

**University of Pennsylvania  
Intramural Sports  
Participant Handbook**



## **INTRAMURAL SPORTS PROGRAM MISSION STATEMENT**

The Recreation and Intramural Program is provided for the University community as an alternative to intercollegiate competition. Competitive team and individual sports are offered to provide individuals with the benefits of organized competition: self-knowledge, social responsibility, challenge, commitment, and leadership. Intramural Sports is committed to the creation and maintenance of an environment in which all athletes are encouraged to reach their potential, and where challenge, competition and comradeship mutually exist.

## **CODE OF CONDUCT**

Participants in intramural sports will conduct themselves in such a way as to foster an atmosphere of fair play and mutual respect. Fair play allows for striving to win, but not at all costs. Each participant will agree to play within the rules of the game. Mutual respect demands that every player, official, and spectator be treated with dignity and respect.

## **OMISSION**

The Intramural Sports Program may at any time make amendments and exceptions to any of our policies and playing rules for any reason. Such changes will be published immediately on IMLeagues.com. Policy disputes must be appealed through the Intramural Sports Program. In any situation, we reserve the right to use our best judgment to decide what is safe and in the best interest of the University of Pennsylvania Intramural Sports Program and its participants.

# COMPETITIVE SPORTS STAFF

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## **CONTACT INFORMATION**

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## ***General Information***

### ***Intramural Code***

This code (in conjunction with sport specific modifications and accredited association rules) will govern all IM sports and events. The rules outlined in this code are subject to change at the discretion of the Penn Campus Recreation Professional Staff. The staff reserves the right to amend, add to, or delete from this code with the overall success of the program in mind.

### ***Assumption of Responsibility***

I have read and understand the Intramural eligibility rules and have verified that each player on my team complies with these rules. If there is an error or discrepancy, I will assume full responsibility. Failure to comply with these rules will result in sanctions being levied against the individual and/or team in violation as set forth in the IM Code.

### ***Statement of Risk***

- A. Before taking advantage of any of the recreational sports and fitness activities at Penn, we urge you to consult your physician regarding your ability to participate in the activities offered.
- B. The University assumes that all participants have verified their own health and fitness, have obtained proper health insurance, and realize they are responsible for the risks inherent in any recreational activity.
- C. Complete the online waiver. No one can play without signing the waiver form.

### ***Mutual Agreement Clause***

- A. This code, coupled with the sport specific rules and sport association rules, will govern all intramural events and activities.
- B. The rules governing intramurals, to include this code, sport specific, and association rules, may not be changed or ignored by mutual agreement of team captains or individual competitors.

### ***Player Conduct***

- A. All players are expected to remain under control during an intramural event and are expected to treat all other players, officials, and intramural staff with respect.
- B. At any time, an official or activity supervisor may eject a player for any reason they deem reasonable.
- C. If a player is ejected, they must leave the premises immediately and will be ineligible to play the following game.
- D. The player must meet with the Department of Recreation Professional Staff before they are eligible to play again.
- E. Two ejections will result in a player being disqualified from the league.

### ***ID Verification***

- A. Penn ID Cards will be checked at all IM contests to verify eligibility. If participants do not have their Penn ID Card present, they will not be permitted to play.
- B. Penn Community members (CHOP, HUP Staff, etc.) may use their work ID Cards to check in for contests as long as they are eligible to play in that league if it is open to the Penn Community.

