Intramural Sports Handbook
General Information

Registering a Team
These programs will provide various structured sport opportunities to satisfy as many skill levels as possible. Participation opportunities for men’s, women’s, and co-recreational play are provided. Contests, meets, leagues, and tournament will be offered in various formats. Schedules, registration dates, and other pertinent information will be posted on the intramural bulletin boards located inside the Student Recreation Center as well as on the web page. Although the intramural staff will distribute and post schedules and notices, it is the team captain’s and/or individual’s responsibility to check the bulletin boards or web page for upcoming events and schedule changes. No game information will be given over the phone.

Registration forms for all intramural and special event activities will be available in the Student Recreation Center at least two week prior to each registration deadline. Regular IM office hours are Mon.-Thur. 10 a.m. to 9:30 p.m., and Sun. noon to 8 p.m. Registration deadlines can be found on the IM Sports Schedule posted on the department web page. Teams are encouraged to register early. Once leagues are full, teams will be placed on a waiting list and may be accepted into the league in the event a team drops out.

Team Captains’ Meeting
Mandatory captains’ meetings will be held to discuss rules and program operations for most team sports. If a team captain or representative does not attend this meeting, the team’s post season ranking will be negatively affected and the team faces the risk of being replaced by a team on the waiting list.

Team Jerseys
Teams are strongly encouraged to wear their own color-matching shirts/jerseys with visible numbers on the back. Pinnies will NOT be available at the game site for teams that need them.

Assumption of Risk
University Recreation Programs and Facilities and its staff assume no responsibility for injuries received by any participant during involvement in any departmentally sponsored program or service. Participation is on a voluntary basis and participants are recommended to carry appropriate medical insurance. Whenever a participant is injured, including those who are bleeding, they will be immediately removed from competition. Injured participants should notify the Intramural Sports Supervisor in a prompt manner so that proper attention and procedures can be followed.

Valid WMU Bronco ID Required to Play
All participants must show valid identification prior to participation in each intramural game or event. Proper ID consists of a valid Bronco ID card or a combination of a picture ID AND documentation which proves enrollment, employment, or alumni status. NO EXCEPTIONS.

All spectators attending an intramural contest in the Student Recreation Center or the Seelye Center must have access to the building. If a spectator does not have access, he/she may enter with the purchase of a spectator pass for $4 and must show proof of identification.

Scheduling
For league sports, team captains are allowed to sign up for a specific night of the week and time, as long as that day/time is not already full. Sport tournaments usually occur over a two-week span. Requests for preferred game times and dates will be accepted but not guaranteed.

Individual/dual events are set up by our staff but typically proceed with self-scheduling and self-reporting to one of the IM Sports Graduate Assistants.

Inclement Weather
Administrative postponements or cancellations occur when the weather or other uncontrollable factors make postponing games necessary. If the weather is questionable, call the department hotline at 387-4732 or check the departmental web page. Decisions pertaining to the postponement of games will not be made until 3 p.m. or later. Games will be rescheduled at a later date if possible.
**Forfeit Procedure**

Forfeits are detrimental to the entire program and are an inconvenience to participants who want to play. Therefore, a forfeit procedure has been established. This procedure is designed to eliminate forfeits. We do not want to discourage anyone from playing. We want you to participate!

In all sports, if an individual/team fails to appear or fails to have the required number of participants at the scheduled game time, the opposing player/team who is present will have the following options:

1. Take the win by forfeit at that time. No contest will be played.
2. Choose to wait until the opponent arrives to compete. The official game clock will start running as scheduled. The game will commence once the opponents arrive with whatever game time is remaining on the clock. The waiting team will be given a scoring advantage. If the opposing team is not ready to play 10 minutes after the scheduled game time, a forfeit win will be declared for the waiting team.

If neither team has the required number of players at the schedule game time, both teams will be given 10 minutes to complete their team. No scoring advantage will be given to either team in this case.

**Reinstatement Fee**

If a team forfeits a single game, regardless of sportsmanship, in order to be eligible for playoffs, they are responsible to pay a $20 reinstatement fee. In all sports, if an individual/team fails to appear or fails to have the required number of participants at the scheduled game time, the game will result in a forfeit. However, if they notify the Assistant Director of Intramural Sports and/or Graduate Assistants of Intramural Sports by noon the day of the scheduled game, their team will be assessed a default. A default is a game that is not played and is recorded as a loss but is not considered a forfeit. Captains will receive an email following the forfeit verifying that in order to be eligible playoffs they must pay the $20 reinstatement fee. However, teams must still meet the 3.0 sportsmanship requirement to be eligible for playoffs as well.

