



LOYOLA
Intramural Sports

PARTICIPANT HANDBOOK

2018-2019

INTRAMURAL SPORTS STAFF

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Location: Fitness and Aquatic Center

Membership Hours: 12:00pm – 6:00pm Monday-Thursday

12:00pm – 5:00pm Fridays

Contact us via email with any questions at intramurals@loyola.edu.

MISSION STATEMENT

The Department of Recreational Sports is committed to cultivating the whole person by providing an array of recreation opportunities in an educational, social and supportive environment. To this end, we offer quality programs and service-oriented facility operations which foster healthy lifestyles for the Loyola University community.

GENERAL INFORMATION

The Loyola University Intramural Sports Program, one of the largest activities on campus, is designed to encourage participation in a competitive, yet fun, environment. You don't need be a star athlete – participate for the fun of it and see why Intramural Sports is where the action is!

1. HOW TO REGISTER:

The website IMLeagues.com will be used for everything involved with Intramural Sports. Here you can create an account, register a team, join a team, invite and add players to your team roster, find your schedule, standings, statistics and more! If you would like to register a team, visit IMLeagues.com. Enter your Loyola Username and Password to create an account for the first time. You can then create a team or register as a free agent. Free Agents are not guaranteed a spot on a team, but captains are able to contact them if they need additional players for their teams.

2. GENERAL ELIGIBILITY

Intramural Sport participants must create an IMLeagues account, pass the sport specific rules and policy quiz and be added to the team roster by the captain to be eligible for participation in all Intramural Sport activities.

All participants must present their Loyola ID to the supervisor on duty at every game. If an individual does not have their Loyola ID, they will not be permitted to participate. No exceptions.

3. FEES

Leagues: \$30

Tournaments: Varies

Once the first week of games are in process, payments are no longer refundable for that sport.

Accommodations will be made for individuals signed up within Leagues/Divisions with an insufficient number of participants. Refunds will be given where accommodations cannot be made.

4. AWARDS

Championship t-shirts will be awarded to the members of all championship teams for all sports.

5. TEAMS

Each team must have a designated “captain” who is responsible for ensuring the roster is complete and that all players on the roster are eligible. It is a captain’s responsibility to make their team aware of the rules. Players can be added to a roster at IMLeagues.com. Individuals must be added to the roster and complete the IMLeagues rules and policy quiz by 12:00pm the day prior to their final regular season game (12:00pm on Friday for weekend games). Intramural Sports Supervisors will not manually add individuals to rosters. No exceptions.

6. DIVISIONS OF COMPETITION

Leagues: Men, Women, and Co-Rec

Division: Competitive and Recreational

These divisions are available in certain sports based on the number of entries. Please note that coed sports are governed by special rules.

Individuals are eligible to participate on one gender specific team and one Co-Rec team per sport. Individuals are not permitted to play in both Competitive and Recreational divisions in the same sport. (i.e. a male cannot play on a Recreational Men’s Team and Competitive Men’s Team).

7. FREE AGENTS

If you are a student looking for a team, contact the Assistant Director at x5340. You will be placed on the Free Agent List which will be given to captains at the Captains’ Meetings.

POLICIES

1. TEAM CAPTAIN RESPONSIBILITIES

Team Captains are responsible for:

- 1) Attending (or finding a representative to attend) the Captains Meeting to discuss rules, sportsmanship policy, forfeit and default policy, and required equipment. Instant scheduling (for league sports depending on registration amounts).

- 2) The eligibility of all team members before and throughout the program.
- 3) The behavior of all team members and spectators
- 4) Notifying the intramural office by emailing intramurals@loyola.edu when their team is unable to attend a scheduled contest.
- 5) Team Name. Competitive Sports Staff reserves the right to change team names if they are deemed inappropriate.

2. ELIGIBILITY

Each participant is responsible for their own eligibility status, and team captains can confirm the eligibility or suspension status for players on their team with the Assistant Director. Captains are urged to question opposing teams and players prior to the event if there are any concerns of eligibility. The Intramural Sports Staff has the authority to rule on player eligibility whenever they become aware of the alleged infraction.

