

INTRAMURAL SPORTS CAPTAINS HANDBOOK

All changes and additions are highlighted in gray.

Last update 8/30/10.

1. MISSION

The mission of the Office of Recreation Sports and Facilities is to provide facilities, programs, and services that address all physical, recreational, and leisure pursuits of the university community. Emphasis is placed on participation, increasing knowledge of wellness and physical fitness, and promoting healthy lifestyle behaviors.

2. ELIGIBILITY

a. **GENERAL:** All students currently enrolled in classes on the University of Wisconsin – Whitewater campus and all faculty and staff employed at the University of Wisconsin – Whitewater are eligible to participate.

b. **VARSITY ATHLETES:** Current members of varsity intercollegiate teams at the University of Wisconsin – Whitewater are **ineligible** to compete in corresponding intramural sports. Examples are as follows:

VARSITY

Baseball, Softball
Basketball
Football
Golf
Soccer
Tennis
Volleyball

INTRAMURAL

Softball
3v3 Basketball, Basketball
Flag Football, Indoor Flag Football
9-hole Golf
Indoor Soccer, Outdoor Soccer
Tennis
Volleyball, Sand Volleyball

c. **FORMER VARSITY ATHLETES:** Any member of a varsity athletic team whose eligibility ends or discontinues participation for any reason may not participate in a corresponding intramural sport until the following academic year. Some intramural sports may have roster limitations placed on past varsity athletes. Please consult the rules for those sports or contact the Intramural Sports Coordinator. General Rule: Once on a varsity roster, you will always be considered a former varsity athlete.

Example: If you play Varsity Football in the fall of 2010, you are ineligible for Intramural Flag Football or Intramural Indoor Flag Football for the 2010-2011 academic school year

d. **VARSITY TEAM DEFINITION:** A varsity team is defined as a group that participates in representing the University of Wisconsin – Whitewater in NCAA competition and/or that group of participants holding varsity status. This includes athletes who have made the team and retired themselves during the course of the season. This does not include individuals who have tried out unsuccessfully.

e. **PROFESSIONAL ATHLETES:** Any individual who has received professional playing status in a particular sport may not compete in that sport or its corresponding sport in which they competed as a professional for a period of two years after the completion of their last professional season.

f. **CLUB SPORTS ATHLETES:** A club sports member is defined as an individual who is listed on an official club sports roster. Individuals who participate on club sports teams are eligible to participate in a corresponding intramural sport. Some intramural sports may have roster limitations placed on current club sport athletes. Please consult the rules for those sports or contact the Intramural Sports Coordinator.

- g. **VARSITY AND CLUB MEMBER PARTICIPATION:** In all sports, no more than any combination of two (2) former varsity or current club sport members may participate on one team. This means teams may only have two (2) former varsity OR two (2) current club sport members OR one (1) former varsity and one (1) current club sport member. Any violation of this rule will cause a team to forfeit all games in which a team played with more than the allowed amount and teams will have to remove players until they are down to the allowed two (2) players.
Exception: In Softball and full-size (11v11) Outdoor Soccer, teams are allowed no more than any combination of four (4) former varsity or club sport members on a single team.
- h. **PLAYER RESTRICTIONS:** Once an individual has played on a team, they may not be moved to another roster. The individual is also restricted from playing on two teams in the same sport season. If it is found that an individual has played on two different men's/women's/co-rec teams, then the team the player played with initially and the team the player added to shall forfeit all games where the individual participated.
*Exception 1: A player may compete on one men's or women's team **and** one co-rec team.*
Exception 2: In 5-on-5 basketball, a male may play on one men's open team and one men's 6' & under team OR on one men's open team and on one co-rec team OR on one men's 6' & under team and on one co-rec team.
- i. **ROSTERS:** To be considered a "member" of a team in any given sport, an individual must legally fill out and sign the original Roster form before the Captain's Meeting or sign an Add Sheet at the game site during the regular season **AND** play for any amount of time in one (1) game. A team may add eligible players during the regular season only. Additions may not be made to rosters after a team's last regular season game, or after playoff brackets are posted for sports where there is no playoff captains' meeting. Any violation of this rule will result in the offending team forfeiting the contest and the opposing team advancing in the playoff bracket.
Note: Should a team have its last regular season game cancelled due to inclement weather, the team captain has until 3:00 p.m. of the next business day to come into the Rec. Sports Office in person and add legal players. No additions will be taken by phone.
- j. **PENALTIES FOR ELIGIBILITY INFRACTIONS:** If it is found that an individual has played on two different men's/women's/co-rec teams, then the team the player played with initially and the team the player added to shall forfeit all games where the individual participated. Participation is defined as an individual playing for any amount of time in one (1) game.

