STUDENT RECREATION & WELLNESS CENTER
WASHBURN INTRAMURALS

POLICIES AND PROCEDURES

Participating in the intramural program is a great opportunity to develop the essential qualities of leadership, cooperation, communication, planning, self-reliance, and a sense of fair-play; while having a good time. Currently enrolled, tuition paying students, and faculty and staff who are members of the SRWC, may participate in as many activities as they wish, on teams or as individuals.

HOW TO ENTER

Individuals interested in participating in the intramural program sign up online. Intramural entries are completed online for team, individual and dual sports at www.imleagues.com. Instructions on how to create an imleagues account and how to create an entry, sign up for a team, or add themselves to a free agent list are listed below:

To create an IMLeagues account:
1. Go to www.IMLeagues.com/schools/washburn/Registration
   OR
   Go to www.IMLeagues.com and click Create Account
2. Enter your information, and use your school email address (@washburn.edu), and submit.
3. You will be sent an activation email, click the link in the email to login and activate your IMLeagues account.
4. You should be automatically joined to your school – If not you can search schools by clicking the “Schools” link

How to sign up for an intramural sport:

1. Log in to your IMLeagues.com account.
2. Click the Create/Join Team button at the top right of your User Homepage page
   OR
   Click on the “Washburn University” link to go to your school’s homepage on IMLeagues.
3. The current activities will be displayed, click on the activity you wish to join.
4. Choose the league you wish to play in (Men’s, Women, Corec, etc.)
5. Choose the division you’d like to play in (Mondays, Tuesdays, etc.)
6. You can join the activity one of three ways:
   a. Create a team (For team captains)
      i. Captains can invite members to their team by clicking the “Invite Members” link on the team page. Any invited members must accept the invitation to be joined to your team.
   1. If they’ve already registered on IMLeagues: search for their name, and invite them
   2. If they haven’t yet registered on IMLeagues: scroll down to the “Invite by Email Address” box, and input their email address.
   b. Join a team (For individuals looking to join an existing team)
      i. Use the Create/Join Team Button at top right of every page
      ii. Accepting a request from the captain to join his team
      iii. Finding the team and captain name on division/league page and requesting to join
      iv. Going to the captain’s player card page, viewing his team, and requesting to join
     c. Join as a Free Agent (For individuals who want to play a team sport but do not have a team)
        i. You can list yourself as a free agent in as many divisions within a league as you’d like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team. (Reminder: players may play in only one team per division)

Preference in registration will be evaluated according to the following criteria
1. Attendance at the required managers’ meeting
2. Creation time of a completed entry (via IM Leagues) in the desired division
Incomplete entries may not be accepted. A valid and complete intramural entry includes the following:

**Team sport entry:**
- Attendance at the required managers meeting
- A completed entry (via IM Leagues) in the desired division
- Minimum one team member listed

**Individual or Dual sport entry:**
- Attendance at the required managers’ meeting (for events requiring manager meeting)
- A completed entry (via IM Leagues) in the desired division
- Minimum one team member listed – Individual events
- Minimum two team members listed – Dual events

Individual flyers which contain more detailed information are available for each intramural activity. These flyers list the different leagues, days, and playing times for each activity. Many intramural activities are instantly scheduled at the managers’ meetings. **Individuals attending the managers’ meeting should come prepared to sign-up for a specific league, day and time.** Preference in scheduling is assigned on a first come, first served basis. All individuals attending the meeting should sign in when they arrive. Following the meeting, teams choose the league they want to play in based on the order in which the team representatives signed in. Attendance at the managers’ meeting and a completed entry on IMLeagues guarantees inclusion into the sport, but not necessarily in the requested division.

If there are more entries than available spaces for a particular activity, a waiting list is created. If a team is removed from a league due to forfeits, the team on top of the waiting list is given the first opportunity to fill the vacancy. If the first team on the waiting list is unable to fill the vacancy, the second team on the list will be contacted. This process continues until the vacancy has been filled or all teams have been contacted. Team managers who miss the managers’ meeting are required to pass an intramural policies and procedures competency test prior to their team being eligible to play in the league.

Organizations entering multiple teams should make every attempt to have a representative from each team in attendance at the manager’s meeting. Failure to do so may result in the limiting of multiple entries from one organization.

