



Intramurals & Recreation Manual

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SECTION I INTRAMURALS AND RECREATION DEPARTMENT

Mission

To provide a diverse range of recreational activities and non-competitive sports for varying fitness levels providing an opportunity for students, staff and faculty to expand their horizons, de-stress, become physically active, connect, and have fun.

Objectives

- Provide opportunities for participants to partake in a variety of activities and sports in a recreational or competitive atmosphere.
- Actively promote sportsmanship and enjoyment of activities.
- Provide and maintain a safe environment for all participants and staff.
- Provide an inclusive environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, sexual orientation, gender identity or expression
- Provide a venue for participants to meet new people
- Improve programs through feedback and constructive discussion with participants, students, staff and faculty.
- Offer volunteer/employment opportunities to students in several disciplines enabling the development of professional skills and experience.

Program Overview

The University of The Bahamas Intramural and Recreation Department offers:

- Team Sports
- Individual/Dual Sports
- Recreational Activities

All opportunities are offered to suit varying skill and interest levels. Our friendly professional and student staff are committed to fostering teamwork, sportsmanship and leadership in a clean, safe, and social setting. Individuals and organizations participating in Intramural Sports should exhibit an attitude and understanding that good sportsmanship and fair play are an integral part of the activity. This manual outlines the policies and procedures that will guide the success of the Intramural and Recreation program. The Intramural Department reserves the right to amend, alter or dissolve any of these guidelines or rules to benefit the program. All participants are expected to comply with the spirit as well as the letter of the rules.

Office Operations

Office Hours

Standard operating hours for the department are 9:00 am to 5:00 pm, Monday through Friday. However, because events will occasionally occur outside of those hours, the department operates on a flexible schedule usually accessible until 6 pm most evenings.

Communication

Communication is conducted through use of the University's, email, website, phone and the Department's Social Media sites (Facebook and ImLeagues).

Phone & Fax

The Intramural and Recreation Department has one (1) telephone line:

- ✓ Director, Intramurals and Recreation: +1 (242) 302-4498

SECTION II ELIGIBILITY

Requisites

- a. Must be a currently enrolled UB student, staff, faculty, or alumni.
 - i. Alumni must be registered with the Alumni Affairs Department
 - ii. Alumni are only allowed to participate in special tournaments and recreational activities – with students receiving first preference
- b. Completion of waiver assuming risk (see Appendix) for each sport or activity
 - i. **If student is under 18**, a parent or guardian must complete the waiver
- c. Must **NOT** be a student athlete*

Assumption of Risk

- a. Participation in Intramural and Recreation Department activities is voluntary.
- b. Individuals who choose to participate in the Intramural and Recreation program do so at their own risk.
 - i. The University of the Bahamas is not responsible for any injury, loss, or harm that may occur to an individual or their possessions while participating in or attending any Intramural and Recreation activity.
- c. Students who suffer from medical conditions that may be exacerbated or worsened due to participation in the program's activities are advised to consult their physician before committing to a particular event.

Student Athletes

- a. Student athletes are on contract - in particular those on scholarship - **prohibiting** participation in intramural sports and recreational activities.
 - i. The Athletics Director and Team Coach must grant written approval for participation to confer eligibility.

