Intramural Sport
Participant Handbook
2022-2023
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Campus Recreation Mission

Campus Recreation Services strives to empower the Western community to achieve and maintain a healthy lifestyle, and develop leadership abilities by providing the highest quality of recreational and co-curricular programs and services in an environmentally sustainable facility.

Purpose of Intramural Sports

The purpose of the Western Washington Intramural Sports Program is to promote healthy lifestyles while also providing a structured competitive, inclusive, and diverse environment. Our staff is committed to fostering/developing our 3 core program pillars, which are Recreation, Education, and Community. The WWU Intramural Sports program offers a variety of league sports, as well as one/two-day tournaments. The program also offers employment opportunities starting with the officiating of our league sports.

Policies and Procedures Statement

The WWU Intramural Sport Participant Handbook contains the policies and procedures pertaining to the Intramural Sports Program. All participants are expected to read and understand the contents and must adhere to all policies and procedures while participating in intramural activities. Any information not found in the Intramural Sport Participant Handbook shall be referred to the WWU Student Handbook and Code of Conduct. All information contained in the Intramural Sport Participant Handbook is subject to REVIEW AND INTERPRETATION by the members of the WWU Intramural Sports Staff. The Coordinator has the right to change any rule or policy without notice.

Contact Information

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<thead>
<tr>
<th>Intramural Sports Office</th>
<th>Lucy Caples</th>
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<tr>
<td>Wade King Student Recreation Center</td>
<td>Intramural &amp; Youth Sport Camps Coordinator</td>
</tr>
<tr>
<td>Office 147</td>
<td><a href="mailto:caplesc@wwu.edu">caplesc@wwu.edu</a></td>
</tr>
<tr>
<td><a href="mailto:intramurals@wwu.edu">intramurals@wwu.edu</a></td>
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<tr>
<td>Email for general Intramural Sports inquiries</td>
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Websites

https://wp.wwu.edu/campusrec/intramurals/

*Meetings by appointment only*
**How To Participate**

All league sports have a specified registration deadline date. This date indicates when team payment is due and registration will close for the league sports that quarter, so be sure to follow the steps below to register to play. Rosters do **not** need to be full by this date.

For most tournaments, you can register in advance, some you can show up day-of to play, but most of the time pre-registration or team payment is necessary.

1. Visit IMLeagues.com and log in using your WWU credentials
   a. If you are a new user, you will be prompted to create your IMLeagues user profile
2. Select desired sport, league (mens, womens, corec, open) and division (date/time you wish to play)
3. Create or join a team!

If you are having any issues or if you have a question please contact the Intramural Office.

**Eligibility**

Participation is limited to currently enrolled, fee-paying Western Washington University students, faculty members, and full-time staff. Sports occurring in public, outdoor spaces may be spectated by non-WWU guests, but may not interfere with the staff, participants, or playing surfaces physically or verbally.

If there are any questions about affiliate groups participating in Intramural Sports, please contact the Intramural Sports Coordinator.

**Player Eligibility Guidelines**

**Club Sport, Varsity, and Professional Athletes:**

No more than two club sports players/members may play on any one Intramural team of the same or similar sport. For example, three Club Volleyball players may not all participate on the same Intramural Volleyball team. This policy is in place to protect the integrity of intramural sports - sports that are recreational in nature and inclusive of all skill levels and abilities.

Any student or coach who is a candidate for a varsity sport, who practices with the team, or is on the reserve squad (including redshirts and transfer students) is not allowed to participate in the same or similar Intramural sport (see chart below for similar sports) until 2 quarters (full) have elapsed from their removal from the team roster.

An individual who has competed in professional athletics will be ineligible to compete in that intramural sport for **one** calendar year from the date in which they last participated. An ex-professional athlete is defined as a person who is or has been compensated monetarily for participation in an organized athletic activity during the past year. Teams may not have more than 1 former professional athlete on their roster. This person will always be considered a former professional athlete regardless of the amount of time that has passed beyond one year.
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<td>Volleyball</td>
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<td>Baseball and Softball</td>
<td>Softball</td>
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**Competing on more than one team:**
A player who is otherwise eligible may participate on one team per league (open, co-rec, men’s, or women's) respectively for the same sport per season. For leagues that offer more than one competitive or recreational division, a participant may only compete in one of the divisions. For example: there are 2 open recreational volleyball leagues, you can only choose one of those leagues to play in.

**Playoff Eligibility:**
To compete in the playoffs, an individual must have their name on the team’s roster prior to the start of playoffs. Once a team’s roster is full, a team’s roster will be locked and no names may be added. Unforeseen circumstances will be handled by the Intramural Sports Office staff on a case-by-case basis.

