**Captain’s Handbook**

Intramural Sports staff works closely with team captains to ensure a successful and well-organized program. Captains play a key leadership role by communicating rules, schedules, and game details to their teams.
 **I. IM SPORTS MISSIONS STATEMENT**

To foster community, wellness, and camaraderie among OU Health students through inclusive, fun, and accessible recreational sports that promote healthy lifestyles, teamwork, and the development of leadership skills through play.

**II. 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
 **CAPTAIN’S RESPONSIBILITIES**

Team captains are responsible for:

1. Register their team on IMLeagues.com with accurate information by the deadline.
2. Attend all mandatory captain meetings.
3. Share Intramural Sports rules, policies, schedules, and updates with their team.
4. Ensure all players are eligible and check in with valid OUHSC Student IDs before every game.
5. Provide a team name that meets program standards (20 characters or fewer and appropriate).
6. Monitor schedules and weather updates on IMLeagues, and communicate any changes to teammates.
7. Ensure their team is present and ready to play; confirm availability at least 72 hours before game time.
8. Promote good sportsmanship and be responsible for the conduct of teammates and spectators.
9. Serve as the team spokesperson on and off the field.
10. Promptly report any issues, including ejections or conflicts, to Intramural staff.
11. Respond in a timely manner to all communication from the Intramural Sports office and meet all deadlines.
12. Submit accurate scores on IMLeagues when asked and provide truthful information to staff.

**III. IM SPORTS OUHSC ID POLICY: NO OUHSC ID = NO PLAY. NO EXCEPTIONS.**

All participants in Intramural Sports must be currently enrolled OUHSC students. Each individual is responsible for verifying their own eligibility, and team captains are responsible for ensuring all team members meet eligibility requirements. Questions about eligibility should be directed to Intramural Sports staff.

All participants must present a valid OUHSC Student ID prior to participating in each contest. The only acceptable form of ID is an OUHSC Student ID with a clearly visible photo. Other forms of identification—such as driver’s licenses, class schedules, or bank statements—will not be accepted.

Participants attempting to use another person’s ID or identity will be suspended from Intramural Sports indefinitely.

**IV. ELIGIBILITY – WHO CAN PLAY?**

Participation in OUHSC Intramural Sports is open **only** to students who meet all eligibility requirements. To be eligible, participants must:

* Be currently enrolled as a student at OUHSC.
* Have a valid OUHSC Student ID and present it at every game for check-in.
* Be listed on their team’s official roster on IMLeagues.com with complete and accurate information (full name, student ID, class year).
* Play on only one team per sport league during the semester.
* Have paid all necessary recreation fees, which are included in OUHSC tuition for full-time students.

**Note:** Teams are limited to one former varsity athlete in his or her varsity sport or related activity.
**Any team using an ineligible player shall cause the game(s) 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. Questions regarding eligibility should be directed to Intramural Sports staff.**

**V. LEAGUES & DIVISIONS**

Divisions:

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| **Competitive –** Higher skill level, for players with organized experience (e.g., high school, city leagues). |
| **Recreational –** Lower competitiveness and skill, focused on fun and casual play. |

**Note: A player may only participate in one division (Competitive OR Recreational) per league. If a league does not specify a division, it defaults to Recreational.**

Leagues:

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| (M) Men’s – For men only. |
| (W) Women’s – For women only. |
| (C) Coed – For a predetermined combination of men and women.  |

Players may participate in **one men’s or women’s team** and **one coed team** per sport (if applicable). Once a player checks in for a game, they are locked into that team and may not switch for the remainder of the league. Competing on multiple teams within the same league or division is prohibited and will result in ineligibility for the rest of the season or tournament. All games played after the violation will be forfeited. Team transfers are only allowed if the original team drops out, and only with approval from the Intramural Sports Coordinator. Teams using ineligible players will forfeit all impacted games.

Men may only compete in men’s leagues, women in women’s leagues, and coed leagues require at least one male and one female on the roster and on the court/field at all times. Not all sports will offer every league or division. Playoff formats may vary by sport.

**VI. TEAM ROSTERS**

* All participants must join their team’s roster on **IMLeagues** before playing in a game.
* **Team sign-ups will close the day before the captain’s meeting** (or the day before the event, for one-day events).
* Players may only be added while rosters are open.
* Rosters will lock following the team’s final in-season game. No additions can be made beyond this point.
* In the case of injury, a replacement may be allowed after rosters have locked**.** A physician’s note must be submitted to the Intramural Sports Coordinator for approval before the new player can be added.
* Free Agents: You may 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 either request to join teams or post information about yourself so teams can invite you to join.

