

RECREATION AND WELLBEING PRESENTS



# INTRAMURAL SPORTS PARTICIPANT HANDBOOK



[intramuralsports@uic.edu](mailto:intramuralsports@uic.edu)

[recreation.uic.edu/programs/intramural-sports/](http://recreation.uic.edu/programs/intramural-sports/)

(312) 412-4225

## **TABLE OF CONTENTS**

**SECTION 1** – Intramural Program

**SECTION 2** – Intramural Sports Official

**SECTION 3** – IMLeagues

- a. time preferences
- b. reschedule requests

**SECTION 4** – Participant Eligibility

- a. student athletes

**SECTION 5** – Spectator Eligibility

**SECTION 6** – Team Eligibility

**SECTION 7** – Captain’s Responsibility

**SECTION 8** – Forfeits

**SECTION 9** – Defaults

**SECTION 10** – Sportsmanship Rating System

**SECTION 11** – Playoff Eligibility

**SECTION 12** – Postponements

**SECTION 13** – Misconduct

**SECTION 14** – Protests

## **SECTION 1 – INTRAMURAL PROGRAM**

The Intramural Sports Program is a division of the Department of Recreation & Wellbeing at the University of Illinois Chicago. This program consists of organized competition in a variety of sports and events. Activities come in three different forms: leagues, tournaments, and individual events. All activities will be offered at these locations, unless otherwise noted:

- I. Student Recreation Facility (SRF) – 737 S. Halsted St., Chicago, IL 60607
- II. Outdoor Recreation Courts (ORC) – 737 S. Halsted St., Chicago, IL 60607
- III. Sport and Fitness Center (SFC) – 828 S. Wolcott Ave., Chicago, IL 60612
- IV. Outdoor Fields Complex (OFC) – 900 W. 14th Pl., Chicago, IL 60608
- V. Student Center East (SCE) – 750 S. Halsted St., Chicago, IL 60608

Participants are expected to comply with all university and facility policies and procedures at all times. Any questions regarding the program can be directed to the Intramural Sport email at [intramuralsports@uic.edu](mailto:intramuralsports@uic.edu).

## **SECTION 2 – INTRAMURAL SPORTS OFFICIALS**

The success of the Intramural Sports Program is dependent largely on the quality of its Intramural Officials. Well-officiated contests, events, and activities enhance the quality of the program and the satisfaction of the program participants. Officials are trained through a series of clinics, conducted prior to each sport, by the Intramural Sports Program, student supervisors, and returning intramural officials.

Officiating is often a thankless task, with many participants, teams, and spectators failing to recognize the important role officiating plays in the Intramural Sports Program. The individuals involved with officiating constantly find ways to improve all aspects of the program. The Intramural Sports staff is confident that improvements will ultimately benefit the entire program, as well as enhance the quality of the participants' intramural experience. An official is unique in that they receive little praise, a great deal of criticism, and little compensation for such an integral role in the Intramural Sports Program. For many officials, the Intramural Sports Program serves as a stepping stone to high school, collegiate, and, potentially, professional sports officiating. The individual participants, teams, team managers, and spectators must all assume the responsibility in helping to make the officiating Program at UIC one of quality. Individuals interested in officiating should complete an application on Handshake.

Disrespect toward officials (i.e., arguing, threatening, verbal abuse, physical abuse, profanity, taunting, etc.) will not be tolerated. Also prohibited are actions which, although not directly disrespectful toward an official or an opponent, tend to incite spectators. Managers or captains are not to justify any such disrespectful actions. Such acts are in no way conducive to the quality of the Intramural Sports Program.

## **SECTION 3 – IMLEAGUES**

The UIC Intramural Sports Program uses the software IMLeagues ([imleagues.com/uic](http://imleagues.com/uic)). For all intramural activities, each participant must create an account using their UIC email and UIN. Any non-UIC email will not be authorized to sign up for an account.

