

Rec
Sp  **orts**
Texas A&M International University

INTRAMURALS
POLICIES/PROCEDURES
HANDBOOK
(2009-2010)

All individuals and teams participating in the Intramural program of Texas A&M International University imply their acceptance of the rules, regulations and interpretations governing Intramural play. Therefore, all participants are responsible for understanding the contents of this handbook.

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MISSION STATEMENT

The Department of Recreational Sports Program provides programs, facilities, and services that promote active participation allowing the opportunity to achieve individual potential while having fun, relieving stress, and promoting community and spirit. The Department offers informal recreation at the Kinesiology & Wellness Recreational Center, organized competitions and learning environments (Intramurals and Sport Clubs), structured group/personnel fitness opportunities (Fitness), & healthy lifestyle habits seminars (wellness). Through participation, students, faculty, staff, alumni, & university affiliates are provided an opportunity to relieve stress, be fit and have fun!

PHILOSOPHY

We believe:

- Each participant should have the **opportunity** to pursue quality recreational opportunities in a safe and enjoyable environment.
- It is our obligation to make all participants feel welcome.
- Each participant is entitled to our full and **enthusiastic attention** and being sensitive to his or her needs is fundamental.
- We serve as **part of a team** and our success depends on our mutual cooperation.
- **Facilitating the positive experiences** of participants is our primary responsibility rather than the dictatorial enforcement of regulations.
- **Adherence to high standards** of personal conduct and professionalism reflects favorably on us as individuals and on the department.

RISK STATEMENT

The Texas A&M International University Recreational Sports Department strives to conduct all activities in the most prudent manner possible. However, due to the inherent risk of accident or injury in any activity, it is the responsibility of each participant to be aware that there are assumed risks involved in participation.

Injuries

Participants are reminded that their participation is entirely voluntary. The intramural staff assumes no responsibility for injuries received during intramural activities. Any participant receiving injuries during intramural activities will receive first aid treatment as available.

Insurance

It is advised that all intramural participants have insurance coverage. For those participants who do not have insurance, Texas A&M International University has made available various insurance programs for students to purchase for their protection. Information on student insurance packages may be obtained by contacting the Office of Student Health Services (956-326-2235).

I. ENTRY PROCEDURES AND INVOLVEMENT

How To Enter

- a. Entry forms for all sports and events are available in the recreation center. Entry forms can also be found online at the Intramural Sports website: <http://www.tamtu.edu/recsports/intraforms.shtml>
- b. Entry form due dates are listed on the Recreation Center Front Desk. Entries received after this deadline will not be accepted.
- c. All entry forms must be approved by the Intramural Sports Staff prior to final submission.
- d. Organizations entering more than one team **must complete separate entries** for each team (i.e. Sigma Nu Delta Blue & Sigma Nu Delta White).
- e. Entries must be complete with each team member's full name, signature, phone number, and TAMTU ID. **Incomplete entries will not be accepted.**
- f. When entry forms are due, they must have the minimum number of players for that specific sport to be accepted.
- g. It is the team captain's responsibility to register for the correct league and division (see Eligibility requirements). Incomplete or improper entries may result in your team's ineligibility or forfeiture.
- h. Once a player's name has been put on an entry form, there will be no switching between teams or entry forms. If a player has not played a game for that team, he/she can switch teams.

Free Agents

Students interested in playing a sport that do not have a team have two options. They can fill out a free agent card online: <http://www.tamtu.edu/recsports/intraforms.shtml> or they can come to the Manager's Meeting for the sport they desire to play and network with team captains to find a team to play on. If there are enough free agents at the meeting to fill a team, we will attempt to create a team, but there are no guarantees!!!

General Duties of the Team Captain or Manager

- Each organization should have an intramural team captain. The method by which this captain is selected is entirely up to the organization. This individual should serve as a liaison between the organization and the intramural sports staff. The captain is a vital link to the success of an organization. Some duties of the captain include:
- Representing the organization at all captain's meetings.
- Insuring that all players are eligible to compete. This includes coming in to the intramural sports office and verifying playoff rosters.
- Making sure that all entries are submitted and that all information on the entry form is complete and accurate.
- Keeping the team members informed of the time and location of scheduled activities.
- Insuring that those individuals representing the organization conduct themselves in an appropriate and acceptable manner.
- Providing extra personnel such as scorers and timers when necessary.
- Being familiar with the rules of the sport and the regulations of intramural sports.

Team Names

Team names are subject to the approval of the intramural staff. Any names deemed inappropriate will not be permitted.