**Refund Policy**

- A refund request must be submitted through the University Recreation Refund Request Form located on the 3rd floor of the SRC and may take up to 8 weeks to process.
- Full Refund - If the team informs the intramural sports staff prior to or within 24 hours of the registration deadline that they will not be fielding a team; Or if the department cancels the activity.
- Within 24 Hours of the Registration Deadline Refund - If the team decides to drop out within 24 hours of the registration ending but before scheduling begins, a refund of the entry fee will be given.
- No Refund - After scheduling begins. Scheduling typically begins two mornings after the registration deadline.

**Safety and Attire**

Proper attire must be worn for each activity. NCAA, NIRSA, and Federation standards will be enforced when applicable. This is for your protection as well as that of the other participants. Each individual must obtain prior approval from the Assistant Director of Intramural Sports and Recreation Programs for the use of orthopedic devices essential to protect an injury, plus any casts or wrappings. Religious medallions and medical identifications must be removed from chains and taped or sewn under the uniform, provided that an individual may be allowed to wear religious objects if the individual requests prior approval from the Assistant Director of Intramural Sports and Recreation Programs and the Assistant Director determines that wearing the object will not cause injury or give an artificial advantage to the player.

**Illegal Apparel**

- Street/dress clothes (i.e. jeans or specific footwear)
- Bare feet, sandals, or work boots
- Cleats of any kind (exception: molded rubber cleats are permitted for sports played at the IM fields or soccer fields)
- Exposed jewelry of any kind (rings, earrings, ropes, bracelets, etc.)
- Taping of jewelry is not permitted

**Medical Procedures**

University Recreation assumes no responsibility for injuries received during intramurals, special events, and other recreational activities. Participants are reminded that their participation is completely voluntary. The nature of sport activities and the large number of participants in the Western Michigan University intramural program make the occurrence of some injuries inevitable. It is strongly recommended that all participants have a physical examination prior to participating. Any injuries or accidents occurring during recreational activities should be reported immediately to on-duty personnel. Participants with a health issue and individuals who are on medication are urged to confidentially inform the Assistant Director of Intramural Sports and Recreation Programs of their specific situation. Anyone bleeding or having blood on their clothing will be prohibited from participation until appropriate measures have been administered.

**Concussion Policy**

The Intramural Sports staff reserves the right to remove a participant from competition if there is reason to believe the participant suffered a head injury and/or shows signs and symptoms of a concussion. If a participant is removed from a contest for a suspected head injury, that participant is not eligible to return to the game and is strongly encouraged to seek a professional healthcare provider for further examination.
Eligibility

**Individual**
All undergraduate and graduate students registered at Western Michigan University are eligible (enrollment fees paid) to participate in any intramural sports or special events program. The participation of all individuals; however, will be in accordance with the following:

**Faculty and Staff**
All faculty and staff must be paid members of the Student Recreation Center in order to participate in any intramural sports or special events program. Memberships may be purchased through the main office of the SRC (only during office hours, Monday though Friday 9 a.m. – 5 p.m.).

**Current Varsity Team Members**
Varsity athletes are ineligible to compete in their sport or any related sports (i.e. current baseball players may not play softball). Any member of a varsity team who suits up for a game/match or is listed at any time on the team’s roster during the 2014-2015 school year is ineligible for the remainder of the school year (2014-2015) in that sport or related sport. This rule also applies to athletes who have transferred to WMU from another university or college during the 2014-2015 school year. Non-scholarship, practice players and players who participated in tryouts are not considered current varsity players.

**Ex-Varsity Athletes**
Ex-varsity letter winners are not eligible to be on an intramural team’s roster for each sport in which the student lettered. The ex-varsity letter winner must be a full one year removed from varsity competition in order to participate. This rule includes the holder of a varsity letter at a university or college other than WMU.

**Professional Athletes**
Anyone who has competed in a sport on a professional level shall be ineligible for intramural competition in that sport or its related sport.

**Sport Clubs**
No more than two members of a sport club team can participate on the same intramural team in that sport.

**Roster Restrictions**
An individual may play for multiple teams in the same sport, as long as he/she pays to be on each team’s roster. An individual may not play for multiple teams in the same scheduling block (Ex: A player may not play for two flag football teams at 8 p.m. on Monday).

**Alumni**
WMU alumni are eligible to participate. Please call the Intramural Sports Office at (269) 387-3743 for more details.

**Organizational**
Western Michigan University Intramural Sports program offers several divisions of competition: Independent Men’s, Women’s, Co-recreational, Fraternity/Sorority, and Res. Hall.