### **TIME PREFERENCES**

Each team is encouraged to utilize the time preferences feature, when available, to outline the availability needs of their team. Time preferences should be input prior to the play schedule being released, but can be completed at any time during the season for use with scheduling and will be followed to the best of the ability of the Intramural Sport Program. Although every effort will be made to accommodate time preferences during the scheduling process, there are no guarantees that all the time preferences can be accommodated at any time. Please follow the steps below:

1. Go to [imleagues.com/uic](http://imleagues.com/uic) and login to your account
2. Go to your team's homepage to find the schedule
3. On the white banner at the top, hover your cursor over 'captain.'
4. You will be redirected to a different page with a grid
  - a. Week View indicates a recurring time each week
  - b. Detailed View indicates a specific date and time
5. In order to mark a time 'unavailable,' one must click the green 'available' tile to change to 'unavailable' in red.
6. Once you have chosen your unavailable dates, click 'submit' at the bottom of the screen
7. Once you have clicked submit, the page will redirect back to your team's homepage.

One of the components that make intramural sports unique is the opportunity for all teams to name themselves. There are, however, instances when questionable team names are used. Team names will be changed for reasons including, but not limited to competitively unfair names, duplicate names, profanity, discrimination, and references to alcohol/drugs or other substances. All changed team names will be "Team" + last name of the captain.

### **RESCHEDULE REQUESTS**

Teams are encouraged to utilize the reschedule requests feature if there are conflicts with a scheduled game day/time. To utilize the reschedule request feature, the team captain must submit a request on IMLeagues based on the following steps.

1. Go to [imleagues.com/uic](http://imleagues.com/uic) and login to your account
2. Go to your team's homepage to find the schedule
3. Once you have found the game you wish to reschedule, click on the button labeled "reschedule"
4. You will be redirected to a different page with a grid.
  - a. Green square indicates availability
  - b. Red square indicates a game already scheduled
5. After clicking an available space, a small browser will pop up and you must hit 'send request'

6. You will be redirected back to your homepage and there will be a button that states 'pending'
7. Await verification of request from the opposing team

If both teams agree to reschedule a game, the request is submitted to the Intramural Sport Program for final review. If the new date and/or time can be accommodated, both teams will be notified, and the details of the game will update on IMLeagues. If the new date/time cannot be accommodated, the teams will be notified, and the game will stay as originally scheduled on IMLeagues. Each team must follow the game time that is posted on IMLeagues, regardless of any pending requests or communication from an opposing team.

### SECTION 4 – PARTICIPANT ELIGIBILITY

The Intramural Sport Program is free to current students, faculty, and staff. Participation in the program does not provide free access to the facility, as all participants must have a membership or pay the daily access fee.

An individual may only participate in one (1) gender specific team, one (1) co-recreational team, and one (1) open team during each sport season. The Intramural Sport Program welcomes transgender and gender non-conforming participants to play as their personal gender identity. To participate in a single gender and co-recreational leagues, one must choose to participate as “male” or “female”. We encourage transgender and gender non-conforming participants to contact the Intramural Sports Program prior to participation to avoid any miscommunication.

Player i-Cards will be checked prior to each game. A valid photo ID can be used in place of an i-Card if the person is listed on the active roster. Falsification of names on the scorecard or participation under an assumed name will lead to suspension from the Intramural Sports Program.

Roster additions may happen throughout the course of the season. Individuals who would like to be added to a roster must have their own IMLeagues account. The captain of a team may also send a request to an individual to be added to their team roster. Once an individual participates in a single game with a team, they are ineligible to move to a different roster for that sport season. If an individual, who has not participated in a game with a team, wishes to join a different team, they must first leave their first team and then join the second team. All rosters must be finalized the Friday before the first day of playoffs. Unauthorized participation may result in a player suspension, team suspension, and forfeiture.

### STUDENT ATHLETES

Sport club members are eligible to participate in their related sport, but there is a limit to the number of club players that can be listed on a single roster. This limit is dependent on the number of players competing on the court/field for said sport. For example, if the game is 6v6 Volleyball, then three (3) club players in that specific sport (Volleyball) are allowed

to be on the roster. If it is 7v7 Outdoor Soccer, then three and a half (3.5) sport club players form the soccer club are allowed to be on the roster, which rounds up to four (4). In the event of an odd number of players, as outlined in the example, the number is rounded up to the nearest whole number. Sport Club members are defined as those whose names are recorded on the club rosters, currently practicing with the team or have competed with the club as a member during the academic year.