**Ineligible Player**
If a team uses an ineligible player in league play, all games or contests in which the ineligible individual participated will be forfeited to the opponents, regardless of the outcome. The illegal player may be suspended for the remainder of the activity season and/or the academic year. In elimination tournament play, the team will be disqualified from the respective position in the bracket at the time the legal protest is honored.

The ineligible player, and any other responsible participants, will be suspended from play.

**League Eligibility**

**Single Gender:** Designed for competition between teams that consist of participants of the same gender identity. If a league does not run due to low participation numbers, single gender teams or individuals will have the opportunity to participate in the other gender’s league. If single gender registration numbers are high, competitive and recreational divisions may be offered.

**CoRec:** Designed to give identifying males and identifying females the opportunity to participate together in a team or dual activity. Players may participate on one CoRec team and one single gender/open team.

**Open:** These leagues consist of teams with any makeup of individuals, with no consideration of gender or gendered rules.
**Unified**: Inclusive sports program that unites Special Olympics athletes (individuals with intellectual disabilities) and WWU student partners as teammates for training and competition. Participants may compete on 1 single gender/open, 1 CoRec, and 1 Unified team.

**Preseason**: A one-day tournament before the scheduled season. Men’s, Women’s, Open, and CoRec divisions may be available. This tournament will also serve as training for the officials.

**Free Agents**: Anyone who has a desire to participate in any WWU Intramural Sports but does not have a team to play with may register as a free agent on IMLeagues. Free agents should look for teams already registered that indicate they are looking for free agents and consider reaching out to them themselves. If enough free agents sign up, a separate team may be created entirely of free agents.

**Player Identification**

**Valid Identification**: Participants must present a valid, physical WWU ID to the Intramural Sports staff before participating in any activity. Any player who does not have their ID will need to retrieve a new card from the WWU card office before their game. Participants will be expected to swipe their valid University ID to enter the Recreation Center.

If the Intramural Sports staff deem that a participant is attempting to check in with false identification, the ID will be confiscated and the player will be ineligible to participate. The individual player will be ejected and asked to show proper identification. If the participant refuses or fails to show proper identification and no other team member can identify the individual, the team captain will also be suspended and that game will be deemed a forfeit.

The use of someone else’s ID is a violation of the University’s Code of Conduct and will result in punishment from WWU Intramural Sports and from the Office of Student Life/Dean of Students Office.

**IMLeagues Roster**: All participants must be on the IMLeagues roster and electronically sign their waiver prior to participation.

**Team Captain Responsibilities**

Behind every successful Intramural Sports team is a team captain who is committed to learn all they can about the Intramural Sports program and to represent their team whenever necessary. Listed below are some of the duties and responsibilities of a team captain:

- Register team through IMLeagues and pay team fee prior to the advertised deadline. All leagues and tournaments will be filled on a first come, first serve basis.
- Ensure that your team will have the minimum number of required players to play (confirm with your players prior to selecting a day/time)
- Represent, or see that the team is represented, at any mandatory intramural sports captain’s meetings, sportsmanship/disciplinary hearings, and/or protest situations
● Ensure that players are checked-in at the playing site 15 minutes prior to contest start time with current WWU photo ID and correct W# with proper attire/equipment.

● Be familiar with rules, schedules, policies and procedures of WWU Intramural Sports and pass this information along to all team members.

● Inform, educate, and stress to all players and spectators affiliated with your team the importance of demonstrating good sportsmanship prior to, during, and following all scheduled contests. All participants and spectators should refrain from verbally or physically abusing other participants, the game officials or the WWU Intramural Sports staff.

Participant Safety

Assumption of Risk
Participation in the programs offered by Campus Recreation is voluntary on the part of each individual. Therefore, Campus Rec will not assume the burden of doctor bills, hospital costs, etc., for a person injured while participating in any of the programs. Before participating in an intramural sports activity, the individual must sign a Waiver and Acknowledgement of Risk and Hold Harmless Agreement for Campus Recreation activities. Signing of the waiver will be done electronically on IMLeagues when a participant registers on a team.

Intramural Sports staff are trained and equipped to handle basic first aid situations. These staff members will serve as first responders in any medical emergency. Intramural Sports Staff can restrict any individual from playing based on the seriousness of an injury.

Injury and Blood Rule
When an Intramural Sports Staff member observes that a player is bleeding, has an open wound, or has blood on their uniform, the player will be directed to leave the game. The injured player is not to return until the bleeding has stopped, the open wound is covered, and the bloody uniform is changed or cleaned. The game may resume without the injured player at the discretion of the Intramural Sports Staff.