## ***Alcohol/Substance Policy***

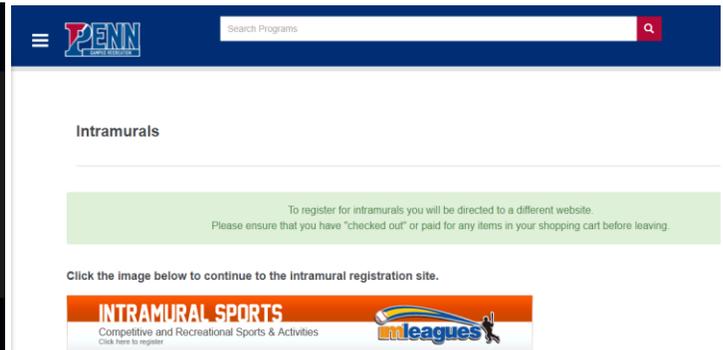
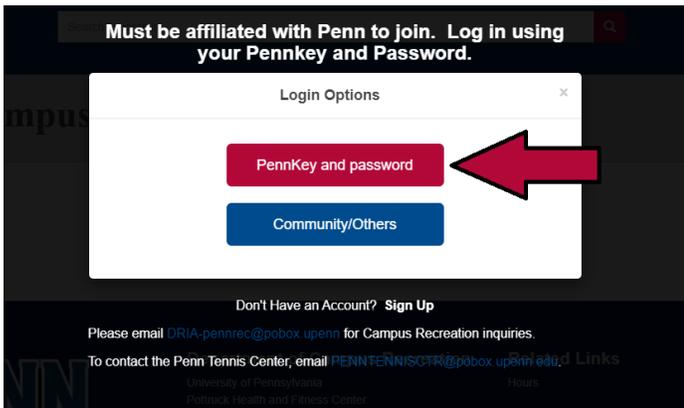
- A. All intramural events fall under the Student Code of Conduct enforced by the University of Pennsylvania. Anyone affiliated with an intramural contest or event must follow the University of Pennsylvania Student Code of Conduct guidelines for Alcohol/Substance policies. This includes, but is not limited to participants, coaches, spectators, and visitors.
- B. **Anyone in violation of the Alcohol/Substance policy will be immediately reported to Public Safety, no questions asked.** Campus Recreation workers, officials, and professional staff members have and will exercise the right to prohibit participation of an individual under suspicion concerning influence of substances.
- C. **No alcohol/substances/tobacco/smoking is permitted at or near intramural activity sites.**

## ***Competitive Sports Office Information***

- A. The Intramural Office is located in Suite G110 in the Pottruck Health & Fitness Center.
- B. The web site is [recreation.upenn.edu/intramurals](http://recreation.upenn.edu/intramurals) and [www.imleagues.com/upenn](http://www.imleagues.com/upenn).
- C. The phone number is 215-746-7127.

# Registration

- A. Sign up online at <https://recreationwebportal.dria.upenn.edu/IMLeague>
- B. For all activities, online registration will be available during the specific registration period for each sport. Registration opens at least two weeks prior to the registration deadline for most sports. There are Men's, Women's, and Co-Rec Leagues available for most sports.
- C. Forfeit Fee:
  - a. This fee is NOT due at the time of registration.
  - b. If your team forfeits a game, any player THAT WAS NOT CHECKED IN BY THE IM STAFF at the time of the forfeit will be charged the fee \$10.
  - c. The Competitive Sports Office will contact all those required to pay the fee and provide instructions on how to do so.
  - d. A player is ineligible to compete in all IM competitions until the fee has been paid.
    - i. **AFTER 7 DAYS OF NON-PAYMENT ACCESS TO ALL CAMPUS REC FACILITEIS AND PROGRAMS WILL ALSO BE SUSPENED**
- D. A Captain, Co-Captain and/or team representative must attend **ALL** of the required meetings for that particular sport. Failure to attend the meetings will result in your team being dropped on the waitlist and replaced.
- E. All intramural participants will be required to create an account on IMLeagues.com.  
To create an IMLeagues account:
  - Go to <https://recreationwebportal.dria.upenn.edu/IMLeague>.
  - Page will redirect you and once redirected follow the pictures below.



How to sign up for an intramural sport:

## Option 1

- Log in to your IMLeagues.com account.
- Click the Create/Join Team button at the top right of your user homepage.

OR

## Option 2

- Click on the "University of Pennsylvania" link to go to your school's homepage on IMLeagues.
- The current sports will be displayed; click on the sport you wish to join.
- Choose the league you wish to play in
- Choose the division you'd like to play in. You can join the sport 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 added to your team.
  - ii. If they've already registered on IMLeagues: search for their name and invite them.
  - iii. 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.
  - i. Use the Create/Join Team Button at the top right of every page.
  - ii. Accept a request from the captain to join their team.
  - iii. Find the team and captain name on the division/league page and request to join.
  - iv. Go to the captain's player card page, view their team, and request to join.
- c. Join as a Free Agent
  - 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.

## ***Waitlist Policy***

- A. Due to limitations on facility space, most leagues and special events will have a cap on how many teams are allowed to participate. Once a league fills, any future teams will be placed on a Waitlist. In order to be considered for movement from the Waitlist into a league, teams must complete the following:
  - a. Have the minimum number of players on their roster.
  - b. Attend any mandatory meetings.
- B. Once a team has met these requirements, they are eligible to be moved into any openings in a league.
- C. Preference will be given based on when the team was created on IMLeagues, using the time stamp function on the website.