Intercollegiate squad members are ineligible to participate in the intramural sport or related sport for the entire school year. A squad member is defined as someone whose name is recorded on the official team roster. Transfer students (athletes who played on an intercollegiate team at a previously attended college/university) and academically ineligible athletes are eligible to participate in intramural sports if they meet all the criteria:

- I. Their names are not listed on any official squad roster
- II. They are not practicing with the team
- III. They are not receiving an award/scholarship from the athletic department
- IV. They did not receive a varsity award the previous academic school year

A participant who has received a varsity award as a member of an intercollegiate team at a Division I school is ineligible to participate in the sport until one academic year has passed after the academic year of their last competition. A professional player is ineligible to complete in which amateur standing was broken.

### **SECTION 5 – SPECTATOR ELIGIBILITY**

All spectators are expected to behave in a manner that does not disrupt or obstruct any normal function of an Intramural Sport activity or the duties of any university official.

All spectators will be held to the same standards as participants of the Intramural Sports Program.

Any spectator may be removed based on the discretion of the staff for reasons that include, but are not limited to, disruption of game play, misuse of equipment, and threat to Intramural Sport Staff safety.

### **SECTION 6 – TEAM ELIGIBILITY**

Eligibility status is the responsibility of each individual and the team captain. All registered teams must have a complete roster on IMLeagues to be considered eligible to participate. If a team does not have a complete roster after registration has closed, they will be placed on a waitlist and will not be allowed to participate. Individual members of a team must create their own IMLeagues account to be added to their desired team roster. Players must register on IMLeagues on site if they do not have an account or are not listed on the team's active roster. Individuals will not be allowed to participate until they verify their status on the team roster.

Any team participating with ineligible players (i.e., alumni, inactive students, etc.) may result in player suspension, team suspension, or forfeiture out of the league.

Roster maximums are implemented to create fair play. Each league is evaluated based on the number of players on the court/field for the sport.

### SECTION 7 – CAPTAIN’S RESPONSIBILITY

Each team’s captain is responsible for completing the *Captain’s Quiz* on IMLeagues. One must answer all the questions correctly on the quiz to be eligible to participate.

Failure to complete the captain’s quiz will result in the ineligibility of the team. If the captain does not complete the quiz by the team’s first game of the regular season, it may result in the removal of the team from the league.

All team captains are responsible for sharing the rules and regulations to their teammates for all players to adhere to the policies, including but not limited to, eligibility, sportsmanship and misconduct. Failure of team players to adhere to program policies and guidelines may result in penalty for the team.

### SECTION 8 – FORFIETS

**Game time is forfeit time.** Teams must be checked in with Intramural Sports staff, ready to play, and have the minimum number of players in order to avoid a forfeit. A “forfeit” is defined as when a team fails to communicate with the Intramural Sport Program, does not show up to the event, or does not have enough players to compete. Additionally, any team using an ineligible player will result in an automatic forfeit.

It is recommended for a team to show up and check in ten (10) minutes before their game or the conclusion of the previous contest, to avoid a forfeit. If neither team check in for their game, both teams may receive a forfeit.

Each forfeit will result in a zero (0) sportsmanship, loss on the record, and a \$25.00 fee assessed to the captain. The captain will be suspended from all intramural activities until the fee is paid. Two (2) forfeits may result in the removal from the league. If a team decides to drop from the league after the league has been scheduled, the team may be charged the \$25.00 fee as if it were a forfeit.

All forfeit fee payments may only be accepted at the membership desk located at the Student Recreation Facility (SRF). The membership desk does not accept cash, so all payments need to be made via Credit and debit cards. No forfeit fee may be paid onsite to Intramural Sport staff members. If the roster indicates that a forfeit fee has not been paid, a player must provide a receipt as proof of payment to be eligible to participate.

## **SECTION 9 – DEFAULTS**

If a team cannot make a scheduled game, they may contact the Intramural Sport Program and request a default. A “default” will be awarded if the team captain/representative sends an e-mail to the Intramural Sport Program email by 12:00 p.m. on the day of the scheduled game.

For a game scheduled on Saturday or Sunday the team captain/representative must send an e-mail on 12:00 p.m. on the Friday before the game.

For a game scheduled between 12 p.m. and 4 p.m. (some extended tournament schedules) you must contact the Intramural Sport Program by 9 a.m. on the day of your game/tournament if your team cannot attend.