Game Cancellation/Inclement Weather
Intramural Sports activities are subject to cancellation due to unsafe facility conditions. This may include inclement weather (rain, snow, etc.) and subsequent poor field conditions, or unforeseen circumstances, which may occur in both indoor and outdoor facilities that create unsafe playing conditions (i.e. roof leaking on basketball floor or a major injury). The Intramural Sports Staff will make all decisions regarding playability and safety of facilities. Assume games are on unless you are contacted by the Intramural Sports Office. All decisions will be made by 5:00pm. After 5:00pm, game cancellations will be at the discretion of the Intramural Sports staff on-site.

1. In cases when weather forces the halt of a contest in progress, the specific rules of that sport will determine if the game is considered official. Please refer to the individual rules governing each sport to determine at what point the contest becomes official.

2. In the event of lightning or thunder, the following will occur:

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• Games in progress are stopped and canceled (unless they have reached the official game point) if the Intramural Sports Staff sees lightning or hears thunder.
• If the required 30-minute wait time following the last sighting of lightning or from hearing of thunder in order to clear play is not completed prior to the start of the next game, then ALL games will be canceled for the night.

**Forfeits**

Any team failing to be “ready-to-play” at the scheduled starting time shall forfeit to their opponent. Forfeit time is game time (however, a 5 minute grace period will be allowed if at least one member of that team is checked in).

“Ready-to-Play” Rule: All activities require each team to have the minimum number of players present, all players checked in with the Intramural Sports Supervisor, and all players ready to compete by game time. The minimum number of players required is given in the rules for each team activity.

**Grace Period and Winning by Forfeit:** If only one team has the minimum number of players ready to participate AND at least one player from the opposing team has checked in at the scheduled game time, the following will occur:

- The game clock will start (if applicable) and the team with the minimum amount of players will receive points (# depending on sport) for every minute their opponents don’t have the minimum number of players checked in.
- If the other team’s players arrive within the 5 minute period, the game clock will continue to run, but points will no longer be accumulated against them. The game will then begin with the accumulated score. The late arriving team will also automatically lose the coin toss and any first option accorded by the playing rules.
- If the other team’s players do not arrive by the time 5 minutes have elapsed, the game will be declared a forfeit, and the offended team will win by the accumulated score (i.e., 10-0 in softball, 7-0 in flag football, 40-0 in men’s/women’s basketball, etc.), and sportsmanship ratings will be assigned.

**Defaults**

If you know your team will not be able to make it a scheduled game, you must default to avoid a forfeit fee. In order for the game to be considered a default, the team captain should:

- Send an email to the Intramural Sports email at intramurals@wwu.edu or the Coordinator of Intramural Sports from your WWU student email account notifying them that your team has elected to default by 5:00pm the day-of the game

Defaults during the regular season will not count as a loss if the contest would have been canceled due to inclement weather or unsafe playing conditions. Defaults during the playoffs will not count as a loss if the
contest would have been canceled due to inclement weather or unsafe playing conditions and will be
rescheduled if possible. If either team cannot make the rescheduled contest, they will need to default again.

Protests

Participants may file a protest only on the misinterpretation of the rules or player eligibility. No protest can be
made on an official's judgment.

Rule Interpretation Protest

All rule interpretation protests must be made by the protesting team’s captain in the presence of the officials,
Intramural Sports staff present, and the opposing team’s captain at the time and place of the incident. The
protest must be made immediately following the incident. Questions pertaining to interpretation of rules on
the part of activity officials must be resolved at the time the interpretation occurs and prior to the next live ball. If the team continues to play, the protest will not receive consideration. The following steps should be
followed:

1. If a team/participant feels the official has made a misinterpretation of a rule, the team captain shall
calmly and immediately inform the official that they wish to have a ruling on the interpretation by the
Intramural Sports Supervisor in charge.

2. No protest that involves the judgment of the activity official(s) shall be upheld. The judgment of the
official is final. This also includes Intramural Staff when necessary.
   ○ Example: One foot in-bounds while in possession of the ball constitutes a legal catch in flag
   football.
     i. Case 1: An official rules a pass incomplete because the “player did not have two feet
        in-bounds.” This is a rules misinterpretation, which CAN BE protested.
     ii. Case 2: An official rules a pass incomplete because the “player’s first foot landed on the
        sideline.” This is a judgment call, which can NOT be protested.

3. If corrections are necessary, an Intramural Sports staff member shall rule immediately. Error in
   interpretation by the Intramural Sports staff is subject to a formal written protest.