Intramural participants must be affiliated with the University as a student, graduate student, faculty member, staff employee, administrator, or alumni who acquire memberships. A participant is not eligible to compete in an intramural sport event unless all pertinent information is provided on the appropriate entry form or team roster. Captains are responsible for completing and/or updating team rosters. Individuals must be added to the roster and complete the IMLeagues rules and policy quiz by 12:00pm the day prior to their final regular season game (12:00pm on Friday for weekend games). Intramural Sports Supervisors will not manually add individuals to the roster. No exceptions.

Professional Athletes shall be taken under consideration for eligibility for the Intramural Sport of their specialty only after written request to Assistant Director.

Varsity Athletes may not compete in an intramural activity in the same sport or a sport which is very similar during the same academic year. A candidate for any varsity squad shall be eligible for the corresponding Intramural Sports provided they have separated from the intercollegiate team before the end of the second week (10 days) of scheduled intercollegiate practice in the sport.

Redshirt Athletes are under the same rules as varsity athletes. College Varsity Letter/Award Winners may not participate in that sport or a similar sport during the same university academic year in which they have lettered.

Club Sports athletes are limited to the number of players who can participate in their respective sports. No more than the following Club Sports members shall be eligible for Intramural participation in the sport of their specialty on the same team:

Basketball: no more than 2 Women's and/or Men's Club or Former Varsity Basketball players

Indoor Volleyball: no more than 2 Women's and/or Men's Club or Former Varsity Volleyball players

Soccer: no more than 2 Women's and/or Men's Club or Former Varsity Soccer players

Softball: no more than 2 Club Baseball and/or Club Softball players

Intramural Sports recognizes and encourages Loyola's **transgender student** population to participate in divisions based upon their personal gender identity. Transgender students may contact the Assistant Director of Club Sports and Intramurals for more information prior to participation.

3. PENALTIES FOR INELIGIBILITY

Any team playing with an ineligible player, which has been determined by an official protest ruling or

Intramural Sport Staff, shall be credited with a “loss” for each game in which the ineligible player participated.

Any player using an assumed name or signing no name at all on the scorecard is not eligible to participate in the respective Intramural Sports event and shall be declared ineligible for the remainder of that sport.

Any player who plays on two teams in one sport shall be declared ineligible for the remainder of that sport. If a player is questioned as ineligible, the opposing team must cite this issue on an Official Protest Form after the game or within 24 hours to the Assistant Director. This information will be filed with the Intramural Supervisor of that particular event.

Captains or players removed from an Intramural contest by an Intramural Sports Official or Supervisor are ineligible for further competition until they meet with the Assistant Director. The Assistant Director has the option to suspend that individual for a game, two games, not at all, or may deem the incident severe enough to warrant a more severe suspension such as the remainder of the tournament, one semester, two semesters, one year, etc.

4. SUSPENSION FROM PLAY

A participant who has been suspended from participation is not eligible to take part in Intramural Sports for the period of the suspension. The team captain will be held responsible for any of their team players’ suspension, and in the event a suspended player does play, the entire team will be removed from that sport for the remainder of the season.

5. ELIGIBILITY PROTESTS

Protests regarding player eligibility should be made during the contest to the officials. If a team captain becomes aware of the opposing team playing an ineligible player after the contest is completed, an eligibility protest may be filed within 24 hours to the Assistant Director.

6. FORFEIT POLICY

Game time is forfeit time – If a team is not ready to participate in a contest at the scheduled location and time they will automatically be forfeited.

Forfeits shall be assessed for the following:

- 1) Use of ineligible players
- 2) Unofficial rescheduling of a contest
- 3) Non-appearance at a scheduled contest

Contest may also be forfeited due to unsportsmanlike behavior from a team, individual participant, or spectator. Team captains and individuals will be warned before the forfeit is assessed. **Two forfeits will eliminate a team from competition, as well as playoff contention.** These contests that will not be played will count as wins for the future opposing teams. The record established during the previous games will stand as is.

7. DEFAULT POLICY

Any team unable to attend a scheduled contest should notify the Assistant Director no later than 12:00pm the day of the contest. Contests scheduled on Saturday and Sunday have a Friday 12:00pm default deadline. A loss will be assessed to the defaulted team and a win granted to the opposing team. **Two defaults will equal one forfeit**, and as mention previously, two forfeits will result in withdrawal of that team from the league.

8. GAME PROTESTS

Protests will not be considered if they are based on a decision involving the accuracy of judgment on the part of an official. The following procedure applies to all Intramural Sports.

