



## **WILLAMETTE UNIVERSITY INTRAMURAL SPORTS PROGRAM POLICIES AND PROCEDURES**

### **Mission Statement**

Willamette University Intramural Sports Program shall promote the concept of an athletic ideal that permeates every aspect of the lives of the participants within the activity while encouraging the quest for excellence, good sportsmanship, competition, wellness and life-long friendships.

### **Function**

The function of the Intramural Sports Program is to provide opportunities for the Willamette University community to participate in some type of sport/activity as often as his/her interest, ability and time will permit. The program is committed to offering diverse sports/activities specifically designed to fit the needs of Willamette's students. The program is also designed to enhance student development by providing leadership and training within the departments of Campus Recreation and Student Activities. The policies and procedures, as well as the rules that govern the Intramural Sports Program, take into consideration the necessary preparation for each activity and are contained within this document.

## Objectives

1. To provide wholesome and healthy activities for recreation and relaxation from strenuous schoolwork and the rapid pace of modern society for students, faculty and staff at Willamette University.
2. To provide equipment, facilities and encourage wholesome participation in a large number of sports/activities to students, faculty and staff as the Willamette University campus community permits.
3. To stimulate an interest in athletics and recreation through high quality programs.
4. To provide an opportunity to develop true sportsmanship. The program is designed to teach and reinforce true sportsmanship behavior on and off the playing fields.
5. To provide an opportunity to learn the important values developed through team spirit and cooperation.
6. To provide an opportunity to belong to a group and construct new social networks.
7. To provide an opportunity for every student, regardless of his/her ability, to realize the joy and fun of participating in a sport they're choosing.
8. To provide a *safe* environment, both physically and emotionally, for all athletic abilities to participate.

## Membership

Willamette University intramural activities shall be made available to all students\* currently enrolled as undergraduates or graduates and all full and part-time faculty and staff employees of Willamette University and their spouses, and domestic partners. These persons shall be considered members and able to participate in the intramural activities, provided that they comply with the rules of eligibility as stated in the IM Bylaws.

*\*Student is defined and shall further be referred to as the CLA undergraduate, and TIUA student, College of Law, MAT and Atkinson graduate student registered for more than 1.5 credits and on a degree seeking tract.*

**NOTE: Ignorance of this full document will not be regarded as an excuse (i.e. "I didn't know"). It is the responsibility and expectation that each team manager or captain has and will inform his/her team of the information contained within this and other IM documents or from team meetings and pre-game/match meetings.**

## Code of Ethics

The code of ethics announced within this document shall apply at all Willamette University Intramural activities and events, and shall govern the conduct of players and spectators together with the IM Sportsmanship Rating System.

1. Participation in activities shall be free of discrimination of race, religion, ethnic group, national origin, age, sexual orientation, or disability.
2. All participants and IM staff *are* University Employees and are to be treated with respect. True sportsmanship is expected throughout all competition by participants and spectators alike.
3. Each participant is expected to abide by the University policies that are stated in the **Selected Policies Manual published by the Office of Campus Life. These Selected Policies apply to both the CLA and graduate student participants alike.**
4. All outcomes and interpretations from sports officials and IM staff should be accepted as final.
5. **No** humiliating remarks shall be made at any time to opposing players, IM staff or sports officials. An example of this type of remark includes, but is not limited to, swearing, being excessively loud and use of derogatory language that undermines an official's authority.
6. Players and spectators shall not make harassing or irritating remarks from the sidelines.
7. **NO FIGHTING, or actions that resemble fighting!**
8. Players and spectators shall not attempt to intimidate or harass an opposing player while participating in intramural activities.
9. Players, teams, spectators and IM staff will work together to produce fair and lawful contests, living up to the spirit of the activity as well as to the letter of the rules.
10. Participants will play each game for the sake of the game and not for any reward it may bring.