3. REGISTRATION

- a. **REGISTRATION:** All intramural registrations will be in the Office of Recreation Sports and Facilities, Williams Center Room 100. Registration opens on the first day of classes in both semesters (September 2nd for Fall 2010 and January 18th for Spring 2011).
- b. **DEADLINES:** Deadlines for team and individual/dual sports will be posted on the Office of Recreation Sports and Facilities website, various campus calendars, literature throughout the Williams Center, fliers and posters on campus, Cable 19, and the Royal Purple. Registration ends at **4:00 p.m.** on the final day of registration for each sport. Please sign-up early to assure you get the league you want and to avoid the rush at the Registration Deadline!

- c. **NECESSARY INFORMATION:** When registering a team, the captain must have his or her personal information (name, phone number, email address, and UW-W ID number), the registration fee, a team name (which is subject to change, at the Coordinator's discretion), and at least four (4) other team members' names and UW-W ID numbers. Entries will not be accepted without supplying all of the above information at time of registration.
- d. **REGISTRATION FEES:** Most team fees are as follows:

Team Sports:	\$25/30/35
Team Tournaments:	\$20/25
Individual/Dual Sports:	\$5 per person
- e. **MINIMUM NUMBER OF TEAMS:** For a league to be scheduled there must be a minimum number of four (4) teams in a specific league. This is to avoid the same teams playing every week and to reduce the number of forfeits. The Intramural Coordinator will make an attempt to find a league for every team, but in cases where there is not a minimum of four (4) teams, then the league will not be scheduled and teams will be refunded their entry fee.

4. CAPTAINS' RESPONSIBILITIES

The team captain is the link between the Office of Recreation Sports and Facilities and the players. It is the captain's responsibility to follow these guidelines:

- a. **CAPTAINS' MEETING:** For captains' meeting times, please refer to the day and time found on the calendar and the posted flyers for each specific sport. It is **mandatory** that the team captain or team representative attend this meeting. If the team fails to attend the meeting, they are subject to being dropped from the league and replaced by teams on the waiting list. League schedules will be posted online; however, rules will be distributed at this meeting. The Office of Recreation Sports and Facilities will not hold spots.
- b. **PLAYOFF CAPTAINS' MEETING:** Team sports may have a playoff captains' meeting, which will be indicated on the website. At least one member from the team must be in attendance at time of roll call as playoff eligible teams will be seeded into the playoff brackets. Any team having no team representative attend the playoff captains' meeting will be placed in the bracket in the order of remaining sports (see 11b).
- c. **IDENTIFICATION:** Each participant is required to bring with him or her to the activity site his/her valid UW-W identification card. Failure to do so will result in the participant not being eligible to sign in or play in that contest until they show their identification card to the Intramural Sports Supervisor. **NO ID = NO PLAY!**
- d. **ELIGIBLE PLAYERS:** It is the responsibility of the captain to make sure that all players on his or her team are eligible. All games in which an illegal player participates will be forfeited.
- e. **EJECTED PLAYERS:** If a player is ejected, he or she must attend a reinstatement meeting with the Intramural Coordinator before participating in any intramural activity. The team captain may also be required to attend that reinstatement meeting, depending on the reason for ejection. If the meeting is not scheduled before the team's next game, the ejected player is suspended from all intramural sports indefinitely and games that player misses during that time do not count toward their suspension. All ejected players will receive a reminder to schedule a Reinstatement Meeting with the Coordinator. There is no excuse to not have a meeting!