4. If the team captain still does not agree with the decision of the Intramural Sports staff member, an
   email should be written to the Intramural Coordinator in the presence of the Intramural Sports staff.
The Intramural Sports staff may then assist the team in completing the email with all pertinent game
information (score, time, possession, etc).

5. The game will continue from this point forward “under protest” and the opposing team shall be
   notified.

Player Eligibility Protest

This type of protest is for a team that feels a member (or members) of the opposing team is participating
illegally (i.e. A participant played on a NCAA Varsity or professional team within the past year, the team has
more than 2 club players, a player using another person’s ID). In the event of this type of protest, the player(s)
whose legality is being questioned will be permitted to play, with the understanding that if they are found to
be participating illegally, the team in violation of this rule will forfeit the game. This type of protest must be
filed with an Intramural Staff member or at the Intramural Sports Office by 5:00PM the day following the
contest. An individual participating under an assumed name (or identification) in the Western Washington University Intramural Sports program is ruled ineligible for Intramural Sports participation for the remainder of the academic quarter and their team is placed on probation. **Note: When protesting eligibility, a team must protest specific individual(s). Entire teams cannot be “blanketed” by protest. It is the responsibility of all teams and team captains to monitor the eligibility of their team as well as their opponents.**

**Alcohol & Other Drugs Policy**

In accordance with university policy, the use of alcohol and tobacco (including vaping) is prohibited on any university grounds. Consequences for this violation of the rules may include, but are not limited to removal from the intramural sports contest, involvement of University Police, and/or referral to the Office of Student Life/Dean of Students Office. The Intramural Sports staff has ZERO TOLERANCE for alcohol and drug use during organized play. Teams, spectators, and individual players may not have alcohol or other drugs on any intramural playing site. Teams may be held responsible for violation of this policy by spectators. **If an entire team is drinking or using drugs on site, or if the Intramural Sports staff suspects a team has been drinking or using other drugs that team will forfeit its scheduled game and will be suspended from intramural sports competition. A meeting will be set up with the Intramural Sports leadership staff to discuss future sanctions.**

**Accommodation Policy**

It is the goal of the Intramural Sports staff to accommodate our participants’ needs whenever and wherever we possibly can. Intramural Sports exists for the students, faculty & staff of WWU, as they are the ones who drive the program. If our staff can accommodate a request without sacrificing safety, integrity, or fair play, we will do our best to work out a solution. Comments, questions, and concerns regarding inclusive policies can be submitted via email to **intramruals@wwu.edu** or to the current Intramural Sports Coordinator.

**Player Conduct & Sportsmanship**

**Team Name & Uniforms**

Each team must provide an appropriate name during the registration process. The Intramural Sports leadership staff reserves the right to change names that are deemed inappropriate, offensive, contain profanity or are not within the spirit of good sportsmanship. The staff may also change names that are duplicates to avoid confusion. When a team name is changed, it will be changed to “Team [Captain’s last name]” Ex. “Team Smith”.

Intramural Sports staff will provide jerseys or pinnies for all sports requiring teams to differentiate from the opponent. Teams may use personal jerseys that are matching, appropriate, and, if applicable, have distinct numbers. If you are unsure if a team name or uniform will be acceptable, please contact the Intramural Sports office.

**Unsportsmanlike Conduct**

Players shall not commit acts of unsportsmanlike conduct and may be subject to ejection as staff deems necessary. This includes, but is not limited to, arguments with officials and staff by any player, coach, manager,
or spectator (flagrant fouling, fighting, etc. before, during or after a contest). Each level of unsportsmanlike conduct is defined as follows:

- **Level 1:** Threats, verbal abuse or use of inappropriate language toward other participants, spectators, or Intramural Sports Staff, mistreatment of Western Washington University Intramural Sports facilities, equipment, or supplies
- **Level 2:** Intentionally pushing, tripping, spitting on or flagrantly fouling another individual will automatically require a submission to the Office of Student Life/Dean of Students Office
- **Level 3:** Any physical altercation with another individual (i.e. striking, kicking, and biting) initiated with malicious intent. Will automatically require a submission to the Office of Student Life/Dean of Students Office

*Level 1 and 2 if extreme in nature will elevate to a level 3. Level 3 will automatically require a submission to the Office of Student Life/Dean of Students Office.