**VII. SPORT RULES**Intramural Sports rules are primarily adapted from established national governing bodies such as the Amateur Softball Association (ASA), National Collegiate Athletic Association (NCAA), National Federation of High Schools (NFHS), and the National Intramural-Recreational Sports Association (NIRSA). In addition, the Intramural Sports staff may implement rule modifications or additions to improve safety and enhance the participant experience. By participating, all players agree to follow the published rules and regulations. Intramural Sports reserves the right to make changes or adjustments at any time. Sport-specific rules are available on the Intramural Sports website.

**VII. CAPTAINS’ MEETINGS**

For each intramural sport, there is a **mandatory captains’ meeting** that must be attended before a team becomes eligible to play. These brief but important sessions cover rules, policies, eligibility, schedules, sport-specific procedures, and expectations. Meeting details are posted on the **OUHSC IMLeagues** website under each sport’s page.

**Any person wishing to serve as a team captain or co-captain must attend the captains’ meeting and sign the Captain’s Agreement.** No one may act as a captain or co-captain without completing both requirements. If a team’s designated captain is unable to attend the scheduled meeting, they must take initiative to contact the Intramural Sports Office and schedule a virtual meeting **before** the pre-set captains meeting. The IM Office will not initiate contact with teams regarding their captain status.

**Teams lacking an eligible captain by the first in-season game will be dropped from the league.**

Free agents are also encouraged to attend captains’ meetings to better understand the league structure and potentially connect with a team.

A team captain (or co-captain who has attended the meeting and signed the agreement) must be present at each game. If no qualified captain is present, the team will be deemed **ineligible to play** that game.
**IX. GAME MANAGEMENT**Intramural supervisors and officials are present at games to support participants, answer questions, monitor gameplay and behavior, and ensure a safe and enjoyable environment. Their role is crucial in upholding the integrity and flow of each contest.

* All intramural games and events must have an official or OUHSC Intramural Sports staff member present.
* For self-officiated games, team captains are responsible for reporting scores to the scorekeeper at halftime and at the end of the game.
* Intramural officials have full authority to enforce all game-specific rules, including rulings before and after the game, as well as on any matters not explicitly covered in the sport’s rulebook.

**X. SPORTSMANSHIP & CONDUCT**

Good sportsmanship is essential to maintaining a fun, fair, and respectful intramural environment. All participants and spectators are expected to behave in a civil and sporting manner before, during, and after contests. Any behavior that is discriminatory, degrading, sexually explicit, or promotes harmful actions is unacceptable and will be addressed by the Intramural Sports staff and reported to the team’s college. This includes inappropriate team names.

Intramural supervisors and officials are responsible for enforcing rules, maintaining safety, and supporting a positive game atmosphere. Teams are responsible for the behavior of their players and fans at all times.

**Code of Conduct Expectations & Consequences:**

* **Mistreatment of Officials or Staff:** Verbal or physical abuse of intramural staff or officials will result in immediate ejection and possible suspension or removal from the program.
* **Unsportsmanlike Behavior:** Includes aggressive language, fighting, or repeated rule violations. These may result in a verbal warning, ejection from the game and facility, game suspension(s), probation or removal from the program, or referral to Campus Police (in serious cases)
* **Fighting:** Defined as any attempt to strike, kick, or instigate violence (verbally or physically), whether or not contact is made, and will result in immediate suspension.
* **Ejected Participants:**
	+ Must leave the area (out of sight and sound) within 1 minute or their team will forfeit the game.
	+ Are suspended for a minimum of one game.
	+ Must schedule a meeting with the Intramural Sports Office within 2 days to be eligible to return.
	+ Failure to attend the meeting will lead to a longer suspension.
* **Multiple Infractions:**
	+ Two unsportsmanlike fouls in one game = ejection and 1-game suspension.
	+ A second ejection in a season = suspension for the remainder of the season.
	+ Post-game unsportsmanlike conduct can result in suspension or forfeiture of the next game.
* **Ineligible Captains:** If a team’s designated captain or co-captain is ejected and no other qualified captain is present, the team will be ineligible to continue the game.

**Reinstatement:** Individuals may be reinstated only after demonstrating a commitment to the values and expectations of the Intramural Sports Program.

**Team Conduct**

**Captains are responsible for their team’s sportsmanship, and teams are responsible for their spectators’ behavior.** Following each contest, officials and site managers rate each team’s sportsmanship. Below is the guide for sportsmanship ratings and points:

**Sportsmanship Ratings**

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| 4: **Excellent** Sportsmanship- Players (including team captain) cooperate fully with the officials about interpretations and calls. The captain also has full control of his/her teammates. |
| 3: **Good** Sportsmanship- Team members and/or team captain 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. |
| 2: **Average** Sportsmanship- Team members and/or team captain show verbal dissent towards officials and/or the opposing team which may or may not merit a warning. |
| 1: **Below Average** 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. |
| 0: **Poor** 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 forfeits will receive a “F” rating and will immediately be disqualified from playoff eligibility. |

Failure to finish league play with at least an average of 3.0 will disqualify teams from playoff eligibility.

