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WHITWORTH UNIVERSITY

INTRAMURAL

PLAYER MANUAL

“COMMITTED TO DEVELOPING LEADERS, ENCOURAGING LIFE-LONG HEALTHY LIFESTYLES, AND FOSTERING MEANINGFUL RELATIONSHIPS”

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IM Player Manual 2022-2023

Overview:

Welcome to Whitworth Intramurals (IM)! What we do at Whitworth IM is create non-varsity sports leagues for students to participate in during the regular academic year. The Intramural staff curates a list of sports offerings every year for the indoor and outdoor seasons for each semester. The intramural program is staffed by the Intramural Coordinator(s) and student workers who serve as officials, scorekeepers and other various jobs. All players in Whitworth Intramural activities are Whitworth students and faculty! Intramurals are structured at competitive and recreational levels. Athletic experience is not a prerequisite to participate. Intramurals is a great way to play fun, structured sports with your friends, and maybe even make a few new ones along the way! Students often think of intramurals as a great way to balance their time studying and staying active to make choices towards a healthy lifestyle.

Section 1: Eligibility

Article 1: General Eligibility

A Player is an individual who is a full-time undergraduate student, non-matriculated senior, graduate student, or faculty/staff at Whitworth University. A full-time undergraduate student is an individual who takes twelve or more credits and automatically pays the ASWU student fee for facilities and intramural access. Information about graduate students and non-matriculated senior eligibility is different than full-time undergraduate or faculty/staff eligibility and is provided in the subsections below. **All IM participants are required to purchase an IM Membership prior to registering to participate in IM activities.** Information on IM Memberships can be found in *Section 4*.

Subsection 1: Graduate Students

Graduate students are required to purchase an additional *Fee Student Intramural Registration* membership (\$10) to pay for costs usually covered in student recreation/health fees. These costs include, but are not limited to: court maintenance, field maintenance, equipment, etc. Information regarding cost can be found in *Section 4*. Any additional questions can be directed to the IM Coordinator.

Subsection 2: Non-Matriculated Seniors

Seniors who have completed all required classes before the spring semester of an academic year, but will officially graduate in May, have the opportunity to participate in intramurals during the spring semester ONLY. In order to take advantage of this opportunity, the captain of the team that is interested in including these seniors must contact the IM Coordinator. The senior must then present confirmation from the Registrar (can be an email sent with graduation info or paperwork) that confirms that the senior will be graduating in May. After U-Rec staff has received confirmation of graduation, a Non-Member eligibility will be added to the senior's account. The *No Facility Access - CW/OR/IM use only* membership will also be manually added and the senior can then purchase an IM membership. Seniors who take advantage of this opportunity can be removed from the league at any time and must agree to abide by all the same policies and rules that govern all other IM participants. These seniors cannot act as team captain or register as a free agent in the spring season. Students who are on academic or medical hiatus or who already graduated will not be eligible to participate in intramurals.

Article 2: Professional Athlete Rule

Professional athletes, current or former, may not participate in their respective or alike 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.

Article 3: Intercollegiate Athlete Rule

Intercollegiate athletes are not eligible to participate in their respective or alike intramural sport/activity. **THIS IS A VIOLATION OF NCAA POLICY, AS WELL AS WHITWORTH ATHLETIC RULES.** *Former intercollegiate athletes must participate at the highest level of competition offered in their respective sport.*

Intercollegiate athletes are defined as individuals who are practicing with or competing with a team recognized by the Department of Athletics as a varsity sport. Included in this rule are practicing proposition 48 athletes. Intercollegiate athletes may participate in intramural sports programs other than their intercollegiate sport.

Article 4: Sport Club Athlete Rule

Sport club members must participate at the highest level of competition offered in their respective sport. A sport club member is defined as an individual who has practiced or played in a contest for a registered sport club during the academic year.

Always make sure you check your eligibility! Current and former Intercollegiate and club athletes are prohibited from participating in rec leagues of their respective or alike intramural sport.

Article 5: Whitworth ID Policy

To participate in any intramural sport, event or activity, all players must show a valid Whitworth issued photograph identification card (if requested by IM Staff). A Whitworth identification card must include the individual's name, photograph and identification number. 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. Misuse of an identification card (borrowing, lending, counterfeiting, altering, etc.) is a violation of the Whitworth University Student Code of Conduct. 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 an IM Coordinator to regain possession of their identification card. Players who misuse an identification card may cause the game to result in a forfeit. Players who do not have their identification card with them will be asked to obtain the card prior to game participation. Players are also allowed to check proper membership and identification through the Fusion system at the Member Services Desk in the U-Rec (if game location is the U-Rec). Players who do not comply with identification requests will be ineligible to participate until the student meets with an IM Coordinator.

Article 6: Number of Teams

Players are only allowed to play on one team in each league. Leagues that have multiple divisions will only allow each player to play on one team. Typically, competitive and recreational sports are different leagues, allowing players to participate on both a competitive and recreational team **per sport**. Players will not be allowed to participate on multiple competitive or recreational teams per sport.

Subsection 1: Merged Leagues

If two leagues were to be merged after registration (i.e. combining competitive and recreational leagues into an open league in a single sport), players will be required to choose a single team to participate on. IM Coordinators have the ability to merge leagues for any reason but will typically do so if a league does not

meet the minimum requirement of 4 teams, or the leagues will not be able to sustain themselves for the duration of the season. No refunds will be granted due to a merger of two leagues.