**SECTION III
INTRAMURAL AND RECREATION
POLICIES**

- a. All sports will comprise a competitive and recreational league (based on demand).
 - b. All sports participation will be free of charge.
 - c. All recreation activities will be free of charge where possible.
 - i. In instances where payment is required, a nominal fee of no more than fifteen dollars (\$15) will be charged to assist in defraying activity costs.
 - ii. In some instances, a refundable deposit of no more than five dollars (\$5) will be required to reserve an individual's slot in the activity.
 - d. All team members must be listed on the roster stating Name and Student ID number.
 - e. Roster additions may be made during the season if a player is injured or has to drop out.
 - f. Participants may play on only one team per sport league.
 - i. If there is a coed division, persons may participate in one (1) gendered team **AND** one (1) co-ed team per sport.
 - g. Participants are not permitted to transfer from one team to another once rosters have been confirmed.
 - h. Participants must have played in at least one (1) game to be eligible for playoffs.
 - i. Proper athletic attire relevant to the sport or activity must be worn.
 - i. All jewelry should be removed before game time to avoid injury or property damage.
 - j. The use of alcohol and/or drugs by participants during any recreational activity is prohibited.
 - i. The use of alcohol and/or drugs by participants prior to any recreational activity.
 - ii. Participants thought to be under the influence of alcohol or drugs at event start time will be prevented from participating for the day.
 - k. Captains and their team mates are responsible for ensuring set up is completed at least ten minutes before game time.
 - i. Exceptions include championship games which will be the responsibility of the Intramurals and Recreation Department.
 - l. The Intramurals and Recreation Department will be responsible for the scheduling of game, referees, equipment provision, governance of games, functionality of facilities and final decision on split calls.
 - m. Intramural regulations govern all intramural sports however each sport/league may have additional rules specific to that discipline.
 - n. The Intramurals and Recreation Department is not responsible for any lost or stolen items.
 - o. Misconduct will not be tolerated (please see section titled *Misconduct and Disciplinary Procedures*)
 - p. Participants are expected to adhere to all Intramural and Recreation Regulations, acknowledging that these regulations do not supersede the University's Student Code of Conduct and other relevant policies.
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**SECTION IV
PROGRAM CLASSIFICATIONS**

Competitive League

The competitive league exists for persons who want to take the sport more seriously, may be beyond the beginner level, but not necessarily interested in playing on a University team. Participants in this league want more structure and desire the option of competing for championship and awards.

- a. All team members must be registered with the online system, names present on roster and must have signed the waiver.
- b. All team members in starting line-up must present ID and check in to event by minimum five (5) minutes to game start.
- c. If a team is short one (1) player at start time, the team will be allowed to play as is or may request to reschedule the game (see section VIII).
- d. If a team is short two (2) players or more at start time, the team will forfeit the game (see section VIII).
- e. All games must have a person(s) serving as official referee unaffiliated with the competing teams for the duration of the game.
- f. All games must have one person unaffiliated with either competing teams to serve as scorer
- g. Games will be organized round robin or elimination style based on number of entrants
 - i. The top ranked entrants will advance to the playoffs/championship when conducting round robin tournaments.

Recreational League and Activities

The recreational league exists for participants who are more interested in pickup games. This league reduces the competition level and entails the absence of playoffs and a championship. Recreational league is perfect for persons of any fitness or experience level.

- a. All members must be registered with the online system, names present on roster and must have signed the waiver.
- b. Should have one person unaffiliated (if possible) with either competing teams to serve as scorer and another person serving as referee.
- c. Winner will be determined based on rankings
 - i. No awards are given for Recreational League sports
 - ii. Some Recreational Activities may have awards or prizes.

Divisions

Single Gender

Teams consisting of members from one gender competing against other teams.

- a. In rare instances of another gender playing on a team, only one (1) person of the opposite gender will be allowed in the game per team at a time.

Coed

Teams consisting of men and women competing together against other teams.

- a. To maintain coed status, at least two (2) persons of the minority gender must participate in the game.
- b. If for any reason either team is unable to maintain the proper coed ratio during the game, the game will be stopped and the challenged team will receive a loss.

Groups and Organizations

Teams consisting of persons from different residence housing, Islands, Academic disciplines, Greek Organizations or Clubs competing against one another.

- a. Divisions will be formed for these categories based on student interest.
- b. Teams will compete within the organization division. eg. Greeks vs Greeks, Bimini vs Andros
- c. Teams will only compete across Divisions for special events or activities specifically stating this.

SECTION V PARTICIPATION

Website

The Intramurals Website can be accessed by:

- a. Typing **www.Imleagues.com/Bahamas** into any web browser and creating a user account or signing in with an existing account.
 - i. To be automatically added to the University of The Bahamas network, a university registered email address must be used.
- b. Clicking "*How to participate*" on **Intramural page** of the University of The Bahamas website (<http://www.ub.edu.bs/student-life/intramurals/#1478492565398-5139e85d-80d1>).
- c. Visiting the Intramural and Recreation Department Facebook page (@UBinREC).