**Sportsmanship Rating Appeals**

Captains are responsible for monitoring their team’s sportsmanship ratings and average after each contest(usually updated online the following business day). If a captain feels a rating did not follow the requirements outlined in the team sportsmanship rating table above, they may appeal the rating by filing a written request to appeal and discuss the rating with the Intramural Sports Office within 24 hours of the contest.

**XI. PROTESTS**

Only protests regarding rule interpretation and player eligibility will be accepted. **No protests concerning judgment will be considered.**

* The protest/appeal process ensures fairness and transparency, requiring participants to follow the proper order: first, filing a protest, and then submitting an appeal if necessary. All appeal documentation must be submitted in-person to the intramural office, located on the first floor of the student union, no later than one business day after the intramural sports game or event. It is important to note that the intramural office will not process requests for teams that have not followed the appropriate steps in the process. This structured approach helps maintain integrity and resolve disputes effectively within the program

**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.

**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.**

**XII. FORFEITS & DEFAULTS**

**FORFEITS**- During all intramural sports activities, the onsite staff can declare 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 and will result in deductions in league standings. Once a forfeit has been declared, it cannot be overturned by staff or players. (See Sportsmanship Grading Scale)

1. All teams will submit their availability weekly. Team captains will do a headcount before reporting their available game times. If teams are aware of ineligibility, they must report their insufficiencies to the Intramural Sports Office BEFORE games are scheduled. will count as a forfeit.
2. 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.
	* 1. No call, no show forfeits are any forfeits received from not telling intramural staff of your team’s absence or reporting your team’s absence 6 hours or less before your scheduled game time. **All teams with a “no call, no show” forfeit will immediately be ineligible for playoffs.**
3. 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.
	* 1. If a full team is present, it must sign in the minimum number of legal participants. These participants must be ready to play 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.
4. **A team will automatically be removed from the league if it receives two forfeits during that particular season.**

**Behavior-Related Forfeits**

* Forfeits may be issued due to poor sportsmanship or violation of intramural sportsmanship guidelines (e.g., fighting, repeated misconduct).

**7. Official’s Authority**

* Game officials or intramural staff may have the authority to call a forfeit if the game cannot continue due to excessive rule violations, player ejections, or unsafe conditions.

**XIII. EQUIPMENT & JEWELRY**

* **Footwear –** Proper, closed-toed footwear is required at all times. Metal cleats/spikes are prohibited. While playing indoors, non-marking athletic shoes must be worn.
* **Shirts/Pants –** Proper attire is required at all times, and shirts must always be worn – including under provided jerseys.
* **Jewelry – NO JEWELRY IS ALLOWED** with the exception of medical alert jewelry, which must be taped down. This includes, but is not limited to earrings, wedding rings or bands, other rings, mouth, facial, and body piercings, necklaces, bracelets, rubber bands, and rubber/plastic bracelets.

The intramural staff has the authority to deem any apparel, footwear, adornments, or other equipment unsafe, and require it be removed before participation.

**XIV. SCHEDULES, CANCELLATIONS, & WEATHER UPDATES**

Due to time and facility constraints, games will not be rescheduled once schedules are published.

* Schedules – Since scheduling is done on a week-by-week basis, reschedules for in-season or playoffs are not allowed.
* In rare cases, the Intramural Sports Office may offer the opportunity to reschedule a game if the forfeit is communicated in advance. Requesting team must have substantial reasoning for approval.
* Cancelled Games – These will not be made up unless absolutely necessary for playoff qualification reasons.
* Weather Updates – In cases of inclement weather, intramural staff may have to cancel contests. DO NOT ASSUME GAMES WILL BE CANCELLED. It is the captain’s responsibility to call the IM office at (405) 271-13606 no more than one hour prior to the contest in question for up-to-date information regarding whether or not games have been called off.

**XV. PRIZES FOR CHAMPIONS**

Winners of intramural championship contests will receive intramural champion prizes or shirts. Recipients of champion shirts must appear on the team roster and play in 50% or more of scheduled games. Prizes must be picked up before given deadline with an OUHSC Student ID.

**XVI. CONTACT INFORMATION**

The IM Sports office is located on the first floor of the Student Union.

Intramural Sports Desk (405) 271-3606 | hscintramurals@ou.edu

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

**Intramural Sports Captain’s Agreement**

OUHSC Intramural Sports believes that participation in is a positive, well-being experience that fosters health benefits and provides enjoyment to all our participants. Participation in the intramural and recreation program is completely voluntary.

I have carefully read this agreement and fully understand the contents stated in the **OUHSC Intramural Sports Team Captains Policies** Handbook. I am willing to be an active participant in the Intramural Program and communicate efficiently and effectively with staff and participants. I understand that I am a pivotal component to the success of the intramural program and the safety of my team.

Season/Semester/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Captain**/Co-Captain Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Captain**/Co-Captain Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_