Article 7: Illegal Participation

Teams found to have players not following the above eligibility policies will forfeit its game to the opposing team regardless of the actual outcome. The players in question may be suspended from that specific team or all intramural activities and Recreational Sports facilities for any length of time deemed appropriate. Participation is defined as the individual's name appearing on the roster, signing the Release of All Claims Form, and/or stepping onto the field of play for any period of time during game play. The Intramural staff office reserves the right to investigate the eligibility of any player at any time. It is not necessary for a team to file a formal protest for a player to be ruled ineligible.

Captains believing that the opposing team has ineligible players are highly encouraged to file a formal protest. *Refer to Section 14.* Your help in making our intramural sports program as fair as possible is greatly appreciated, and your formal protest assists the competitive sports staff in providing fair and safe opportunities.

Section 2: Captain's Responsibilities

Article 1: Team Captain

When registering for a team sport, a captain must be designated to the Intramural staff. This person will be the main contact between the IM Coordinator/IM Staff and the team.

Article 2: Responsibilities

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

- Attend all mandatory captains meetings
 - If a captain is unable to attend a scheduled captain meeting, they must contact the IM Coordinator **prior to the scheduled meeting** to schedule an individual meeting. Failure to do so may result in a one game suspension.
- Routinely checking the Whitworth student email to ensure that vital information passed on by IM coordinators is circulated to players.
 - If email is not a viable form of information dissemination, it is the responsibility of the captain to alert IM Coordinators to this information, as well as provide a preferred alternative form of communication.
- **Completing the Team Time Preferences (TTP) prior to the beginning of a season, and again prior to playoffs.**
 - This also includes keeping the TTP up to date throughout the season.
- Make sure all team members are eligible to play in an intramural contest.
 - Players must have a valid IM membership and be listed on the team roster. Captains are responsible for reaching out to IM staff with any issues confirming player eligibility.
- Informing all players of the game time and location, including checking the playoff schedules the first day of posting and every day following competition.

- IM staff is available to assist in communication between teammates if the team is a free agent team. Captains of registered teams are required to communicate with each of their players on their own.
- Represent their team as the only player to discuss rule interpretations and calls with game officials.
- Act as an intermediary between IM staff and their teammates and represent their team in all discussions regarding rules, policies and procedures. This includes communicating IM policy to their teammates from IM staff when necessary.
- ***Assisting The Intramural Staff with implementing the Sportsmanship Policy to ALL Team Members.***
- Arriving at the game site at least 5-10 minutes prior to the start of every contest to be sure all teammates are checked in and that any necessary equipment is checked out (if a game is refereed, IM staff will ensure that all equipment required to participate is delivered to the play field).
- Communicating with the Intramural staff throughout the season about any problems or concerns that may be occurring at the site.
- Cooperating with the Intramural staff at the game site concerning any protests, officials' evaluations, incidents or accidents that may occur and with the Intramural Coordinator 1-2 days following such occurrences.

Captains who are unable to perform all responsibilities may be suspended or asked to step away from the captain position. In this case, another member of the team will be asked to act as team captain.

Article 3: Inclement Weather Situations

Intramural activities are subject to cancelation due to poor weather and/or field conditions. The decision to cancel games will be communicated by Intramural staff approximately 30 minutes prior to game time. In the event of inclement weather (rain, snow, etc.), all information regarding the status of events due to weather cancellations will be distributed through direct message from an IM Staff member to the team captain. It is the responsibility of each team captain to relay this information to their teammates. Whitworth IM staff may not be able to communicate all game changes to individual players, but may attempt to do so through email.

Article 4: Team Evaluation of Officials

Teams are always afforded the chance to evaluate the officiating crew after each contest/event. A referee evaluation sheet will be available at the Member Services Desk, as well as posted online at the Whitworth U-Rec website under the Intramurals tab, and can also be obtained by asking an IM Coordinator. These evaluations will be reviewed by an IM staff member and used as a learning tool for our officials. Please take time to evaluate performance that you consider excellent, poor or anywhere in between. These evaluations are to be taken seriously. Anonymous evaluations will not be accepted, however the name of the evaluator will not be given to the official.

Evaluations will be on a scale of 1 to 5. One being poor performance, 5 being excellent performance. Any evaluation with less than a 4, must be accompanied by a detailed note explaining your reason for the rating in question.

Article 5: Rules and Eligibility Protests

All captains have the right to protest a call made by a referee. Protests cannot be made to discuss judgement calls, but rule misinterpretation will be accepted as a valid protest. All protests must be filed

within 24 hours of the incident in question by the team captain. Please refer to *Section 14* for additional information.

Section 3: Player Responsibilities

Article 1: Responsibilities

Each person participating in an intramural event assumes responsibilities as an individual player. Players are responsible for:

- Joining your team roster on FusionIM before game time on the day of the event.
- Knowing their team's game time and location.
- Communicating availability to the team captain throughout the season and prior to playoffs in order to create accurate TTP and reschedule games.
- Signing the Release of All Claims Form prior to any participation.
- Arriving at the site at least 5-10 minutes prior to the start of every contest for check-in.
- Bringing a valid Whitworth ID to all intramural sport competitions. A valid Whitworth ID may be requested at any time by the intramural staff. Participants who do not have an ID will be required to demonstrate proper eligibility prior to gameplay.
- Being familiar with all rules, schedules, policies, and procedures including the sportsmanship and eligibility policies of the intramural sports program.
- Cooperating before, during, and after competition with the Intramural staff on site.
 - Failure to do so will result in a low sportsmanship rating. See *Section 10* for more information.

