

INTRAMURAL SPORTS



PARTICIPANT HANDBOOK

UNIVERSITY OF WISCONSIN-WHTEWATER

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“A Sport for Everyone, and Everyone in a Sport”

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INCLUDING REGISTRATIONS,
SCHEDULES, STANDINGS, PLAYOFF
INFORMATION, ROSTER ASSEMBLY,
EMPLOYMENT INFORMATION AND
MORE!**

- - - - PLEASE BE ADVISED - - - -

THIS HANDBOOK WAS LAST UPDATED SUMMER OF 2021.

WHILE INTRAMURAL SPORTS WAS ACTIVE DURING THE COVID-19 PANDEMIC, MANY POLICIES, PROCEDURES AND AFFILIATED RULES WERE ADJUSTED TO REFLECT THE CURRENT SITUATIONS CAMPUS AND SOCIETY WERE PRESENTED WITH AT THE TIME.

- - - - -

INTRAMURAL SPORTS WILL RESUME ITS TRADITIONAL OPERATIONS AS CAMPUS RETURNS/TRANSITIONS TO PRE-PANDEMIC LEVELS OF ACTIVITY. AS A RESULT, SOME ADJUSTED POLICIES, PROCEDURES AND RULES MAY NO LONGER APPLY, WHILE OTHERS MAY BE STICKING AROUND.

- - - - -

IT IS ALSO IMPORTANT TO NOTE THE ITEMS IN THIS HANDBOOK IMPLY THE PROGRAM IS GOVERNED UNDER TRADITIONAL OPERATIONS AND CONTAIN NO PANDEMIC-SPECIFIC ITEMS. BECAUSE OF THIS, POLICIES, PROCEDURES AND RULES ARE ALL SUBJECT TO CHANGE AT ANY TIME AT THE DISCRETION OF STAFF AND/OR CAMPUS ADMINISTRATION AS PANDEMIC CIRCUMSTANCES CHANGE. WE WILL DO OUR ABSOLUTE BEST TO NEVER CHANGE POLICIES, PROCEDURES OR RULES MID-SEASON, BUT CANNOT MAKE ANY GUARANTEES WHILE CAMPUS ENGAGES IN ITS "WARHAWKS ARE BACK" CAMPAIGN.

- - - - -

ANY ACTIVITY-SPECIFIC OR PROGRAM RULES THAT NEED TO BE CHANGED/ADAPTED TO REFLECT CURRENT SITUATIONS WILL BE STRESSED VIA ACTIVITY QUIZZES IN IMLEAGUES.

QUESTIONS OR CONCERNS MAY BE ADDRESSED TO OUR STAFF AT ANY TIME.

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**THANK YOU, IN-ADVANCE, FOR YOUR PATIENCE, UNDERSTANDING AND FOR YOUR OVERALL INTEREST IN INTRAMURAL SPORTS! WE LOOK FORWARD TO HAVING SOME FUN!
YOU CERTAINLY DESERVE IT!**



WELCOME

Intramural Sports is proud to be housed under the Office of Recreation Sports & Facilities. The department's mission 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. Intramural Sports also aims to provide social competence and group loyalty.

The goal for Intramural is to follow our motto, "A Sport for Everyone, and Everyone in a Sport" as best as we can, as the overall goal is to plan, organize and execute programming that is both competitive and recreational in-nature.

Our program values participant safety, contest fairness, participant enjoyment, participant skill development and campus collaborations, all while creating a welcoming and developmental environment for everyone involved.

We are all Warhawks. Everyone has a different idea of what it means to be a Warhawk. Whatever these ideas are, we are all members of a wonderful campus community and Intramural Sports takes pride in being a leader in campus involvement. The program strives to be a place where participants feel safe, welcome and comfortable to express themselves and participate in a positive manner. We encourage our participating members, staff and supporting personnel to submit feedback and suggestions at any time! All we ask in return is that individuals, opinions and outcomes are respected and challenged appropriately; especially during times where the heat of competition and subjectivity may get the best of us.

Please keep this in-mind while participating, because as much as the program wants to be prepared for the many varying circumstances we will face, it is impossible to predict exactly what will happen and policies, procedures and rules may not apply exactly as they are written/displayed in some instances. Administrative staff reserves the right to act at their discretion and will govern in a manner that is fair and best for all parties involved and we're happy to learn right alongside you during each interaction we have.

Our staff is here for you! We may be contacted at any time via email or an online feedback form. A student staff member is also available at our front desk at all times during Williams Center [hours of operations](#). We understand someone may want to speak with us directly in-person, via Webex or over the phone. If that is the case, in order to guarantee staff availability, it is strongly recommended appointments be requested and scheduled ahead-of-time.

The Office of Recreation Sports & Facilities

Williams Center Room 100
262-472-1145
imsports@uww.edu

[Administrative Staff](#)
[Rec Sports Website](#)
[Intramural Sports Website](#)
[Online Inquiry Form \(feedback\)](#)
[Rec Sports Employment](#)

Matt Schneider

Assistant Director, Intramural & Club Sports
Williams Center Room 100C
SchneideMD30@uww.edu
appointments available upon request

Matt's General Office Hours (subject to change)

Monday thru Thursday: 9a-6p

Friday: 9a-3p

appointments not available during weekend hours

ASSUMPTION OF RISK

Participation in all programs and services offered by the Office of Recreation Sports & Facilities is voluntary and done at your own risk. The Office of Recreation Sports & Facilities, UW-Whitewater, the University of Wisconsin System and its Board of Regents and other affiliated entities are not responsible for accidents or injuries resulting from participation in Intramural Sports.

How are participants defined? In most instances, the term "participant" refers to a rostered individual who has checked in (or will check in) for an intramural activity. This includes all bench personnel. When applicable, the term "participant" may also refer to individuals attending contests (i.e. fans), prospective participants and staff.

How are activities defined? In most instances, the term “activity” refers to an individual activity/sport offered by the Intramural Sports program. When applicable, the term “activity” may also refer to a specific contest or event.

Participation Waiver

Any persons registering to participate in an Intramural Sports activity is required to acknowledge an online participation waiver prior to officially being placed on a team roster. Tangible copies of this waiver are available to sign as well.

Participation Waiver Statement

The statement all participants must acknowledge is stated as-follows:

I understand that not all risks can be foreseen and there are some risks which are unpredictable. I understand that there are certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I am aware of the risks of participation, which include, but are not limited to, the possibility of physical injury, fatigue, bruises, contusions, broken bones, concussion, paralysis, and even death. I understand that the university has advised me to seek the advice of my physician before participating in the intramural sports activities. I understand that I have been advised to have health and accident insurance in effect and that no such coverage is provided for me by the University of the State of Wisconsin. I know, understand and appreciate the risks that are inherent in the programs and activities. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Any individual participating in an intramural activity without a waiver filed physically in our office or electronically via IMLeagues is subject to eligibility penalties outlined in [Section 1](#) of this handbook. All participating individuals are responsible for their conduct, which includes making sure their waiver has been properly acknowledged. The Office of Recreation Sports & Facilities is not responsible for an individual participating in any programs and/or services without appropriate paperwork on-file.

Insurance Coverage

The Office of Recreation Sports & Facilities does not provide health/medical, accident or any other type of insurance coverage for participants. Participants are encouraged to have their own personal coverage, although insurance coverage is not a requirement for participation.

Persons Under the Age of 18

Persons under the age of 18 are permitted to participate in any intramural activity as long as they meet eligibility standards defined by the program. IMLeagues will take notice of individuals under the age of 18 and will not allow those individuals to acknowledge the online waiver. Therefore, a parent or legal guardian who is on-record as such with UW-Whitewater enrollment records must acknowledge and sign a physical copy of a paper waiver provided by Intramural Sports administration. This waiver must be filed with the Office of Recreation Sports & Facilities prior to participation. Participation without proper approval is subject to eligibility penalties outlined in [Section 1](#) of this handbook.

Personal Items

Any personal items/equipment used by a participant or their affiliated team in any intramural activity is done so at the discretion of the item’s owner. This includes items that may be used without owner knowledge/consent. Intramural Sports will not use any participant’s personal property without implied consent. Personal items and/or belongings damaged or lost as a result of intramural participation is not the responsibility of the Office of Recreation Sports & Facilities. More information may be found in [Section 13](#) of this handbook.

Use of Likeness

By participating in the Intramural Sports program, individuals acknowledge the Office of Recreation Sports & Facilities, the University of Wisconsin-Whitewater and other affiliated organizations/departments may use their likeness. The use of likeness is subject to appear in photos, videos, on television, in a live stream feed, in social media posts and other avenues. Individuals will not be compensated by the Office of Recreation Sports & Facilities for the use of their likeness.