## ***Captains Responsibilities***

Each team interested in any intramural activity must have a team captain who will act as the official liaison between the team and the Intramural Sports Office. It is the team captain's responsibility to register their team and enter your teams time preferences, check the eligibility of each of their players before and during the season, and keep their team informed of rules, policies, and regulations governing each sport.

Information sent out by the Intramural Sports Office should be read with care and followed with appropriate action. Each captain **MUST** see that the members of their team are given the opportunity to read all pertinent information. It is a team captain's responsibility to:

- A. Organize the team and register for competition before the entry deadline.
- B. Complete the mandatory Captains' Quizzes for designated sports.
- C. Keep their name, e-mail address, and phone number up to date.
- D. Inform his/her team of all rules and regulations set forth in this set of rules, as well as any other set of rules that may apply to a given activity.
  - a. You will be expected to know and comply with all the rules and guidelines that may apply to the sport that you are participating in. Copies of sport specific rules, the IM Code, and accredited association rules are available in the IM Office and online at [www.imleagues.com/upenn](http://www.imleagues.com/upenn).
- E. Ignorance of a rule or policy is not an excuse to break them.
- F. Be familiar with all intramural eligibility rules and ensure that their team consists of only eligible players.
- G. Know when a team's games are. The IM Office is not responsible for reminding teams/players of when they play.
- H. Inform team members as to the time and place of scheduled games and make sure that they are present.

- I. Ensure that those representing their team play according to the rules of the game and always conduct themselves as good sports.
- J. Verify the team's roster prior to the start of playoffs.
- K. Assist in making arrangements for postponed or rescheduled games.
- L. Make a regular check of the intramural bulletin boards and website to keep informed of changes and/or updates. During tournament play, a daily check is recommended.

## ***Rosters***

A team's official roster is the list of all team members who have been added to a team's online roster and who have played with that team in at least one regular season game (league sports) or one tournament game (tournament sports). Once a player has been listed on the official online roster and is eligible to participate with that team, they become a member of the roster for that team.

Team captains are responsible for the members entered on their rosters and must be knowledgeable about all participant eligibility rules (see Participant Eligibility). The team captain is also responsible for any roster additions or changes to the team roster.

- Once the schedule is created the captain may not leave or delete their team.
- A participant may remove themselves from a team's online roster ONLY if they have not been counted as having already participated in a game with that team.
- A participant is considered to have officially played for a team once they have signed (checked in at game site) in at a game/match, regardless of whether they actively participate in the game/match.
  - Checking in with the Intramural Staff and being marked on the scoresheet constitutes having participated in a game.
- After officially playing for a team, a player may not transfer to another team in that sport during **tournament play**.
- During regular season play, participants are allowed to play on multiple teams under the Nomad Rule
  - NOMAD RULE EXCEPTION: A participant can play on multiple single sex/coed teams during the regular season. If the event is a tournament or in the playoffs, a participant may only participate on one team per league. This team will be the first team they sign in for during tournament play.
- No player may be dropped from a roster to be added to another team's roster after having been counted as participating on an official game sheet in that sport.

NOMAD RULE SUMMARY: In all sports with regular season and playoffs, participants may participate on multiple teams within the same league (Men's, Women's, and Open). Once the sport moves to playoffs any player that has participated as a NOMAD must select one team to play on during the playoffs. This team will be the first team NOMAD signs in for during tournament/playoff play. **NOMADS ARE NOT PERMITTED IN EVENTS THAT ARE LABELED AS TOURMANRTS.**

### ***Roster Limits***

Maximum rosters sizes: NO LIMIT (exceptions sports labeled as singles or doubles)

- In league sports, players may be added to the roster through a team's last game of the regular season. No roster additions may be made in league sports once playoffs begin.
- The first team a player checks in for is that player's team. Once a player has checked in for a team they cannot be removed from a roster. The only exception is via injury and the player must present the Competitive Sports Coordinator a doctor's note stating they can no longer participate in the sports and the player will not be permitted to join any other teams in that sport.
- In tournament sports, players may be added to the roster prior to the semifinal round of play in the tournament.