## Application of the Code

1. **All infractions are subject to sanctions from the Intramural department and the University Judicial Department...Do not risk your education over inappropriate behavior.**
2. IM staff, sports officials and participants of any intramural activity or contest are expected to report all infractions of the Code of Ethics in writing on the back of an IM gameday scoresheet immediately upon the completion of a game or activity.
3. If a player or spectator commits an infraction of the code, the individual(s) will minimally receive a verbal warning and an incident notation will be written on the back of that gameday scoresheet.
4. Individual player(s) risk possible expulsion from an IM game if their offending conduct continues or additional infractions occur during that IM game. Once an expulsion has occurred that individual is minimally suspended from the next IM game for that team.
5. When an individual has been suspended from three IM games, he/she will automatically be ineligible from further intramural activities for the remainder of the semester in which the third violation occurred, if within the same academic year.
6. Any fighting between opposing players will result in immediate expulsion from that game in which the fight took place and suspension from the remainder of the IM semester, pending an investigation of the incident by the Director of Campus Recreation and the IM student supervisory staff. The offending team(s) will also forfeit that game. The team captain will be responsible for meeting with the Director of Campus Recreation and the Intramural Supervisors before the team will be allowed to play again. It is the captain's responsibility to arrange this meeting.

**Definition - Unsportsmanlike conduct:** Any incident involving players, coaches, managers or spectators that results in personal abuse/harassment by verbal or physical means as determined by the sports official(s) or IM student supervisor(s) responsible for that activity or game site.

## Alcohol and Drug Policy

Individuals and/or teams who arrive visibly intoxicated or suspected to be under the influence, or in possession of alcohol or any other illegal substance will not be permitted to participate and may be referred to Campus Safety. The IM staff person for that particular intramural activity will immediately call that game a forfeit if it involves a majority of the team. The Willamette University Intramural Program will abide by the Alcohol Policy as stated in the Selected Policies Manual for all official IM events both on and off campus. Willamette University does not tolerate such conduct, and will act in a manner that is prudent and with the safety of all participants as a priority. For complete information on Willamette University's position on alcohol, please refer to your Selected Policies Manual issued at the beginning of each year by the University.

## Game Conduct

There will be no smoking, drinking of alcohol or swearing by any player or spectator during any officially sanctioned intramural activity on or off the Willamette University campus. If participants or spectators must smoke legal tobacco products while attending a sanctioned IM league game or tournament event, they need to be at least 30' from the playing field and general team areas to provide separation from players and spectators choosing not to smoke.

Any manager/captain or player acting in a harassing manner toward any IM staff member or sports official could face a minimum one game suspension prior to attending or playing in his/her next IM game.

Any manager/captain, player, or spectator who physically assaults or verbally/sexually harasses or engages in a physical fight with any IM staff member or sports official may be adjudicated to the fullest extent of Willamette University's Selected Policies Manual, and therefore, be held accountable through the University Judicial Department. Additionally, any manager/captain or player allegedly to have physically assaulted or verbally/sexually harassed or engaged in a physical fight during an IM contest with another IM participant will be suspended from Willamette University Intramural Program immediately until an investigation has been completed by the University Judicial Department. If found in violation, that individual at a minimum, could expect to be suspended from all intramural activities for a period up to one (1) full calendar year, to be followed by a minimum two (2) year probationary period with terms set by the Director of Campus Recreation. Additional sanctions may be given as a result of the judicial hearing with those terms set by the University Judicial Department.

## Team Coaches, Managers and Captains

In every intramural activity, true sportsmanship is a requirement of all participants. Players, coaches/managers/captains, spectators, IM staff and sports officials are expected to conduct themselves properly at all times and abide by the Code of Ethics. The intramural staff reserves the right to suspend or disqualify individuals or groups for unsportsmanlike conduct upon completion of a thorough and impartial investigation. As manager, coach or captain, you assume the role of liaison between the IM student supervisors and your team. This important role can prevent disputes, problems or suspensions from affecting your team. Each team is encouraged to select the best possible person for this position.