SECTION 1 – ELIGIBILITY

All students currently enrolled in at least 0.5 credits, along with all faculty/staff members are eligible to participate. Membership stipulations may apply. Other eligibility situations not defined in this handbook are subject to review by Rec Sports staff. Participants are asked to be familiar with the following general eligibility guidelines:

- Each individual is responsible for their own identity and cannot represent another individual on any intramural team roster
- Team captains are responsible for ensuring eligibility of all team members but are not able to represent team members in identity-related situations
- All participants must be on the team roster AND present a valid UW-Whitewater-issued ID (i.e. Hawk Card) prior to a scheduled contest or when asked by a Rec Sports staff member
- Participants may be added to a team roster at any time during a regular season. Rosters are frozen once the final day of the regular season has passed (unless approved by administrative staff)
- An individual may participate on no more than two (2) teams within the same league permitting league eligibility is not violated (i.e. male playing in a female league). Certain restrictions may apply for varsity, former varsity and club athletes
- If a participant is scheduled to play on multiple teams at the same time (same activity or not), it is the responsibility of the individual to choose which team they will participate with. Reschedule requests are permitted but must meet approval standards established by intramural staff and are not guaranteed
- Once a participant has checked in to a contest for a specific team, that individual must remain on that team's roster for the duration of the activity's season (including playoffs)
 - EXCEPTION: A participant is permitted to compete with a team and switch to a different team in the same league within first two weeks of regular season play as long as both teams agree to the roster change. This option is permissible once per activity season
- Activity registration will close at an advertised date and time. In some cases, registration may be extended to recruit teams and finish registrations currently on-hold
- An individual who participates in any contest without being on a team roster will be removed from participation immediately. Participants must be on team rosters, acknowledge the participation waiver and check in with appropriate contest personnel prior to entering a contest. Teams and individuals are subject to in-game and/or administrative infractions for violating this rule. Contests may be ruled as a forfeit if the individual is not eligible for intramural participation
- Never assume a suspension/ineligible status that may be displayed in IMLeagues is a result of something negative. If you have a question regarding your eligibility status and ability to complete an action in IMLeagues, contact our staff immediately.

Identity and Inclusion

All individuals meeting eligibility standards are welcome participants of the Intramural Sports program. For programming and league classification purposes, we ask participants to classify their preferred gender. Individuals are welcome to participate as the gender which affirms their personal identity.

- An individual identifying as “male” may participate in male, co-rec or open leagues
- An individual identifying as “female” may participate in female, co-rec or open leagues
- If an individual identifies themselves in a manner not described above, they are welcome to meet with our staff so we can figure out the best way to get them on the fields/courts

NOTE: Gender-specific rules may apply to co-rec leagues. Open leagues do not have any gender-specific rules. Not all activities offer co-rec and/or open leagues, which is based on historic participation data and current campus demographics.

Gender-related eligibility issues are subject to review on an individual basis. Reviews are conducted by Rec Sports personnel, the individual(s) involved in the situation and the UW-Whitewater Pride Center. Conclusions are final and not subject to protest by other participating teams/individuals. Individuals are permitted to change their gender classification at any time, but may be respectfully asked to provide rationale.

All individuals must participate as themselves, meaning UW-Whitewater-issued ID must be presented to check in prior to each intramural-related contest/experience. Individuals are not permitted to assume the identification of another participant by using someone else's ID. If this rule is violated, both the individual using someone else's ID AND the actual owner of the ID may face disciplinary action.

Intercollegiate Athletes

Members of current UW-Whitewater Intercollegiate Athletics teams are eligible for intramural activities, except for those activities corresponding with their varsity sport. The table for corresponding sports is displayed below.

Intercollegiate Sport(s)	Corresponding Intramural Activity*
Baseball, Softball	Softball, Wiffleball
Basketball (Men and Women)	3v3 Basketball, Basketball and various tournaments/events
Football	Flag Football (indoor and outdoor)
Golf	Golf Tournament
Soccer (Men and Women)	Futsal, Indoor/Outdoor Soccer
Tennis (Men and Women)	Badminton, Pickleball, Table Tennis, Tennis
Volleyball	CROSSNET, Sand Volleyball, Volleyball, Wallyball
Wheelchair Basketball ^	Wheelchair Basketball

** table is based on a schedule of traditional intramural activities and is subject to change at any time*

^ wheelchair basketball is not considered a varsity/intercollegiate sport but must still follow this rule

Intercollegiate athletes are defined as any individual who is on the competitive team roster at any point during their collegiate career. This includes individuals who may not receive playing time and may be on the roster for practice purposes. Final rulings for eligibility status reviews will be rendered by using team rosters as displayed on the [UW-Whitewater Athletics website](#). If updated rosters are not available online, the Assistant Director for Intramural Sports will consult with the appropriate [Intercollegiate Athletics administrator and/or team coach](#). Athletes are strongly encouraged to consult with their coaches and communicate their intentions of participating in intramural activities.

Athletes are ineligible for participation in their sport's corresponding intramural activity for the entire academic year in which they were rostered. This is even true in the event someone receives intercollegiate ineligibility status and/or no longer wishes to remain as part of their team.

For the sake of this rule, the academic year is defined by the UW-System approved [UW-Whitewater academic calendar](#). Dates are subject to change on an annual basis. Once an athlete is no longer on an intercollegiate roster, they are eligible for intramural participation in that sport's corresponding activity the following academic year.

Athletes from the UW-Rock County athletics program, NAIA, NJCAA or other NCAA institutions who may transfer to UW-Whitewater are subject to eligibility ruling on a case-by-case basis.

In an effort to avoid any possible violations of an intercollegiate governing body, intercollegiate athletes are not permitted to participate in fantasy sports or pick 'em activities.

Athletes are expected to exhibit excellent sportsmanship at all times. All decisions regarding athlete eligibility are subject to protest and review with the Intercollegiate Athletics compliance staff.

Former Intercollegiate Athletes

Any member of an intercollegiate athletic team whose eligibility ends or discontinues participation for any reason may not participate in a corresponding intramural activity until the following academic year. Some intramural activities may have roster restrictions for former intercollegiate athletes. If restrictions do apply, they will be listed in an activity's specific rule book.

Once on an Intercollegiate Athletics roster, an athlete will always be considered a former intercollegiate athlete.

Club Sports Athletes

Members of current [Club Sports](#) teams are eligible for all intramural activities, although some roster restrictions for club athletes may apply in activities in which there is a current corresponding club sport.

If a specific club team has not started its season at the time of the first scheduled intramural contest in a corresponding activity, the club roster from the previous academic year will be used.

If a club team adds an intramural participant from a corresponding activity during the intramural season, the athlete is eligible for intramural participation as long as the club team addition was made AFTER the intramural participation.

Teams may have both a former intercollegiate athlete and current Club Sports athlete on their roster, although no more than a combination of three (3) athletes are permitted on a single team roster across all corresponding activities EXCEPT softball (combination of five)

Professional Athletes

Any individual who received professional playing status in a particular sport/activity may not compete in that activity or its corresponding activity in which they competed as a professional for a period of two years after the completion of their last professional season. Professional status determinations are at the discretion of Rec Sports administrative staff.

UW-Whitewater at Rock County Students

Students, faculty and staff members from the [UW-Rock County campus](#) are permitted to participate in all intramural activities as long as eligibility guidelines are met. Due to the nature of how the two campuses collaborate, there may be many scenarios presented to administrative staff that are not necessarily addressed in this handbook. Scenarios not addressed in this handbook will be handled on a case-by-case basis.

All intramural activities are currently planned around operations of the UW-Whitewater campus. No UW-Rock County facilities are scheduled for intramural use from this particular program at this time, although campus recreational events and open gyms are frequently planned.

Alumni and Community Members

Alumni and community members are not eligible for intramural participation.

Infractions and Penalties

In the event any individual participant or team is found to be in violation of any eligibility rules, disciplinary measures may be taken. Measures include, but are not limited to:

- Immediate dismissal from the contest/event in-question
- Contest forfeiture (with possible forfeit fine)
- Decrease in team sportsmanship rating
- Eligibility status revocation
- Team suspension
- Loss of playoff qualification
- Loss of Rec Sports department privileges
- Potential loss of Hawk Card use
- Referral to the Dean of Students/Student Life Office (situation depending)
- Other circumstantial options deemed appropriate by the Assistant Director for Intramural Sports

Activity-specific penalties may also apply (i.e. technical fouls, unsporting conduct, yellow/red card, etc.).

All eligibility-related decisions rendered by administrative staff are final, but also subject to protest. Protested decisions are absolutely final once the case is heard by the Intramural Sports Protest Review Board. For more information on protests, [see the Results and Protests section of this handbook](#).

Eligibility situations and decisions are facilitated on a case-by-case basis and are overseen by the Assistant Director for Intramural Sports. Although consistency, safety, fairness and enjoyment for all teams, participants and staff members are always kept in-mind, circumstantial outcomes may apply.

SECTION 2 – ROSTERS AND FREE AGENTS

A roster member is an individual who is currently listed on a team roster in IMLeagues, regardless of the number of contests that member may have participated in. Only individuals who are on a team roster are permitted to participate in a team contest.

If an individual wishes to play on a team but is not on the team roster, the individual must sign in to IMLeagues, pass the participant quiz and acknowledge the participant waiver in order to become eligible for that team. Roster additions are subject to team captain approval.