Team captains must notify game officials that the game is being played under protest **immediately following a discrepancy and/or rule misinterpretation**. Team captains should insist that officials indicate notification of protest on the official score sheet. The officials working the game and the supervisor on duty will attempt to resolve the protest before playing on. A protest form must be completed by the team captain at the end of the contest.

Protests, lodged after one or more subsequent plays have elapsed, **will not be accepted unless there is an indication that new evidence is available that would influence a decision**. All written protests must be printed on an official Intramural Protest Form, obtainable from the Intramural Supervisor at the field/court site. This protest must be submitted to the Intramural Supervisor before leaving the playing area.

9. PROTEST RULINGS

All protests will be ruled on by members of the Intramural Sports Staff. Protest rulings will take into consideration all circumstances surrounding the protested discrepancy and not necessarily only misinterpretation or incorrect ruling on the part of an official. All protest decisions made by the Intramural Sports Staff will be final.

In most cases, protests concerning discrepancy of rule interpretation which are upheld by the Intramural Sports Staff will be replayed from the beginning of the preceding break in the game or from the exact time in the game that the discrepancy occurred if such a time can be ascertained. Special arrangements for replaying protested games will be made by the Intramural Sports Staff.

Upheld protests concerning player eligibility will result in the contest being forfeited by the offending team.

10. RESCHEDULED GAMES

Contest will be rescheduled in the event of an Intramural Sports Staff scheduling error.

Reschedules due to other circumstances may be requested by emailing intramurals@loyola.edu. Due to field availability and current game schedule, it is not guaranteed the Intramural Sports Staff will be able to accommodate a given request. Reschedule requests should be made as soon as possible to get the best chance of being accommodated.

11. INCLEMENT WEATHER

The Department of Recreational Sports reserves the right to postpone or reschedule a contest if circumstances warrant such action. Scheduled contests postponed due to inclement weather, darkness, or other reasons beyond the control of game officials shall be rescheduled at the discretion of the Intramural Sports Staff and will appear on a subsequent schedule released by the Assistant Director.

In case of continuous bad or severe weather, games may not be rescheduled, and consequently league play may be incomplete. A league winner may not be determined due to cancelled games. The office staff, at their discretion, will determine teams who will advance using either league record, common opponents' records or a coin toss. Captains will be notified via email if games are cancelled for inclement weather. Games will usually be played during light rain or snow.

12. EQUIPMENT

The Department of Recreational Sports provides most equipment for team sports. Individual participants are responsible, however, for supplying most necessary equipment in individual and dual sports. Proper footwear for intramural sports events is required:

- 1) Non-marking athletic training, running, tennis, or basketball shoes are required to be worn on the university courts.
- 2) Pliable, rubber cleated shoes may be worn on intramural fields during intramural softball, flag football and soccer seasons. No metal, hard plastic or hard rubber cleats or spikes will be permitted. Any team playing with prohibited cleats or spikes will automatically forfeit that contest. Officials will strictly enforce this rule and will declare a forfeit at any time during the actual game based on their judgment.

Equipment which is damaged, lost, or not returned by players or teams will result in a fine being assessed. Individuals or teams must pay the fine before continuing participation or they will be eliminated from competition.

Individuals must provide their own gloves for softball and football. Personal athletic equipment may be used in the Intramural Sports Program provided the equipment meets official standards and has the approval of the officials. Certain sports will be limited to use of Intramural Sports Program equipment only. The officials' judgment about personal equipment will be final.

While the equipment allowed for each sport may vary, regardless of the sport, hats and jewelry of any kind are not to be worn by participants. This includes earrings, bracelets, etc. (Taping of jewelry is not acceptable.)

EXCEPTION: Medical ID jewelry may be worn as necessary but must be taped down during competition.

If a player intentionally damages or destroys intramural equipment intentionally, they will be eliminated from competition, responsible for the damage, and assessed the full cost of repairs and/or replacement.

13. ALCOHOL AND DRUG ABUSE

Alcoholic beverages and drugs are not permitted on or around the playing area, and contests will be forfeited if alcohol or drugs are present. Participants who are considered under the influence of alcohol or drugs will not be permitted to participate. The staff assigned to the game has the authority in making decisions regarding students who are not permitted to participate based on:

- 1) Student's breath smelling of alcohol
- 2) Student's actions and language indicating probable drug/alcohol consumption

Teams/individuals suspected of alcohol or drug consumption will be barred from further participation.