- f. **SIGNING THE SCORE SHEET:** The team captain is responsible for signing the score sheet at the end of the game. This verifies that the score was kept correctly.
- g. **RULES KNOWLEDGE:** It is the responsibility of the captain to attend the captains' meeting, know the rules, and inform the team of these rules. If the meeting is missed and the rules are not clear to you or your team, it is not the job of the officials or supervisor to explain the rules. However, rule sheets will be available in the Office of Recreation Sports and Facilities and online at www.uww.edu/recsports

5. FORFEITS

- a. **GAME TIME IS FORFEIT TIME:** Any team failing to report to the activity site by the scheduled starting time shall forfeit the contest to their opponent, unless prior arrangements are made with the Intramural Sports Coordinator. If both teams fail to report, each team will be given a forfeit and the game will not be rescheduled.
- b. **MINIMUM PLAYERS:** A team receiving a win by forfeit must have both the number of players required to start the game at the game site **and checked in on the scoresheet**. This is sport specific, so consult the rules for the each particular sport.
- c. **ILLEGAL PLAYERS:** If a team uses an illegal player in the regular season, all games or contests in which that player participated will be declared forfeits and wins will be given to their opponents. In tournament play, the team will be disqualified from the tournament and the opponent will advance in the bracket.
- d. **FORFEITING A CONTEST:** If a team knows that they will not have enough players to participate in their next league match they **MUST** notify the Office of Recreation Sports of their forfeit. If a team reports a forfeit prior to their next contest they will **NOT** be charged a forfeit fee. Any team that forfeits a contest without notifying the Office of Recreation Sports prior to the forfeit will be subject to a forfeit fee (see 5f).
- e. **DISQUALIFICATION:** Two forfeits (whether reported or not reported) will disqualify a team from participating in the playoffs.
- f. **FORFEIT FEES:** Teams that do not notify the Office of Recreation Sports of a forfeit and do not have at least one (1) player at the site of competition at game time will be subject to paying a forfeit fee. The forfeit fees are as follows:

TEAM SPORTS:	\$10 fee
INDIVIDUAL/DOUBLES:	\$2 fee

 Forfeits fees are due by 3:00pm the next business day. If a forfeit fee is not paid, then the team will be removed from the league and will not be allowed to play any remaining contests.

6. PROTESTS

- a. **RULE INTERPRETATION:** Questions pertaining to the interpretation of rules by officials must be resolved on the field/court at the time the interpretation occurs, prior to the next live ball, and by the Intramural Sports Supervisor.

The procedure shall be:

- If a team/participant feels the official has made a faulty interpretation of the rule, the team captain shall calmly request a time out and inform the official that he/she wishes to have a ruling on the interpretation by the Intramural Sports Supervisor.

- If corrections are necessary, the Intramural Sports Supervisor shall make them immediately and the team/participant shall not be charged with a time out; however, if the interpretation was correct, the protesting team/participant will be charged with a time out.
 - If the participant still does not agree with the decision, a protest form can be obtained from the Intramural Sports Supervisor, completed, and turned into the Office of Recreation Sports and Facilities within 24 hours of the completion of the game.
- b. ELIGIBILITY: Protests of eligibility must be completed within 24 hours of the completion of the game. Forms can be acquired from the Intramural Sports Supervisor.
 - c. OFFICIALS' JUDGEMENT: No protest will be accepted which involves the judgment of the activity official(s). The judgment of the official(s) is final.
 - d. FINAL AUTHORITY: The Intramural Sports Coordinator will make all final decisions on written protests.

7. EQUIPMENT

- a. EQUIPMENT ROOM: Equipment is available to be checked out in the Williams Center Equipment Room. The participant must have a valid UW-W ID.
- b. JERSEYS: Jerseys may be checked out from the Williams Center Equipment Room, if necessary for a specific intramural sport. The team captain or other team member may check out jerseys for the entire team. All participants using a checked out jersey must wear a shirt under the jersey.
- c. PROPER FOOTWEAR: Proper footwear must be worn for all sports. For outdoor sports, cleats may be worn but they must be rubber cleats (no metal cleats are permitted). For indoor sports, non-marking athletic shoes must be worn.
Exception: Participants may wear sandals or no shoes when playing sand volleyball.