Intramurals

Team

- a. Persons can become part of a team by forming their own team or requesting to join an already established team.
- b. Once a team is established, members must decide on a team captain
- c. Team Captain must be chosen before the roster submission deadline.

Individual/Free Agent

- a. Interested persons who are not already a part of a team but want to play can register individually.
- b. Individuals will be assigned to a team by the Intramurals Department. Alternatively, they may also be chosen by a Team Captain who is short players
- c. Once assigned, it is the responsibility of the individual to make contact with the team captain and become aware of pertinent information and scheduling.

Recreation

- a. Participation is based on first come first served.
- b. Individuals can register for activities by joining the “team” for a specific activity or selecting that they are “going” to the event on the Intramurals facebook (@UBinREC).
 - i. The term “team” is used on the website as an easier way of registering for activities but does not denote ‘team’ in the traditional sense.
- c. Most activities will have a cap on the number of persons allowed to participate for safety reasons.
 - i. An activity that reaches maximum capacity will place any additional participants onto a waiting list.
 - ii. If a space becomes available, the first person on the waiting list will be contacted to obtain the space. If the first person is no longer interested, the next person on the list will receive the offer and so forth until the space is filled or the waiting list is exhausted.

Participation in Opposite Gender Divisions

- a. For all sports, a division will be provided for each gender.
- b. If enough teams do not register to form a women’s division, a maximum of two (2) women may then play on a men’s team.
 - i. The same allowances will be offered for men on women’s team.
 - ii. Only one person of the opposite sex (per team) will be allowed in the game at a time.

Men Playing in a Women's Division For all activities, a men’s division will be offered (e.g. independent – men’s). If enough teams do not register to form a men’s division, men may then play on a women’s team in the independent – women’s or ORL divisions, provided there is also the absence of a co-rec division offered within that same sport.

**SECTION VI
PARTICIPANT RESPONSIBILITIES**

Captain Responsibilities

- a. Complete and submit roster before deadline
- b. Ensure that all submitted players are eligible
- c. Attend Captains' Meetings
- d. Ensure that team upholds Intramural and University regulations and policies
- e. Ensure that team members are appropriately dressed before game start
- f. Ensure that team members are checked in at least five (5) minutes prior to game start
- g. Ensure that team members are aware of any updates relevant to scheduling changes and venue
- h. Serve as representative for any disagreements or incidents arising within the team or between another team

Individual Responsibilities

- a. Wear activity appropriate clothing and footwear
- b. Become familiar with the rules of the sport
- c. Provide all required data for the team roster
- d. Remain current on game schedules
- e. Arrive at the game or match site at least 5 minutes in advance; 10 min in advance if assisting with setup

**SECTION VII
MISCONDUCT AND DISCIPLINARY PROCEDURES**

- a. The *University Student Code of Conduct* supersedes all Intramural and Recreation policies and is the basis from which the policies in this manual are formed.
- b. Anyone found in major violation will be immediately suspended from further participation and may be referred to the Disciplinary Board.
- c. **Major violations** are inclusive of but not limited to the following:
 - Fighting
 - Physical Assault eg. spitting on or at another, shoving
 - Theft
 - Bullying
 - Abuse of Referees/ University Staff
 - Verbal Threats or Threatening behavior
 - Directly or indirectly endangering the safety and wellbeing of yourself/ others
 - Refusal to adhere to rules and policies
 - Uncontrollable behavior
 - Cheating
 - Collusion eg. throwing a game
- d. **Minor violations** will result in ejection from the games, season(s) suspension or a permanent ban from participating in all/select Intramural and Recreation activities dependent on if behavior persists or progresses.
- e. Minor violations are inclusive of but not limited to the following:
 - Constant baiting/ taunting
 - Intoxication eg. drugs or alcohol
 - Foul/ profane language
 - Intimidation
 - Excessive use of aggression
 - Physical crowding