Article 2: Player Safety and Injuries

The possibility of injury exists in all sports. The Intramural staff assumes no responsibility for injuries. However, basic first aid will be available for players and spectators that experience an emergency or injury while participating in or attending an IM event. All IM officials are certified in CPR/First Aid/AED. All emergencies that cannot be handled by IM officials will be directed to 911 officers and campus security. Intramural staff are not required to assist players in traveling to and from medical offices. In the event of an emergency or injury, an IM official will also request personal information as well as what occurred during the event. This information will be used to submit an injury report form to the U-Rec professional management. Whitworth IM asks that anyone predisposed to injury or illness inform referees prior to participation.

All players acknowledge an assumption of risk by their voluntary participation in intramural activities. All players must sign the Release of All Claims Form on FusionIM or in the Whitworth U-Rec prior to participating in any intramural activity. When a player is bleeding, has an open wound, or has blood on his or her uniform, play will be stopped, and the player will be directed to leave the game. Whitworth IM considered player safety of utmost importance, so we allow IM Staff to stop game play at any time to address potential player injuries. The injured player may not return to the game until the bleeding has stopped, the open wound covered, and/or the bloody uniform is changed. The game may continue play without the injured player at the discretion of the Intramural staff. Knee and ankle braces unaltered from the manufacturer's original design/production shall be permitted and do not require additional padding. Please review sport specific rules located on the Intramurals portion of the Whitworth U-Rec website for additional equipment restrictions and requirements.

Section 4: IM Memberships

Article 1: Intramural Membership Packages

Whitworth Intramurals requires players to purchase an IM Membership in order to participate on a team. All players must purchase one of the following payment options either online or at the Member Services Desk in the U-Rec.

Recreational and competitive leagues are separate! In order to play one sport (ex: basketball) in both leagues (competitive and recreational), players can purchase multiple single sport memberships or a semester unlimited membership.

Payment packages available are (*special deals offered periodically during the academic year*):

- Single Sport Membership - \$5
 - Purchase of this membership allows the player to compete in one league during the semester.
- Semester unlimited package - \$15
 - Purchase of this membership allows the player to compete in any and all leagues during the semester.
 - Spring semester membership includes Jan Term, Fall semester does not include Jan Term.
- Year unlimited package - \$25
 - Purchase of this membership allows the player to compete in any and all leagues during the school year (Jan term included).
- Jan Term - \$5
 - Purchase of this membership allows the player to compete in any and all leagues during Jan Term.

Subsection 1: Fee Student Intramural Registration Membership

Graduate students who would like to participate in intramurals are required to purchase the *Fee Student Intramural Registration* membership **BEFORE** purchasing an IM Membership. This additional membership covers costs that would traditionally be included in tuition for undergraduate students (and is not included in graduate student tuition) to cover costs associated with court/field maintenance, equipment, etc. This membership is currently set for **\$30** and **must be purchased at the Member Services Desk** in the U-Rec. Additional questions about graduate student registration can be directed to the IM Coordinator.

Article 2: Purchasing Memberships

When purchasing an Intramural Membership, players may purchase it in one of two ways:

1. At the Member Services Desk in the U-Rec.
 - a. Players may purchase either the semester or year unlimited packages at the U-Rec Member Services Desk during open hours.
2. Online through the Whitworth U-Rec Fusion Portal
 - a. Players may be directed to the Fusion portal page (<https://urecservices.whitworth.edu/>) and select the “Intramurals” button.
 - b. Players may then select the “IM Memberships” icon where they will be directed to a page containing all of the available memberships.
 - c. Once players select the Membership, they will be directed to complete their purchase.
 - i. If for some reason the purchase is denied...
 1. Please confirm that the billing address is the correct. The address needs to be associated with the bank, not with the university.

2. Please confirm that you have the correct student access membership to purchase a membership (full-time undergraduate, graduate, or employed by the university).
 - ii. If for some reason the desired membership is unavailable, please contact the IM Coordinator.
3. Once you've purchased an IM Membership, you are ready to register! See *Section 5* for more information!

Section 5: Registration and Roster Information

Article 1: General Information

Intramural team registration will take place at the beginning of scheduled seasons through the semester. Seasons will be announced a few weeks in advance, with registration occurring for several weeks prior to the start of the season. Registration to join a team can occur during a season any time prior to playoffs, but **players are only allowed to participate if they are registered!** Links for Registration can be found on the Whitworth Fusion Portal under "Intramurals". Players are responsible for checking the intramural sports website for complete details, including times and locations.

Article 2: How to Register for Intramural Sports

Help with registration can be found at the U-Rec Member Services Desk, where a Front Desk Attendant can assist in creating or registering for a team. Other questions about registration can be directed to the IM Coordinator.

Subsection 1: How to Register

1. Make sure that you have purchased the correct IM Membership to qualify you for registration.
2. Go to Whitworth.edu and search Intramurals in the search bar, and then click on the Fusion link or go to <https://urecservices.whitworth.edu/>
3. Select the FusionIM tab and choose "Register"
4. Select the sport you're interested in registering for, and either join or create a team
5. Enjoy the IM season!

NOTE: Team captains are able to invite players to join their team. Players can also join a team on their own during the registration process by searching the team by the Team Name.