If a prospective team member is not on a team roster by the time contest scoresheets are printed, the on-site supervisor MUST verify eligibility prior to competition. A member not on a roster is not permitted to play. This is also in the event of any technological issues. When experiencing any issues, ALWAYS consult with administrative staff as we can work to find a solution to get you on the fields/courts (as long as you are eligible).

Intramural Sports administrative staff reserves the right to make roster changes at any time. If made, roster changes will be communicated to the team captain and the impacted individual.

Assembling Team Rosters

Team rosters are assembled and maintained in [IMLeagues](#). Rosters may be edited by administrative staff and team captains only. Team captains can send invitations to prospective team members they wish to add to their roster, or individuals may request to join a team roster. If invited by a team captain, individuals will automatically be added to a team roster permitting they went through all roster addition steps in IMLeagues. If an individual request to join a team is made, the team captain must approve of the addition.

Coaches

Intramural Sports does not recognize team coaches, although individuals are permitted to provide strategy and direction on team sidelines. If a team wishes to have someone act as a “coach,” that individual must be on the team roster (including base coaches in kickball, softball and wiffleball. Despite this rule, coaching boxes are still recognized in order to help establish and maintain team bench areas. If permitted by activity-specific rules, any rostered team member may call a timeout. Team “coaches” must abide by all sportsmanship policies.

Player Restrictions

Specific activities may have roster and player restrictions. If any restrictions apply, they will be listed in the specific activity rulebook.

Participants are allowed to play on two teams in each league type offered within a specific activity.

For more information on player restrictions, please refer back to the “General” section of the [Eligibility section](#) of this handbook.

Making Additions and Roster Freeze

During the regular season, roster additions may be made at any time pending team captain approval. It is recommended all roster additions for an intramural business day be made by 3:00 pm that day to ensure members are printed on scoresheet rosters.

Following “week four” of a regular season, rosters will freeze. Teams will receive reminders of this during their season. Administration will allow roster addition requests to be made in-person or via email/phone through the end of the regular season.

No roster additions will be permitted during playoffs. Individuals on teams who do not qualify for or lose during playoffs are not permitted to join another team.

In some instances, administration may increase the time window to allow roster additions. This would be communicated with all teams.

Checking in to a Contest

All team members **MUST** check in to each intramural contest. In order to check in, the team must go to its assigned playing location and present their UW-Whitewater-issued ID (Hawk Card). An Intramural Sports staff member (supervisor, official, scorekeeper, etc.) will be available to check participants in. Many activities have specific attendance minimums in order to begin contest play. Staff members will not hold on to Hawk Cards or other personal items. The Office of Recreation Sports and Facilities is not responsible for personal items left at or around the site of competition.

NO ID = NO PLAY. No exceptions EXCEPT: Rec Sports Forgotten ID policy: If a participant is unable to provide their Hawk Card, they may go to the Office of Recreation Sports and Facilities in room 100 of the Williams Center to request a forgotten ID pass. The forgotten ID pass may be used **ONLY ONCE** per semester across **ALL REC SPORTS PROGRAM AREAS**. This is not an intramural-specific rule. If the forgotten ID pass has already been used by an individual, daily Rec Sports guest pass policies will take effect and a purchase of a guest pass may be required for entry into an intramural contest. Forgotten ID passes are only attainable inside or in the direct vicinity of the Williams Center (participants will need to go to the Williams Center for a forgotten ID pass even if their contest is in the Roseman Gym).

Contests Played

A contest is considered “played” once a participant is checked in. This is also the case in the event someone checks in but does not physically participate in a contest.

Rostered members **MUST** participate in at least one (1) regular season contest in order to be eligible for playoffs (should their team qualify). All playoff-eligible roster members are eligible to receive championship shirts in the event their team wins. In the event the team roster is larger than the number of shirts permitted for distribution for a specific activity, the team captain shall decide on who will receive shirts. Any championship team members who do not receive t-shirts may inquire about leftover shirt availability at the end of the current semester.

Free Agents

In the event an individual wishes to participate in an activity but does not have a prospective team affiliation, they may place their name on the IMLeagues “Free Agent” list. It is the responsibility of team captains to check this list and recruit additional team members, but this is not a requirement. It is not guaranteed a free agent will be invited to join a team.

Anyone adding themselves to the free agent list may include activity-specific experiences, skills and availability for contest participation.

Administration does not contact teams to find roster placements for free agents. The staff will also not share personal information of individuals on the free agent list. If enough individuals on the free agent list are available to form a team, administration may assemble a team, although a captain must be designated and pay for the team.

SECTION 3 – ACTIVITY SCHEDULE AND RULES

Current Activity Scheduled

The Intramural Sports schedule is broken down into “quarters.” The fall semester includes the first and second quarters, whereas the spring semester includes the third and fourth quarters. Summer activities may be offered based on participant interest trends.

Activity schedules for the entire academic year are posted online via the [Rec Sports website](#). Only activities in the current quarter OR with approaching registration openings will be posted in IMLeagues. Activities are normally removed from IMLeagues if registrations do not fill or once playoffs have concluded.

The activity schedule is planned based on participation trends and is subject to change on an annual basis. Changes to the schedule are typically not be made during an academic year unless approved by administration.

Activity-Specific Rules

Each individual activity in the intramural schedule contains a set of specific rules. Activity rules can be found on the [Intramural Sports website](#) or in the “Handbooks/Manuals” section of [IMLeagues](#). Rule copies can be picked up in the Rec Sports office upon request. Only rulebooks made publicly available by Rec Sports are to be followed when participating in an intramural activity.

Unless specific rules are stated within an activity rulebook or this handbook, [WIAA](#) and [NFHS](#) rules and situations will apply and be utilized.

Rule suggestions are accepted via the online [IM Sports Web Inquiry Form](#). Rule and/or policy changes will not be made once the current semester begins according to the official [UW-Whitewater academic calendar](#). Rules and policies are examined following the conclusion of each semester.

SECTION 4 – IMLEAGUES AND ENTRY FEES

IMLeagues is a third-party Intramural Sports management system used by UW-Whitewater Recreation Sports to organize all facets of the Intramural Sports program. Individuals must log in to IMLeagues to access content, although content is viewable without logging in.

Individuals have their own IMLeagues profiles, which are automatically generated given ties to the University. In order for an individual profile to have access to IMLeagues content, individuals must initially log in to activate their profile using campus login credentials. Upon the initial login, individuals will be asked to provide demographic information and will have the opportunity to opt out of automated communication services. Profiles must be activated each academic year and administration reserves the right to overwrite some communication preference settings in certain scenarios.

IMLeagues log in

There are no user fees affiliated with IMLeagues. The only money collected by the UW-Whitewater Intramural Sports program is during the team registration process. IMLeagues generates company revenue via ads, which may be generated via the use of cookies in an individual’s personal web browser. Individuals are able to remove ads for a small fee, which is not collected by UW-Whitewater.

NOTE: UW-Whitewater Intramural Sports administrators are not the developers of IMLeagues, although UW-Whitewater-specific content is added to the site by the Intramural Sports staff. The Office of Recreation Sports and Facilities does not specifically endorse or condone displayed IMLeagues content outside of items displayed on behalf of the Intramural Sports program. If anyone experiences difficulty with IMLeagues in any capacity, it is recommended to NOT contact the IMLeagues support team, but rather the UW-Whitewater Intramural Sports staff.

Registration and Fees

All team registrations are facilitated online via IMLeagues. If a team prefers alternative registration methods, it is permissible to register in-person in room 100 of the Williams Center. Registrations typically open at 7:00 am and close at 4:00 pm on dates listed, although changes may be made at the discretion of administrative staff. Registration information is available around the Williams Center and various campus buildings, in room 100 of the Williams Center and online via the [Rec Sports website](#). Registration inquiries are also accepted via email.

NOTE: Intramural Sports staff will not hold team spots for anyone as registrations are done on a first-come, first-serve basis.

Intramural Sports charges small entry fees for each activity. Fees, which are based on the type of activity and staffing requirements, are typically paid as part of the team registration process. Payment is collected online in IMLeagues via PayPal. No PayPal account is required.

Anyone wishing to pay for a team in-person is permitted to do so in room 100 of the Williams Center. It is recommended individuals opting to pay in-person contact our staff to notify us of those intentions. Cash is the only accepted method of in-person payment. A no-fee ATM is located on the second floor of the Williams Center in the lounge area of the [Sideline Café](#).

If You Cannot Pay

We value your participation and understand not all teams can pay right away. If your team cannot pay for an intramural team at the time of registration, please contact us and we will work with you to determine an appropriate plan.

All teams must be paid for in-full in order to be eligible for playoffs. If a team is delinquent on payment, administrative staff reserves the right to hold the team captain accountable and suspend team participation in current and future Rec Sports programs.

Leagues and Divisions

Activities are broken down into leagues and divisions.

Leagues are traditionally grouped on gender (i.e. Men's, Women's, Co-Rec and Open). All activities will have at least one league.