Individuals interested in playing a team sport, but do not have a team to play for, should register online as a free agent. Teams looking for players can use this resource to complete their rosters.

**GENERAL ELIGIBILITY**

The intramural sports program is open to all currently enrolled, tuition paying students, as well as faculty and staff who are members of the SRWC. Additional guidelines are listed below. The purpose of eligibility rules is to provide an equitable program for all participants. The rules have been drawn as a guide to enjoyable participation. Therefore, the "spirit of the rules" is extremely important. If each participant is willing to abide by the rules, the net result will be a better intramural program for all.

1. **All students must be currently enrolled at Washburn University.** Faculty and staff must be members of the SRWC to be eligible.

2. **Varsity athletes, including red-shirts who are practicing with the team, are not allowed to participate in the same sport, or related sport, in the intramural program during the same academic year of competition.** Example: A varsity football player may not play flag football. Varsity athletes are eligible to play in all other intramural sports. Example: A varsity football player may play intramural basketball.

3. **Varsity letter winners are eligible to participate the academic year following their final year of varsity competition with the following restriction:** One former letter winner from the previous year per team.

4. **Professional athletes cannot participate in the same sport, or related sport, in the intramural program.**

5. **Only three sport club members may be on the field/court at a time, for a sport in which the club members compete.** Teams may have a maximum of five sport club players on their roster. Example: A maximum of five members of the soccer club may play on one team for outdoor/indoor soccer, any three being on the field at one time.

6. **A player competing under an assumed name may be barred from intramural competition for the academic year.**

7. **Any team using an ineligible player may be required to forfeit all games in which the ineligible player participated.**

8. **Players may transfer from one team to another once during a sport season as long as they have permission from both team managers involved and the Assistant Director.** Players may not transfer teams once either their current or future team has played their third regular season game.
9. Any individual playing for more than one team in the same sport may render themselves ineligible for both teams and may put both teams in jeopardy of forfeit. In sports where there are Competitive leagues and Recreational leagues, individuals may play in one league only. In a sport where there is a Co-recreational league, players may play on one Co-recreational team and one other team. Example: A male may participate on a Men’s team and a Co-recreational team.

10. The Washburn Intramural Sportsmanship Rating System is used for all team sports. Any participant ejected from a game may be ineligible for their team's next game and must make an appointment with the Assistant Director before they, or their team, is eligible for further competition.

11. The intramural staff does not assume total responsibility for checking the eligibility of people participating in the intramural sports program but, any cases of ineligibility called to attention will be dealt with according to rules. Team managers are responsible for checking the eligibility of their own players.

GAME ELIGIBILITY
To participate in an intramural team sport, all players must be computer generated on the game sheet for that specific team. To become computer generated, individual players must join a team via IMLeagues.com. Game sheets will be printed each day at 12:00pm, therefore roster additions made after this time will not take effect until the following day.

Exception: If an individual is not computer generated on the game sheet, they will be allowed a "one-time-entry" to participate. Individuals allowed to participate under these conditions will have their information recorded and stored with the intramural program. To participate in their next scheduled game, these individuals will need to complete registration and join their team on IMLeagues.com.

FRATERNITY / SORORITY ELIGIBILITY
Current members and new members are permitted to participate for their sorority/fraternity providing the general eligibility requirements are met. Social members of sororities/fraternities are not permitted to participate in intramural competition for fraternity/sorority points.

ADDITIONS TO THE ROSTER
Individuals may be added to a team's roster, providing the player is eligible, at any time prior to the playoffs. Additions to the roster will take place online at www.imleagues.com. Manual additions to the roster will not be allowed. Rosters will be frozen once playoffs begin. Special Note: Signing the score sheet does not take the place of signing the roster! Managers are required to sign an affidavit stating they understand this policy when they attend the managers' meeting.

For events that are scheduled in tournament format only, roster additions may be made through the semi-final round of competition. Roster additions cannot be made for the championship or consolation contests.

CANCELLATIONS/POSTPONEMENTS
1. In the event of inclement weather, teams should call the SRWC at 670-1314 after 1pm, for information regarding the status of their game. Games or matches postponed due to inclement weather during the regular season are generally NOT rescheduled. Playoff games affected by inclement weather will be rescheduled by the SRWC as soon as possible. In the event of bad weather during the playoffs, team captains should visit the SRWC website or contact the SRWC during the next business day for reschedule information.