Subsection 2: Common Technical Difficulties

1. *There is a message saying that I am "ineligible to register".*
 - a. Please double check that you have the correct IM Membership to participate for that sport. Single Sport memberships are different based on the IM season. Contact the Member Services Desk with concerns regarding your current IM membership.
2. *I purchased a membership to participate with a team during the season. The season has already started, but, it says that registration is closed.*
 - a. Registration to create a team closes at the end of the scheduled registration time. Individuals who want to join a team should be able to register online by selecting "Join a Team" or by completing an invitation from a team captain. If you have any difficulties with this, please contact the IM Coordinator.
3. *I have a semester membership that I bought in the fall, but it won't let me register for Jan Term leagues.*

- a. The Jan Term season technically falls within the Spring semester, which means that any semester package purchased in the Fall would not cover the fee for Jan Term leagues.

NOTE: Refunds will not be available if a season has already started and is shortened for any reason.

Article 3: Playoff Rosters

All rosters are locked by the end of the last regular season game. No additions to rosters may be made after this time has passed unless approved by the IM Coordinator.

NOTE: The IM Coordinator(s) will review situations on a case-by-case basis if a team requests to add players after the regular season. Only extremely special circumstances will be taken into account. Contact the Intramural staff a minimum of 24 hours prior to the final day of the regular season.

Article 4: Team Names

Teams have the right to choose a name with minimal regulation from IM Staff. With that being said, teams are not allowed to create or use team names that are discriminatory or offensive. If a team name is considered to be either of those things, IM Staff have the right to request teams to change their team name. Disciplinary actions can be taken against a team who refuses to change their team name and will be set by the IM Coordinator.

Article 5: League Definitions

Intramural sports provide competitive, recreational, and open levels of participation. The levels of play vary with each sport. All leagues play regular-season games and teams must qualify for playoffs. The levels commonly offered by the intramural sports program include:

Competitive Level

This level is the most competitive level of play. Teams are comprised of players who identify as highly skilled, competitive individuals, often with significant playing experience. Competitive leagues will typically have stricter rule calls.

Recreational Level

Teams participating at this level are often less competitive than the competitive level. Player ability is not as important as having fun and socializing. Recreational levels are offered for a range of interests including competitive play, social gathering and/or individuals learning a new sport. No athletic ability is required to participate at this level.

Open/Universal Level

The open/universal level is used when a recreational and competitive level are not offered or sustainable, allowing teams of all skill levels to participate in the same league. Player ability will most likely vary greatly. Playoffs for this level may be split into a competitive and recreational level if the number of teams reaches ≥ 9 teams. Please see *Section 9* for more information.

Section 6: Nomad Rule

Article 1: What is a Nomad?

Nomads are IM players who have paid and are eligible to play on a team and are requesting to participate with another team so that a game can be completed. Players are not eligible to be considered a Nomad if they are suspended, injured or otherwise ineligible.

Teams automatically accept the use of Nomads and accept the outcomes that come from using Nomads.

Article 2: How to use Nomads

Any team that would otherwise not have enough players to play a game with the minimum roster requirement is allowed a Nomad. Teams can use an unlimited number of Nomads to complete a roster, but there must be at least one individual participating in the game whose name officially appears on the roster. Teams are not allowed to use a Nomad for the purpose of having a bench. Nomads must identify themselves at the beginning of a match and confirm with an IM official that they are indeed eligible to participate.

Captains are responsible for the actions of their Nomads, including sportsmanship. Any disciplinary measures needed for a Nomad will reflect on the entire team. **Nomads are not allowed to be used during Playoffs.**

Article 3: Restricted Nomads

Nomads that have faced disciplinary measures or cause issues while participating on a team that they are not on the roster for will not be allowed to continue to act as a Nomad. This policy is a privilege and will be revoked if any issues develop due to sportsmanship concerns.

Subsection 1: Nomads from the Opposing Team

In the situation where the only available Nomad is from the opposing team, then the team giving up the players will have the right to request an automatic win from the other team (*NOTE: this is not the same as a forfeit. Scores will be inserted as 1-0, and sportsmanship will be based on the game played.*). Once the team requiring Nomads confirms the loss, the game will be played. If the team requiring Nomads refuses the loss, the game will be assessed as a forfeit, and will be scored accordingly (including sportsmanship). If the team providing the Nomad does not request the loss prior to the beginning of the game, the resulting score cannot be changed. IM officials should provide this information to the team providing the Nomad, but it is ultimately the responsibility of the captains to know the ruling.

Any further information about the Nomad Policy can be brought to the attention of the IM Coordinator.

Section 7: Non-Refereed Sports

Article 1: General Information

Whitworth Intramurals offers various non-refereed sports to provide an opportunity for players to participate in sports without needing a referee present. Typically, these sports are non-traditional IM sports that would not require an official or monitor. Sportsmanship becomes an even larger emphasis in non-refereed sports. Non-refereed sports can be played at any location (on or off campus), as long as both teams agree on the location. Teams are asked to communicate with each other to discuss locations and equipment.

Equipment for all non-refereed sports can be checked out for free at the U-Rec Member Services Desk and must be returned at the completion of the game.

Article 2: Reschedules, Defaults, and Forfeits

Teams are required to contact the IM Coordinator to request a reschedule, default, or forfeit. The IM Coordinator will create an email thread between both teams. Teams are asked to “**reply all**” so that the IM Coordinator is able to keep track of game reschedules and confirm the availability of equipment. Reschedules, defaults, and forfeits are considered the same as any other sports (see *Section 8*).

Subsection 1: No-Shows

In the event of a no-show, teams are asked to first **call** the opposing team to confirm the location and time. If the team is unable to attend or does not answer, the team is then asked to contact the IM Coordinator. Teams can access team phone numbers via an email sent at the beginning of the season from the IM Coordinator, or by contacting the U-Rec Member Services Desk and providing the team name.