**Independent Men**
All Western Michigan University male undergraduate and graduate students, as well as male faculty and staff, are eligible to participate in this division.

**Independent Women**
All Western Michigan University female undergraduate and graduate students, as well as female faculty and staff, are eligible to participate in this division.

**Co-Recreational**
All Western Michigan University male and female undergraduate and graduate students, as well as male and female faculty and staff, are eligible to participate in this division.

**Fraternity/Sorority**
All Western Michigan University male and female undergraduate and graduate students that are current members of a University Fraternity or Sorority are eligible to participate in this division.

**Res. Hall**
All Western Michigan University male and female undergraduate and graduate students, as well as male and female faculty and staff, that live in a University Res. Hall are eligible to participate in this division.

**Transgender Policy**
All students, faculty, staff and alumni can participate in the gender-specific league that affirms each participant’s personal gender identity. The participant’s gender identity will also be applied when there are gender-specific rules or player ratio requirements in CoRec leagues. If an individual or team is unsure of which division would be most appropriate in which to participate, please contact the Assistant Director of Intramural Sports and Recreation Programs.

***University Recreation reserves the right to rule on the eligibility of any participant and take appropriate disciplinary action. When necessary, University Recreation will investigate any properly protested cases (see protest procedures on page XXXX), and handle them according to policies and procedures.***
Disciplinary Procedures

**Major Infractions**

1. Any individual disqualified from a contest for addressing an official, another player, or other program personnel in an unsportsmanlike manner will be suspended from competition for a minimum of his/her next scheduled contest.

2. Anyone endangering the welfare of another will be disqualified immediately. In addition, the individual will be suspended from competition for a minimum of his/her next scheduled contest.

3. Anyone flagrantly endangering the welfare of another will be disqualified immediately. In addition, the individual will be suspended from competition for the remainder of that sport season (minimum), semester, or 365 days.

4. Anyone flagrantly offending program personnel, verbally, physically, or in writing, will be suspended from all intramural sports, as well as all other programs offered by University Recreation, for a minimum of 365 days.

5. Anyone becoming involved in a fight will be disqualified immediately. In addition, the individual will be suspended from further competition for 365 days. “He/she hit me first” or “I was just defending myself” are not acceptable excuses for fighting.

6. Cheating – any individual who is responsible for cheating will be suspended from competition according to the following guidelines:
   - Violating any eligibility rules:
     - Remainder of the sport season (minimum). If the violation is discovered after the second regular season game or after the season, the participant will be suspended for their next five intramural contests.
   - Playing while under suspension:
     - 365 days from all Intramural Sports
   - Using someone else’s ID, allowing another person to use one’s own ID, playing under a false name, allowing another person to use someone else’s ID, or allowing a suspended player to participate:
     - 365 days from all Intramural Sports

**Policies and Procedures**

- If a team is responsible for being involved in a cheating incident, the entire team may be placed on probation. Depending on the severity of the incident, the team may not be eligible for playoffs or may be removed from the league.

- During a suspension, a game forfeited by the suspended player’s team will not count as a game served for the suspension. The participant will still have to serve an additional game to fulfill his/her suspension.

- Suspensions will be served in the sport in which the offense occurred. While under suspension, individuals are not allowed to participate in any intramural sports.

- In cases occurring late in the sport season or the academic year, a suspension may carry over into the next sport or intramural/school year.

- After reinstatement, anyone involved in a second offense will be suspended from competition for one full calendar year (365 days).

- All suspended players may request a meeting with the Assistant Director of Intramural Sports and Recreation Programs to discuss his/her case. It is each individual’s responsibility to contact our office for a meeting.
Intramural Format

Team Sports
A round-robin or pool-play structure will be used during the regular season in each division whenever possible. Tournament structure may be changed when it is necessary to accommodate special circumstances. The format for the playoff tournament will be single elimination.

Individual/Dual Sports
Many of the tournaments will be single or double elimination in structure, depending on the number of entries. Tournaments will be drawn at random; there will be no seedings.

Tie-Breaking Procedures
1. Intramural points earned for the sport
   When computing points for win/loss record, the following system will be used:
   Win = 3 points
   Tie = 1 point
   Loss = 0 points
   Forfeit = -1 point
2. Head-to-head
3. Sportsmanship rating
4. Total points allowed for all games
5. Total point differential for all games
6. Coin flip

Registering Individual Players
Registration forms and rule packets for each sport will be available at the intramural sports desk on the third floor of the SRC. Sport rules will also be available on our intramural web page. It is the team captain’s responsibility to ensure that his/her roster is complete and have met all eligibility requirements. Teams will be allowed to add new players to their roster throughout the regular season. All roster additions must take place at the IM desk during its open hours. Individuals must be on the roster before the end of the regular season to be eligible for post-season play.