### **It is the responsibility of each manager to:**

- Acquaint yourself and each team member with the Intramural Policies and Procedures, IM Bylaws and specific league or game rules which govern their participation in a particular activity.
- Ensure that all members of his/her team are eligible, as per stated eligibility regulations contained in the IM Policies and Procedures and Bylaws. This includes checking to make sure your official team roster is completely valid with printed names, email addresses, correct student ID #'s, and separate signatures for each individual team member.
- Team managers/captains will be required to identify all listed players on the official roster and gameday scoresheets with varsity collegiate athletic experience prior to each of their team's games.
- Assure that his/her team is present and ready for play at all scheduled game dates, times and places. This includes notifying team members of changes made to the league schedule of any regular or post-season games.
- Be responsible for the conduct and actions of his/her players and fans clearly associated with their team both on and off the playing field/court during IM game days and times.
- Cooperate fully with the IM staff and sports officials with regard to score, line-up and other required information pertinent to the each IM game. This shall include checking the official rosters for eligibility.
- Be responsible for attending the mandatory managers meeting prior to each IM league season or sending a designee to attend and represent your team. Failure to attend will result in a \$10 IM forfeit fee paid by your team. Any team failing to pay this fee will be rendered ineligible to participate until the fee is paid (See forfeit section below).
- Be responsible for choosing a team name. The IM Staff will review all intramural team names for appropriate content. If a team name is found inappropriate, that team will be asked to change its name, shorten the name to an abbreviated name, or be recognized by the team manager's name.

## Fees and Forfeits

1. If a team fails to appear at the playing area with the minimum starting line-up at the time indicated on the schedule, the game shall be forfeited to its opponents. **Game time is forfeit time. WU does not utilize the 5-minute grace rule** (unless agreed upon by both captains and the IM Supervisor).
2. A forfeit will occur if the game needs to be stopped by an IM staff person or sports official for blatant disregard for the specific game rules, policies and procedures, a lack of respect for the IM staff, sports officials and the opposing team. In the latter case, the team will also be suspended from further competition in that activity until appropriate team members have met with the Director of Campus Recreation.
3. A forfeit will occur if the game needs to be stopped due to a loss of player(s) during the match and fall under the required minimum number of players. Under appropriate circumstances (determined by the IM Supervisors), a team may continue to play if they fall below the required minimum number of players.

A \$10 fee will accompany any registration for league Intramurals before the start of the leagues first games. All fees are non-refundable and will be earmarked for equipment that is needed to run the program.. There will not be any forfeit deposits collected, rather if a team forfeits, they will be charged an additional \$10 forfeit fee. This forfeit fee will be used to help pay the staff that was present at the game that was forfeited. The \$10 forfeit fee can be waived under the following circumstances:

- Contact the Campus Recreation Office by phone (503-370-6812) or by e-mail (im-supervisors@willamette.edu) at least 24 hours in advance.
- Submit, in writing, an appeal of why the game was forfeited. Include all necessary documentation that is appropriate to substantiate your case.

Teams that forfeit (regardless of whether they were required to pay the forfeit fee) two games will be removed from the league, unless they submit a written appeal by 24 hours after their second forfeited game to the Campus Recreation Office. The Campus Recreation Office will review the appeal and grant the status before the team's next game.

If a team must disintegrate, for any reason, the captain must contact the Campus Recreation Office and notify that they will no longer be able to participate.

**Definition of terms used**

***Official roster*** is what is submitted to the Office of Student Activities at the time of your team registers for a league or individual event. *It asks for a printed name, signature, email and student ID#.* Official rosters are brought to each game site in a 3-ring binder.

***Game Day Scoresheet*** is what goes to all playing sites with IM staff and acts as the document that recognizes the game or match has been contested. Names written on scoresheets are not considered the same as names written on your official roster.

# WILLAMETTE UNIVERSITY INTRAMURAL PROGRAM

## Bylaws

### I. Rules

The Intramural Program shall be governed by the IM Policies and Procedures as well as specific league and/or game rules provided for each specific sport.

