit is declared when a team fails to show for said contest or activity. Forfeited games are un-played games that are recorded as a loss toward the teams’ overall record.

1. Teams will be granted a five-minute grace period from the original start time. After this period, all teams are required to be checked in with the intramural scorekeeper/supervisor and ready for play.

If no one from a given team is present at the site after this grace period, the contest will be declared a forfeit. All team no call, no shows will immediately be ineligible for playoffs.

a. If the game before your scheduled game runs past the five-minute grace period, the conclusion of that game will become your teams' forfeit time.

2. If a forfeit has been declared, the teams involved may still use the game site to practice or scrimmage, until ten minutes prior to the next contest. During this time, the intramural staff is not permitted to officiate or keep score.

a. If a full team is present, it must sign in the minimum number of legal participants. These participants must be ready for play in order for the contest to be considered a win by forfeit. If a team leaves before a forfeit is declared by the intramural staff, the game will be declared a double forfeit.

**3. A team will automatically be removed from the league if it receives two forfeits during that particular season.**

### **Awards**

Each participant of the championship team must have played in at least half of the total games in order to be eligible for and award. Intramural teams will be contacted after league season about award pick-up information.

## **VII. Spectators and Fans**

Spectators and fans are welcomed and encouraged at intramurals activities. Team captains are responsible for the behavior of their spectators. Captains and/or teams will be held accountable for any inappropriate behavior by the fans. Fans are expected to show good sportsmanship and do their part to create a positive enjoyable atmosphere.

**Trash Disposal** To maintain a safe playing environment, glass containers are not permitted on the intramural fields/courts. Properly dispose of or haul out any trash.

## **VIII. Tobacco, Alcohol and Illegal Substances**

OUHSC is concerned with both the welfare of the College community and the academic and personal development of each student. The College strives to create a healthy environment where the illegal and/or improper use of alcohol or drugs does not interfere with learning, performance, or development. The abuse of alcohol and/or drugs disrupts this environment and places the well-being of the members of the College community at risk. It is important for all members of the community to take responsibility for preventing the illegal and/or improper use of alcohol or drugs from adversely affecting the community's learning environment and the academic, physical, spiritual, and emotional well-being of its students. The use of alcohol by any student, regardless of age, is prohibited on campus.

### **Alcohol**

The possession, consumption, distribution, sale, or manufacturing of any alcoholic beverage is prohibited on campus, including all campus owned facilities and property, and at college sponsored events where students are present.

### **Tobacco**

Out of respect for individuals on campus that choose not to smoke, dip, or chew as well as the serious effects of secondhand smoke, tobacco use is not permitted inside any campus building. Use of tobacco is prohibited at all times on breezeways, balconies or in entryways, regardless of weather.

**\*\* ALL RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT ANYTIME AT THE DISCRETION OF INTRAMURAL STAFF! \*\*\***

For all questions:

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