OFFICIALS

Officials deserve the players' highest respect because they represent the character and integrity of the game. During intramural play, all sports officials are student officials, i.e., they are learning, receiving training, and gaining experience in sports officiating. These students are working in one of the most demanding and challenging situations possible: to officiate for their peers. Intramural sports officials are the key to a successful program, and should be treated with courtesy, patience, and consideration.

The Intramural Sports Staff is responsible for the recruiting, training, evaluating, and assigning officials to games. Comments and suggestions regarding the performance of intramural sports officials should be directed to the Intramural Director and/or the activity supervisor.

Individuals who are interested in working as an intramural sports official are encouraged to contact the Intramural Director located in the Recreation Center, Room 208. If you are interested in becoming an official for our program, call the IM office at 956-326-3016. These are on-campus paying positions with very flexible work hours. Officials are needed for a variety of sports and events.

II. ELIGIBILITY

Eligibility

Undergraduate Students: Undergraduate students who are enrolled in the University for **one (1)** or more hours and have paid the Rec. Center fee are eligible to compete in the intramural sports program. Note – **Individuals who purchase an Alumni and/or Community Membership are not eligible for intramural sports.**

Graduate Students: Graduate students who are enrolled in the University for **one (1)** or more hours and have paid the Rec. Center fee are eligible to compete in the intramural sports program. Graduate students who have waived fees may become eligible by purchasing a Semester or Annual Use Permit. (Rec. Center Pass)

Faculty and Staff Members: Faculty and staff members who purchase a Semester or Annual Use Permit (Rec. Center Pass) are eligible to compete in the intramural sports program. Note – **Individuals who purchase an Alumni and/or Community Membership are not eligible for intramural sports.**

Spouses: Student, faculty and staff spouses who purchase a Semester or Annual Use Permit (Rec. Center Pass) are eligible to compete in Co-Rec. offerings of the intramural sports program. However, their spouse must have a valid Rec. Sports pass and must be playing on the same team with their spouse.

Eligibility Restrictions and Exceptions

Team Limitations. A player may represent only one team in any sport in a given season. A person may *also* represent one Co-Rec. team in any sport in any season. A player in violation of this restriction becomes an ineligible player.

Assumed Names. No player may compete in an intramural event under any name other than his or her own. Players in violation will immediately become ineligible players in any intramural activity until reinstated by the department of Recreational Sports.

Persons Ejected/Removed from Intramural Contests. Players, coaches or spectators removed from an intramural contest are ineligible to participate in any Recreational Sports activity until reinstated by the department of Recreational Sports.

Intercollegiate Athletes and Former Intercollegiate Athletes. An individual is considered an intercollegiate athlete if they appear on the roster of an NCAA Division (or Bowl Eligible) institution. This may be on the Varsity, Junior Varsity, or Reserve team, or in any way listed by the Department of Intercollegiate Athletics at a Division institution (for football a "Bowl Eligible" institution.) Any player whose name appears on the athletic roster after the first intercollegiate game in that sport shall be considered as being on the roster for that academic year. These individuals shall be ineligible to compete in that particular sport (or an intramural related sport) for a period of **one (1) calendar year after their final year as an eligible intercollegiate athlete.** Intercollegiate athletes are considered to be part of an athletic program for the entire academic year that they are listed on an intercollegiate roster.

Example: *A former soccer player plays for the varsity team (1 Year) in the academic '09 Fall / '10 Spring year. They would have to sit the remainder of the '10 Spring year, and the '10 Fall until their last game played. In other words, if a player finishes their last game on November 2, 2009, then the same player would have to wait till November 2, 2010 to be an eligible participant in the Intramural Soccer League.*

Intercollegiate Athletics and Related Intramural Sports.

An athlete who is an intercollegiate athlete may not participate in the following "related sports" of the intramural sports program. All variations of men, women, and co-rec sports are included.

1. Intercollegiate golf players may not participate in any related golf intramural sports or activities.
2. Intercollegiate baseball players may not participate in the intramural sports of softball or baseball.
3. Intercollegiate softball players may not participate in the intramural sports of softball or baseball.
4. Intercollegiate soccer players may not participate in the intramural sports of soccer or indoor soccer.
5. Intercollegiate basketball players may not participate in the intramural sports of basketball or 3on3 basketball.
6. Intercollegiate Cross Country athletes may not participate in the intramural Cross Country events.
7. Intercollegiate Volleyball players may not participate in the intramural sports of volleyball or sand volleyball.
8. Intercollegiate athletes in individual sports may not participate in the corresponding intramural derivative sport (eg. Golf scramble, tennis doubles, team bowling, etc.)

Any intercollegiate athlete should check with the professional staff of the department of Recreational Sports for a ruling concerning any sport not outlined or for additional sports added to the intramural calendar.