2. If absolutely necessary, the intramural office may agree to postpone a contest. Postponements must be cleared through the intramural office at least 24 hours in advance of the time originally scheduled. Failure to do so may result in a forfeit. Generally, the only time a game will be rescheduled is for academic reasons where at least half of the required number of players to start a contest are affected. The affected players must be on the roster and must have played in at least 75% of the team's previous contests.

3. The intramural office reserves the right to stipulate when a contest must be rescheduled. Time and facility space limitations may dictate if and when a contest can be rescheduled.

4. League contests which have been postponed must be played before the regular season is completed. Teams are responsible for checking the intramural information board and website for rescheduled contests.
DEFAULTS AND FORFEITS

1. Teams that are unable to play at their scheduled time and notify the intramural office prior to noon on the day of the contest will be issued a default. Teams that default two scheduled games may be dropped from further play unless the intramural office is contacted during the next business day and arrangements are made to remain in competition.

2. Teams not ready to play by game time may lose by forfeit. The official shall declare the game forfeited to the team ready to play. "Ready to play" means that a team is at the playing area, signed in, with the minimum required number of players that comprise a team in the activity. Teams that forfeit one scheduled games may be dropped from further play unless the intramural office is contacted during the next business day and arrangements are made to remain in competition.

3. Special Game Situations:
   a. Both teams will receive an "A" sportsmanship rating when contests are postponed and not rescheduled due to rainouts, power failure, etc.
   b. Teams winning by forfeit or default receive "A" ratings.
   c. Teams losing by default receive "C" ratings.
   d. Teams losing by forfeit receive "D" ratings.

PROTESTS

1. Protests, other than those concerning eligibility, must be made on the field of play immediately following the incident in question. It is necessary for the team captain to inform the official that the game is being played under protest, and for what reason. If the protested situation cannot be remedied on the field/court, a formal written protest, on a Washburn Intramural Protest Form, must be received by the intramural office by 5:00pm of the next business day following the game in question. The intramural supervisors, as well as the SRWC front desk staff, have forms to facilitate this procedure. A notation should be made on the score sheet stating the time remaining in the contest, score and situation at the time of the protest. Example: Softball: Bottom of the third inning, runners on first and second with one out.

2. Eligibility protests must be made by 5:00pm of the next business day following the game in question. Any team protesting eligibility will also have their roster checked.

3. Failure to comply with points 1 or 2 invalidates the protest.

4. For a team to be eligible to protest, a team representative must have attended the managers' meeting and submitted a roster by the entry due date. If these two requirements were not met, the team will not be allowed to make an official protest.

5. Protests will only be reviewed on matters of rule interpretation and eligibility. An official's judgment cannot be protested. Teams are encouraged to fill out a protest form, and check the information only option, if they would like to provide feedback on the judgment of the officials.

6. If possible, contests in which a protest concerning rule interpretation is upheld will be replayed from the point in the game where the protest was made (including replaying the protested play or correcting an official's action). If it is not possible to obtain the necessary information to replay the remainder of the game from that point, the game will be replayed from the beginning of the preceding division in the game.
SPORTSMANSHIP AND OFFICIAL’S RATINGS

Because unsportsmanlike conduct creates a very unpleasant intramural experience for participants, officials, supervisors, spectators, and staff, the following sportsmanship rating system is in effect for all intramural team events.

1. To qualify for the playoffs a team must have a 2.5 average sportsmanship rating during the regular league season.

2. Sportsmanship ratings are based on the following criteria:
   "A" 4.0 Excellent conduct and sportsmanship: Players cooperate fully with the officials and other team members. The captain calmly converses with the officials about rule interpretations and calls. The captain also has full control of his/her teammates.
   "B" 3.0 Good conduct and sportsmanship: Team members verbally complain about some decisions made by the officials and/or show minor dissent which may or may not merit a yellow card. Teams that receive one (1) yellow card will receive no higher than a "B" rating.
   "C" 2.0 Average conduct and sportsmanship: Team shows verbal dissent towards officials and/or opposing team which merit a yellow card. Captain exhibits minor control over his/her teammates, but is in control of himself/herself. Teams receiving multiple yellow cards will receive no higher than a "C" rating.
   "D" 1.0 Below average conduct and sportsmanship: Teams consistently comment to the officials and/or opposing team from the field/court and/or sidelines. The team captain exhibits little control over teammates or himself/herself. A team which receives one (1) red card will receive no higher than a "D" rating.
   "F" 0.0 Poor conduct and sportsmanship: Team is completely uncooperative. Captain has no control over teammates, and/or himself/herself. Any team causing a game to be forfeited (other than by not showing) or receives multiple red cards shall receive an "F" rating.