**Ejection Procedure**

Any player, coach, or fan ejected from an Intramural Sports game for any reason must leave the facility immediately after information is obtained by an Intramural Sports staff member. Failure to leave the area may result in forfeiture of the game by the team associated with the ejected person(s) and/or the contacting of the University Police Department. Any participant, coach, or fan that is ejected from a WWU Intramural Sports contest is immediately ineligible from further Intramural Sports activity and potentially all Campus Recreation programming until they meet with an Intramural Sports leadership staff member. The individual will be contacted to schedule an appointment promptly by the Intramural Sports Office to review their behavior. Individual suspensions are effective only after meeting with the administrative staff (i.e. no self-imposed penalties). Cases involving physical abuse of or between participants and/or spectators and Campus Recreation staff may be referred to the Office of Student Life/Dean of Students Office or University Police for possible action.

**Sportsmanship Ratings**

The Sportsmanship Rating System is intended to be an objective scale by which teams’ attitude and behavior can be assessed throughout the regular season and the playoffs. Behavior before, during, and after an Intramural Sports contest is included in the rating. The team captain is responsible for educating and informing all players and spectators affiliated with their team about the system. Furthermore, the team is responsible for the actions of the individual team members and spectators related to it.

At the conclusion of each contest, the Intramural Sports staff present will assign each team a Sportsmanship rating based on a grading scale of “1-5”. These assignments are nonnegotiable and will not be changed after being entered into IMLeagues.

**5 pts- Above and Beyond Conduct and Sportsmanship:** Players work to create a fun, inclusive, and welcoming space for everyone on the field/court. They keep a positive attitude and ensure their pace is clean after their game. These teams embody what Intramural Sports strives to be through good sportsmanship and friendly competition. They show no descent towards any of the intramural sports staff or participants and go above and beyond what is asked of teams.

**4 pts- Good Conduct and Sportsmanship:** Players cooperate fully with the officials and Intramural Sports staff. The captain is the only player to converse about rule interpretations and calls and does so in a polite and
respective manner. The captain also has full control of their teammates. Team is respectful to their opponents, officials, scorekeepers, spectators and Intramural Sports staff.

*Teams who default will receive a 4-sportsmanship rating

**3 pts- Average Conduct and Sportsmanship:** Team members complain about decisions made by the officials and/or show minor dissention. Team members show minor disrespect to someone involved in the contest.

**2 pts- Below Average Conduct and Sportsmanship:** Team shows verbal dissent towards officials and/or the opposing team. Captain exhibits minor self-control and little or no control over their team.

**1 pts- Poor Conduct and Sportsmanship:** Players constantly comment to the officials and/or opposing team from the playing area or sidelines. Team captain has no self-control and no control over their team’s actions.

*Teams who no show
*3 Unsportsmanlike infractions or game forfeiture.

**Playoff Eligibility**

In order for a team to be eligible for playoffs, a team must have an average sportsmanship rating of 3.0 or higher, and attend any required captain’s meetings (if applicable). During the playoffs, teams are expected to receive a sportsmanship rating of 3.0 or higher in all games. Any team receiving a 1.0 or 2.0 may be asked to meet with Intramural Sports leadership staff the following day to discuss their rating. A decision will be made as to whether or not the team will continue in playoffs regardless of a win or a loss. If the team does advance after meeting with the staff, they must receive a 3.0 or 4.0 in all their remaining games to continue. Any team receiving a 0 will be eliminated from playoffs immediately.

For playoff qualification, the following criteria will be taken into consideration in specified order: winning percentage, sportsmanship rating (must have an average sportsmanship of a 3.0 to be included in the playoff bracket), point differential (final), head to head results. Playoffs may be played in 2 separate brackets if there are enough qualifying teams.

All qualifying teams are subject to change based on the opinions of the Intramural Sport staff. No team is guaranteed a spot in the playoff bracket.

**Parking & Bus Routes**

Listed below are parking areas where cars may be parked without being towed or ticketed following proper procedures. However, parking is very limited, and there is no guarantee that there will be spaces available. Utilizing the bus system or car-pooling is highly recommended. The Western Washington University Intramural Sports program is NOT responsible for any damage done to a vehicle at any location.

- Parking for Wade King Student Recreation Center and Harrington Fields:
  - Lot C (off Bill McDonald Pkwy)
    - Student/Commuter/Overflow Parking
    - Pay-by-Cell on weekdays
    - No permit required evenings (4:30pm-7:00 am) and weekends

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Lot 19G
- Faculty/Staff Parking
- Pay-by-Cell on evenings (4:30pm-7:00am) and weekends

The WTA bus system has multiple bus stops that drop off all over campus. Stops closest to Wade King Student Recreation Center and its surrounding fields include:
- Bill McDonald Pkwy at Rec Center stop (stop ID: 8181 and 3076)
- Bill McDonald Pkwy at Campus services stop (stop ID: 3075 and 8182)

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