



**WASHBURN UNIVERSITY**  
**STUDENT RECREATION & WELLNESS CENTER**  
**INTRAMURAL POLICIES AND**  
**PROCEDURES**

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## Introduction

Participating in the intramural program is a great opportunity to develop the essential qualities of leadership, cooperation, communication, planning, self-reliance, and a sense of fair-play; while having a good time. Currently enrolled Washburn University and Washburn Tech, tuition paying students, and faculty and staff who are members of the SRWC, may participate in as many activities as they wish, on teams or as individuals.

## Mission

The mission of the Student Recreation and Wellness Center is to provide awareness, education, opportunities, and support resulting in enduring healthy lifestyle habits.

## Guiding Principles

We strive to enrich the quality of campus life by promoting and offering opportunities for physical and mental growth as well as social interaction in healthy surroundings and superior recreational facilities. The SRWC's innovative co-curricular programs and offerings serve to provide a connecting link between students and the Washburn University experience.

## HOW TO PLAY

Individuals interested in participating in the intramural program sign up online. Intramural entries are completed online for team, individual and dual sports at [www.imleagues.com](http://www.imleagues.com). Instructions on how to create an IMleagues account, how to create an entry, sign up for a team, or add themselves to a free agent list are listed below:

### To create an IMleagues account:

1. Go to [www.IMLeagues.com/schools/washburn/Registration](http://www.IMLeagues.com/schools/washburn/Registration)  
**OR**  
Go to [www.IMLeagues.com](http://www.IMLeagues.com) and click **Create Account**
2. Enter your information, and **use your school email address** (@washburn.edu), and submit.
3. You will be sent an activation email, **click the link in the email to login and activate your IMLeagues account.**
4. You should be automatically joined to your school – If not you can search schools by clicking the “Schools” link

### How to sign up for an intramural sport:

1. Log in to your **IMLeagues.com** account.
2. **Click the Create/Join Team button** at the top right of your User Homepage page

OR

Click on the “Washburn University” link to go to your school’s homepage on IMLeagues.

3. The current offerings will be displayed, click on the one you want to join.

4. Choose the league you want to play in (Men’s, Women, Corec, etc.)

5. Choose the division you’d like to play in (Mondays, Tuesdays, etc.)

6. You can join the Intramural Sport one of three ways:

**a. Create a team (For team captains)**

i. Captains can invite members to their team by clicking the “Invite Members” link on the team page. Any invited members must accept the invitation to be join your team.

ii. If they’ve already registered on IMLeagues: search for their name, and invite them

iii. If they haven’t yet registered on IMLeagues: have them make an account so you can add them to the team

\*\*Team captains are required to complete and pass a test covering Intramural Policies and Procedures that is available on IMLeagues when creating the team along with passing the sport specific rules.

**b. Join a team (For individuals looking to join an existing team)**

i. Use the Create/Join Team Button at top right of every page

ii. Accepting a request from a captain to join their team

iii. Finding the team and captain name on division/league page and requesting to join

iv. Going to the captain’s home page, viewing their team, and requesting to join

**c. Join as a Free Agent (For individuals who want to play a team sport but do not have a team)**

i. You can list yourself as a free agent in as many divisions within a league as you’d like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team. (Reminder: players may play on only one team per division)

\*\*All players are required to complete and pass a test covering the rules of the sport that they signing up to play. Failure to complete or pass the test may result in a player not being eligible.

Preference in registration and scheduling will be first to complete their roster, first scheduled into their respective division.

Individual flyers, the SRWC website, and IMLeagues will contain more detailed information for each intramural activity. These information sources list the different leagues, days, and playing times for each activity.

If there are more entries than available spaces for a particular activity, a waiting list is created. If a team is removed from a league due to forfeits, the team on top of the waiting list is given the first opportunity to fill the vacancy. If the first team on the waiting list is unable to fill the vacancy, the second team on the list will be contacted. This process continues until the vacancy has been filled or all teams have been contacted.

Organizations entering multiple teams will be required to have an individual captain for each entry.