Cheating Policy

- a. Any player found cheating will be suspended from the Intramural Program for a total of one (1) calendar year.
- b. In the event of gross violations participants may be permanently prohibited from participating in intramural activities. Examples of cheating include:
 - Participating under an assumed name
 - Participating while currently under suspension from the intramural program
 - Participating for more than one team
 - Fraudulently using another person's ID
 - Misrepresenting scores

Ejection

- a. Any player or coach receiving an ejection must meet with the Intramural Director before participating in the next intramural game.
- b. Penalties for ejection may include suspension and/or probation for a period of one game up to an entire academic year.
- c. A player may submit an appeal for his/her suspension; however, that player may not participate in any intramural competition while the appeal is in review.
- d. In the case of extreme misconduct, team and/or individuals will be referred to the University Disciplinary Board.

Protests

- a. Protests must be made by the team intramural captain.
- b. Protests will be reviewed for the following reasons by the referees and an Intramural coordinator.
 - i. If consensus is not obtained, the Intramural Director will make the final decision.
- c. Protests will be considered for the following reasons:
 - Misinterpretation of a playing rule
 - Failure of an official to apply the correct rule to a give situation
 - Failure to impose the correct penalty for a give violation
 - Matters of eligibility

SECTION VIII ADDITIONAL INFORMATION

Scoring and Game Participation

All scores will be recorded by an individual unaffiliated with either team (where possible) using score sheets created by the IMLeagues website system or physical sheets printed out from the system. Score sheets are automatically created by the system for each team per game once registration has closed.

- a. Only members whose names are printed on the scoresheet will be permitted to play.
 - i. Suspended players are ineligible to play even though their name will be reported on the score sheet.
 - ii. Ineligible players are identified on the scoresheet in brackets as (Suspended)
- b. Due to the way ranking occurs in the IMLeagues system, any game resulting in a "Tie" is ranked on the same level as a "Loss". To alleviate this any games ending in a "Tie" will result in each team selecting two players (one from each team) to compete in a sudden death round.
 - i. The first team to score ten points (or 5 depending on sport) will receive the "Win".

Equipment Rental

All Intramurals and Recreation equipment is the property of The University of the Bahamas Intramurals and Recreation Department. Individuals may rent equipment free of charge by completing the "*Equipment Rental*" form located in the Intramurals Department.

- a. Equipment may be rented for a period of no more than one (1) hour if there is high demand.
- b. Equipment that is lost or not returned by an individual or team will result in the person(s) paying the replacement costs.
 - i. Failure to pay replacement costs will result in the person(s) being prohibited from use of equipment and participation in department activities for one (1) semester.
- c. Abuse or misuse of equipment or university facilities will result in the individual or team's ejection from the league for the remainder of the season.
- d. Once the sanction requirements have been fulfilled, the individual or team may be placed on probation for one (1) semester.
 - i. Failure to abide by Intramural policies within this time frame will result in extended exclusion from Intramural activities.
 - ii. Repeat offenders may be placed on a lifetime ban from participating in Intramural activities and put before the Disciplinary Board.

Lost and Found

Personal equipment found during an intramural activity will be kept in the "Lost and Found" box located in the in Intramural Department.

- a. Items not claimed after one (1) month will be auctioned off and the funds used to support the efforts of the Intramural Department.
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Weather Policy

- a. The Intramurals and Recreation Director will make all decisions regarding weather related postponements.
- b. Cancellation decisions will be made at latest one hour before game start.
- c. The Intramurals and Recreation Department will contact the team captains through the Intramurals website or by phone given system difficulties.
- d. Weather updates will be placed on the Intramural website and facebook page
- e. Postponed intramural contests will not be rescheduled if facility availability and season length do not permit.
- f. In the event that games are not rescheduled during the regular season due to weather or Department conflicts, the games will result in a **“WIN”** for both teams.
- g. Decisions related to game stoppage due to adverse weather conditions **during** an intramural competition will be determined as follows
 - i. Supervisors will make the final stoppage of play decisions.
 - ii. If a game is stopped in the first half of play the result will be **“WINS”** for both teams.
 - iii. If the game is ended in the second half, the outcome at that point will be the final result.