## ***Championship Awards***

At the conclusion of each sport the winner of each league, determined by playoff bracket, will be awarded IM Championship T – Shirts. Each sport is champion is limited to a set number of shirts for each sport. Each champion will be awarded 1 shirt per member list on the roster up to the limits listed below. Participants must be present to receive their shirt or must set up a time with the competitive sports office to pick up their shirt is they are unable to attend champ night.

- 3 v 3 Basketball: 10
- 8 v 8 Soccer: 18
- Flag Football: 16
- 6 v 6 Volleyball: 16
- Softball: 20
- 3 v 3 Volleyball: 10
- 4 v 4 Soccer: 10
- Pickleball: 1 (single) 2 (double)
- Ping Pong: 1 (single) 2 (double)
- Cornhole: 2
- Dodgeball: 15
- Ultimate Frisbee: 15

## ***Eligibility***

Each participant must show their own valid Penn ID Card (i.e. Penn Card, UPHS ID, etc.). to the game official or supervisor of each game. No one person may sign-in for the whole team. Anyone who does not appear on the score sheet will not be permitted to participate in that game. (Players may go to the IM office prior to the game to be added to the team.)

The Intramurals staff does not assume the responsibility for checking the eligibility of each individual participating, but any case of ineligibility called to the staff's attention will be dealt with according to the following policies.

Team captains are responsible for checking the eligibility of their own players.

Note: The Competitive Sports Coordinator reserves the right to allow or disallow participation based on the intent of eligibility policies. The Competitive Sports Coordinator also has final say on all players' eligibility.

1. Teams may not play ineligible players, even by mutual consent.
2. All University of Pennsylvania full time undergraduate students are eligible for competition except as noted herein.
3. University of Pennsylvania graduate and part time undergraduate students are eligible for intramural competition **with the purchase of a Recreation Membership**
4. All full-time faculty, staff, University of Pennsylvania Hospital System employees (specified leagues), Alumni and their spouses are eligible for intramural competition **with the purchase of a Recreation Membership.**
5. An individual may participate in only one single gender team and one Open team of the same sport during the season. The first team played on is considered to be that person's eligible team. Any subsequent participation on another team constitutes the use of an ineligible player.
6. Any player caught playing on more than one team during a season is deemed ineligible for the 2<sup>nd</sup> team they participate on and will be subject to disciplinary action by the Competitive Sports Coordinator.
7. The use of a University ID other than one's own is strictly prohibited. False IDs will be confiscated by Intramural Staff and both the participant using said ID and the owner of the ID will be subject to disciplinary action.
8. All Intramural events require participants to present a University of Pennsylvania ID card to participate.
9. Any team playing an ineligible player shall forfeit all games that player participated in.

10. Any player with an outstanding forfeit fee is ineligible to participate in any Intramural event until the fee has been paid.
11. Any player that is ejected from an Intramural event is ineligible to participate in any Intramural event until the end of their suspension as determined by the Competitive Sports Coordinator.
12. All current members of a varsity team are ineligible for intramural competition in their same or related sports during that academic year. (Includes Red-Shirt members)
  - a. A person shall be considered a member of a varsity team once listed on the official University team roster.
  - b. Varsity team members, although ineligible for that same or related sport in which they are participating, may participate in other intramural sports during that sport season or academic year.
  - c. An athlete declared ineligible because of the N.C.A.A. Transfer Rule may not compete in the same or related intramural sport.
13. Any student who quits a varsity team or who is cut from the team for disciplinary reasons shall be ineligible to play in that intramural sport during that academic year but may compete in other intramural sports.
  - a. If a student is cut from a varsity team for any other reason, their eligibility shall be determined by the Competitive Sports Coordinator.
  - b. A student has officially quit a sport on the day that all equipment issued for that sport by the Athletic Department is returned to the Athletic Department.
14. Any male/female student, who was a member of a collegiate varsity team, yet did not earn a varsity letter, shall not be eligible to participate in the same or related sport in the intramural program for a full calendar year following the last semester in which they were a team member.
- 15. In the case of Sport Club activities within the University only three (3) members of an intramural team may be a member of the same or related sport club team.**
16. A person is considered a member of a club team if they appear on the roster (excluding tryout rosters), and they are considered a club player for that academic year.
17. Any player becoming a member of a varsity team after the first scheduled contest is ineligible for the remainder of that season in the same or related sports.
18. A student who has earned a varsity letter at any college, junior college or university, shall be ineligible to compete in that or similar activities for a period of one calendar year from when they were last eligible and participated on the roster. \*\*If the school at which the student participated in varsity athletics does not formally award varsity letters, it will be up to the discretion of the Competitive Sports Coordinator to determine whether a letter was "earned" by the level of participation. When in doubt, contact the Competitive Sports Coordinator to make a ruling on a participant's eligibility before the student participates.
19. Students barred from intercollegiate athletics because of professionalism shall be ineligible for intramural competition in same or related sports.
20. Any individual who has ever participated in a semi-professional or professional sport may not participate in a same or "like" sport.
21. Women are eligible to play on men's teams, and men on women's teams, only when there is no same or similar intramural sport offered concurrently for them (including a Co-Rec division).
22. Any needed interpretations of eligibility rules shall be submitted to the Competitive Sports Coordinator.