Individuals interested in playing a team sport, but do not have a team to play for, should register online as a free agent. Teams looking for players can use this resource to complete their rosters.

## **GENERAL ELIGIBILITY**

The Intramural Sports Program is open to all currently enrolled Washburn University and Washburn Tech, tuition paying students, as well as faculty and staff who are members of the SRWC. Additional guidelines are listed below. The purpose of eligibility rules is to provide an equitable program for all participants. The rules have been drawn as a guide to enjoyable participation. Therefore, the "spirit of the rules" is extremely important. If each participant is willing to abide by the rules, the net result will be a better intramural program for all.

1. All students must be currently enrolled at either Washburn University or Washburn Tech. Faculty and staff must be members of the SRWC to be eligible.
2. College athletes, including red-shirts who are practicing with the team, are not allowed to participate in the same sport, or related sport, in the Intramural Program during the same academic year of competition. Example: A football player may not play flag football. Athletes are eligible to play in all other Intramural Sports. Example: A football player may play intramural basketball.
3. Collegiate rostered athletes are not eligible to participate for two academic years following their final year of being a rostered player in their specific sport.
4. Professional athletes cannot participate in the same sport, or related sport, in the Intramural Program.
5. A player competing under an assumed name may be barred from intramural competition for the academic year.
6. Any team using an ineligible player may be required to forfeit all games in which the ineligible player participated.
7. Any individual playing for more than one team in the same sport may render themselves ineligible for both teams and may put both teams in jeopardy of forfeit. In sports where there are Competitive leagues and Recreational leagues, individuals may play in one league only. In a sport where there is a Co-recreational league, players may play on one Co-recreational team and one other team. Example: A male may participate on a Men's team and a Co-recreational team.

8. The Washburn Intramural Sportsmanship Rating System is used for all team sports. Any participant ejected from a game will be ineligible for their team's next game and must make an appointment with the Assistant Director before they are eligible for further competition.

9. The Intramural Staff does not assume total responsibility for checking the eligibility of people participating in the Intramural Sports Program, but any cases of ineligibility called to attention will be dealt with accordingly. Team managers are responsible for checking the eligibility of their own players.

## **GAME ELIGIBILITY**

To participate in an Intramural Sport, all players must be computer generated on the game sheet for that specific team. To become computer generated, individual players must join a team via IMLeagues.com. Game sheets will be printed each day at 12:00pm, therefore roster additions made after this time will not take effect until the following day.

Exception: If an individual is not computer generated on the game sheet, they will need to join the team on IMleagues.com before they are able to play. Once joining the team they will need to pass the quiz. If they are unable to join the team then they will not be allowed to play until doing so.

For a team to be approved to join a league they must have the minimum number of players required to start a game computer generated on IMLeagues.com. Teams will not be added to the league if they do not have the minimum number of players required. Teams will have until the registration due date to get the minimum required computer generated players on their team.

## **FRATERNITY / SORORITY ELIGIBILITY**

Current members and new members are permitted to participate for their sorority/fraternity providing the general eligibility requirements are met. Social members of sororities/fraternities are not permitted to participate in intramural competition for fraternity/sorority points.

## **ADDITIONS TO THE ROSTER**

Individuals may be added to a team's roster, providing the player is eligible, at any time prior to the playoffs. Additions to the roster will take place online at [www.IMleagues.com](http://www.IMleagues.com). Manual additions to the roster will not be allowed. Rosters will be frozen once playoffs begin.

Special Note: Signing the score sheet does not take the place of signing the roster!

For events that are scheduled in tournament format only, roster additions may be made through the semi-final round of competition. Roster additions cannot be made for the championship or consolation contests.

