

MISSISSIPPI UNIVERSITY FOR WOMEN

INTRAMURAL SPORTS HANDBOOK

INTRAMURAL DIRECTOR: RITA HIGGINBOTHAM

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OFFICE LOCATION: Hogarth

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VISIT US AT: www.muw.edu/intramurals

ATTENTION TEAM CAPTAINS:

YOU ARE RESPONSIBLE FOR THE

FOLLOWING INFORMATION

GENERAL PROGRAM INFORMATION

HOW TO ENTER A TEAM:

For each team sport there will be a registration period. Just stop by the Intramural Office and pick up an entry/roster form before the announced deadline. Certain activities will have established registration days and time periods during which all entries must be properly completed. A player will not be eligible to play until all information is filled out (ex. name, student ID number and signature.) All players must sign the Assumption of Risk and Release Form before playing in any intramural event. After the form has been filled out, bring it by during the registration period to the intramural office. All Individual / Dual activities will have established registration days and times or will conduct on-site registration.

Signing up is simple if you use the following tips:

1. Check with the intramural office and get a calendar of events. This way you will know when the registration period for each sport begins.
2. To register for an intramural activity, a team sport captain or individual/dual sport participant must complete an entry form and return it to the MUW Intramural office before the registration deadline.
3. Once you sign up your team, you may add players to your roster either at the games or in the office of Intramural Sports. **(You can not add player's for the Championship Game)**
4. We will try and play team sports on Tuesday and Thursday. Individual sports will be played on Monday and Wednesday. Time of play will be between 3:00 and 6:00pm. Some sports will be played at night between 6:00pm and 10:00pm.
5. A team captain or member of the team must attend the captain's meeting. We will review schedule, sport rules and intramural policies.

CAPTAIN'S RESPONSIBILITIES

Intramural team captains serve as the communication link between their team and the Intramural Sports Program. They are responsible for understanding Intramural information and passing it on to team members.

Duties of the Team Captain include:

- Select team name (we reserve the right to edit team names)
- Organize the team and enter it into competition before the deadline date.
- Attend or have a team representative at the mandatory captains' meeting. Failure to be represented at the meeting will result in the assessment of a \$5 missed meeting fee. If not in attendance pick up a copy of the rules and tournament bracket in the IM office the following business day. If you miss the meeting you have to pay the \$5 fee before your team can be entered.
- Keep the captain's and assistant captain's contact information updated with the Intramural Office.
- Be familiar with all intramural eligibility rules and see that their team plays only eligible players.
- Ensure all participants have a signed waiver on file in the Intramural Office.
- Check with the Intramural Office and bulletin boards daily for any changes that might take place.
- Provide information to each of his/her teammates regarding playing dates, locations, rule interpretations, policies, and rescheduled contests.
- Assist in making arrangements for postponed games.
- In case of forfeit, pay the \$15.00 re-entry fee by 1:00 the next day so team can continue to play.
- Assist the Intramural Sports staff with the implementation of the sportsmanship policy and stress to each participant its importance.
- Be at the game site 15 minutes prior to the start of each contest in order to be make sure your line up is turned in on time. Make sure everyone has scrimmage vest on with correct number on the line up sheet.
- Represent each member of the team and be the only one to discuss rule interpretations and talk with the officials. Cooperate with the Intramural Supervisors at the site concerning protest, incidents or accidents that may occur.
- After the Contest, team captains need to assist in the clean-up of their bench or playing area after the completion of their contest. They also need to check with the intramural supervisors to follow up on any information that needs to be relayed to team members. Return all equipment to the designated area.
- Communicate with the Intramural staff throughout the season about any issues that concern your team.

CAPTAINS' MEETING

Most of the team sports offered by Intramurals require a representative (preferably the captain) to attend the captains' meeting. This meeting addresses subject areas such as rule interpretations, facilities, schedule explanations and general discussion relevant to the specific sport at hand.

THE DEPARTMENT OF INTRAMURAL SPORTS RESERVES THE RIGHT TO REFUSE INAPPROPRIATE TEAM NAMES. IF A TEAM ENTERS COMPETITION WITH AN INAPPROPRIATE NAME, the NAME OF THE TEAM CAPTAIN WILL SERVE AS THE TEAM NAME FOR THE REMAINDER OF COMPETITION IN THAT EVENT.

REGULAR SEASON SCHEDULES & TEAM ROSTERS

Tournament brackets should be available the day following the captains meeting. On the night of your game, your team members should arrive at least 15 minutes early in case of any unforeseen circumstances. You **can add** players to your roster throughout the season. (**EXCEPTION:** cannot add for the championship game) Players can only play on **ONE** team at a time and once a player has joined a team he/she **cannot** switch to another team until that event is over. All students starting competition in any sport must remain on the same team until that sport is completed.

Individual and Dual Events

Each participant is responsible for picking up his/her own tournament schedule. Responsible for turning in scorecard at the Intramural office before the deadline given on bracket. It is your responsibility to call your opponent and reschedule, if you can not play at the time on the bracket. Game has to be played before the next scheduled game.