Article 3: Submitting Scores

Teams are able to submit scores in any of three ways. If a member of one of the teams has access to an IM referee account in FusionIM, they are asked to submit the scores online themselves. Another option is to provide the game information to the Member Services Desk in the U-Rec after the game (while returning the equipment). The third option is to contact the IM Coordinator at dthiel23@my.whitworth.edu with the **team name, score, and sportsmanship**. **SCORES MUST BE SUBMITTED THE DAY OF THE GAME!!**

Article 4: Sportsmanship Issues

Sportsmanship is extremely important in non-refereed sports. Teams who continually demonstrate poor sportsmanship may be removed from the league with no refund. This may also be true for teams who purposely provide improper scores or sportsmanship ratings. Individual and team sportsmanship policies apply to non-refereed leagues the same as traditional IM leagues.

Section 8: Reschedules/Defaults/Forfeits/No-Shows

Article 1: Reschedule

A reschedule occurs when a captain alerts the IM Coordinator that they will be unable to attend a game prior to the scheduled game day. Games will attempted to be rescheduled through email communication between the IM Coordinator and both team captains. Captains are asked to “**reply all**” to email chains created for the purpose of rescheduling a game. All reschedules must be approved by both captains and the IM coordinator with a reasonable amount of time to schedule referees (a minimum of one day unless otherwise approved by the IM Coordinator). Captains are not allowed to request a reschedule due to any disciplinary matter.

Subsection 1: Free Agent Teams

Reschedules requested by free agent teams may be done through the IM Coordinator if a team captain has not been appointed. In this instance, the IM Coordinator will take on captain responsibilities for communicating accurate reschedule availability.

Please see Section 9 for additional information.

Article 2: Default

A defaulted game occurs when a captain communicates that their team will be unable to attend their regularly scheduled Intramural game between midnight and noon on the day of the game. Once a default is requested, it will be granted and it will be irreversible. Teams are allotted three defaults each regular season without penalty. Games defaulted without penalty will be considered a reschedule. After three defaults, any request made by the team to default will result in an automatic forfeit. IM Coordinators have the right to provide additional defaults without penalty if the default is deemed an unusual circumstance.

Article 3: Forfeit

A forfeited game will be marked as a loss in the team standings and the team **will receive a "0" sportsmanship rating for the contest**. Forfeits will not have an opportunity to be rescheduled. The following five situations will result in a forfeit:

- Late Communication - Notifying the IM Coordinator after noon on the date of the game the team is unable to attend a game.
- Eligibility - One or more of the players participating is ineligible and therefore may not participate. Ineligibility may be due to the player misusing an ID, being a roster violator, being previously ejected, ruled ineligible for sportsmanship-related issues, etc.
- Sportsmanship - Game is ended by staff for sportsmanship-related issues.
- Excessive Defaults - The team has defaulted more than three times in a season.
- Missing Players - A team must have a minimum number of players, varying by sport, in order to participate in IM competition. A 10-minute grace period will be granted if a minimum of one player from each team arrives on the field prior to game time. Failure to have a complete team arrive and check in before 10 minutes past game time will result in the Intramural staff member declaring the game forfeited.

Subsection 1: Double Forfeit

If both teams fail to appear, a double forfeit will be declared. In the situation of a double forfeit, both captains will be contacted by the IM Coordinator to determine whether a reschedule will be permitted. Reschedules will only be permitted under unique circumstances. If a reschedule is not permitted, the score will end in a 0-0 tie, and both teams will receive a sportsmanship rating of 0.

Article 4: No-Shows

A no-show occurs when a team does not communicate with the IM Coordinator and at least one member of the team does not arrive to the game prior to game time. **Team captains are highly encouraged to communicate with an IM Coordinator if a team is running a few (5-10) minutes late. In this case, a game start time can be pushed back until the team is able to arrive. This communication (running late) must occur at least two hours prior to game time.**

Subsection 1: First Offense

Any team that experiences a no-show will automatically forfeit their game and be suspended from the league until they meet with an IM Coordinator. During this meeting the captain and coordinator will discuss events that lead to the no-show and what the captain can do in the future to prevent future occurrences. Captains are not allowed to reschedule games that would have to be forfeited due to failure to have a meeting.

Subsection 2: Second Offense

Any team that experiences a second no-show will automatically forfeit their next game after the no-show occurred. The game will be inserted as an automatic forfeit, with no possibilities to reschedule, but both

the team that no-showed and their next opponent are encouraged to play the game. IM Staff will still be provided to officiate the following game, regardless of its predetermined outcome. The captain of the team that committed the no-show must also meet with IM staff before the team's next scheduled game to discuss the reason(s) for the no-show and how to prevent future occurrences. Captains that fail to meet with IM staff will be forced to forfeit all scheduled games until they are able to meet. Captains are not allowed to reschedule games that would have to be forfeited due to failure to have a meeting.

Subsection 3: Third Offense

On the third offense, the team will be automatically removed from the league with no refunds available. Captains may petition this suspension, but the responsibility to set up a petition meeting falls on the captain. This petition email must be sent within two days of the second no-show.

- Petitions for a third no-show offense: These petitions can be made in the form of an email to an IM Coordinator, within two days of the third no-show. Captains are responsible for setting a meeting within a reasonable amount of time (2-4 days) since the offense. There is no guarantee that your petition will be granted. If captains have not taken the necessary steps outlined in the first meeting with IM Coordinators, the petition will fail, and the suspensions without refunds will be upheld.