Divisions are traditionally grouped on specific contest days/times. For example, "Mondays 7:00 pm" is a division indicating all regular season contests will be played on Mondays at 7:00 pm. Not all activities are large enough to have divisions and some divisions may have multiple times. In the event a division has multiple times, we ask teams be available for at least two of the time slots listed, as contest start times may vary from day-to-day. Some divisions may also play twice per week (i.e. Mondays/Wednesdays, Tuesdays/Thursdays and Sunday double-headers). Please see specific activity leagues and/or divisions in IMLeagues for details.

It is not guaranteed teams will play during their regular season date/time in playoffs or in the event of a reschedule.

Deadlines

Each activity has deadlines affiliated with its operations. Deadlines traditionally revolve around, but are not limited to:

- Team registrations
- Roster additions
- Forfeit notices and fee payment (includes equipment fees)
- Captain meeting attendance
- Notice of intent to protest (includes final regular season results)
- Reschedule requests
- Contest attendance

In some instances, deadlines may be extended by administration.

IMLeagues Features

IMLeagues has many features we recommend participants familiarize themselves with. Main features to explore and understand include, but are not limited to:

- Team registrations and scheduling (including playoff brackets)
- Contest score, standings and sportsmanship reporting
- Team rosters and participant quizzes
- Individual participant history and statistics
- Communication notifications and messaging features
- Handbook and activity rules section

SECTION 5 – REFUNDS

Refunds are permitted, although they may present unfavorable situations to administration, on-site staff and participating teams. Our staff understands things happen and some scenarios are unavoidable, however many refund requests stem from common, avoidable situations. Therefore, please consider the following reminders:

- Ensure no other intended team members are also registering/creating your team
- Have only one web browser and IMLeagues tab open
- Online transactions are not processed immediately and may take a few moments. Wait for your transaction to be completed AND confirmed BEFORE closing your browser/exiting the IMLeagues registration platform
- If PayPal seems to be taking a while, DO NOT click to submit your payment multiple times
- DO NOT delete a registered team; we can move or delete a team for you
- If you believe you are experiencing web issues related to registration, you can always register in-person in room 100 of the Williams Center
- You do NOT need a PayPal account to register a team and/or submit payment

Refund requests must be approved and meet programming standards established by administrative staff. Programming standards are circumstantial and will be evaluated based on factors presented by the requesting team and fairness to other participants impacted by the decision. Refunds may not be returned in the full amount due to processing fees. Pro-rated refunds are not permissible.

Refunds will not be considered if:

- A team participates in at least one contest or fails to notify staff of intent to not play once a season begins
- Contests are lost due to forfeits or reschedules in which teams cannot play
- Partial seasons are lost due to unfavorable playing conditions (i.e. weather)
- Teams do not qualify for playoffs
- Teams lost a protest decision
- At the discretion of administration, a refund is not deemed appropriate

Refund Options

Intramural Sports staff will work with you to find the best option available if your refund request is approved.

- IMLeagues-issued refund: Administration will submit a refund request with IMLeagues and PayPal and your credit card (if paid by card) will be refund. Please allow a few business days for the refund to post
- Intramural Sports credit: If there are any upcoming intramural activities you wish to participate in, we will issue credit in the amount of your registration fee. This credit is to be applied for future registration. Credit records are maintained by intramural staff and credit cannot be applied to your IMLeagues account. If you wish to use credit, you must contact administration to assist with your credit application. There will be no refund issued unless the situation warrants. Intramural Sports credit is not applicable for any other Rec Sports program area or service/department on campus

Cash or check refunds are not permissible. Only Intramural Sports administrative staff can process refund requests. Front desk workers in the Office of Recreation Sports and Facilities are not permitted to render refund decisions or act on refund requests.

If you have requested a refund and have not seen anything posted to your personal financial account, please let administration know immediately.

SECTION 6 – CAPTAIN RESPONSIBILITIES

Each team is to appoint a captain. The captain assumes the role of intermediary between the Office of Recreation Sports and Facilities and their team. Captain responsibilities include, but may not be limited to:

- Serving as the point-of-contact for administrative staff (answering phone calls and emails)
- Registering and paying for their team
- Attending pre or post-season meetings (depending on activity)
- Informing team members of schedules/upcoming contests
- Knowing general participation and activity-specific rules/policies
- Ensuring roster eligibility and compliance of all team members (includes participant quiz)
- Assisting staff members with enforcing proper contest check-in protocol and ID compliance
- Confirming roster and playing minimums are met in order to start a scheduled contest
- Contacting the Office of Recreation Sports and Facilities in the event of a forfeit
- Representing team at the pre-game captain meeting with applicable staff and opponents
- Ensuring sportsmanship and team conduct policies are followed (includes “fans”)
- Rendering the official team decision to protest
- Rendering the official team decision regarding contest status (i.e. reschedule requests)
- Understanding post-season qualification requirements and bracket positioning procedures
- Signing the scoresheet following each activity

Other Noteworthy Items

- Full team payments are required at the time of registration
 - Teams must make their own decision regarding the collection of funds for payment. Intramural Sports staff will not assist in this mediation or decision-making process
- If an identified captain cannot attend a contest or meeting, any other rostered team member may represent the team as long as the individual indicates this change in status appropriately
- If a team or administration believes the identified captain is not fulfilling their obligations to the team and/or program, a new captain may be appointed at any time
- In the event an identified team captain cannot be contacted, the next person listed on a team’s IMLeagues roster will be contacted, although the listed captain **MUST** assist in making any decision(s) impacting team operations

SECTION 7 – TEAM NAMES

Participating teams have the opportunity to express their creativity by naming themselves. Captains typically name teams at the time of team registration although team names can change at any time. There are, however, some instances when questionable team names are used. Team names **CANNOT** be:

- **Competitively Unfair:** Names may not be offensive or suggestively inappropriate but may result in unfair advantages when opponents read a schedule (i.e. “Team No Game,” “Bye Week,” “TBD,” etc.)
- **Suggestively Inappropriate or Offensive:** Team names referencing sex and/or gender inequality, race and/or ethnicity, alcohol/drugs/other substances, derogatory use of likeness, physical violence, inappropriate social behavior/actions, inappropriate innuendos, etc. Names will be deemed inappropriate if administration believes names may contain certain connotations. We ask teams consider intent vs. impact when determining names

- **Duplicated:** Multiple teams with the same name within a division, league or bracket

The team name policy also applies to teams wishing to find their own images to use as team insignias in IMLeagues.

Administration reserves the right to change team names and icons/logos at any time and without notice. It is also not guaranteed violating team names/images will be caught right away. IMLeagues will always show teams individuals are registered members of. It is strongly recommended team members login to IMLeagues to view team information.

SECTION 8 – REGULAR SEASON

Team Minimums

A minimum of four (4) teams must be registered in each league and/or division in order for a fair and full season schedule to be generated. In the event there are fewer than four teams in a league and/or division, teams may be moved to a similar day/time (if vacancies remain) or a refund situation may apply.

In the event there is an odd number of teams over four in a league or division, teams will receive a schedule but one team is subject to receiving a “bye week.” Byes are assigned at random.

Given the situation, administration reserves the right to make a final decision on league and/or division playability.

Season Length

For most activities with regular seasons, teams will receive a “five-week” season. Weeks are defined by each contest. Some activities (i.e. Sunday double-headers, Monday/Wednesday or Tuesday/Thursday) may play two schedule “weeks” within one calendar week.

In the event a team does not receive a full, five-game (or “week) schedule, the team will automatically qualify for postseason play as long as sportsmanship and forfeit requirements have been fulfilled. Forfeited contests still count as a contest played. Teams losing out on a physical contest due to forfeits receive a victory and therefore do not automatically qualify for playoffs because of a shortened schedule. Shortened schedules are not a permissible rationale for refund requests.

Bye Weeks

Teams may have scheduled “bye weeks.” A bye week indicates a team does not have a contest for that “week” of contests. Teams do not receive a win or a sportsmanship rating in the event of a scheduled bye.

Bye weeks are typical by-products of an odd-numbered league/division at the time of schedule posting but may also come as a result of a team being dropped mid-season. Contests postponed or lost due to unfavorable playing conditions do not count as a bye week.

Some teams may experience a gap in playoff brackets that are also classified as byes.

Communication

Team members (especially captains) are encouraged to check email and voicemails periodically during the regular season. This also includes during the time of registration and scheduling. Various communication methods will be employed using the contact information individuals provide via their IMLeagues profile.

Teams will ALWAYS be notified of:

- Registration confirmation (automated email)
- Schedule concerns and publishing
- Contest status in the event of suspected unfavorable playing conditions
- Contest forfeits
- Playoff operations
- Upcoming intramural registrations

Frequent emails, phone calls and text messages are possible. In the event a team captain is not available via phone, the next member listed on a team roster may be contacted. Most email messages will be authored by UW-Whitewater Intramural Sports staff. Some automated messages from IMLeagues may also be sent (contest reminders and results). Individuals have the ability to opt out of automated messages at any time. Please do not ignore IMLeagues messages.

SECTION 9 – PLAYOFFS

How to Qualify

Teams qualify for playoffs by:

- Winning one (1) regular season contest – this includes contests won via forfeit
- Maintaining a 3.0 sportsmanship average
- Meeting forfeit policy standards
- Have zero outstanding fees affiliated with the team

Teams who do not receive a full regular season schedule (as determined by administration) will automatically qualify for playoffs as long as sportsmanship, forfeit and fee policies are met.