3. Teams receive a sportsmanship rating from the game officials for every contest in which they compete. In addition, teams have the opportunity to rate their opponents' sportsmanship and the performance of the officiating crew. Officials may be rated as a crew or as individuals.

4. A team must receive at least a "C" rating from the officials in each playoff game. Failure to do so will result in elimination from the playoffs for that activity.

5. Special Game Situations:
   a. Both teams will receive an "A" sportsmanship rating when contests are postponed and not rescheduled due to rainouts, power failure, etc.
   b. Teams winning by forfeit receive "A" ratings.
   c. Teams losing by default receive "C" ratings.
   d. Teams losing by forfeit receive "D" ratings.

6. A team which receives an "F" rating from the officials must have their captain meet with the Assistant Director before their next contest to be eligible to play their next contest.

7. Any player who is ejected (red carded) may not be eligible to participate in their team's next scheduled contest, and must arrange to meet with the Assistant Director before s/he, or her/his team, is eligible for further competition. Based upon the ejected player's actions, further disciplinary procedures may be taken. Any yellow or red cards for spectator misconduct will be issued against the team captain of the team involved.

8. Any player receiving a yellow card must sit out until the next available substitution. In sports where a running clock is used, the clock must run. In softball, the person must sit out until the next half inning. In volleyball, the person must sit out until a point is scored.
ALL UNIVERSITY & FRATERNITY/SORORITY POINT SYSTEMS

Philosophy:

The All-University and fraternity/sorority championships are designed to reward athletic excellence in a variety of sports. The scoring system was designed with the idea that the team is more important than the individual. Ideally, the victors will be the organizations that are best able to make use of their team members in an environment of friendly, yet serious, competition.

Participating in the point systems is a choice! You do not have to participate in the scoring systems to participate in the intramural program. The points systems simply enhance the intramural experience for those individuals choosing to participate in a wide variety of intramural activities.

Important Definition:

For purposes of this information, and to avoid potential confusion, the word organization will be used to identify All-University and fraternity/sorority teams. Point totals will be accumulated under organization names. An example of an organization may be “The Lizards”. An organization may enter more than one team per sport, for example, “The Lizards” may enter teams Lizards A, Lizards B, and Lizards C.

Organizations and their members do not need to be affiliated with any other university organization to be involved in the intramural program and points system.

How the Point Systems Work:

Throughout the year, major and minor sport points are awarded to the top four teams in the men’s and women’s divisions. In addition to sport points, sportsmanship and participation points can also be earned.

At the end of the year, the organization accumulating the highest point total in each division (men’s and women’s), is awarded the All-University Championship. Banners displaying the organization name and point total for each year’s champion are displayed in the SRWC.

In addition to the All-University title, fraternities and sororities compete for the fraternity/sorority intramural points titles. All-University and fraternity/sorority points are tracked separately. The fraternity with the highest fraternity point total retains the fraternity championship, while the sorority with the highest sorority point total captures the sorority championship. Fraternities and sororities can also compete for the All-University Championship.

Things to Remember!

- When entering an event, be sure to note your organization affiliation.
- To qualify for points, teams must affiliate themselves before the season begins.

Scoring System

I. Categories:
   A. Major Sports:
      Fall: Football
            Volleyball
      Winter/Spring: Basketball
                    Indoor Soccer
   B. Minor Sports:
      Fall: Outdoor Soccer
            3 on 3 Basketball
      Winter/Spring: Dodgeball
                    Softball

II. Points Awarded as Follows:
   A. Major Sports:
      1st place - 300 points
      2nd place - 225 points
      3rd place - 150 points
      4th place - 75 points
   B. Minor Sports:
      1st place - 150 points
      2nd place - 115 points
      3rd place - 75 points
      4th place - 35 points

The organization winning the division playoffs will be awarded the 1st place points, with the 2nd, 3rd, and 4th organizations following accordingly. If a consolation game is not played, 3rd and 4th places will be combined. Each organization will receive 112.5 points for a major sport or 55 points for a minor sport.
III. Sportsmanship Points:
Organizations participating in 60% of all major and minor sports will be eligible for the sportsmanship points bonus. Teams are given sportsmanship ratings following every team contest. The year long average of those ratings are used to determine the sportsmanship bonus awarded to each organization. The maximum number of sportsmanship bonus points each organization is eligible for is 300.

