



## Captain's Handbook

Intramural Sports staff works closely with team captains and co-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.

### **III. CAPTAIN'S RESPONSIBILITIES**

Team captains are responsible for the following:

1. Register team on IMLeagues.com with accurate information by the deadline.
2. Attend mandatory captain meetings.
3. Share Intramural Sports rules, policies, schedules, and updates with team.
4. Ensure all players are eligible and check in with valid OU Health Campus student IDs before every game.
5. Provide an appropriate team name and logo.
6. Communicate availability and adjustments to Intramural Sports staff or teammates.
7. Ensure their team is present and ready to play.
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 conflicts or protests, to Intramural Sports staff.
11. Respond in a timely manner to all communication from the Intramural Sports office and meet all deadlines. All communication is through the student's university-

assigned email address. NOTE: Student staff are available to assist in facilitating sports. Questions related to team status, discipline, and standing should be directed to the Intramural Sports Coordinator.

#### **IV. STUDENT ID POLICY**

All participants in Intramural Sports must be currently enrolled OU Health Campus 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 university-assigned Student ID prior to participating in each contest. 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.

#### **V. ELIGIBILITY**

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

- Be currently enrolled as a student on the OU Health Campus.
- Have a valid OU Health 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 during the semester.

**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. Questions regarding eligibility should be directed to Intramural Sports staff.

#### **VI. LEAGUES & DIVISIONS**

Divisions:

Popular leagues may be divided based on levels of play, featuring a competitive league (higher skill level best for players with experience in organized play) and recreational league (a more casual level of play).

**Note: A player may only participate in one division (Competitive OR Recreational) per league.**

Co-Ed Leagues:

Players may participate in **one men's or women's team** and **one coed team** per sport (if applicable). 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.

Most leagues will generally involve co-ed league play, featuring both men and women. A requirement of whether a co-ed sport must have each gender on the field at all times will be indicated within IM Leagues. Generally, sports featuring few players on a court or field at the same time will not require a team to comprise of men and women, including but not limited to pickleball. Larger sports will generally require both genders to be on the field in each moment, including but not limited to football and soccer. To ensure fairness and comfort during gameplay, all female participants must be matched and guarded by other female participants during events where direct physical engagement or guarding occurs, such as flag football.

## **VII. 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.
- Additions should occur at least two business days prior to the next game. Players not on the printed roster ahead of the game – even if they were submitted through IM Leagues – will not be permitted to play.
- 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.
- Free Agents: Players may elect to be listed as a free agent in as many divisions within a league as preferred.
- To ensure fair and timely competition, each team must have the minimum required number of players checked in the scheduled game time to be eligible to play. Teams that fail to meet this requirement will forfeit the match.

## **VIII. 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. For

refereed sports like flag football, officials may indicate and clarify rules ahead of each game.

## **IX. 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 **OU Health 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 or in-person meeting **before** the season begins.

**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.

To reduce the risk of a forfeit due to ineligible players, all teams are encouraged to supplement their rosters with additional players and captains in cases of emergency or sickness. Regardless of the reason for a forfeit, a forfeit will apply if either 1 – a captain is not present during the contest or 2 – the minimum number of eligible players are not present.

## **X. 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 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.

- Student staff are available to assist in facilitating sports. Questions related to team status, discipline, and standing should be directed to the Intramural Sports Coordinator.

## **XI. 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, logos, sideline interactions, and especially player interactions.

Intramural Sports staff 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. Infractions will be recorded through an Incident Report and filed with staff.

### **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. Referees have authority to suspend.
- **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) immediately or their team will forfeit the game.
  - Are suspended for a minimum of one game.
  - Must schedule a meeting with the Intramural Sports Office at least 2 business days to be eligible to return, or have initiated the process of scheduling by emailing the Intramural Sports team.
  - Failure to attend the meeting will lead to a longer suspension, including but not limited to suspension for the remainder of the academic year or for one full academic year.
- **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 or season.
- **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 and scheduling a meeting with the Intramural Sports office.

### **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**

4: <b>Excellent Conduct</b> - The team consistently demonstrates respect for officials, opponents, and the game environment. Any questions or disagreements are communicated calmly, through the captain, and in a manner that supports a positive and competitive atmosphere.
3: <b>Strong Conduct</b> - The team generally maintains appropriate behavior. Occasional disagreements / adherence to policies occur, but they are expressed respectfully and do not interfere with the flow of the game.
2: <b>Acceptable Conduct</b> -The team shows moments of obstruction or failure to adhere to policies may border on unproductive communication. Officials may need to remind the team to maintain appropriate tone or behavior, but the game remains manageable.
1: <b>Inappropriate Conduct</b> - The team frequently communicates in ways that are disruptive, argumentative, or disrespectful toward officials or opponents. The captain has difficulty guiding the team back to appropriate conduct, and the behavior affects the game environment. Failure to follow policy outright.
0: <b>Unacceptable Conduct</b> - The team displays behavior that is uncooperative, disrespectful, or detrimental to the integrity of the game. This also includes a team forfeit, other than a no-show, or when multiple players ejected, shall receive a 0 rating. All forfeits result in a 0 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 (and their own) 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 2 business days of the contest. A link to the appeal process will be made available online on the Intramural Sports website.