Depending on circumstance, administration reserves the right to overrule qualifying playoff teams and will refer to tie-breaking procedures in the event a team needs to be dropped (i.e. too many teams and not enough bracket positions given facility availability and the academic calendar).

Playoff Notification

Around the beginning of week four or five of each regular season, teams will receive a “playoff memo” outlining playoff requirements and important dates. This memo is also to be considered the final reminder for roster additions and player eligibility. Following the completion of the regular season, teams may also receive an email with a list of qualifying playoff teams.

Regular Season Protests

In the playoff memo, a final regular season protest date and time will be established. Teams must protest any regular season score, standings, player eligibility and/or sportsmanship rating by this deadline. Following the deadline, all results will be considered accepted and final. No regular season protests are permitted once the playoffs begin, although administration reserves the right to examine and/or alter rosters at any time (i.e. player eligibility review).

Rosters

Team rosters are frozen for playoffs. No additions may be made once the regular season has concluded. It is strongly recommended teams have additional players/substitutes on their roster for playoffs as it is NOT guaranteed teams will play during the same day/time as their regular season and individual availability may differ.

Individual players who are on rosters of multiple teams in an activity may be scheduled to play simultaneously. This is based on coincidence only. In the event an individual is on two rosters scheduled to play at the same (i.e. Men’s and Co-Rec), the individual must choose which team to play for unless a reschedule request is approved. Administration reserves the right to deny any reschedule request.

“A” and “B” Brackets

Across all leagues and divisions with large numbers of teams, the top half of qualifying teams will be placed into an “A” bracket. The lower half of qualifying teams will be placed into a “B” bracket. In some cases, a “C” bracket may be needed to follow parity procedures and place teams accordingly. Exact brackets will be announced in an activity’s playoff memo.

It is preferred no more than 20 teams occupy a single bracket, although allowances may be made at the discretion of administration.

“A” bracket teams will receive long-sleeve t-shirts. “B” and “C” bracket teams will receive short-sleeve t-shirts.

Some activities do not require multiple brackets in a league. If that is the case, no “A” and “B” brackets will be necessary and teams will be assigned bracket positions based on final regular season seeds.

Tie-Breakers

If a tie exists between teams, final seeds will be determined by the following order:

- Head-to-Head
- Sportsmanship Average
- Point/Goal Differential
- Points/Goals Allowed
- Points/Goals For
- Coin Flip

Playoff Draw Meetings

Teams are assigned to brackets based on final seeds. Seeds are determined once the regular season protest deadline has passed. Administration will publish “preliminary brackets,” which will not have assigned team spots but will indicate when and where contests will be played. Preliminary brackets may be available to view for a certain period of time.

Team activities may have an in-person captains’ meeting. At least one team representative must be present at these meetings as bracket positions will be selected. Meetings may be in-person or held via an online meeting format.

In most cases, an in-person captains’ meeting will not be necessary and teams will be able to pick their bracket position online in IMLeagues. Teams will be able to pick their spot in increments. The first seed picks first and has a ten-minute window to be the only team picking. The second seed will then join the first seed to pick for another ten minutes, followed by the third seed, etc. Once a team’s selection spot opens, the team has until the established deadline to pick their spot (i.e. team does not have just a ten-minute window).

Information on whether a meeting will be in-person or online will be shared in the playoff memo. Any qualifying team not selecting their playoff position will be assigned a position based on traditional seeding philosophy (#1 vs. #16, #2 vs. #15, etc.).

Not all activities require a playoff captains’ meeting. This is based on the number of teams registered. Playoff meeting status/requirements/proceedings will be announced via the playoff memo.

Bracket Scheduling & Progressions

Teams are encouraged to read brackets and schedules very carefully to confirm their playoff assignment. Double-headers may be possible and teams should be aware of when they may play next.

Brackets and results are available to view in IMLeagues once published by administration. Teams can see their assigned bracket by viewing their team page. All brackets within a league are viewable on the league page.

In the event of unfavorable playing conditions, playoff contests will be rescheduled to the next intramural business day. Due to bracket progressions, it is NOT guaranteed reschedules will be posted for the same time the next intramural business day.

Reschedule Requests

Reschedule requests are not accepted until the semi-final round of a playoff bracket. In order for a reschedule request to be approved, the following must happen:

- Request must be made within a reasonable time determined by administration
- Reschedule day/time must fit facility availability and adhere to the academic calendar
- Intramural staff (i.e. applicable supervisors, officials and scorekeepers) must be available

- Scheduled opponents must agree to the proposed time
- Other situations may also apply

Forfeits

Teams forfeiting a playoff contest will be removed from their respective bracket, with exception to some circumstances (i.e. bracket follows double-elimination format). Teams winning by forfeit automatically move on to the next round of play. There are no fees affiliated with playoff forfeits.

Mercy Rules

Mercy rules are NOT in effect for any championship contest, regardless of bracket type.

Communication

Please refer to “Communication” in the [Regular Season section](#) of this handbook.

Playoff communication is critical to the success of the bracket and the positive experiences of all impacted individuals. Many facets of playoff operations are time-sensitive and must be addressed as soon as possible. Administration is not responsible for unread messages or ignored phone calls.

SECTION 10 – RESCHEDULES

Regular Season

Regular season reschedule requests are not permitted, as teams sign up for a specific day/time slot at the time of registration. In the event a rescheduling opportunity becomes available, the Assistant Director will assess the situation to determine which teams will receive precedence. It is not guaranteed teams will receive a full regular season and partial refunds are not permissible.

Playoffs

Teams are not permitted to request reschedules until semi-final rounds. In order to be approved, reschedule requests must work for opponents, staff, applicable officials/scorekeepers and must fall within the parameters of the [UW-Whitewater academic calendar](#) and applicable facility schedule. It is not guaranteed teams will play at the same time if a reschedule happens due to how certain brackets may need to progress.

Weather

The Assistant Director will attempt reschedules for contests lost due to weather/unfavorable playing conditions. It is not guaranteed some contests may be rescheduled. For specific details, [see Section 16](#).

SECTION 11 – FORFEITS, TEAM DROPS AND OTHER FEES

Statement on Forfeits

Participating in an intramural activity is a commitment. It is understood and respected that teams and/or participants may be unable to participate at times for various reasons. Teams are permitted to forfeit contests; however, we ask all participants to understand forfeits present unfavorable experiences for opponents, staff, facility operations and other student groups. Please do your best to attend all contests in which you are scheduled to participate. In return, our staff promises to be as accommodating and as fair to all teams and individuals as possible.

Forfeit Policy

Forfeits are very circumstantial. Situations will, however, be governed by the following guidelines:

- **Types of Forfeits:** There are two (2) types of forfeits: administrative and on-site. Types of forfeits are defined as follows:
 - **Administrative:** team notifies the Intramural Sports program of its intent to not play at least two (2) hours in-advance of the scheduled contest start time

- **On-Site:** team either cannot meet the player minimum required to start a contest or does not show to the site of competition without providing notice (this includes being late)
- **Forfeited Contest Result:** Forfeited contests will result in a win being recorded for the offended team and a loss for the forfeiting team. Sportsmanship ratings will be affected by forfeits as well (“3.0” for administrative forfeits and “2.0” for on-site forfeits). No specific score will be recorded for forfeits
- **Game Time is Forfeit Time:** It is recommended teams arrive at the site of competition AND have roster members solidified at least fifteen (15) minutes prior to the start of the contest. Any team failing to report to the site of competition by the scheduled start time is subject to immediate forfeiture. If the scheduled opponent AND facility schedule allows, a ten-minute grace period may be permitted. If a grace period is applied, the contest result is NOT subject to protest. Administration may approve of alternate arrangements if situations are communicated to both scheduled teams ahead-of-time
- **Minimum Players:** Teams must meet the activity-specific roster minimums in order to begin a contest. If minimums cannot be met, an on-site forfeit will be applied to the contest. A team receiving a win via this type of on-site forfeit must meet player minimum requirements
- **Ineligible Players:** If an ineligible player participates in a contest in either regular season or post-season play, the contest is subject to forfeiture. This rule is subject to protest; however, the protest SHOULD be made during the contest following positive sportsmanship procedures. It is possible contests will be retroactively forfeited if this rule is found to have been violated during a contest
- **Double Forfeits:** In the event both scheduled teams forfeit for any reason, a double forfeit shall be declared. Both teams will receive a loss along with the appropriate sportsmanship rating given their team-specific forfeit type
- **Forfeit Fees:** Due to the unfavorable impact forfeits have on the overall Intramural Sports experience, forfeit fees will apply to all types of forfeits. These fees are meant to encourage attendance and to ensure administrative staff a team wishes to stay involved in an activity
 - **Individual/Dual Activities:** \$2.00 fee for administrative forfeits and \$5.00 fee for on-site forfeits
 - **Team Activities:** \$5.00 fee for administrative forfeits and \$10.00 fee for on-site forfeits
 - Fees are applied to a team’s IMLeagues page and the team is suspended from the specific activity involved in the forfeit. Only one team member (typically the captain) needs to pay the fee, which is payable online in IMLeagues or in-person in room 100 of the Williams Center (just like registration). It is the responsibility of the team to decide who will pay a forfeit fee. Payment of the fee is considered reinstatement and any suspension should automatically be lifted. Sportsmanship ratings will not be changed but may be adjusted for playoff qualification purposes based on team conduct
 - Fees are due before the team’s next scheduled contest. It is recommended teams pay at least 24 hours prior to its next contest in order to avoid possible confusion with the scheduled opponent
 - Forfeit fees are not applied to playoff contests as the team season would be over and reinstatement impossible (some circumstances may apply; i.e. double-elimination brackets)
- **Notice of Forfeiture:** If a team wins by forfeit, the team captain will be notified by a member of the Rec Sports staff. If a team owes a forfeit fee, an email notice with instructions will be sent to all team members via IMLeagues the day after the forfeit. It is not guaranteed administration will send reminder messages pertaining to outstanding fees, so it is imperative team members pay attention to email during their season
- **Team Drops:** Failure to pay a forfeit fee by the established deadline may result in a team being dropped from remaining competition. Forfeits in playoffs do not carry a fine but will result in automatic disqualification.