Sportsmanship Bonus Awarded as Follows (based on yearly average):

- 4.00 – 3.90 300 points
- 3.79 – 3.70 200 points
- 3.59 – 3.50 100 points
- 3.89 – 3.80 250 points
- 3.69 – 3.60 150 points
- 3.49 and below no bonus

IV. Participation Points:
The maximum number of participation points each organization can earn is 300. The total number of participation points available is equal to one first place finish in a major sport. The number of participation points is capped to eliminate any potential unfair advantages organizations with large memberships may gain over those organizations with small memberships.

Participation Points Awarded for Team Events:
- Each additional team entered into a major sport 30 points
- Each additional team entered into a minor sport 20 points
- Team entered into a non-major/minor team event (ex: 4 on 4 Flag Football) 20 points
- Manager’s meeting attendance 5 points

Participation Points Awarded for Individual Events:
- Badminton 5 points per participant
- Tennis Singles 5 points per participant
- Guitar Hero Tournament 2 points per participant
- Punt, Pass, Kick 2 points per participant
- Volleyball Skills Challenge 3 points per participant
- Chess 5 points per participant
- 9 Ball 5 points per participant
- Basketball Halftime Challenge 2 points per participant
- Rock Wall Bouldering Contest 5 points per participant
- Hot Shot Contest 2 points per participant
- Three Point Shootout 2 points per participant
- Free Throw Contest 2 points per participant
- 8 Ball 5 points per participant
- Rock Wall Climbing Contest 5 points per participant
- Scrabble 5 points per participant
- Table Tennis Singles 5 points per participant
- Wii Bowling 2 points per participant
- Texas Hold’em 2 points per participant
- Disc Golf 5 points per participant

The maximum number of individual participation points one organization can accumulate from one activity is 20. Example: If 10 or 15 members of one organization competed in the Free Throw Contest, 20 points would be awarded to that organization.

Points Deducted for the Following:
- Forfeit or default the first week of play in a team sport 35 points & possible expulsion from the league
- Forfeit or default in an All-University championship game 25 points per forfeit or default
- Forfeit or default in an individual member category 10 points per forfeit
- Forfeit in a team sport, 2nd or subsequent contest 20 points
- Default in a team sport, 2nd or subsequent contest 10 points
- “C” sportsmanship rating 10 points
- “D” sportsmanship rating 20 points
- “F” sportsmanship rating 30 points
V. Tournament Structure:

Playoff Selection Information:

All teams are allowed to compete in the playoffs, assuming they meet the appropriate sportsmanship requirements. The following playoff selection criteria are used for activities that do not have pre-determined “Competitive” and “Recreational” divisions: Teams with a .500 record or better will be seeded into the “Competitive” playoffs division. Teams with a sub .500 record will be seeded into the “Recreational” playoffs. All-University points will be awarded to the champions of the “Competitive” division.

In activities that have pre-determined “Competitive” and “Recreational” divisions, all teams are seeded into playoffs in their division, regardless of record. Example: An undefeated team in the “Recreational” division will be seeded into the “Recreational” playoffs.

Fraternity/sorority teams designated as the “A team” from their organization are seeded into the fraternity/sorority playoffs, as well as the All-U playoffs. The “A team” designation must be made at the managers’ meeting for each particular activity. Fraternity/sorority playoff games with the same team match-ups as the All-University playoffs, will be played once, at the earliest scheduled time. Example: Fraternity ABC is scheduled to play fraternity DEF in the All-U basketball playoffs on Monday at 9:00pm. Fraternity ABC is also scheduled to play fraternity DEF in the fraternity basketball playoffs on Tuesday at 10:00pm. One game, affecting both playoff brackets, will be played on Monday at 9:00pm.