IM Coordinators have the right to adjust the disciplinary actions resulting from a no-show at any time depending on the situation and number of occurrences.

Article 5: Winning by Forfeit or No-Show

If the opposing team has forfeited or no-showed, the contest will be marked as a win in the team standings. The team sportsmanship will be an automatic 4.0, and the opposing team will receive a 0.0 sportsmanship rating.

NOTE: Refund requests will not be granted for contests not played due to forfeit or no-show.

Section 9: Postseason Information

Article 1: Postseason Eligibility

To be eligible for the playoffs, teams must have at least a 2.5 sportsmanship ranking. To determine sportsmanship, each regular season contest will be added together and divided by the total number of contests scheduled to equal the team's sportsmanship average. Teams are also required to have participated in a minimum of one game for the season. Teams that have not completed one regular season game will not be eligible to participate in playoffs. Forfeits and no-shows do not count as participation in a game. Games that were ended prior to completion also will not count towards participation. Finally, teams are required to have a full and completed roster.

Article 2: Postseason Rosters

All rosters will be locked at the conclusion of the regular season. Players may not be added to the team during the postseason. To be eligible to participate in the postseason, an individual must have legally participated in one regular season contest (forfeits and incomplete games do not count as participation).

Article 3: Scheduling in Postseason

The following subsections provide detailed information regarding the process of preparing a team for the postseason, as well as some highlighted responsibilities of team captains. Please make sure to read these prior to postseason competition. Further questions can be sent to the IM Coordinator.

Subsection 1: Creating Divisions

Leagues may be split into a recreational and competitive league during playoffs if the league contains 9 or more teams. In this instance, the top half of the standings (rounding down) will be the competitive division, and the bottom half will be the recreational. In this case, a championship team will be named for both the competitive and recreational division. A decision regarding creating divisions will be made by the IM Coordinator during the last week of the regular season. IM Coordinators reserve the right to not separate a league if it is more convenient to do so for playoffs.

Subsection 2: Prior to the Postseason

When prompted, captains should complete their team's time preferences and submit them to the IM Coordinator. TTP must be filled out properly and on time to be used by the Intramural staff office. The staff will do their best to honor the sheets, but it is no guarantee that all conflicts will be avoid all conflicts. If a team fails to turn in their times, fails to properly mark a conflict or does not comply to time preference regulations set forth by the Intramural staff, no adjustments will be made to the game schedules. The IM Coordinator will exclusively use the set TTP for playoffs. Games will not be scheduled outside of the scheduled availability. The team captain will automatically forfeit games not played due to incomplete or incorrectly marked TTP.

Subsection 3: During Postseason

Due to the time constraint and the high volume of games that need to be played in a short time, teams are allotted two days to schedule and play each playoff game. The time restraint resets at the conclusion of each game. Time restraints will only be extended if neither team has matching availability within the two days. IM Coordinator(s) reserve the right to extend the time constraint in order to play a semifinal or final playoff game.

Captains should check their online schedule after every completed contest to see if/when the next contest has been scheduled. An email will be sent at the end of each night during playoffs (unless otherwise specified). The Intramural staff will attempt to notify captains of their next game time as soon as possible.

Subsection 4: Rescheduling in Postseason

Contests will not be rescheduled for any reason other than a valid time preference. Standard reschedule request time will also be used during playoffs. Teams are allowed **one default** during playoffs (***Reminder: Once a default is granted, it is IRRIVERSABLE***). All game reschedules communicated after noon on game day will be considered a forfeit. A second default will be considered a forfeit. The IM Coordinator reserve the right to adjust a default submission if the schedule was set after 10:00pm the day prior to the game. Reschedule requests that fail to respect the time of IM officials, team captains, or IM Coordinator will end in a forfeit.

Article 4: Maintaining Sportsmanship in Postseason

Whitworth IM has a zero-tolerance policy on poor sportsmanship during postseason games. Teams must receive a 3.0 or greater sportsmanship rating in all postseason contests to continue moving on through the bracket. If a team wins a postseason contest but does not receive a 3.0 sportsmanship rating or higher, they automatically forfeit their game and their opponent advances, assuming they received a rating of 3.0 or higher. If neither team achieves a 3.0 or higher sportsmanship rating, neither team will advance. Teams are allowed to protest a sportsmanship rating, but must do so within 24 hours, or prior to the next game time.

Section 10: Sportsmanship

Article 1: Captains

The team captain is responsible for the actions of his or her team and their spectators. Additionally, the captain will ensure that his or her team is familiar with the rules of play and intramural sports policies and procedures contained in this handbook. Sportsmanship is a vital component for success in every intramural sports contest. Players and spectators are expected to display good sportsmanship toward opponents, spectators, and the Intramural staff at all times.

Article 2: Unsportsmanlike Conduct

Players and spectators shall not commit acts of unsportsmanlike conduct. This includes, but is not limited to: arguments with staff, other players, spectators and/or flagrant fouling, fighting, etc. before, during, or after a contest.

No player or team shall:

- Use foul or derogatory language or threaten or verbally abuse any other player or Intramural employee before, during, or after the game.
- Pursue and argue or talk back to the Intramural staff. Only the captain should address an official regarding a sports related issue, and only if done so in a courteous manner.
- Intentionally strike, push, trip, or flagrantly foul another player, spectator or IM staff member.
- Mistreat the facility, equipment or supplies of Whitworth University and/or the Intramural Office.
- Attempt to sign in using another person's Whitworth ID.