If a team forfeits more than once during the scheduling parameters of its activity's regular season, the team will be dropped from remaining competition.

In any instance of team disqualification, the team will remain active in IMLeagues and rostered members will not be permitted to join other teams within that same league.

SECTION 12 – RESULTS AND PROTESTS

Results

Contest results are typically entered at the conclusion of the contest. Office personnel double-check scoresheets each morning following a night of intramural activity. Results are available to view via an activity's league, division, playoff bracket or team page in IMLeagues. Participants may also see their previous results from their individual IMLeagues profile page. Results (other than contests based on special circumstance) are not posted anywhere outside of IMLeagues.

Forfeited contests will be recorded as a forfeit only (win or loss applied appropriately). No specific scores will be recorded. Attendance will be recorded for on-site forfeits and will count towards the number of contests played.

If a posted result is inaccurate, please contact administration IMMEDIATELY so we can look into the situation in-question. If an alleged inaccuracy is not brought to our attention in a timely manner, it is not guaranteed to be examined and/or changed (especially during playoffs).

Protests

Team captains are permitted to protest the following items related to an intramural contest:

- Eligibility
- Rule Interpretation
- Scoring
- Sportsmanship Rating
- Recorded Result in IMLeagues
- Disciplinary Decision

Judgment

Officials' judgment is not subject to protest. Examples include, but are not limited to (complete/incomplete pass, foul/no foul, goal/no goal, etc.).

To Protest

To officially file a protest, a team captain must either:

- Call the on-site supervisor over and protest mid-contest. This is similar to a "review" in professional sports. The on-duty supervisor will record the current state of the contest and consult the activity-specific rulebook and/or this handbook and render a decision. If the decision is not accepted by the protesting team, the contest will continue to its completion under protest. Teams are subject to being charged a timeout or applicable penalty for upheld protests. Contests that continue under protest will be reviewed by the protest board
- Notify the Assistant Director of the team's intent to forfeit. This is to be done via email, phone or in-person notification no more than 24 hours after the conclusion of a regular season event. Post-contest protests for a playoff contest must be made by 12:00 noon the following intramural business day

Protest Review Board

A protest review board will review all protests that are not resolved at the site of competition. The review board shall consist of the Assistant Director of Intramural Sports, Student Coordinator of Club Sports, Sport Coordinator of the activity under protest (if applicable), Student Coordinator of Intramural Sports Officials and the supervisor who was on-duty for the protested contest. If any of the aforementioned individuals are unavailable, administration reserves the right to appoint any Rec Sports staff member deemed appropriate to render a fair and impartial decision.

Once the review board renders a decision, the decision shall be final. If a protest is overturned, the contest shall resume at the point where the protest was made and any previous results will be discarded.

Administration reserves the right to refuse a protest in the event poor sportsmanship is exhibited. Teams and individuals are expected to act professionally during and after times of protests. Administration reserves the right to forgo all established general and activity-specific rules and/or policies in the event a protesting team and/or individual acts in an unsporting manner.

SECTION 13 – EQUIPMENT

Official Game Balls

Intramural Sports does not provide an official ball for every contest. Teams are allowed to bring their own or rent game balls from the Williams Center Equipment Room. Official game balls/equipment will be issued for the following activities:

- Badminton (includes birdies and racquets)
- Bag Toss (includes boards and bags)
- Dodgeball
- Floor Hockey (includes balls/pucks, sticks and net – not goalie equipment)
- Futsal and Indoor Soccer (includes balls and nets)
- Innertube Water Polo
- Kickball (includes balls and bases)
- Softball (includes balls and bases – some bats and gloves available for rent)
- Wiffleball (includes balls, all bats and bases)

Teams are permitted to use their own equipment even if equipment is provided by Intramural Sports. Both teams must agree to use equipment not provided by the program.

Personal Equipment Use

Individuals may use personal equipment during intramural competition. Both participating teams AND contest staff must approve the use of an official game ball prior to a contest beginning. Please be advised general wear-and-tear happens and the Intramural Sports program is not responsible for any wear-and-tear as a result of using personal equipment in a contest.

Equipment Rental

Equipment is available for rental from the Williams Center Equipment Room. A valid Hawk Card MUST be presented to Equipment Room staff in order to check out a piece of equipment. Rented equipment MUST be returned by the deadline established by Rec Sports staff. Failure to return the EXACT piece of equipment rented may result in a fine or forfeiture of participation privileges.

Jersey Rental

Jerseys (i.e. pinnies) are available for checkout from the Equipment Room, if necessary, for a specific activity. Basketball teams MUST have jerseys/shirts with numbers (only one jersey number permitted per team). Teams are required to wear contrasting colors for scorekeeping and officiating operations. If teams do not have contrasting colors, jerseys must be rented. For the safety of all participants, teams wearing Rec Sports jerseys MUST wear a sleeved t-shirt under

the jersey. Only one individual needs to check out jerseys for an entire team, but that individual is also responsible for ensuring the return of all jerseys.

Lost or Damaged Items

Intramural Sports does not assume the risk and/or responsibility for personal items used in intramural activities. Therefore, any lost, stolen or damaged items are the responsibility of the individual who owns the equipment.

Any equipment that is property of UW-Whitewater Rec Sports must be returned in operable condition (general wear-and-tear issues are okay). Any misuse of UW-W Rec Sports equipment, including lost, stolen or damaged equipment, is subject to a replacement fine and/or other action deemed appropriate by Rec Sports staff. The Equipment Room manager and Assistant Director of Intramural Sports have the final say on the status of equipment rentals.

If any individual believes any items were lost during any activity in the Williams Center, they may contact the Office of Recreation Sports & Facilities to file a lost and found claim. Some items are returned to room 100 and individuals may check for their belongings with front desk staff during [hours of operation](#).

SECTION 14 – ATTIRE AND JEWELRY

Distinguishable Items

Teams must be distinguishable, meaning officials, scorekeepers and other staff can tell the difference of one team compared to the other in a given contest. Teams are permitted to wear their own clothing, jerseys and dress in-theme; however, teams may be asked to rent jerseys in the event they are not distinguishable.

Proper Footwear

Non-marking footwear must be worn for indoor activities. For outdoor activities, shoes with cleats are permitted, however the cleats CANNOT be metal.

Pockets

Shorts or pants with pockets are permitted in all intramural contests except flag football (both indoor and outdoor). In the event staff believes a specific pair of shorts or pants become unsafe, the individual wearing said item of clothing will be asked to change or alter their clothing and further participation will not be permitted until staff approves.

Jewelry

All jewelry must be removed prior to participation. If jewelry cannot be removed, athletic tape must be used to cover said jewelry. If an individual participates without removing or covering jewelry, the individual and their team is subject to in-game penalties in accordance with activity-specific rules.

Medical Bracelets

Any medical bracelets may be worn during intramural contests. Medical bracelets must be taped with athletic tape with the medical information visible.

Availability of Tape

Athletic tape will NOT be distributed by Intramural Sports staff. In the event someone is in-need of tape to secure jewelry, a team will need to provide some or tape can be purchased from Williams Center Room 100 for \$1.00 per strip, or \$5.00 per roll.

Personal Fitness Trackers

Personal fitness trackers may be worn during intramural activities, but they must be safely secured. Intramural Sports does not assume any responsibility in the event a fitness tracker is damaged during participation. In the event any participant is injured by a personal fitness device, the device must be removed.

SECTION 15 – CONDUCT AND SPORTSMANSHIP

Participation Expectations

Individuals, teams and staff are expected to exhibit positive sportsmanship at all times. This includes prior to, during and after activities. Any unfavorable behavior exhibited on and/or off-campus will not be tolerated and is subject to review by the Assistant Director of Intramural Sports.