Forfeits

- a. Any team enlisting an ineligible player or players shall forfeit the game(s) in which the ineligible player(s) took part.
- b. Forfeits are defined as:
 - i. Failure to attend a game/match on time
 - i.
 - ii. Coed teams without at least one member of the minority sex present at match start.
 - iii. Any member of a team is discovered to be under the influence of drugs or alcohol.
- c. Forfeits will be the ultimate decision of the Director of Intramurals and Recreation if protested.
 - i. An Intramurals assistant will make the decision in the Director’s absence.
- d. Forfeits can be overturned if sufficient evidence (eg. proof of an emergency or wrongdoing) can be provided by the team to defend the occurrence.
- e. If a forfeiture has been overturned by the Director, the game will be rescheduled at the earliest convenience (where possible) within the originally scheduled season.

Cancellations and Postponements

Activities may be subject to cancellation due to unsafe facility conditions. This may include inclement weather (eg. lightening) or unforeseen circumstances which may occur in both indoor and outdoor facilities that create unsafe playing conditions.

- a. The Intramural Sports staff will make all decisions regarding playability and safety of facilities.
- b. Any team may request to postpone a game without penalty at minimum twenty-four (24) hours before start time.
 - i. The opposing team must agree with the request, if the request is not regarding an emergency.
- c. Postponement requests made within twenty-four hours of game time from the Intramurals and Recreation Director will be denied, with the team receiving a loss if failing to attend.
 - i. If proof of a serious emergency is provided, the game will be postponed without penalty.

No Shows

- a. If a team does not attend one of their scheduled games because of a denied Request to Cancel, the Intramural Sports Staff will record a “no show” for that team.
- b. Any team that records “no-shows” for more than half of their scheduled games will be removed from the league.

SECTION IX
APPENDIX



UNIVERSITY OF THE BAHAMAS INTRAMURALS
WAIVER AND ASSUMPTION OF RISK

In return for being permitted to participate in _____ a voluntary activity and special event undertaken by University of The Bahamas Intramurals Department, during the Fall / Spring semester of 20____, and understanding that there are certain risks both in connection with such activity and in traveling to and from such activity, (together “the Activity”) intending to be legally bound hereby, I the UNDERSIGNED, for myself, my assigns and legal representatives hereby agree to:

1. RELEASE, WAIVE, DISCHARGE AND AGREE NOT TO SUE, University of The Bahamas, its successors, assigns, affiliates, officers, directors, employees and agents from all manner of actions and causes of action, suits, debts, judgments, claims and demands whatsoever in law or equity, including all claims for personal injury arising in any way out of my participation in the Activity.
2. ASSUME ANY AND ALL RISKS arising from my participation in the Activity, including, without limitation, the risks of death, bodily injury or property damage, the unavailability of emergency medical care or the negligent or deliberate act of another person;
3. INDEMNIFY, DEFEND AND HOLD UNIVERSITY OF THE BAHAMAS and its officers and employees and agents harmless from, any and all claims, cause of action, damages, judgments, costs or expenses, including attorney’s fees, whatsoever, arising from my participation in the Activity. I certify that I have no medical condition that would prohibit me from participating in the Activity and that I have adequate insurance protection to cover the expense of an unforeseen accident or injury.

I acknowledge that I have read and understand this WAIVER and that by signing it I surrender valuable rights, which I have done freely and voluntarily.

Additionally, I acknowledge that student athletes are expressly prohibited from participating in sports and activities organized by the Intramurals and Recreation Department and confirm that I am not a member of any University of The Bahamas Athletics team.

Participant’s Name: _____
Phone #: _____ Class: _____
ID#: _____

SIGNATURE:
DATE:

PARENT NAME: (If participant is under 18)
PARENT SIGNATURE:
DATE:

**Manual developed by Jasmaine Harper
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