### II. Equipment and Fees

Each team and participants are required to furnish their own personal equipment. The intramural staff will provide field and court markings as well as scoring and game equipment as needed. Appropriate footwear for all contests is mandatory unless otherwise stated, and should follow these guidelines:

- Indoor Activities-** Non-marking rubber soled shoes should be worn at all times during play. Absolutely no street shoes, turf shoes, sandals or bare feet.
- Outdoor Activities-** Only rubber-molded or hard plastic molded cleats, turf shoes, or tennis shoes may be worn. Absolutely NO METAL cleats, sandals or bare feet.
- Fees-** A \$10 fee will accompany any registration for league Intramurals before the start of the leagues first games. All fees are non-refundable and will be earmarked for equipment that is needed to run the program. There will not be any forfeit deposits collected, rather if a team forfeits, they will be charged an additional \$10 forfeit fee. This forfeit fee will be used to help pay the staff that was present at the game that was forfeited. The \$10 forfeit fee can be waived under the following circumstances:
- Contact the Campus Recreation Office by phone (503-370-6812) or by e-mail (im-supervisors@willamette.edu) at least 24 hours in advance.
  - Submit, in writing, an appeal of why the game was forfeited. Include all necessary documentation that is appropriate to substantiate your case.

### III. Eligibility

1. Willamette University Intramural Program shall be made available to all students regularly enrolled as undergraduates or graduates and all full- and part-time faculty and staff employees of Willamette University and their spouses, and domestic partners. These persons shall be considered members and able to participate in the intramural activities, provided that they comply with the rules of eligibility as stated in the IM Bylaws.
2. A player may be listed on only one team's official roster within a division during any particular sport. A player may be listed on a co-ed roster and an all men or all women's roster in any particular sport.
3. Teams may not play ineligible players, even if both captains and the other players in the contest reach mutual agreement. This includes players already participating on another team in that same league, additional varsity members, or persons that are not Willamette students, faculty staff or their spouses or domestic partners.
4. A player may transfer to another team one time in a given season, with the only exception coming from approval of the IM student supervisors.
5. All members on the team roster must participate in one (1) league contest in order to be eligible for the post-season play. A team winning any game by forfeit can consider all players on its official team roster, and not the gameday scoresheet, as having participated in that game.
6. Spouses or domestic partners of students, staff, and/or faculty may participate in all IM activities offered provided that they comply with the rules of eligibility. Any player using an assumed name is ineligible from further intramural competition in that activity and will also result in the forfeiture of all games in which he/she has played in with that particular team.
7. Any team, under protest, found to be in violation of using an ineligible player shall forfeit the contest in which they were involved. The ineligible player will become suspended from further participation in the Intramural Program during the remainder of the season, and that team shall forfeit all games in which the participant played.
8. **Varsity Members**. All participating teams shall be limited to two **current varsity members** (a student who is, within the current academic year, affiliated with a varsity athletic program which includes coaches, squad members, red shirts and JV members) on the same roster for the sport that corresponds to their varsity sport. Only one player may actually play at any

- given time. Team managers/captains will be required to identify all listed players on the official roster and gameday scoresheets with collegiate varsity athletic experience prior to each of their team's games. If there are any questions, please contact the Campus Recreation Office.
9. **Sport Club Members.** All participating teams shall be limited to four **sport club members** (a member that is listed in the organization) on the same roster for the sport that corresponds to their club sport. Only two players may be fielded at any given time. Team managers/captains will be required to identify all listed players on the official roster and gameday scoresheets with collegiate varsity athletic experience prior to each of their team's games. If there are any questions, please contact the Campus Recreation Office.
  10. **Former Athletes.** All participating teams shall be limited to two **former collegiate varsity members** (any athlete that has earned a letter on a varsity team. This shall include those who have participated at a 2- and 4-year collegiate athletic program) who are no longer eligible for intercollegiate competition, as well as, those who choose not to return for any remaining varsity eligibility. This rule only applies for the sport that corresponds to their varsity sport. Team managers/captains will be required to identify all listed players on the official roster and gameday scoresheets with collegiate varsity athletic experience prior to each of their team's games. A participant is no longer considered a former varsity sports athlete after two years removed from his or her varsity playing days. A team may have two letter winners on a team, but only one may play at a given time in the corresponding sport to the sport that they lettered in.
  11. When **dropped from a collegiate varsity squad due to coaches' decision**, students become immediately eligible for any intramural leagues, provided that their team is and will be in compliance with points #8-10 of this section.
  12. Members of **the junior varsity squad shall be considered** and treated as varsity players during the season in which they are playing. Once a player is no longer a member of the junior varsity, he/she is considered eligible for intramural league play as a former collegiate varsity squad member, as long as the team is in compliance with points #8-11 of this section.