# ***Scheduling and Rescheduling***

## ***Scheduling***

**Team Sports**--Team sports will be scheduled based upon the availability that the team captain submits on IMLeagues.com. Each team will be scheduled for two to four regular season games, depending on the sports. In the event that games are canceled due to weather or other unexpected situations the Intramural Office will make every attempt to reschedule those games. In most cases, the regular season will be immediately followed by a single elimination playoff. Due to space limitations some time preference may be ignored in order to give the team the correct number of games.

**Individual Sports**--In most cases the individual and dual sports are scheduled using a round robin format; however, a single or double elimination format may be employed when necessary.

**Tournament Sports**--These sports are one-day events, such as the tennis tournament, badminton tournament, cornhole tournament, etc.

## ***Rescheduling***

Since all intramural teams have the opportunity to specify which days they will be unable to play when they register via IMLeagues.com, rescheduling of contests should not be necessary. However, the Intramurals Sports Office is willing to cooperate in extraordinary circumstances by allowing games to be rescheduled, but because of the many entries and short playing seasons, these will be kept to a minimum.

A scheduled contest may be rescheduled only through the agreement of both teams and the Intramural Sports Program. If all parties involved cannot agree on a new time, then the originally scheduled contest time will stand. If two teams postpone a scheduled game without the sanction of the Intramural Sports Program, both teams will be credited with forfeits.

***Tournament games must be played as scheduled. No reschedules will be considered.***

Steps taken to reschedule a contest should include the following:

1. All Rescheduled (excluding weather) must be done through IMLeagues.com.
2. If you need to reschedule, please go to your team page via IMleagues.com and click the large blue reschedule button for the game you wish to reschedule.
3. Next you will be brought to a page that has all of the available times and fields that you could reschedule to.
4. Once you have found a time for that work you will need to select that time and a request will be sent to the opposing team captain.
  - a. It is a good idea to contact the other team captain via phone or email to inform them that you have sent a request.
5. Once your opponent approves the request the IM office will review and approve the request.
  - a. Request must be received 4 pm the day prior to your game (or 2 pm on Friday for a Sunday game)
6. If your request is approved, you will receive a notification and the new game time and location will appear on your team schedule.
  - a. If the request is declined by either the IM Staff or the other team you will receive a notification and the game will remain unchanged
  - b. If the opposing team denies the request, you are allowed to send another request.

The request is not valid until final approval has been made by the Intramural.

## ***Playoffs***

- A. Only players who have competed in at least one regular season contest may participate in the playoffs. (I.e. if someone is on your roster, but has not played in a regular season game, that person may not compete in the playoffs.)
- B. All teams with a record of over .000 AND are in good standing (via the Sportsmanship rating system) with the Intramural Program will be eligible for playoffs. Teams .000 and below will only make playoffs if their team evens out a playoff bracket.
- C. Sportsmanship Ratings
  - a. Officials for all Intramural contests will confer to give a rating on a 0-4 scale for each team. Self-officiated sports will have sportsmanship ratings given by the Intramural Supervisor on duty. Teams must have a 3.0 rating at the end of the regular season in order to be eligible for the playoffs.
- D. Each Intramural Sports League and respective Division may have its own policies for playoff eligibility based on the total number of teams.

## ***Sportsmanship Rating***

Officials for all Intramural contests will confer to give a rating on a 0-4 scale for each team. Self-officiated sports will have sportsmanship ratings given by the Intramural Supervisor on duty. Teams must have a 3.0 rating at the end of the regular season in order to be eligible for the playoffs.