Unsporting Conduct Defined

Unsporting conduct includes, but is not limited to:

- Arguments with any staff personnel, opposing players, fans and teammates
- Disregard for rules, policies, equipment and facilities
- Flagrant physical contact
- Fighting
- Use of poor language (repetitive or directed at individuals)
- Participating under the suspected influence of alcohol or other substance
- Fraudulent use of Hawk Card
- Participating while ineligible
- Team forfeit
- Being overly demonstrative in any scenario

Sportsmanship Rating

Intramural Sports staff, along with contest officials and scorekeepers (when applicable) evaluate team conduct and assign a sportsmanship rating following each contest. Teams will receive a numerical rating between zero (0) and four (4), in increments of 0.5. Teams must have an average sportsmanship rating of 3.0 in order to qualify for playoffs.

For definitions of each numerical value used in the sportsmanship rating, please see the “Sportsmanship Ratings Defined” section of the handbook appendix.

Captains are responsible for inquiring about team sportsmanship rating and signing the contest scoresheet indicates the captain accepts the rating for that contest. Ratings SHOULD be delivered prior to scoresheets being signed, however the contest staff reserves the right to deliberate to assess a rating they see fit. Captains may protest a sportsmanship rating.

Activity-Specific Enforcements

Some activities, by rule, have specific enforcements related to how unsporting conduct is to be addressed. Contest officials and intramural staff have the final say in these instances. For more specific enforcements, refer to the “Activity-Specific Conduct Enforcements” section of the handbook appendix.

Disqualifications and Ejections

An individual displaying poor sportsmanship is subject to contest ejection. Disqualifications may result from an accumulation of too many fouls or penalties.

Any individual who is ejected for unsporting behavior is required to vacate the playing facility immediately and must meet with the Assistant Director of Intramural Sports in order for the reinstatement process to begin. The ejected individual will be considered ineligible for further participation until eligibility is reinstated.

It is important to understand the difference of a disqualification and an ejection. For the purpose of Intramural participation:

- Disqualification = contest participation must end as a result of too many fouls or penalties. Subsequent intramural participation is not impacted and participant may stay in team bench area for remainder of contest
- Ejection = contest participation must end as a result of unsporting behavior. Subsequent intramural participation is impacted and participant is to vacate facility immediately

Suspensions

Suspensions may be a result of being ejected or disqualified from a contest. The Assistant Director of Intramural Sports will determine the suspension length, although a contest ejection results in an automatic one-game suspension. Suspensions are to be served across all intramural activities in which the suspended individual currently participates. Forfeited or canceled contests will not count towards games served. Suspension lengths are subject to protest.

If a participant is frequently involved in behavior-related incidents, the Assistant Director of Intramural Sports reserves the right to include the Dean of Students Office in disciplinary procedures.

Reinstatements

Individuals who are ejected or disqualified for violating sportsmanship expectations must schedule a meeting with the Assistant Director of Intramural Sports. Another representative from Rec Sports will also be in attendance.

Reinstatement will be considered following said meeting. Any pending suspension will not begin until this meeting is held.

SECTION 16 – WEATHER AND CANCELLATIONS

Regular Season

Any scheduled contest/event which has been postponed due to unfavorable playing conditions will be rescheduled if any “rain dates” in the schedule for that given activity remain. In all other cases, regular season contests will not be rescheduled unless circumstances deemed appropriate by the Assistant Director apply.

Playoffs

Playoff contests postponed due to unfavorable playing conditions will be rescheduled for the next possible intramural day. It is not guaranteed teams will play at the same time or at the same location. Teams will be notified of reschedules via an IMLeagues message. It is the responsibility of all teams to verify their schedule.

Cancellations During an Activity

Contests that are in-progress and canceled/postponed may or may not be rescheduled. Some contests, depending on how far along the contest is, may be recorded as final. For examples of what constitutes a final score, please refer to activity-specific rulebooks.

Outdoor Activity Status

Individuals and teams should never assume a contest is canceled. Intramural Sports administration monitor weather, travel conditions and campus events regularly. In the event of questionable or unfavorable conditions, teams will receive an IMLeagues notice and the team captain will receive a phone call from office staff.

Outdoor fields status will be posted via a colorful banner on the homepage of the [Rec Sports website](#). Sand pits may follow different status procedure.

Weather Resources

Intramural Sports uses many resources to reach a fair conclusion regarding weather, travel and field playability. Participants are encouraged to examine the following resources we utilize in order to make weather-related decisions:

- [UW-Whitewater Weather Site](#)
- [National Weather Service \(NWS\)](#)
- [NWS Education](#)
- [The Weather Channel](#)
- [Weather Underground](#)
- [WeatherBug](#)
- Any other resource of your choosing!

SECTION 17 – INJURIES, CARE AND SAFETY

First Aid Treatment

All Intramural Sports supervisors and administrative staff members are trained in first aid, CPR and AED administration. In the event of an injury, on-duty staff will act as first responders and will also act in accordance to their training. Ice and bandages are available upon request.

EMS and Ambulance Calls

EMS may be called in the event an injury falls outside the parameters of staff training. This is for the safety of all participants. Individuals SHOULD NOT be billed for calls made to EMS personnel, even if an ambulance arrives on-site. It is the discretion of the individual whether an ambulance ride is taken, as ambulance rides ARE subject to billing. In the event an individual cannot render a decision, staff and EMS personnel reserve the right to act in the best interest of the individual's safety and well-being.

SECTION 18 – AWARDS

Championship Shirts

All winning teams of playoff brackets will receive the coveted intramural championship t-shirt! There are certain limits to the number of shirts teams can receive. For specifics, please see the Championship Shirt Limitations section of the handbook appendix.

Sponsorship Program

The Intramural Sports program may be sponsored by a variety of local business and organizations each academic year. A goal of this sponsorship program is to provide additional opportunities for teams, participants and staff to receive exposure and incentives. Teams and individuals may be recognized in various capacities and coupons/promotional items may be distributed. Contests and promotions are organized at the discretion of administration. Rec Sports staff members are not eligible for recognition for team or individual participant awards although staff-specific recognition/incentives may be awarded.

SECTION 19 – EMPLOYMENT AND OFFICIATING

General Opportunities

Intramural Sports employs student supervisors to oversee nightly operations and contests. Supporting staff also include:

- Student Coordinators of Marketing and Promotions
- Administrative Student Coordinators
- Rec Sports Building Supervisors
- Rec Sports Office Assistants
- Contest Officials and Scorekeepers

Officials

Officials are hired for many, but not all activities. No prior experience is necessary, as our staff will train you in accordance to NFHS, WIAA and NIRSA standards. Only current UW-Whitewater students are eligible for hire. Regular Pay and Work Study are the two methods of payment.

Officials must attend training clinics and meet hiring standards established by the Office of Human Resources prior to being hired.

- A job description and posting is available on the [UW-Whitewater Handshake page](#)
- If interested in an officiating position, please consider completing our [interest form](#)
- Intramural Sports [Become an Official website](#)
- UW-Whitewater Human Resources and [Student Employment](#)

Scorekeepers

Scorekeepers are hired for a handful of activities. Positions are primary available to students with [Work Study](#) only. Scorekeepers must attend a pre-season meeting for activity-specific training. No prior experience is necessary.

Statement on Officiating and Personnel Conduct

Intramural Sports staff (including administration, office personnel, supervisors, officials and scorekeepers) are trained to enforce policies and act in manners which are safe, fair fun and welcoming to all participants. Customer service and participant education/communication are two major points of emphasis. At any time, if anyone feels staff members exhibit poor customer service and do not engage in educational/corrective manners, please notify the Assistant Director of Intramural Sports immediately.

Many sportsmanship and behavior-related incidents are a result of participant dissatisfaction with staff. Mistakes will be made, but should not be made as a result of a lack of effort or care. The staff will work as best they can to provide everyone involved in the program with the best experience possible.

Staff should not display favoritism during contests, although it is acknowledged staff members may exhibit friendly behavior. This behavior IS NOT to dictate any contest outcomes and should be exhibited fairly.

SECTION 20 – SUGGESTIONS AND FEEDBACK

The Intramural Sports program takes a lot of pride in facilitating positive experiences for everyone involved. Although rules, policies and participation/employment opportunities are scheduled based on a strong foundation of history and tradition, improvement is ALWAYS emphasized. Please keep in-mind any discontentment must be voiced in a manner which aligns with the [UW-Whitewater Student Handbook](#):

“As citizens within this community, we expect to work towards our intellectual and personal goals in a fashion that adds to the campus-wide pursuit of excellence and fosters our ability to view life as an ongoing process of education. We will collaborate to create a respectful atmosphere in which the organized, thoughtful and honest pursuit of knowledge can thrive.”

Questions, comments, concerns, suggestions and feedback are welcomed at any time by:

- Visiting us in-person in room 100 of the Williams Center
- Calling 262-472-1145
- Emailing imsports@uww.edu
- Submitting an [Intramural Sports Online Inquiry Form](#)
- Speaking with our supervisor staff at the site of competition

THANK YOU FOR YOUR INTEREST AND PARTICIPATION!

WE HOPE YOU HAVE FUN AND ENJOY YOURSELF!