#### IV. Sportsmanship Policy & Rating System

Intramural activities provide exercise, diversion and fun to participants in a relaxed, yet structured environment. Guidelines are set forth to protect the interests of all participants and spectators. All actions and comments, whether to sports officials, IM staff, participants or spectators should be constructive and appropriate rather than critical, if offered at all. The following guidelines, as well as those outlined in the Code of Ethics, are for participants and spectators to assist teams with reinforcing the right atmosphere:

- Participants and spectators are expected to behave in a cooperative, positive manner, which contributes to the intramural philosophy for the spirit of competition.
- Each team captain/manager is responsible for the conduct of their team members and spectators clearly associated with their team before, during and after their scheduled contest on IM game days and times.
- All vulgar, obscene, abusive, derogatory, humiliating and/or demeaning comments or gestures that create an unpleasant environment, generate ill will and/or contribute to a negative intramural experience will not be tolerated and treated as violations of the IM Code of Ethics (refer to Application of the Code, pt. #2 & #3).
- All instances of unnecessary roughness, attempting to injure another person, threatening another person, provoking an altercation or fighting will not be tolerated (refer to Application of the Code, pt. #2 & #3).
- Participants and spectators are expected to comply with the requests and directives of all IM staff and sports officials in a respectful and pleasant manner. In return the IM staff and sports officials will listen to constructive concerns during appropriate times and strive to promote fairness with players, captains and teams participating in intramural activities.
- Please keep in mind the role of spectators is to provide support and encouragement, which is beneficial to the participant, the game and the intramural activity. Spectators should remain in the designated area and not encroach onto the playing fields or courts. Teams will be warned and subsequently penalized for the actions of their spectators clearly associated with the team.
- Please keep all questions and concerns regarding an official's judgment until the day following the day following the competition. If a question regards a rule interpretation, have the captain speak with the officials before play resumes. All other concerns will be addressed the following day. Please contact the Campus Recreation Office with any concerns or questions.

**What is Sportsmanship?** Sportsmanship deals with the conduct of athletes during competition. Good sportsmanship is defined by an athlete doing everything he can to win without violating the rules of his sport. It involves respect and concern for your opponent and grace in both victory *and* defeat. The code of sportsmanship demands that nothing be done before, during, or after a contest to cheapen or detract from a victory.

**Willamette University utilizes a sportsmanship rating scale of 0-10 (0 being the lowest rating a team can receive). Teams must maintain an overall sportsmanship rating of 6.50 to qualify for the post-season. Any team whose sportsmanship rating falls below a 5.00 after the second game of the season, due to unsportsmanlike conduct without having forfeited a game/match, will be placed on probation by the IM student supervisors, and will be required to meet with the IM student supervisory staff.**

## **V. Protests**

Only protests concerning misinterpretation of a playing rule or player eligibility will be heard. No protests based on the judgment of a sports official's call will be considered. If a protest is made concerning a rule interpretation, do not let play continue. Make sure the protest is heard when the interpretation is being made. The IM staff will make every effort to correct all situations on the spot. Rule interpretation protests will not be heard after a game has been continued (or completed).

Rule interpretations will be discussed at the game site, with decisions from IM student supervisors being the final judgment.

Player eligibility protests will comply with the following format:

1. A written protest must be submitted to the Campus Recreation Office by 12:00 noon the next day of the game in question. It shall include:
  - a. Name of both teams involved and what league activity
  - b. Game date, field/court and time
  - c. A description detailing the reason for the protest
  - d. Manager's signature/name, phone #, student ID # and email address

The IM student supervisors will then begin an investigation into the eligibility of any participant followed by a meeting with both sides to discuss the protest. Groups may not present witnesses on their behalf. The Director of Campus Recreation will provide advice to the IM student supervisors regarding protests involving eligibility.

## **VI. Postponements**

Postponements will be granted by the IM student supervisors or the Director of Campus Recreation. The IM student supervisors and/or the Director of Campus Recreation will decide when climatic conditions justify postponements, and will automatically reschedule that day's events. Once rescheduled, **team managers will be notified by email 90 minutes prior to the scheduled game time.** If you do not receive an email 90 minutes before the scheduled contest, then there will be no postponement (unless postponement happens at game time). Be prepared to play if you do not receive an email. Forfeits will be collected if your team does not show up because they thought the game was cancelled.