## ***Sportsmanship Rating Guidelines***

- 4 Points: Above average conduct and sportsmanship. Players cooperate with officials and team members. The captain calmly converses with officials and has full control of the team.
- 3 Points: Team members verbally complain about some decisions made by the officials and/or show minor dissension that may cause one or multiple warnings.
- 2 Points: Team members show verbal dissent toward officials, supervisors, and/or the opposing team, which may or may not result in warnings. Captain exhibits minor control over his/her teammates or himself/herself. A Team that has a player ejected will receive no higher than a "2" rating.
- 1 Point: Poor conduct and sportsmanship. Team members continuously dispute the officials' calls or abusively speak to the officials or opposing team. The captain has little control over self or team.
- 0 Points: Team is completely uncooperative. Captain has no control over teammates and/or himself/herself. Any team causing a game to be forfeited or receives multiple ejections and warnings shall receive a "0" rating.

## ***Default and Forfeits***

The object of any Intramural Sports program is to involve its participants in an active program. If a team forfeits a game, the objectives of the program are not met and students, faculty, and staff are deprived of active participation. It is with this principle in mind that the following rules governing defaults and forfeits have been made.

### ***Defaults***

Any team or individual knowing in advance that it will not be able to play a regularly scheduled contest is provided the opportunity to default that contest. In order for a contest to be considered a default, the team captain must contact the Competitive Sports Office by 2:00 PM on the day of the game (by 3:00 PM on the previous Friday for Sunday games). A loss will be assessed for the default, but a forfeit will be avoided.

**A team is permitted to default on only one contest during a sports season. A second default will be treated as a forfeit and will result in any applicable penalties for a forfeited game.**

## ***Forfeits***

A forfeit will be assessed to an individual or team for the following reasons:

- A. Use of a player who is ineligible or participates under an assumed name.
- B. Nonappearance at a scheduled contest (not having the minimum # of players)
- C. Unsportsmanlike conduct

If a team or individual fails to appear at the scheduled time (after a 5-minute grace period), the game or match shall be forfeited to the team or individual ready to play.

A team will only be granted the 5-minute grace period if at least 1 member of the team has checked in. If no members are present/checked in at the scheduled game time, then the game will be forfeited with no grace period.

If a team forfeits one game during the regular season, they will no longer be eligible for the playoffs and **all members not present or checked in at the game will be required to pay the forfeit fee. (see pg. 16)**

Any team that forfeits twice during the regular season will be removed from the league for the rest of the year. Also, the captain of a dropped team will not be allowed to delete/leave the dropped team.

## ***Divisions***

- A. *Men's*
  - a. This division is only for male participants.
- B. *Women's*
  - a. This division is for only female participants.
- C. *All Gender*
  - a. *No more than half of the players in a game at one time may be of the same gender*
- D. *Open*
  - a. This division is open to all participants

## ***Protests***

### ***Rules Protest***

- A. If you feel that a rule has been interpreted and/or applied incorrectly you must protest immediately.
- B. A protest must be made immediately after the incident in question and can only be filed by the captain.
- C. Once the play resumes, no protest can be filed. Ask the game official to get the Competitive Sports Supervisor.
- D. Calmly discuss the scenario, how the rule was applied, how you think it should have been applied, etc. The Competitive Sports Supervisor will then make a decision based on the information that has been presented.
- E. If the protest cannot be resolved at that time by the supervisor on site, a written protest, including the specific rule that was misapplied, must be submitted to the Competitive Sports office at the time of the incident via the protesting player and site supervisor. The Competitive Sports Coordinator will rule on the protest. Any protested contest where the protest is upheld may be replayed from the point of the protest or left to remain as is.
- F. No protests will be honored once the play has resumed after the play in question.
- G. Note: Protests of officials' judgment calls will not be honored. Competitive Sports supervisors will only honor protests of rules interpretations.

## ***Eligibility Protest***

- A. If you think your opponent is using an ineligible player, or is violating our eligibility rules in any way, please inform the game official or Supervisor.
- B. The game will continue as normal, and the IM Staff will investigate the matter.
- C. If you discover the violation after the game is completed, you can file a protest in the Intramural Office within 24 hours of the completion of the contest.
- D. Please have the player in question's name available, the Intramural Office will not investigate every player on a team based on the notion that one player may be ineligible.