Professional Athletes: Any athlete who would be ineligible for varsity or extramural competition because of professionalism is prohibited from competing in that sport (or related sport) for a period of three (3) calendar years from their last professional competition.

Division Eligibility

If all other eligibility requirements are met, eligibility for divisions shall be:

Residence Hall: Persons who are residents of University operated Residence Halls may compete in the Residence Hall Division.

Open: All students, faculty and staff may compete in the Open Division. For Open Division sports, if entries are sufficient, there will be a separate subdivision for women that will be open to women only.

Co-Rec: All students, faculty, staff and spouses may compete in the Co-Rec Division.

Ineligible Players

Teams may not play ineligible players even by mutual agreement of both team captains and other players in the contest. Such players shall be ineligible for all competition until reinstated.

The intramural staff may forfeit any contest immediately upon discovery of ineligible participant(s). Further, a team that has been notified of an ineligible player by the intramural staff and continues to use such player may immediately be dropped from further competition for the remainder of that sport.

During league play and playoffs, all contests in which an ineligible player participated or signed in, with the intent of playing, shall be recorded as a forfeit win for the opposing team. Teams using illegal players are subject to being dropped from league competition upon discovery of such act.

Reinstatement Procedures for Ineligible Players

Participants who choose to follow unsportsmanlike practices and are ejected from a contest are ineligible to participate in any intramural activity pending official reinstatement. The guidelines, which apply to reinstatement, are as follows:

No individual will be reinstated prior to a personal meeting with an intramural staff member to discuss the eligibility question or situation.

It is the responsibility of the player(s) to contact the intramural professional staff and to resolve the situation.

Intramural office hours are normally 8:00am – 5:00pm Monday through Friday.

For best results, appointments should be made with Mr. Stephen J. Sayward at 956-326-3016.

The period of suspension shall be determined from the result of the meeting with the player(s) and the intramural staff member. The minimum suspension for an unsportsmanlike ejection shall be one (1) intramural contest.

Protests

There are two (2) ways that protests may arise. Protests may be filed on the use of an ineligible player or when interpretation of the rules is incorrect. Under no circumstances will the judgment of an official be grounds for protest. Further, since there are various intramural venues and leagues, no protest involving fields, courts or play space will be accepted. In any instance relative to protest, if the contest officials and the supervisory staff can resolve incidents relative to the protest, this shall be done.

1. Protests involving player eligibility

Protests on eligibility must be written and turned in to the intramural office. The protest must contain complete information including the name of the individual being protested and the reason the protest is being lodged. The protest should contain complete information including the date and time of the contest, the names of the opposing teams and any information that is relevant to the protest. Protests must be specific to an individual(s).

Regular Season League Play: All eligibility protests should be filed within 24 hours of the contest in question and must be filed within 24 hours of the final regular season contest for the team in question. Protests filed after this time will be accepted for playoff consideration but will not affect any regular season league contest.

Playoffs: During playoffs, opposing teams have until the next game played to file a protest. If it is the final program contest, no protest shall be accepted after one business day from the conclusion of the contest.

2. Protests involving interpretation of the rules

No protest will be considered unless it is first registered with the official(s) in charge of the contest at the time the prompting incident occurs. The intramural staff will not consider any protest involving rule interpretation or application that is not lodged with the contest officials at the time of the incident.

All protests must be submitted to the intramural sports office, in writing, by the close of the next business day following the contest in question. All information relevant to the contest must be contained including information about the game, timing, teams involved and so forth. The protest should specify the rule under which the protest is being made, the official's decision and all other pertinent facts.

A copy of the protest will be available to the captain of the opposing team.

During the course of lodging the protest, it is the responsibility of the team protesting to insure that scorekeepers and game officials record all relevant information on the score sheet at the time of the protest.

Contests in which a protest is sustained will be replayed from the exact point of the protest providing that all information is available. If not, the game will be replayed from the nearest preceding division of the contest.

Postponements

If time and space are available the intramural staff may agree to the postponement of an intramural contest. For a contest to be officially postponed both teams must agree and sign a request for postponement. This form must be completed and signed by both teams at least one day prior to the originally scheduled contest. For a contest on Sunday or Monday, the form will be accepted no later than noon on the Friday before the contest. A request for postponement form may be secured from the intramural office.

It is the responsibility of the postponing team to contact the opponent and arrange a mutually convenient time. During the regular season league play, no game may be postponed beyond the date of the final program game. During playoffs, all postponed games must be played prior to the following scheduled contest.