8. JEWELRY

- a. PLAYERS WEARING JEWELRY: Any player wearing jewelry will be asked to leave the game and not be permitted to return until the jewelry is removed. If the jewelry is unable to be removed, then the individual may not participate.
- b. MEDICAL BRACELETS: Any medical bracelets will be permitted, but they must be taped to the body with the medical data visible.

9. CANCELLATIONS/INCLEMENT WEATHER

- a. REGULAR SEASON: Any scheduled regular season activity cancelled during the regular season will not be rescheduled.
- b. PLAYOFFS: All cancelled playoff games will be rescheduled. Participants can view updated playoff brackets by noon everyday on the Recreation Sports website.
- c. CANCELLATIONS DURING AN ACTIVITY: If an activity has already begun and will end as a result of inclement weather or darkness, the Office of Recreation Sports and Facilities may reschedule the activity depending on the rules for that sport.

- d. RECREATION SPORTS HOTLINE: Participants may obtain information about cancellations and rescheduled games from the Recreation Sports hotline at 472.1400 or on the Recreation Sports website at *www.uww.edu/recsports*

10. SPORTSMANSHIP/TEAM CONDUCT

- a. TEAM NAMES: The Intramural Sports Coordinator reserves the right to change names of teams deemed offensive or inappropriate. Profanity will not be tolerated.
- b. UNSPORTSMANLIKE CONDUCT: The definition of unsportsmanlike conduct includes, but is not limited to, arguments with staff or officials by any player, coach, manager, or spectator, flagrant fouling, fighting (before, during, or after a contest), etc.
- c. DISQUALIFIED PLAYER: A disqualified or ejected player must leave the activity site immediately after speaking with the Intramural Supervisor on duty to discuss the reinstatement procedure. At this time the player who was disqualified will be ineligible to compete in any intramural activity until said player has a reinstatement meeting with the Intramural Sports Coordinator.

Note: The team captain may be required to attend the reinstatement meeting with the ejected player and Intramural Sports Coordinator, and is subject to suspension if the meeting is not attended (see 4e).

- d. SPECIFIC ENFORCEMENTS: Some sports, by rule, have specific enforcements for addressing unsportsmanlike conduct. The game officials and Intramural Supervisor have the final say in these instances. Depending on the severity of the situation, immediate ejections may be issued. The specific enforcement procedures are as listed below:

Basketball/3 on 3 Basketball

Technical Foul = Warning

Second Technical Foul = Ejection

Softball

Verbal Warning = Warning

2nd Verbal Warning = Ejection

Flag Football/ Indoor Flag Football

Unsportsmanlike Conduct Foul = Warning

Second Unsportsmanlike Conduct Foul = Ejection

Volleyball

Verbal Warning = Warning

2nd Verbal Warning = Ejection

Soccer

Yellow Card = Warning

Red Card = Ejection

- e. SPORTSMANSHIP GRADES: Intramural Staff and game officials will evaluate teams and assign a sportsmanship rating following each game.

4 – Outstanding sportsmanship and conduct: All players cooperate fully with staff and officials and the captain controls his or her team.

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.

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 3 for that contest.

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. Teams that receive multiple unsportsmanlike fouls/penalties and/or ejections will receive no higher than a 2 rating for that contest.

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 have to end the game before time runs out. Any team receiving multiple unsportsmanlike fouls/penalties and/or ejections will receive a 1 for that contest.

- f. FORFEITS: A team winning by forfeit will receive a 4 sportsmanship rating for that game assuming they showed up for the contest. Any team receiving a loss by forfeit or default will receive no sportsmanship grade, and their season sportsmanship average will be determined by their remaining games.

11. PLAYOFFS

- a. SPORTSMANSHIP: To be eligible for the playoffs the team must have a sportsmanship rating of 2.5 or better. Any team below this rating will be declared ineligible for the playoffs, regardless of their league standing.