Article 3: Individual Sportsmanship

The game officials will issue any player displaying unsportsmanlike conduct either a conduct warning or ejection. Conduct warnings may occur do to physical or verbal actions taken by individuals. Ejections typically occur if conduct warnings are not adhered to.

Referees are allowed to eject a player at any point without warning, including for sportsmanship reasons. The aforementioned examples are simply guidelines, but not requirements. Any disagreements regarding the reasoning for an ejection can be brought to the attention of an IM Coordinator. Players are responsible to schedule meetings with an IM Coordinator if one is required. These meetings can be mediated by a team captain, but the team player is still required to attend the meeting.

The Intramural staff program reserves the right to apply any suspension deemed appropriate for each incident that occurs. **All players ejected from a game, regardless of the reason, are required to meet with an IM Coordinator or U-Rec Professional Staff.** Disciplinary action will be assessed at this time. Ejected players may be suspended indefinitely from ALL Recreational Sports facilities and programs until he/she meets with an IM staff member. Suspension length will be determined after the meeting. Severe cases will result in referral to the Student Life office. If a player receives multiple conduct warnings across a number of games, a disciplinary meeting may be required, and a suspension may be administered. Individuals may also be required to attend a disciplinary meeting if deemed required by IM staff regarding conduct or policy coherence.

Subsection 1: Spectator Sportsmanship

Spectators are expected to demonstrate the same level of respect to all players, spectators, and IM officials. Disciplinary action required for spectators will be assessed to the team the spectator is associated with. Intramural staff reserve the right to eject a spectator at any time. Any spectator that refuses to leave may cause the forfeiture of the team they are associated with.

Subsection 2: Refusal to Leave

Individuals who do not leave the facility when ejected may cause automatic forfeiture of the team they are associated with. IM officials have the right to contact Whitworth Security to relocate an individual to a different location on campus. Incidences off campus will result in an automatic forfeit for the associated team and IM officials have the right to contact 911 if players, officials, or spectators are threatened. In the instance when a game has concluded or moved to a new game, IM officials will immediately contact Campus Security or 911 to relocate the player or spectator from the facility. A suspension of the individual and associated team captain will be assessed in all cases.

Article 4: Team Sportsmanship Rating

The intramural sports department has developed the Sportsmanship Rating System with the purpose of making each individual player responsible for his or her own actions, as well as those of their teammates, while participating in any intramural sport, activity or event. The rating system is similar to a GPA system and based on the following criteria:

4.0 - Excellent Conduct and Sportsmanship: Players cooperate fully with the officials and opposing team members. If necessary, the captain converses calmly with officials about rule interpretations and calls.

3.0 - Average Conduct and Sportsmanship: Team members or spectators verbally complain about some decisions made by the officials and/or show minor dissension, which may or may not merit a conduct warning. The team captain exhibits some, but not complete control over teammates, spectators, or him/herself. Teams receiving one conduct warning will receive no higher than a 3.0 rating.

2.0 - Poor Conduct and Sportsmanship: Team members or spectators constantly comment to the officials and/or the opposing team from the field/court and/or sidelines. The team captain exhibits some to little control over teammates, spectators, or him/herself. Teams receiving more than one conduct warning, but no ejections, will receive no higher than a 2.0 rating.

1.0 - Deplorable Conduct and Sportsmanship: Team members or spectators constantly comment to the officials and/or the opposing team from the field/court and/or sidelines. The team captain exhibits no control over teammates, spectators, or him/herself. Teams receiving one ejection will receive no higher than a 1.0 rating.

0.0 - Intolerable Conduct and Sportsmanship: Team members or spectators are completely uncooperative. Captain has no control over teammates, spectators and/or him/herself. Any game that is a forfeit, no-show, or has multiple ejections will receive a 0.0 rating. Any team that has an ejected player that refuses to leave after their ejection will also forfeit the game and receive a 0.0 rating.

NOTES:

- Any team that receives two 0.0 ratings due to disciplinary actions will automatically be suspended from playoff contention. Captains can protest the suspension upon request to meet with the IM Coordinator.
- The Intramural staff reserves the right to adjust a team's sportsmanship rating based on the severity of the conduct warning or ejection. Teams are allowed to protest a sportsmanship rating by

contacting the IM Coordinator. The IM Coordinator will collect reports from the officials, any spectators, and both teams before coming to a final conclusion about the sportsmanship rating.

- Each individual participating on a team will suffer the consequences of any disciplinary action taken by the Intramural sports program against a team or individual for violation of the rules.
- The team captain is responsible for actions by an individual member of the team and for spectators directly related to that team. This includes conduct that occurs before, during and after a game.

Article 5: Playoffs

If a team does not maintain a 2.5 average sportsmanship rating throughout the regular season, that team will not be eligible for the playoffs at the end of the season. IM Coordinators are allowed to make exceptions on a circumstantial basis.

Teams who receive a sportsmanship rating of 2.4 or below during playoffs will be automatically disqualified from playoff contention. Captains are allowed to protest the disqualification, but the protest must be resolved prior to the following scheduled game. The IM Coordinator will review the protest the following business day. Delay in resolving the matter due to lack of captain compliance may result in the playoff schedule continuing without a resolution to the protest. In this case, the protest will be denied.

Section 11: Postseason Awards

Article 1: Championship T-shirts

Intramural sports championship T-shirts will be given as awards for the champions in every intramural sport, activity and event offered throughout the school year (except ultimate Frisbee). The T-shirts will be handed out on-site immediately following the championship contest (unless otherwise specified). Only rostered players are allowed to receive a championship t-shirt. A player whose team wins the Championship game, but was unable to attend, can receive their t-shirt at the Member Services Desk of the U-Rec upon request and confirmation with the team roster.