## **CANCELLATIONS / POSTPONEMENTS**

1. In the event of inclement weather, teams should expect a message through IMleagues after 1:00pm, for information regarding the status of their game. Games or matches postponed due to inclement weather during the regular season are generally NOT rescheduled. Playoff games affected by inclement weather will be rescheduled by the SRWC as soon as possible. In the event of bad weather during the playoffs, team captains should visit IMleagues for reschedule information.
2. If absolutely necessary, the intramural office may agree to postpone a contest. Postponements must be cleared through the intramural office at least 24 hours in advance of the time originally scheduled. Failure to do so may result in a forfeit. Generally, the only time a game will be rescheduled is for academic reasons where at least half of the required number of players to start a contest are affected. The affected players must be on the roster and must have played in at least 75% of the team's previous contests.
3. The intramural office reserves the right to stipulate when a contest must be rescheduled. Time and facility space limitations may dictate if and when a contest can be rescheduled.
4. League contests which have been postponed must be played before the regular season is completed. Teams are responsible for checking IMleagues for rescheduled contests.

## **DEFAULTS AND FORFEITS**

1. Teams that are unable to play at their scheduled time and notify the Intramural Office prior to noon on the day of the contest will be issued a default. Teams that default two scheduled games may be dropped from further play unless the Intramural Office is contacted during the next business day and arrangements are made to remain in competition.
2. Teams not ready to play by game time may lose by forfeit. The official shall declare the game forfeited to the team ready to play. "Ready to play" means that a team is at the playing area, signed in, with the minimum required number of players that comprise a team in the activity. Teams that forfeit one scheduled games may be dropped from further play unless the intramural office is contacted during the next business day and arrangements are made to remain in competition.
3. Special Game Situations:
  - a. Both teams will receive a "4.0" sportsmanship rating when contests are postponed and not rescheduled due to rainouts, power failure, etc.
  - b. Teams winning by forfeit or default receive a "4.0" rating.
  - c. Teams losing by default receive a "3.0" rating.
  - d. Teams losing by forfeit receive a "0.0" rating.

## **PROTESTS**

1. Protests, other than those concerning eligibility, must be made on the field of play immediately following the incident in question. It is necessary for the team captain to inform the official that the game is being played under protest, and for what reason. If the protested situation cannot be remedied on the field/court, a formal written protest, on a **Washburn Intramural Protest Form**, must be filled out immediately and turned into the Intramural Supervisor. The Intramural Supervisor, as well as the SRWC front desk staff, have forms to facilitate this procedure. A notation should be made on the score sheet stating the time remaining in the contest, score and situation at the time of the protest. Example: Softball: Bottom of the third inning, runners on first and second with one out.
2. Eligibility protests must be made by 12:00pm of the next business day following the game in question. Any team protesting eligibility will also have their roster checked.
3. Failure to comply with points 1 or 2 invalidates the protest.
4. For a team to be eligible to protest, a team representative must have registered the team prior to the deadline. If this requirement is not met, the team will not be allowed to make an official protest.
5. Protests will only be reviewed on matters of rule interpretation and eligibility. An official's judgment cannot be protested. Teams are encouraged to fill out a protest form, and check the information only option, if they would like to provide feedback on the judgment of the officials.
6. If possible, contests in which a protest concerning rule interpretation is upheld will be replayed from the point in the game where the protest was made (including replaying the protested play or correcting an official's action). If it is not possible to obtain the necessary information to replay the remainder of the game from that point, the game will be replayed from the beginning of the preceding division in the game.

## **SPORTSMANSHIP RATINGS**

Sportsmanship ratings are given based on a team's behavior and conduct before, during, and after an Intramural Sports event. A sportsmanship rating system is used to encourage sportsmanlike conduct from players, captains, and fans. A player receiving an ejection from the game may not be allowed to compete in the next regularly scheduled contest. SRWC may also enforce additional penalties against such persons based on the ejected player's actions. Team captains are responsible for the conduct of their players, sidelines, and spectators. If a player is ejected and refuses to provide his/her name, the captain may also be ejected if he/she will not reveal the name.

Because unsportsmanlike conduct creates a very unpleasant intramural experience for participants, officials, supervisors, spectators, and staff, the following sportsmanship rating system is in effect for all Intramural Sports.

1. To qualify for the playoffs a team must have a 3.0 average sportsmanship rating during the regular season.



2. If a teams Sportsmanship rating ever falls to a 2.0 or lower they may be removed from competition by the Intramural Sports Staff.