## ***Equipment***

For all participation in each team sport, each team is encouraged to have some type of dress that provides uniformity in color for all participants. In cases where teams do not have uniforms of one distinguished color, all players will be required to wear colored jerseys supplied by Intramurals.

In the event two teams have the same color jersey or a color that blends with officials' uniforms, the away team will be asked to wear intramural jerseys.

All participants are required to wear proper or appropriate footwear and personal equipment for the competition. Specific information concerning permissible equipment for each sport or activity will be included in the information sheet and/or rules for that sport.

The following policies serve as general guidelines for appropriate equipment:

- 1. Jewelry, including watches, rings, necklaces, earrings, bracelets, etc., may not be worn during play. Any player wearing exposed permanent jewelry (i.e. body piercings) will not be permitted to play.
- 2. Participants shall not play barefooted.
- 3. Regulation rubber-soled cleats, plastic cleats, and tennis shoes are permissible for outdoor play. No metal-tipped, ceramic, screw-in, or detachable cleats shall be worn. No exposed metal cleats or spikes may be worn.
- 4. Regulation non-marking tennis shoes or court shoes are required for play in the gymnasiums and on court surfaces.
- 5. Participants may wear soft, pliable (non-rigid) pads or braces to protect against an injury. Braces made of any hard, unyielding material must be fully covered on all sides by at least ½-inch of padding. Under no circumstances will a participant wearing a cast or splint be permitted to play.
- 6. Headwear must be soft and shall not be made of any rigid material. Caps with a bill are not permitted in most sports. Stocking caps and rubber/cloth elastic bands may be used to control the hair. Bandanas that are tied with a knot are not permitted.
- 7. It is at the discretion of the intramural staff to ban the use of any equipment.

## ***Ejections & Misconduct***

Participants and spectators that choose to display unsportsmanlike behavior before, during, or after a contest, whether directed toward an opponent or an official, may be ejected from that contest. A game official, intramural supervisor, or any member of the intramural staff may administer the ejection. Any unsportsmanlike behavior, profane language or any derogatory behavior directed at staff, student or professional, at any time may also result in a suspension from Intramurals.

Examples of unsportsmanlike conduct which will result in ejection include, but are not limited to, the use of profanity, vulgar and abusive language, disrespect toward an official or staff member, unnecessary roughness, excessive technical or unsportsmanlike fouls, flagrant actions toward an opponent, flagrant actions toward an official, and fighting or inciting a fight.

1. Any participant who is ejected from an Intramural contest will be automatically suspended indefinitely from further Intramural participation until an official reinstatement meeting.
2. Any player, coach, or spectator who is ejected from an intramural contest as a result of unsportsmanlike conduct shall be required to leave the facility immediately. Failure to cooperate with the staff and leave the facility immediately will result in further disciplinary action.
3. Any player, coach, or spectator who is ejected from an intramural contest as a result of unsportsmanlike conduct is automatically suspended from all intramural activity until official reinstatement.
4. The minimum sanction for any ejection is a one-game suspension in the activity from which the person was ejected plus a three-month probationary period. The period of suspension will be dependent upon the severity of the incident. A second offense during the probationary period will result in (at minimum) the immediate suspension of further participation in that sport.
5. Any player, coach, or spectator who willfully causes the destruction of or damage to equipment belonging to Intramurals shall be held financially responsible for all subsequent damages.
6. Any player, coach, or spectator who verbally threatens, strikes, or physically abuses any intramural staff member or official will be immediately suspended from all participation. If severe enough such actions could be referred to the Office of Student conduct for review, and further disciplinary action may be pursued if warranted. *Please be aware that any and all types of verbal and/or physical abuse toward any Recreation or Intramurals staff member will not be tolerated under any circumstances.*
7. Physical contact by a participant with intent to intimidate or harm a staff member or another participant could result in a one-year suspension from all intramural sports activities. This also includes an attempt to strike, even though there may not be contact.
8. If the instigator(s) can be identified, involvement in a fight could result in a one-semester suspension from all intramural sports activities. "They hit me first" and "I was just defending myself" are not acceptable excuses for fighting. A participant in a fight is considered to be any player or spectator that enters the field/court during the fight.
9. Any team, its individual players, and associated spectators that are involved in a "team" fight (most or all the team members or spectators present) will be immediately suspended from further participation in that sport. This is the minimum period of suspension that may be increased, depending upon the severity of the incident. In addition, individual instigators/participants that are identified will be subject to individual disciplinary sanctions. Leaving the bench area will cause the team(s) to forfeit the contest and its team members to be placed on disciplinary probation for a period of one year. A team will include all participants listed on the game sheet at the time of the fight. Members that are not present will not be subject to suspension.
10. Example Suspension
  - a. ID Misuses – 2 weeks
  - b. Poor Sportsmanship – 1 game
  - c. Flagrant/Rough Play – 1 game
  - d. Damage/Destruction of property – 1 Semester.
  - e. Obscene/Profane Language – 2 games
  - f. Disrespect Towards Official – 2 games.