SPECIAL EVENTS AND MEETS

Intramural Sports hosts several special events and meets that will happen just once each academic year. To make sure you don't miss our Free-Throw Challenge, Three-Point Shootout, and Homerun Derby, be sure to check the IM Board for the event dates.

BLOOD POLICY

The following is the Intramural Sports policy for bleeding during an intramural contest:

If an intramural participant is bleeding, he/she will be removed from the contest immediately.

1. If an intramural participant has blood on his/her clothing or body, he/she will be removed from the contest upon detection. The blood may or may not be his/her own blood. The participant is ineligible to re-enter the contest until the clothing saturated with blood has been removed.
2. Before any participant re-enters the contest, all bleeding must be stopped and any open wound or laceration must be covered.

Tobacco/Alcohol/Other Drugs Policy

Tobacco, Alcohol, and other drug usage in the Intramural Program will not be tolerated. Any person found using tobacco products during Intramural events and programs may be asked to extinguish use of said product by the Intramural Supervisors or game officials. Alcoholic beverages are not permitted on or around the Intramural playing areas. Participants who appear under the influence of drugs or alcohol will not be permitted to participate (this includes spectators). The official(s) assigned to the game or any staff member has the authority and responsibility to make a decision concerning the apparent state of all participants. All individuals guilty of drug or alcohol infractions will be asked to leave the Intramural playing area immediately and may be banned from further participation.

ELIGIBILITY RULES:

The intramural rules have been designed to encourage participation by the students while at the same time discouraging individuals and teams from gaining an unfair advantage. Winning at any cost is not the intramural philosophy of play.

1. All active undergraduate and graduate students, faculty, and staff members of Mississippi University for Women are eligible to participate in any activity sponsored by the Intramural Sports Office. All participants must provide proper identification at the intramural contest. A current MUW ID card must be presented before each contest to be eligible to participate in the Intramural Sports Program.
2. It is the responsibility of the intramural captains to check the eligibility of their players and to protest the eligibility of players on other teams they believe may be in violation of intramural eligibility rules.
3. In order to be ELIGIBLE to play for an intramural team, an individuals' first and last name, student ID, and phone number must be correctly filled out on that particular team's roster.
4. All individuals eligible for intramural sport activities must comply with any rules, regulations, and policies established by the Intramural staff. Eligibility will end upon withdrawal from school, termination of employment, failure to comply with rules and regulations, or failure to uphold expected standards of sportsmanship. All participants in intramural sports programs must sign the waiver of liability agreement prior to participation. **INDIVIDUALS WILL NOT BE ELIGIBLE TO PARTICIPATE UNTIL THE WAIVER IS SIGNED.**
5. An individual will not be permitted to represent more than one organization or team (as a player) in the same sport. Once a player has played for one team, s/he cannot participate as a player for another team in the same activity.
6. An individual participating under an assumed or false name shall be referred to the Intramural Director for appropriate disciplinary action.
7. Teams **may not** play an ineligible person during a scheduled contest even with mutual consent of both captains. A team shall forfeit any protested contest in which it uses an ineligible player.
8. Any individual who, in the judgment of the official calling the event or any Intramural Staff member, intentionally strikes or shoves an opponent or an official will be automatically ejected from the game and will be suspended pending action from the Intramural Staff.
9. Alcoholic beverages and controlled substances are prohibited at all intramural sport contests. Individuals clearly under the influence will be removed from the activity/facility.
10. Any player or coach ejected from an IM contest shall be **SUSPENDED INDEFINITELY** from participation in all sponsored Intramural Sports **until reinstatement by the Intramural office.** Any individual who is ejected from a contest must **leave the facility (sight and sound) immediately upon notification by the intramural supervisor.**

SPORTSMANSHIP

The philosophy of the Intramural Sports Program is that good sportsmanship is expected in the conduct of every participant in every contest. A “good sport” is fair, courteous, has a positive attitude, and accepts results gracefully. All individuals and teams participating should comply with the spirit of the game as well as the written rules that govern all competitive situations. In order to encourage proper conduct during contests, members of the Intramural Staff will make decisions whether to warn, penalize, or eject persons, teams, or spectators displaying poor sportsmanship.

EJECTION POLICY

When a player is ejected from intramurals they are required to leave the facilities and not allowed to return at any point that day. The player must be reinstated to participate in intramurals. The player’s suspension will not start until that person has met with the Intramural Director; the ejected participant cannot play any intramural sport until a reinstatement date has been set by the Intramural Director.

If an intramural participant is ejected from any activity he/she is immediately ineligible from further participation in any intramural activity until the Director of Intramural Sports clears him or her.