Forfeit – Not Ready to Play

Ready to Play: Game time is forfeit time. "Ready to play" means that a team must be on the playing area, ready to play, with the minimum number of players as listed in the sport rules. The line-up must be recorded on the official scorecard. The team must be able to respond immediately to the begin play order of the official.

Claiming a Win by Forfeit: In all sports, the team present and "ready to play" at the time the game is scheduled to start, may claim a win by forfeit by recording their lineup, and stating "forfeit" on the official scorecard. The intramural sports staff will assist the captains with this process. Forfeited contests will not be rescheduled.

A team that forfeits two contests, by not being ready to play, in a sport will automatically be dropped from further play. Their remaining contests shall be entered as wins for their opponents.

Forfeit – Rule Violation

A team that forfeits a contest due to rule violation or player eligibility will receive a loss for that contest and may be dropped from league competition after review of the incident.

Defaults

A team is allowed to default a game up until noon of that scheduled game day. A default will only be recorded as a loss for that team, and not a forfeit. Managers will be notified via e-mail or phone about the default by 3p.m. of the game day. Any team who declares a default will receive a B rating or three (3) points towards their Sportsmanship.

Inclement Weather (Re-schedule Policy)

Rain: The IM office will declare all rain-outs by 4:00pm on the day of the event (exception: weekend event tournaments); therefore, due to the limited amount of space, all scheduled IM contests will be re-scheduled, if possible, at their earliest convenience.

Lighting: The IM staff will determine if all IM contests are to be cancelled or rescheduled due to nearby lighting. Again, if all scheduled IM contests will be re-scheduled, if possible, at their earliest convenience.

III. CONDUCT

All participants are expected to play according to the rules of the department of Recreational Sports, the intramural rules, and University Regulations. The staff of the department of Recreational Sports reserves the right to penalize individuals or teams for violation of these rules. Participants who choose to follow unsportsmanlike practices, whether directed toward an opponent or official may be ejected from that contest. The ejection may be administered by a contest official, a contest supervisor or a member of the Recreational Sports staff. Examples of unsportsmanlike conduct which may result in ejection include verbal abuse, excessive technical fouls, flagrant actions toward an opponent, flagrant actions toward an official or staff member, and fighting or inciting a fight. **Alcohol use and possession is a direct violation of Rec. Sports policies and Texas A&M International University Student Handbook (pages 13 & 14). Rec. Sports also reserves the right to refuse participation to any player that is suspected of being under the influence of alcohol and/or drugs.**

Further, any participant who physically abuses an official or staff member shall have their case reviewed by professional staff of the department of Recreational Sports to determine penalties assessed and may then have their case referred to the Judicial Officer of the Office of Student Affairs for possible action. The minimum suspension for such an infraction shall normally be one calendar year from the incident and the participant must make written appeal for reinstatement after this time period.

Team Sportsmanship Rating System

In order to promote good sportsmanship the Intramural Program has adopted a sportsmanship policy. It is the responsibility of the team and players to make sure the game atmosphere is friendly and fun to both staff and fellow participants. The sportsmanship rating will be determined by game officials and will include behavior before, during and after each contest. Each team will receive a letter grade after each game. A yellow/red card will be displayed during contests to warn and/or eject individuals, teams or spectators. Ejections occur when an individual receives 2 yellow cards or 1 red card. Please see "Reinstatement Procedures" for ejected individuals.

YELLOW card infractions include, but are not limited to:

- Verbal and non-verbal dissent towards officials
- Taunting opponents or staff
- Actions detrimental to the spirit of the game
- Unnecessary contact with opponent

RED card infractions include, but are not limited to:

- Excessive verbal and non-verbal dissent towards officials
- Threats towards staff or opponents
- Fighting
- Second yellow offense on same player

Sportsmanship ratings will be based on the following criteria:

A = Excellent conduct and sportsmanship. Players cooperate with officials and team members. The captain calmly converses with officials and has full control of his/her team. (4 points)

B = Acceptable conduct and sportsmanship. Team members show minor dissent that may or may not merit a warning. Teams that earn 1 yellow card will receive no higher than a B rating. Team captain exhibits some control over his/her team. (3 points)

C = Below average conduct and sportsmanship. Team shows verbal dissent towards officials or opposing team that may or may not merit a warning. Team captain exhibits minor control over his/her team. Teams that earn 2 yellow or 1 red card(s) will receive no higher than a C rating. (2 points)

D = Poor conduct and sportsmanship. Team constantly shows dissent. Multiple instances of poor sportsmanship toward officials and/or opposing team or actions those inflame or provoke. Team captain has little control over his/her team. (1 point)

F = Unacceptable conduct and sportsmanship. Team is completely uncooperative. Team captain has no control over team. Any team earning 3 card infractions or 2 red cards will receive an F rating. **Teams or team members using false identification will receive an F Rating.** Any team with players, or spectators, in possession or under the influence of alcohol will receive an F rating. (0 points)

Any team receiving an F rating will be suspended from further play until meeting with and being reinstated by the Intramural Sports Director.