Each default will result in a five (5) sportsmanship and loss on the record. Two (2) defaults may result in the removal from the league. When defaulting, the captain must provide the Intramural Sport Program with the following information: the sport, league, division, team name, date of the game, time of the game, and the name of the captain/representative.

## **SECTION 10 – SPORTSMANSHIP RATING SYSTEM**

The sportsmanship rating system was designed to regulate some of the behavior that occurs during intramural activities. The system consists of a five-point scale, ranging from excellent to poor sportsmanship.

Teams will receive a score between zero (0) and five (5) on the following subjects

- I. Unsportsmanlike Penalties
- II. Respect towards Intramural Sport Staff
- III. Respect towards opposing team
- IV. Miscellaneous (language, show boating, fans, etc.)

The officials, supervisors, and scorekeepers will come to a consensus and will determine the scores at the end of each contest. The rating is based on the intramural staff’s evaluation of the team’s conduct during that contest. This rating will be relayed to the team at the conclusion of the game, as well as indicated on IMLeagues.

## **SECTION 11 – PLAYOFF ELIGIBILITY**

Each team must have an average sportsmanship rating of three (3) or higher to qualify for the playoffs. A team should strive for a record of .500 or above for a better chance of qualifying for the playoffs.

Playoff tiebreaker will be determined using the following criteria in order of importance

- I. Sportsmanship rating
- II. Winning percentage

- III. Head-to-head matchup
- IV. Point differential

Any team that receives a sportsmanship rating below a three (3) during playoffs will not advance to the next round, regardless of the final score of the game. Any misconduct during playoffs may affect player and team eligibility in the future Intramural Sport season.

Time preferences and reschedule requests will not be allowed during playoffs.

## **SECTION 12 - POSTPONEMENTS**

Decisions on canceling games due to inclement weather, or other facility issues, will be made no less than one (1) hour before the scheduled event.

Recreation and Wellbeing and the Intramural Sports Program reserve the right to cancel games due to poor field and playing surface conditions.

League contests may not be rescheduled due to inclement weather. Teams will be emailed regarding the status of their games for that day. If no message is conveyed, the games are assumed to be running as scheduled. As a reminder, games are played on turf fields so potential changes will be determined closer to their start time, if necessary.

If the Intramural Sport Staff determine that it is necessary to cancel games in the middle of the evening, the team captains will receive notice with the details of the cancellation/postponement. In the event a game is cancelled mid-contest, a reschedule may occur at the discretion of the Intramural Sport Program. If no reschedule is possible, the game will be listed as final based on the score at the point of cancellation. Reschedules may cause teams to play as many as four games in four days, or doubleheaders to advance to the next round. Each team that makes it to the playoff bracket must be prepared to play at any time.

## **SECTION 13 - MISCONDUCT**

The Intramural Sport Program seeks to create an inclusive and welcoming environment to serve our diverse population. There is no place, in recreation or athletic competition, for derogatory, harmful, or discriminatory comments, along with behavior that is intimidating or threatening. Please treat all participants and officials with respect. Failure to comply will result in disciplinary action against any offenders. All Intramural Sports Program and Recreation and Wellbeing employees have the right to remove any individuals from a game/match/competition or facility if they are displaying inappropriate or unsportsmanlike behavior.

- I. If a participant is removed for behavior, that participant will be suspended from all Intramural Sport activities until they meet with the Intramural Sports Program professional staff. Details regarding any meetings or suspensions will be communicated via email.

- II. A conduct meeting should not be interpreted as a resolution of existing concerns or consequences.

## **SECTION 14 – PROTESTS**

Judgment calls cannot be protested. All protests involving rule interpretations/applications must be filed with officials and supervisors before the play resumes. Protests of rule interpretations will not be accepted after the game.

Protests of player eligibility must be communicated verbally to the Intramural Sport Staff and made in writing (email) to the Intramural & Esports Coordinator. Once a protest is filed, the game will resume 'under protest'. The eligibility of both teams will be verified within twenty-four (24) hours when an eligibility protest is filed. If a player(s) is found to be ineligible, that team will forfeit all past and future games, and their opponents will be credited with the win. The team will also be removed from play for the remainder of that sport season. If not found in violation, that game result will remain as played.

*For more information about the Intramural Sport Program, you may contact the current Intramural & Esport Coordinator via phone, email, or in-person meeting.*