Games will not be postponed on the day they are scheduled to be played unless weather related. A team desiring a postponement must file a written request twenty-four (24) hours before the scheduled contest. This request must include a detailed explanation of why a postponement is requested (see forfeit policy).

## **VIII. Health and Safety**

The Willamette University intramural administration assumes no liability for accidents occurring in the program and provides no funds to defray the costs for the injured. Participants are strongly advised to obtain an insurance policy available to them through Health Services. All participants are strongly encouraged to have a physical examination from a doctor prior to participating in Willamette University intramural activities.

In the event of an injury, the participant will be given primary first aid and referred to either WU Health Services or Salem Hospital. Those individuals whose physical activity has been restricted by the Health Services or a physician are responsible for observing such restrictions with regard to their participation in the Intramural Program.

The following statement is seen on every intramural registration form. Upon registering and officially signing the roster for an intramural activity, each participant is assumed to have read and understood the following statement and is willing to accept all inherent risks involved with that activity.

**RELEASE OF LIABILITY & ASSUMPTION OF RISKS:** In consideration of being permitted to participate in the Willamette University intramural activity stated above, I hereby release, on behalf of myself, my family, my heirs, and my assigns, Willamette University, its employees, agents, trustees and student work staff and sponsors from liability for injury, death or loss suffered by me while participating in any and all intramural activities, using the facilities, or engaging in any activities incidental thereto, wherever, whenever or however the same may occur, which result from the ordinary negligence of the intramural activities, its employees, agents or sponsors.

I also affirm that I am voluntarily participating in the Willamette University intramural activity listed above and further acknowledge that I know, understand and appreciate the inherent risks of intramural activities and contests. I know that many, if all intramural activities involves strenuous, sustained activity that can severely tax both the cardiovascular and muscular systems of the human body. I know that injuries can range from cuts, gashes, scrapes, sprains, strains, pulled muscles, knee/ankle/shoulder and/or other joint injuries, loss of sight, digit deformity or dislocation to paralysis or even death. I assume full responsibility for any and all injuries or damages from the inherent risks of intramural activities that may occur to me as a result of participating in the above intramural activity. I affirm that I voluntarily assume the risks of all injuries resulting from the inherent risks of participating in any intramural activity for which I am officially registered.

## **IX. How to Register for Leagues and Tournaments**

There are two easy and convenient ways to sign for any activities in the IM Program:

1. **\*NEW\***Teams and individuals can register for all Willamette University Intramural activities online at the Campus Recreation website.
2. Registration forms for all Willamette University Intramural activities are available at the Office of Student Activities in the UC. Late entries may be accepted, however there is no guarantee of participation in any league or IM activity.

The entry deadline may be moved to accommodate last minute entries. Registration dates are posted throughout the campus; in the UC, at Sparks Center, Residence Halls and Greek houses. Because leagues fill quite quickly, teams are encouraged to register early to avoid either playing in a league that is not a first choice or not being able to participate at all. Team and individual registration forms must be submitted by the time listed on the official registration form for leagues and tournaments.

## **X. Important Numbers and Information**

Campus Recreation Office.....	503-370-6812
Office of Student Activities.....	503-370-6463
Intramural Hotline.....	503-370-6892
Director of Campus Recreation email.....	bschmidt@willamette.edu
IM Supervisor's email.....	im-supervisors@willamette.edu
Campus Recreation Website.....	www.willamette.edu/dept/campusrec/



WU Intramural Sports  
**Captain's Agreement for Participation**

I, \_\_\_\_\_ do hereby admit my complete understanding and support of all the material outlined in this handbook. I know it to be my responsibility as team captain to communicate any and all information to my players/teammates relative to their participation in Intramural Sports at Willamette University.

Team: \_\_\_\_\_

Captain's Name: \_\_\_\_\_

Captain's Signature: \_\_\_\_\_

Date: \_\_\_\_\_