Special Circumstances

Captain's Meeting: Teams that attend a sport's Captain's meeting will receive **1 point** toward their overall sportsmanship rating goal for playoff eligibility.

Playoff Eligibility:

In order for a team to be eligible for post-season play they must earn an average of 3 points per game scheduled in the regular season. (eg. For a 3 game season a team must earn 9 points to advance to the playoffs)

Once in the playoffs teams must receive at least a **C** rating for each game played in order to advance. **Teams may only receive one (1) C rating in the playoffs. Additional C Ratings or below will result in removal from the playoffs.**

Teams that win by a "not ready to play" forfeit will receive an A rating or 4 points.
Teams losing by a "not ready to play" forfeit will receive a C rating or 2 points.
Teams losing by Default will receive a B rating or 3 points.

Appeals -- The sportsmanship rating a team receives may **not** be appealed.

Playoffs

For men's and women's team sports, if time and space allow, a playoff following the regular season will be held. In the Co-Rec. divisions, if time and space allow a playoff will be held in the Co-Rec. division. All teams who complete the regular season, and have achieved an appropriate overall sportsmanship rating, will be placed in a playoff based on their regular season record.

In large divisions, the playoffs are normally split into "Star" and "Dustdevil" Divisions. Teams with the better won/loss record in league play would advance to the "Star" bracket and teams with the poorer won/loss record would advance to the "Dustdevil" brackets. Teams wishing to be placed in a particular bracket, if applicable, should contact the program administrator for that sport immediately upon conclusion of their regular season. Once play has begun in a playoff bracket, no teams will be allowed to change from their bracket.

Playoff Rosters: To participate in the playoffs for any team an individual must meet all intramural eligibility rules and must be included on the game sheet. It is the duty of the team captain to check their roster and bring forth any questions/concerns/additions to the intramural staff. Captains may come to the intramural office between 8am-5pm Monday through Friday to check their rosters and resolve any player questions. Players **may not be "added"** to a roster at a playoff contest. All questions concerning playoff rosters should be cleared during business hours prior to the contest being held. Official rulings are made by the professional staff of the intramural sports department.

Tie-Breaker Policy: The following method is used to break all ties that determine playoff eligibility or rankings.

1) Two (2) teams:

Head-to-head competition
Total sportsmanship: G.P.A.
Points allowed in all games
Points scored in all games

2) Three (3) or more teams*:

Record vs. other teams in tie-breaker
(i.e. Head-to-Head)
Total sportsmanship: G.P.A.
Point differential (plus/minus) to break 3-way tie*

* After a team has been eliminated from a three-way tie the tie-breaker policy reverts back to a two team tie-breaker policy.

IV. EXTRAMURALS

Each year, our Intramural champions and interested teams may have the chance to represent Texas A&M International University in a variety of events (i.e. flag football, basketball, softball) against champions from other universities. In the past, teams have traveled to Corpus Christi, College Station, Arlington, and San Antonio. Information on extramural events will be provided to campus champions and interested teams during the sport's season.

Flag Football: The largest extramural tournament in the country is going to be held on January 3-5, 2010 in Tampa, Florida at the University of South Florida. Intramural championship teams from universities all over the country are invited to participate. Divisions include open, women's and Co-Rec.

Island Bowl: The Island Bowl is a flag football tournament that takes place on the campus of TAMU-CC and is on October 23-25, 2009. Regional universities and military institutions are invited to compete in the open and Co-Rec. divisions. Our champion and runner-up will have their entries paid for.

Basketball: This extramural tournament is going to be held in late March or early April of 2010 and site To Be Determined. Qualifying teams from 8 regional tournaments will qualify for the national championship. This year's regional event will be held in San Antonio, Texas on February 26-28, 2010. Divisions will include: open, women's, and Co-Rec.

Island Hoops: The Island Hoops is a basketball invitational tournament that takes place on the TAMU-CC campus and will be held in early-mid February. The top qualifier will earn a spot to the regional qualifier in San Antonio.

Softball: This extramural tournament is going to be held on April 16-18, 2010 at Tarleton State University in Stephenville, Texas. Again, IM championships teams from the region will compete against one another in a double elimination format for the National Slow-pitch Intramural Softball title. Divisions include: open, women, and Co-Rec.