APPENDIX

General Participation Guidelines

The Participant Handbook is long! Take an abbreviated look at the following general policies (in no particular order) to help guide your Intramural Sports participation:

No ID = No Play	All participants must show a valid UW-W-issued Hawk Card in order to check in for a contest. Don't have your card? Inquire about a forgotten ID pass!
Eligibility	All team members must be on the team's roster and meet eligibility standards established by the Office of Recreation Sports and Facilities
Participant Quiz and Waiver	Each team member MUST pass the participant quiz AND acknowledge the online waiver in order to be added to the team roster
Sportsmanship	Teams and their fans must show positive sportsmanship. Teams must average a "3.0" sportsmanship rating as part of the playoff qualification process
Team Names	Team names must be appropriate and cannot be misleading. Team names may change at any time via the team's page in IMLeagues
Know Your Activity Rules	Along with the Participant Handbook, each activity has a specific set of rules. Participants are encouraged to review rules throughout their season.
Arrive Early	In order to keep schedules on-time, teams are encouraged to arrive 10-15 minutes early to the site of their competition to allow time to properly check in.
Forfeits	Teams are expected to arrive for their scheduled contests. Failure to attend may result in poor sportsmanship, a loss in standings and a fine.
Proper Attire	Participants must wear attire that is distinguishable from their opponents. Non-marking footwear must be worn for indoor activities.
Equipment	Most of the equipment used for each contest is provided. Other equipment, such as game balls or team jerseys, may be rented from the Equipment Room.
IMLeagues	All registrations, roster moves, schedules and playoff brackets are posted online via IMLeagues. All participants have a profile which must be activated to play.
Results and Protests	Individual contest results are posted daily in IMLeagues. Teams are welcome to protest results, eligibility and rule interpretation.
Playoffs	Activities with a regular season also have a playoff season. Teams qualify for by winning two contests and adhering to forfeit and sportsmanship rules.
Communication	Intramural Sports staff will attempt to communicate at various times throughout your season. Please check voicemail and email regularly.
Safe, Fair, Fun and Welcoming	Everyone is welcome in Intramural Sports, regardless of skill, knowledge and ability. Your safety, fairness and enjoyment are all at the forefront of our focus.

Sportsmanship Ratings Defined

Sportsmanship ratings are assigned to each team following a contest. Ratings are determined by intramural supervisors and officials/scorekeepers (if applicable). In some cases, opponents may also contribute to sportsmanship ratings.

The following scale should be used when assigning ratings:

RATING	DEFINITION
4 "A" - outstanding	All participants cooperate fully with staff and officials and treat opponents fairly and with respect. Team goes above and beyond to be good sports
3 "B" – good; above average	Team is controlled through most of the game and exhibits positive behavior for the most part. A little argumentative or demonstrative, but nothing too bad
2 "C" - average	A decent degree of discontentment displayed verbally or demonstrably. More physical than average and also more disrespectful to opponents and/or staff
1 "D" – below average	Team members continually show disrespect for staff and opponents. Team captain shows little or no team control and team refuses to abide by established rules
0 "F" - poor	Zero levels of cooperation and respect. Team cannot be controlled in any manner and contest should be ended prior to its completion by rule

Ratings may be given in increments of 0.5 in the event a whole number does not completely define a team's sportsmanship for a given contest

Reminders

- Teams must earn their sportsmanship rating
- Scoresheets will include a team's sportsmanship rating. Captains must acknowledge their assigned sportsmanship rating at the time they sign. Signatures imply captains agree to contest scores, attendance and sportsmanship rating
- Staff should record sportsmanship before captains sign, however they may need more time to deliberate. Ratings may not always be recorded at the time of captain signatures
- On-site forfeits result in a "2.0" sportsmanship rating. Administrative forfeits result in a "3.0" sportsmanship rating
- Sportsmanship ratings are subject to protest
- Teams must average a "3.0" rating as part of the playoff qualification process
- Sportsmanship averages carry over into playoffs. Regular season ratings may factor in a team's playoff sportsmanship

See activity-specific conduct enforcements and rulebooks for details on specific ratings

Activity-Specific Conduct Enforcements

Activity	Action	Enforcement	Sportsmanship
Basketball	Illegal Substitution	Administrative Technical	Not Impacted
	Illegal Equipment	Administrative Technical	Not Impacted
	Hanging on Rim	Administrative Technical	Not Impacted
	Pre/Post Contest Dunking	Administrative Technical	Not Impacted
	Foul Out	Disqualification	Not Impacted
	Flagrant/Intentional Foul	Consult Activity Rules	Possibly Impacted
	1 st Technical Foul (contest)	if unsporting	No higher than "2.0"
	2 nd Technical Foul (contest)	if unsporting, ejection	No higher than "1.0"
Flag Football	2 nd Technical Foul (season)	if unsporting	see game rules above
	3 rd Technical Foul (season)	in unsporting	see game rules above, suspension
	Illegal Substitution	In-Game Penalty	Not Impacted
	Illegal Equipment	In-Game Penalty	Not Impacted
	Unsportsmanlike Conduct (UNS)	In-Game Penalty	No higher than "2.0"
Soccer	Unnecessary Roughness	In-Game Penalty	Not Impacted
	Subsequent Roughness/UNS	In-Game Penalty	Possibly Impacted
	1 st Slide Tackle (contest)	Warning	Not Impacted
	2 nd Slide Tackle (contest)	Yellow Card	No higher than "3.0"
	1 st Yellow Card (contest)	--	No higher than "3.0"
	2 nd Yellow Card (contest)	Red Card	No higher than "2.0"
Softball	Red Card (contest)	Ejection	No higher than "2.0"
	2 nd Red Card (season)	Meeting with Asst. Director	Possibly Impacted
	Verbal Warning	No Enforcement	Possibly Impacted
Volleyball	2 nd Verbal Warning	Ejection	No higher than "2.0"
	Verbal Warning	No Enforcement	Possibly Impacted
General	2 nd Verbal Warning	Ejection	No higher than "2.0"
	Subsequent Warnings (season)	Meeting with Asst. Director	Possibly Impacted
	Verbal Warning	No Enforcement	Possibly Impacted

Unless specified above, all other activities are governed by the "general" activity enforcements. Basketball guidelines serve as a good reference.

Activities listed above may also apply to a similar activity (i.e. basketball and 3v3 basketball, soccer and futsal, etc.).

Most situations pertain to individuals. Not all situations are listed in this document and are subject to review based on the activity-specific rulebook and/or circumstance.

Administrative fouls do not impact sportsmanship rating unless they are violated regularly. Repeat violators may be subject to review by the Assistant Director.

Repetitive fouls/penalties for violation of activity physicality rules may result in action at the discretion of the on-duty supervisor and/or Assistant Director.

Ejections also result in a required meeting with the Assistant Director and possible suspension(s).

Unsporting conduct is defined in Section 15 of the participant handbook.

Championship Shirt Limitations

The maximum number of shirts that can be distributed/awarded to a team at the time the team wins a championship.

<u>Activity</u>	<u>Shirt Limit</u>	<u>Activity</u>	<u>Shirt Limit</u>
2v2 Basketball	3	Floor Hockey	10
3v3 Basketball	5	Futsal	8
3v3 Soccer	5	Golf Tournament	2
4v4 Soccer	6	Innertube Water Polo	12
4v4 Volleyball	6	Kickball	10
Badminton (singles)	1	Sand Volleyball	8
Badminton (doubles)	3	Soccer (indoor)	10
Bag Toss (singles)	1	Soccer (outdoor)	12
Bag Toss (doubles)	3	Softball	15
Basketball	12	Table Tennis (singles)	1
Bracket Challenge	1	Table Tennis (doubles)	3
College Bowl Pick 'Em	1	Tennis (singles)	1
CROSSNET (singles)	1	Tennis (doubles)	3
CROSSNET (doubles)	3	Trivia Events (singles)	1
Dodgeball	10	Trivia Events (team)	3
Esports (singles)	1	Ultimate Frisbee	12
Esports (doubles)	2	Volleyball	8
Fantasy Football	1	Wallyball	8
Flag Football (indoor)	8	Wiffleball	10
Flag Football (outdoor)	12	Wheelchair Basketball	10

Activities not listed on this form have shirt limits established at the discretion of administrative staff. Shirt limitations for events and tournaments where Intramural Sports collaborates with campus partners will be determined via a joint effort with Intramural Sports and the collaborating partner(s).

T-Shirts come in sizes ranging from S to XXL. Shirts may be available for immediate pick up following the conclusion of a championship contest. In the event an individual wishes to exchange one size for another, they are permitted to do so as long as sizes remain.

There is no cap on the number of shirts an individual may win over the course of an academic year. In the event shirt supplies are running low, priority will be given to an individual who has not yet won a shirt.

In the event a team has more eligible members rostered more than the shirt limit team captain is responsible for selecting roster members who receive shirts.

At the end of the current semester, team members who are eligible but did not receive shirts may inquire about shirt availability.

In addition to receiving shirts, champions will have their pictures taken and posted online in our virtual "Wall of Champions."