14. FIRST AID

Intramural Supervisors will be present at intramural events to provide immediate first-aid. All injuries should be reported to the official or supervisor and an Accident Report Form must be completed for all injuries.

Intramural Supervisors have the authority to decide whether a student who has been injured may re-enter a contest. If the student is advised not to re-enter, the official and team captain will be notified, and the player will

not be permitted to play. If the player does not cooperate, the game will be declared a forfeit and a win will be given to the opposing team

SPORTSMANSHIP POLICY

Good sportsmanship is vital to the conduct of every contest. To encourage age proper conduct during games; officials, supervisors and administrative personnel will make decisions whether to warn, penalize, or eject persons, teams or fans displaying poor sportsmanship.

No player, coach, or fan shall:

- 1) Use abusive language, threaten or abuse any other player or intramural employee before, during or after the game
- 2) Participate in a game for which they are ineligible
- 3) Argue or talk back to the game official. Only the captain may address the official concerning the interpretation of a rule, and they must do so in a respectful manner.
- 4) Intentionally strike, push, or trip another player
- 5) Mistreat the facility, equipment, or supplies of Loyola University Maryland

1. SPORTSMANSHIP RATINGS & PLAYOFFS

SPORTSMANSHIP GRADES: Intramural Staff and game officials will evaluate teams and assign one of the following sportsmanship ratings following each game. [**All teams will start with a Rating of three (3)*]

4 – Outstanding sportsmanship and conduct: All players cooperate fully with staff and officials and the captain controls his or her team and go above and beyond to be good sports! **A team winning a game by forfeit shall receive a “4” point sportsmanship rating.**

3 – Good sportsmanship and conduct: Team members are in control throughout the contest. Team does not show an aggressive or verbal dissent to the opposing team officials or staff. **A team losing a game by default shall receive a “3” point sportsmanship rating.**

2 – Average sportsmanship and conduct: Verbal dissent towards officials, staff, and/or opponents. Any team receiving an unsportsmanlike foul/penalty will earn no higher than a 2 for that contest. **A team losing a game by forfeit shall receive a “2” point sportsmanship rating.**

1 – Below average sportsmanship and conduct: Team members continually show disrespect for the officials, staff, or opponents either on or off the court and during or after the game. Team captain shows little or no control during the game.

0 – Poor sportsmanship and conduct: The team is completely uncooperative and out of control. Team captain shows no control over the actions of the team. Officials had to end the game before time expired. Any team receiving multiple unsportsmanlike fouls/penalties and/or ejections will receive a 0 for that contest

Penalties for a “0” point sportsmanship rating are severe and considered to be justified for behavior that is unacceptable:

- 1) The team will be automatically suspended for the next scheduled game and that game will count as a loss
- 2) Team that receive a “0” point rating during the playoffs will be eliminated from the playoffs
- 3) If an “0” point rating is given during the championship games, that team will not be awarded the championship
- 4) Individuals on a team receiving a “0” point rating must meet with the Assistant Director

The Assistant Director will rule on further penalties to be described because of unsporting conduct. If any individual is ejected from an intramural activity for unsporting conduct, they will be disqualified from that game and at least one additional contest. All ejections will be followed up with a meeting with the Assistant Director.

To participate in the playoffs, a team must have acquired a “2.5” point sportsmanship rating throughout the regular season.

The following criteria will remove a team from playoff contention:

- 1) If a team receives a sportsmanship rating of “1” or lower, they will be eliminated from playoff contention
- 2) Any player receiving a red card will be disqualified from all remaining playoff games.

PLAYOFFS

Teams will be removed from playoff contention if they receive below a “3” point sportsmanship rating.

1. CAPTAINS MEETING, SEEDING PROCESS, & BRACKET POSITIONING

Teams will be seeded accordingly, and team captains will select their placement in the playoff bracket, starting with the #1 seeded team. This will continue until each team has chosen a spot in the playoff bracket.

1. Regular Season Record
2. Head to Head
3. Sportsmanship Rating
4. Point differential

~~Teams that are not represented at the Playoff Meeting, will not be eligible for the playoffs.~~