NOTE: Participating in league championship games are, for the purposes of determining a team's final sportsmanship grade prior to the start of playoffs, an extension of the regular season. Should a team's sportsmanship grade from their league championship game lower their overall average below the minimum requirements to be eligible for the playoffs, that team will immediately be removed from the playoff bracket.

- b. PLAYOFF CAPTAINS' MEETING: Team sports may have a playoff captains' meeting, which will be indicated on the [website](#). At least one member from the team must be in attendance at the time of roll call as playoff eligible teams will be seeded into the playoff brackets. Teams with similar records will be placed into a lottery draw by record (5-0 teams get 1st pick, 4-1 teams get 2nd pick, etc.). When drawn, that team will have the opportunity to choose their spot in the playoff bracket. Any team having no team representative attend the playoff captains' meeting will be placed in the bracket in the order of remaining sports.
- c. LEAGUE TIE-BREAKER PROCEDURE: If a tie exists between three or more teams, final placement in the league standings will be decided as follows:
- i. Head-to-Head: The team that won the head-to-head matchup shall advance
 - ii. Point/Goal differential: Calculated by taking points for and subtracting points against
 - iii. Points /Goals allowed: The team with the fewest points/goals allowed shall advance
 - iv. Points/Goals for: The team with the most points/goals scored shall advance
 - v. Sportsmanship average: The team with the highest average sportsmanship shall advance
 - vi. Coin flip: The team that wins the coin flip by the Intramural Coordinator shall advance
- d. A AND B PLAYOFFS: In divisions with 16 or more teams, the top two teams in each league will be placed into an A Playoff. The second two teams will be placed into a B Playoff.
Note: If a league has more than four teams, the 5th place and lower teams will not be eligible for the playoffs.
- e. BRACKETING: All playoff bracketing procedures will be finalized by the Intramural Coordinator.
- f. FORFEITS/DEFAULTS: Any team forfeiting two or more regular season games will be ineligible for the playoffs.

- g. BRACKETS: Playoff brackets will be posted on the Recreation Sports Website at www.uwww.edu/recsports
- h. RESCHEDULING: Playoff games/matches cannot be rescheduled! Please add enough players during League Play that will allow your team to have enough players during the Playoffs.
- i. MERCY RULES: Mercy Rules will NOT be in effect for any All-Campus Championship Game.

12. AWARDS

a. CHAMPIONSHIP T-SHIRTS: For a player to be eligible for a championship t-shirt at the end of the season, that person must have played in 50% of the team’s regular season games. Any player who has not been part of the team for that amount of games will be ineligible for a t-shirt. If a team forfeits a game, that game will not be counted towards the total number of team games necessary to qualify for a shirt.

b. T-SHIRT LIMITATIONS: Are as follows:

All players who participate in 50% of a championship team’s regular season games will receive Intramural Champion shirts, unless the number of players exceeds the following limitations:

- Outdoor Soccer (11v11), Softball, Kickball (15)
- Flag Football, Ultimate Frisbee, Innertube Water Polo, Outdoor Soccer (7v7) (12)
- Indoor Soccer, Basketball, Dodgeball, Floor Hockey, Volleyball (10)
- Indoor Flag Football, Sand Volleyball (8)
- 3-on-3 Basketball (6)
- Golf, NCAA Pick 'Em (1 or 2)
- Racquet Sports (Table Tennis, Tennis, Racquetball, Badminton, Pickleball) (1 or 2)

c. MINIMUM TEAMS: In order to win league championship shirts there must be at least 16 teams in that division (men’s, women’s, and co-rec).

Note: All-Campus Championship shirts will be awarded for all sports, regardless of league sizes.

13. IMPORTANT PHONE NUMBERS

Intramural Sports	472.1145
Recreation Sports Hotline	472.1400
Wheelchair Athletics and Recreation	472.3169
Equipment Room	472.1384

14. ASSUMPTION OF RISK

Participation in Intramural Sports includes risk of injury. The Intramural Sports Program assumes no responsibility for injuries; however, basic first aid will be available.