Article 2: Championship Frisbees

Champions in the Ultimate Frisbee leagues will not receive a Championship t-shirt but will instead receive the IM Championship Frisbees. The Frisbees will be handed out on-site immediately following the championship contest. Only rostered players are allowed to receive a championship frisbee. Players who did not attend the championship game can receive their frisbee at the Member Services Desk of the U-Rec upon request and confirmation with the team roster.

Section 12: Tournaments and Events

Article 1: General Information

Whitworth IM works to provide tournaments and events outside of the regularly scheduled seasons to draw a larger portion of students. The tournaments and events will vary each year. Please keep an eye out for various IM events throughout the academic year! If you are interested in suggesting an event, please contact the IM Coordinator!

Section 13: Spectator Policy

Article 1: General

Whitworth Intramurals promotes spectators at events! Spectators are required to adhere to the same Drug and Alcohol policies as any player, as well as sportsmanship policies. Team captains are responsible for the actions of their spectators.

Article 2: In the U-Rec

Individuals from outside the university are allowed to watch intramural games at no cost. However, the guest must be accompanied by an individual playing in the game and check out a “Whitworth Intramural Visitor Guest Pass” lanyard from the Member Services Desk. Visitors are NOT ALLOWED to use any of the rec center’s equipment and must adhere to the U-Rec’s behavior policy. Teams are ultimately responsible for the actions of their visitor and may be disqualified if visitors do not adhere to U-Rec policy. Spectators who do not adhere to U-Rec and IM policy regarding conduct and/or sportsmanship may be suspended indefinitely from requesting a visitor’s lanyard.

Section 14: Protests

Article 1: Interpretation Rules Protests

Questions pertaining to interpretation of rules on the part of game officials must be addressed to the Intramural staff at the time the interpretation occurs and prior to the next live ball or play. The procedure shall be:

1. If a team feels the official has made a misinterpretation of a rule, the captain shall calmly and immediately request a “time out” and inform the official that he or she wishes to have a ruling on the interpretation by the ranking Intramural staff members present. This ruling is final.
2. If corrections are necessary, the Intramural staff member shall rule immediately and the team shall not be charged with a time out; however, if the official’s interpretation was correct, the team will be charged with a time out.
3. If the player still does not agree with the final decision at the game site, a protest form should be obtained, be filled out, and returned to the U-Rec Member Services Desk within 24 hours of the game, see *Article 3: Protest Forms* below.

Only protests that qualify as rule misinterpretation may be submitted. Judgement calls **will not** be evaluated.

EXAMPLE:

Case 1: An official rules a pass incomplete because the “player did not have two feet inbounds.” This is a rule misinterpretation, and the team captain may protest.

Case 2: An official rules a pass incomplete because the “player’s first foot landed on the sideline.” This is a **judgment call**, and the team captain may NOT protest.

Article 2: Eligibility Protests

Protests involving player eligibility must be called to the immediate attention of the intramural official prior to the completion of the contest while the protested individual is present. Officials will be equipped with

rosters taken directly from FusionIM. The official roster will be the final say in all eligibility issues, unless prior arrangements have been made by the Intramural Coordinator. Players may be required to present their student ID card to confirm eligibility. Players without an ID card may confirm eligibility at the Member Services Desk of the U-Rec. Captains **may not** make eligibility protests after the completion of the contest. The Intramural staff office reserves the right to investigate the eligibility of any player at any time. It is not necessary for a team to file a formal protest in order for a player to be ruled ineligible.

Article 3: Protest Forms

A Protest Form can be requested from the IM Coordinator or found on the Intramurals website. Protest forms must be completed and turned in *WITHIN 24 HOURS* of the contest in question. These forms will be reviewed by the Intramural Coordinator the following business day. The captains of both teams involved will be notified of the decision. Once a decision is made by the Coordinator, it is final.

Section 15: Alcohol, Drug, and Tobacco Policy

Article 1: Alcohol and/or Drug Use

In accordance with Whitworth policy, alcohol consumption and drug use prior to or during an intramural sports contest is unsafe, a violation of university rules, and, if you are underage, illegal. The intramural sports staff enforces a zero-tolerance policy regarding alcohol and drugs during all intramural sport contests. Consequences for the violation of this rule may include but are not limited to: being prohibited to continue participating in intramural sports activities, ejection from Recreational Sports facilities, judicial referral, and, in egregious situations, arrest.

Article 2: Tobacco

Use of all tobacco products (cigarettes, chewing tobacco, cigars, etc.) is strictly prohibited on all Whitworth property. The intramural sports staff strictly enforces a zero-tolerance policy regarding the use of tobacco to allow all players a pleasant experience during contests and events.

Section 16: Active Shooter

Article 1: Active Shooter Information

In the event of an active shooter alert, all players in IM events will take immediate action according to Whitworth policy. In the case of games on Omache, in the Loop, or in Holmberg Park, players are expected to follow the lead of IM officials and move to the nearest safe building off campus. In the case of games within the U-Rec, players are expected to follow the lead of all U-Rec employees and head into the downstairs, west storage room. Cards are located in all IM gear bags that contain information and instructions in the case of an Active Shooter situation. Please refer to the cards during these scenarios. Further information can be gathered either by contacting an IM Coordinator, or asking at the Member Services Desk in the U-Rec.