If a team is eliminated from play due to a low sportsmanship rating or forfeit, the team will not receive points for that sport.

Seeding:

A. Two-way ties are settled by head-to-head competition.

B. Three-way ties are decided as follows:
   1. Forfeit - A team that forfeits is dropped to third place.
   2. The difference between total points scored vs. total points allowed.

   \[
   \begin{array}{ccc}
   \text{Team A} & \text{Team B} & \text{Team C} \\
   60 & 50 & 48 & 62 \\
   51 & 55 & 62 & 48 \\
   111 & 105 & 112 & 108 \\
   \text{Diff} = +6 & \text{Diff} = +4 & \text{Diff} = -10 \\
   \end{array}
   \]

   Team A finishes first, Team B finishes second, and Team C finishes third.

3. If two teams have the same point differential, then who beat whom in head-to-head competition will determine playoff placement.

4. If all three teams have the same point differential, then the total points scored will determine playoff placement.

5. If two teams have scored the same number of points, then who beat whom in head-to-head competition will determine playoff placement.

6. If all three teams have scored the same number of points, then the fewest number of points allowed will determine playoff placement.

7. If two teams have allowed the same number of points, then who beat whom in head-to-head competition will determine playoff placement.

8. If all three teams have allowed the same number of points, the following procedure will be used: Sportsmanship rating for the regular season.

9. If a tie still exists: Flip a coin!
YELLOW SPORTSMANSHIP CARD GUIDELINES

FLAG FOOTBALL: UNSPORTSMANLIKE CONDUCT
• Unnecessary contact
• Profanity towards / taunting an opponent
• Profanity / obscene gestures
• Arguing with officials
• Spiking the ball
• Profanity from sideline / spectators out of team area (card issued to captain)

BASKETBALL: UNSPORTSMANLIKE CONDUCT
• Profanity toward / taunting an opponent
• Excessive arguing with an official's decision
• Profanity / obscene gestures
• Profanity from sideline (card issued to captain)
* Please note: Technical fouls may or may not carry a card.

SOFTBALL: UNSPORTSMANLIKE CONDUCT
• Throwing bat
• Profanity toward / taunting an opponent
• Excessive arguing with the umpire
• Profanity / obscene gestures
• Profanity from sidelines (card issued to captain)

VOLLEYBALL: UNSPORTSMANLIKE CONDUCT
• Acts that cause a delay of game
• Player questioning calls/approaching the official
• Captain continually questioning official's calls
• Profanity toward / taunting an opponent
• Comments from sideline (card issued to captain)

SOCCER: UNSPORTSMANLIKE CONDUCT
• Rough play
• Profanity / obscene gestures
• Sideline interference
• Profanity toward / taunting an opponent
• Profanity from sidelines (card issued to captain)

DODGEBALL: UNSPORTSMANLIKE CONDUCT
• Profanity / obscene gestures
• Sideline interference
• Profanity toward / taunting an opponent
• Profanity from sidelines (card issued to captain)

RED CARD SPORTSMANSHIP GUIDELINES

FLAG FOOTBALL: UNSPORTSMANLIKE CONDUCT
• Flagrant contact
• Profanity toward official
• Profanity from sidelines (card issued to captain)
• Fighting

BASKETBALL: UNSPORTSMANLIKE CONDUCT
• Flagrant foul
• Profanity towards official
• Profanity from sideline (card issued to captain)
• Fighting
* Please note: Technical fouls may or may not carry a card.

SOFTBALL: UNSPORTSMANLIKE CONDUCT
• Profanity towards official
• Fake tag
• Profanity from sidelines (card issued to captain)
• Not sliding, ducking shoulder
• Fighting

VOLLEYBALL: UNSPORTSMANLIKE CONDUCT
• Repeated minor offenses
• Profanity toward official
• Profanity from sidelines (card issued to captain)
• Attempted or actual physical aggression

SOCCER: UNSPORTSMANLIKE CONDUCT
• Repeated offenses
• Fighting
• Flagrant contact
• Profanity toward official
• Charging goalie

DODGEBALL: UNSPORTSMANLIKE CONDUCT
• Repeated offenses
• Attempted or actual physical aggression
• Flagrant cheating
• Profanity toward official
• Intentional headshot

Revised: May 2012