- g. Verbal Threat (players) – 2 games
- h. Verbal Threat (staff) – 3 games
- i. Leaving the bench area – 3 games
- j. Fighting – 1 semester

Example lengths of suspension: Set Number of Games, Sport Season and Length of Time

### ***Reinstatement and Appeals***

Any player, coach, or spectator who is ejected from an intramural contest is automatically suspended from all intramural activity until official reinstatement. To be reinstated, an ejected/suspended participant must meet with the Competitive Sports Coordinator and/or their appointee as soon as possible following the election to determine appropriate sanctions and the period of suspension. Meetings will take place at the availability of the Competitive Sports Coordinator and must be scheduled appointments.

The Competitive Sports Coordinator will determine any sanctions/suspension and schedule a date for reinstatement. No individual will be reinstated prior to a personal visit with the Competitive Sports Coordinator or their appointee. Note that any period of suspension for an ejected participant will not begin until the ejected participant has met with the Competitive Sports Coordinator. During this meeting the Competitive Sports Professional Staff will use all information available and may increase or decrease the standard length of suspension on a case-by-case basis.

Multiple offenses of any kind will lead to increased disciplinary actions at the discretion of the Competitive Sports Professional Staff. Extreme offenses during Intramural Sports participation can carry sanctions such as, but not limited to indefinite suspension, suspension from other Campus Recreation areas or programs, and referral to the Office of Student Conduct.

All disciplinary sanctions by the Competitive Sports Coordinator may be appealed for review by the Assistant Director of Competitive Sports. Individuals wishing to appeal a decision must submit a written request to the Assistant Director of Competitive Sports within two (2) weeks after notification of the decision by the Competitive Sports Coordinator. In the event of an appeal, any suspension or sanction imposed by the Competitive Sports Coordinator will remain in effect until a recommendation is made by the Assistant Director of Competitive Sports. All decisions by Assistant Director of Competitive Sports are final.

### ***Disqualification***

Any participant that is disqualified from an Intramural Sports event may remain in the facility and team area unless in conflict with another policy (i.e. COVID-19 policy or ejections)

Example of disqualified player include but are not limited to:

- Fouling out in basketball game
- 2 yellow cards in a soccer game

## *Miscellaneous*

### *Officials*

1. No official shall be a member of a team or organization participating in the present contest.
2. Regardless of the sport, officials are in charge of the game to the limit of their jurisdiction as described in the University Intramural Official's Handbook or a corresponding Federation/FIFA/USA/N.C.A.A./N.I.R.S.A. guide.

### *Transgender Policy*

The University of Pennsylvania Department of Campus Recreation supports and encourages transgender students to participate in intramural sports based on their expressed gender identity. Intramurals use the policy set forth by the National Intramural and Recreational Sports Association. The policy can be found here. The Intramural Sports Coordinator will assist transgender students when seeking clarification on eligibility.

### *Forfeit Fee*

THERE IS A \$10 FORFEIT FEE IN PLACE FOR ALL SPORTS. If your team forfeits a game throughout the season **or is assessed a forfeit by rule**, all team members must pay the \$10 fee within 7 days once contacted by the Coordinator for Competitive Sports. Until this fee is paid you will not be able to participate in any intramural events or create or join any new teams. After 7 days your access to all Penn Recreational Facilities will be suspended as well. To pay the fee please visit <https://recreationwebportal.dria.upenn.edu/Membership/Index> and select Forfeit Fee and purchase it. If you have any questions, please contact Tom Francese, Competitive Sports Coordinator, at [Tomfran@upenn.edu](mailto:Tomfran@upenn.edu).