3. Sportsmanship ratings are based on the following criteria:

**4.0 = Excellent conduct and sportsmanship:** Players cooperate fully with the officials and other team members. The captain calmly converses with the officials about rule interpretations and calls. The captain also has full control of his/her teammates.

**3.0 = Good conduct and sportsmanship:** Team members verbally complain about some decisions made by the officials and/or show minor dissension which may or may not merit a non-conduct related penalty. Teams that receive one (yellow card, technical foul, unsportsmanlike penalty) will receive no higher than a 3.0 rating.

**2.0 = Average conduct and sportsmanship:** Team shows verbal persistent dissent towards officials and/or opposing team which merit a sport specific, conduct related penalty. Captain exhibits minor control over his/her teammates, but is in control of himself/herself.

**1.0 = Below average conduct and sportsmanship:** Teams consistently comment to the officials and/or opposing team from the field/court and/or sidelines. The team captain exhibits little control over teammates or himself/herself. A team which receives one red card will receive no higher than a 1.0 rating.

**0.0 = Poor conduct and sportsmanship:** Team is completely uncooperative. Captain has no control over teammates, and/or himself/herself. Any team causing a game to be forfeited (other than by not showing) or receives multiple red cards shall receive a 0.0 rating.

4. Teams receive a sportsmanship rating from the game officials for every contest in which they compete.

5. A team must receive at least a 3.0 rating from the officials in each playoff game. Failure to do so will result in a mandatory meeting with the Assistant Director before their next game.

6. A team which receives a 0.0 rating (not due to forfeit) from the officials must have their captain meet with the Assistant Director before their next contest to be eligible to play their in that contest.

7. Any player who is ejected may not be eligible to participate in their team's next scheduled contest, and must arrange to meet with the Assistant Director before s/he is eligible for further competition. Based upon the ejected player's actions, further disciplinary procedures may be taken. Any incidents for spectator misconduct will be issued against the team captain of the team involved.

8. Any player receiving a yellow card, technical foul, or unsportsmanlike conduct must sit out until the next available substitution. In sports where a running clock is used, the clock must run. In volleyball, the person must sit out until a point is scored.

# Playoff Structure

## **Individual Eligibility for Playoffs**

- In order to be eligible for playoff games, a player must be listed on the IM Leagues roster during the regular season. Roster additions are closed at the end of a league's regular season. It is recommended to build up the official roster during the regular season to ensure that teams will have enough players available during playoff games.
- Each person participating in Intramural Sports is responsible for his/her own eligibility. Any question concerning eligibility should be referred to the Intramural Staff and a ruling obtained prior to participation. Eligibility rulings will be made based on information presented to and obtained by the Intramural Sports Staff. Any team using a player who does not meet the eligibility rules will forfeit all contests in which the player participated.

## **Team Eligibility for Playoffs**

- Maintain a 3.0 team sportsmanship rating average over the course of the regular season.
- Avoid forfeiting any games.

## **Seeding:**

- 1. Regular season winning percentage
- 2. Regular season team sportsmanship rating average
- 3. Head to head competition
- 4. Points allowed
- 5. Random coin flip

## **Rescheduling**

The playoff brackets will be created based on the number of teams who qualify for the tournament and facility availability. Teams will not necessarily be playing at the same time as their regular season games. Participants should check the playoff brackets once posted on IMLeagues in order to find the playoff schedules and notify teammates. If a team has a conflict with a particular game time, reschedule game times are available on a very limited basis. Reschedules will be handled electronically through the IMLeagues software.

Submitting a reschedule request does not guarantee a rescheduled game time. If there are no open reschedule times remaining (green), all of the reschedule times are full (grey). All requests must be made by noon (12:00pm) the day of the originally scheduled game.

- If teams cannot agree on a reschedule time that works for both parties, the game will be played at the originally scheduled day and time.
- If team captains do not receive an email confirming the reschedule time, the game will be played at the originally scheduled day and time.

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