Free Agents
*Looking to play but don’t have a team? Stop by the Intramural Sports Office on the 3rd floor of the SRC and sign up on our Free Agent Board. Attend the captains’ meeting for the specific sport(s) you are interested in. Captains’ meeting times and dates are available on the IM Sports schedule and can be found online (www.wmich.edu/rec/intramurals) or at the IM office.*

Harassment Policy
It is University Recreation’s goal to foster a climate of courtesy and mutual respect for employees and participants. We expect everyone to speak and act with respect for one another. While no set of rules or policies can wholly govern human conduct, it is important to state that civility is a fragile construct that each of us must appreciate and preserve.

University Recreation is in constant vigilance to ensure an environment that is free of abusive behavior directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, and physical or mental disability. Any harassment toward a department employee or participant will subject the individual and/or team to University discipline procedures.

Alcohol and Drug Policy
Individuals, teams, and spectators who arrive intoxicated, suspected of consumption, or possessing alcohol or other illegal substances will not be permitted to play and will be asked to leave the playing area. The game may be forfeited and the offending individuals immediately suspended. University Recreation will not tolerate such behavior and will act in a manner that is prudent, with the safety of all participants the priority. Such individuals will be dealt with harshly, given a minimum of a 365-day suspension, and will be subject to University discipline procedures.

Haven’t found what you’re looking for?
University Recreation offers a variety of recreational activities other than intramurals: fitness, wellness, climbing wall, and much more. For detailed information, check out our webpage (www.wmich.edu/rec) or pick up a program guide at the Student Recreation Center.
Protests, Sportsmanship, and Participant Conduct

Protest Procedure
It is the strong belief of this department that contests should be won or lost on the field of play, not through the technicalities of the rules. The intramural staff will resolve all disputes immediately. Teams or individuals may file a protest concerning the misapplication of rules and/or policies as well as individual/team eligibility. Matters involving an official’s judgment are not a basis for protest.

The captain of a protesting team is required to make the protest to the officials in charge of the contest at the time the question is raised. Once play has resumed, a protest will not be valid. The officials are responsible for notifying the intramural site manager, who will note the game situation so that the contest may be replayed from that point, in the event the protest is upheld.

All protests (including eligibility) must be made in writing to University Recreation by the protesting team’s captain. Forms can be obtained from the on-site supervisor. All protest forms must be filed immediately following the conclusion of the game with the site manager. Site managers will assist in the filling out the form if there are any questions.

After a thorough investigation, the Assistant Director of Intramural Sports and Recreation Programs will rule on the protest. The decision will be final.

University Recreation reserves the right to rule on matters not covered in this handbook. We will apply the spirit of the rules and fairness to all situations.

Sportsmanship and Participant Conduct
Good sportmanship has always been required. Unfortunately, some teams and individuals have considered good sportmanship optional. Following each contest in team sports, the game officials and intramural site manager(s) will rate each team on their sportmanship. Team qualifying for the playoff tournament (using W/L record) must average at least a “B” (3.0) rating to be included. In addition, teams must maintain a “B” rating throughout the playoff tournament. Team dropping below a 3.0 average during the playoffs will be eliminated from the tournament. If it is the winning team that drops below a 3.0 average, the next available team (with a 3.0 average) may be placed in their spot to continue in the spirit of participation. Specific rating regulations will be discussed at the mandatory captains’ meeting for each sport.

Teams will not receive a grade for a game forfeited or won by forfeit. Exception: Game(s) played, then forfeited due to a player(s) eligibility. Ratings will be cumulative based only on the number of games played.

Good sportmanship is required of all participants. Players, coaches, and spectators are to conduct themselves properly at all times. University Recreation reserves the right to suspend or disqualify groups or individuals for unsportsmanlike conduct at any time. Unsportsmanlike conduct before, during, and/or after a game (event) will not be tolerated. The team captains are expected to assist the department staff and will assume full responsibility for the conduct of the team and spectators.

Any player, fan, or coach who has to be removed or ejected from a game or playing area for conduct of an unsportsmanlike nature is automatically ineligible from further competition and will be suspended for any major infractions. Notification of disciplinary action will be sent to the individual and team captain.

All ejected players must leave the playing area/facility when ejected. If the player refuses to leave within five minutes, the game will be forfeited.