## **XII. Appeal Process**

The protest policy allows challenges for the following: rule interpretation, player eligibility, and forfeit status. Protests about referee judgment or sportsmanship are not permitted. To ensure fairness, please follow the process below to file a protest:

1. File and submit an appeal in person using an official Appeal Form presented at each contest, in person at the Intramural Office on the first floor of the Student Union (SU 104), or through the official online survey on the IMLeagues homepage.
  - a. These materials must be turned in no later than two business days after the game or event.
  - b. Requests will not be processed if the proper steps are not followed.
2. Once submitted, the appeal will be reviewed by a committee composed of Student Affairs staff. The committee will evaluate the information provided, consult with officials if necessary, and determine whether the appeal is upheld or denied.
3. If the appeal is upheld, a correction or solution will be determined, which may include an opportunity for a newly scheduled game / score update / status adjustment.
4. If the appeal is denied, the original game result will stand.
5. All decisions in regard to an Appeal Form made by the committee, Intramural Sports staff, and/or officials are final.
  - It is important to note that the Intramural Office will not process the requests for teams that have not followed the appropriate steps in the process.
  - Due to severe time constraints, written appeals regarding playoff games should be submitted to the Intramural Sports office immediately after the conclusion of an activity.

## **XIII. Protest Policy**

**During Game Play:** Protests must be made verbally either before the game begins or the moment the issue occurs. For rule misapplication, the team captain must immediately inform a game official and clearly use the word “protest”. Once play has resumed, no protest can be made about a previous play. When a protest is made, play stops while officials attempt to resolve the issue on site, and once a decision is reached, the game continues. If no official or Intramural Sport staff is present, and Appeal form must be submitted as stated in Section XII.

**Protesting a Forfeit or Eligibility:** Teams may protest a forfeit, or eligibility if they believe it was assigned in error. Protests will not be considered for lack of players, late arrival, or failure to meet participation requirements. Forfeit or Eligibility protests must be

submitted within one business day of the scheduled game time following the Appeal Process of Section XII.

#### **XIV. Forfeit & No-Call, No-Show Policy**

**Forfeits:** a forfeit may be declared by onsite Intramural staff and Student Staff at any intramural sports activity. The Intramural Staff maintain the official game time for all contests. A forfeit occurs when:

1. A team does not have the minimum number of required participants, or captain, present for the game.
2. If a team is unable to attend a predetermined game time.

Teams must submit their availability on IMLeagues before the season begins, and captains are responsible for taking an accurate headcount before game day. **If a team cannot attend a scheduled game time, they must notify the Intramural Sports Office within 2 business days on the scheduled game day.** Failure to communicate this will result in a no-call, no-show forfeit, which makes the team ineligible for playoffs.

**No-Call, No-Show:** If a team knows they will not have enough eligible players or have the captain or the co-captain at the game, they must notify the Intramural Sports Office at least 2 business days before the game to avoid a no-call, no-show forfeit.

Teams are given a five-minute grace period from the scheduled start time. After this grace period, all players must be checked in with Intramural staff. If a team does not have the minimum number of required players after the grace period ends, the game will be declared a forfeit.

If a forfeit has been declared, the opposing team 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. If a team leaves before a forfeit is declared by the intramural staff, the game will be declared a double forfeit.

A team will automatically be removed from the league if it receives two forfeits, or one no-call, no-show forfeit during that season.

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

**Forfeit by Official:** 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, a lack of eligible participants, or unsafe conditions.

## **XV. 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.

## **XVI. SCHEDULES, CANCELLATIONS, & WEATHER UPDATES**

Schedules are done in advance, based on team availability, for the purpose of respecting the rigorous academic schedules of all students. For this reason, mid-season reschedules are not permitted in most cases.

- In rare cases, the Intramural Sports Office may offer the opportunity to reschedule a game if the forfeit is communicated far in advance. Requesting team must have substantial reasoning for approval, and the opposing team's approval. If no alternative schedule can occur, even if due to the non-rescheduling teams' lack of availability, the forfeit applies to the initial team requesting a reschedule.
- Weather Updates – In cases of inclement weather, Intramural Sports staff may cancel games. This will be communicated to scheduled teams via email and IMLeagues Announcement at least an hour ahead of the cancellation. Please note: any time campus is closed due to inclement weather, games will be cancelled. In these cases, assume emails related to campus closures confirm the cancellation of the event.

## **XVII. 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 OU Health Student ID.

## **XVIII. CONTACT INFORMATION**

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

Intramural Sports Desk (405) 271-3606 | [union@ouhsc.edu](mailto:union@ouhsc.edu)

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

Rev. January 2026