It is the participant’s responsibility to schedule an appointment with the Director of Intramural Sports to review his/her behavior and eligibility in any intramural activity. Penalties are effective after the meeting with the Intramural Director. The minimum suspension for any participant that was ejected will be one game. However, if the ejected player fails to meet with the Intramural Director, he/she will be indefinitely suspended from all Intramural Sports programs until the meeting occurs. The Director of Intramural Sports will determine the length of suspension for each incident that occurs based on information obtained from the officials, supervisors and participant ejected. Infractions that may result in ejection from intramural competition include the following:

1. Unsportsmanlike behavior
2. Verbal abuse
3. Unnecessary physical contact
4. Fighting (striking or attempting to strike)
5. Threatening behavior (verbal) toward an official or supervisor
6. Threatening behavior (physical) toward and official or supervisor
7. Individual playing under an assumed name
8. Individual playing illegally on two teams in the same sex division
9. Individual playing after the consumption or suspicion of consumption of alcohol/ drug
10. Damage/Destruction of facilities or equipment.

Categories and Minimum Suspensions: Unsportsmanlike conduct; verbal abuse directed toward other players. (Suspension – Minimum of 1 game. Second offense minimum of 3 games)
Unsportsmanlike contact toward other players, or threatening an official. (Suspension – minimum of 2 games. Second offense – minimum of 6 games)
Unsportsmanlike fighting with other players, or contact with an official. (Suspension – Minimum of 4 weeks. Second offense minimum of 12 weeks.)

FORFEIT POLICY

If a team fails to appear at the scheduled location within 10 minutes of the scheduled time, the official will declare the contest a forfeit. For every minute that a team cannot take the field/court after the scheduled starting time, their opponents will be given one point plus loss of playing time. Exception: Basketball: two points plus loss of playing time.

A forfeit is the failure of a team to have the minimum number of players necessary for competition in that sport. A forfeit can also occur when a team falls below the minimum number of players required because of poor sportsmanship (ejections). A forfeit will also be declared if a team uses an ineligible player.

A forfeit eliminates a team from further competition. However, a team may return to competition by paying a \$15.00 forfeit fee by 1:00p.m. the next day. Payment for the fee may be made at the IM Sports Office during office hours. If you know in advance that your team will not have enough players to compete as scheduled, contact the Intramural Office (329-7229) prior to 12:00pm the day of the game to receive a default, and the forfeit fee will be waived.

Defaults

A default is a measure whereby the defaulting team accepts a loss and avoids a forfeit by notifying the MUW Intramural Office by phone at 329-7229 prior to 12:00pm on the day of the scheduled activity.

PROTEST PROCEDURES

Protests will not be received or considered if they are based solely on a decision involving the accuracy of judgment on the part of a game official. Protests will be received and considered for:

1. a misinterpretation of a playing rule.
2. a misapplication of a rule to a given situation.
3. failure to impose the correct penalty for a given violation.
4. matters of player eligibility.

TO PROTEST THE FOLLOWING PROCEDURES MUST BE STRICTLY OBSERVED.

Notification of intent to protest must be made at the point the matter in question occurs, and immediately before play continues. The coach or captain of the protesting team shall notify the referee that he/she wants to file a protest. The sport supervisor on duty will then render a decision and play will continue. If the captain wants to protest the decision rendered by the sport supervisor, then the protesting captain must state that they wish to play under protest and a written statement will be due within 12 hours. This protest must be written on the formal protest form, which may be obtained from an intramural staff member. The form after completed, will be given to the Intramural staff for discussion. After a decision has been made, both captains will be notified of the decision. **NOTE: NO PROTEST WILL BE CONSIDERED IF THE ABOVE PROCEDURES ARE NOT FOLLOWED.** The Intramural office does not assume responsibility for investigating the eligibility of all participants but will investigate any properly protested cases. Player eligibility protest must be made prior to the completion of the contest to the Intramural Supervisor on duty.

RESCHEDULING

Rescheduling is discouraged because of the lack of time we have to play games. Rescheduling is allowed; however, rescheduling will be kept to an absolute minimum.

If a team has a conflict with the day and time they are scheduled to play then the following rescheduling procedure should be followed. **The team captain desiring a schedule change must first contact the intramural sports office in order to obtain possible times for rescheduling. This captain must then contact the opposing team captain and with the times available decide on a mutually agreeable time for a reschedule. If an agreement cannot be reached then the contest must remain at the originally scheduled time.**

You are required to complete this procedure by 4:00pm the business day before the game is scheduled.

Free Agents

Free agents are individuals who are interested in playing intramurals but do not have a team. To become a free agent, an individual can fill out a free agent form and return it to the MUW Intramural office. The Intramural staff will then try to place the individual on a team that has empty slots on their roster or if enough free agents exist a new team may be formed. There is no guarantee that free agents will be placed on a team. All free agents are encouraged to attend the captains meeting in order to speak directly to teams that may need players.

Jewelry

Most Intramural Sports programs and events prohibit the wearing of jewelry for safety reasons. The only pieces of jewelry that will be allowed is medic alert bracelets/necklaces and stoneless wedding bands. Each one of these pieces of jewelry must be taped down as to not create a safety hazard. Please do not ask Intramural Staff members to keep up with your jewelry. The Intramural Staff is not responsible for any pieces of jewelry lost during competition.

Injuries/Liability/Insurance

All participants must sign a waiver prior to competing or participating in any and all intramural events and sports. Participation in the Intramural Sports Program at MUW is a purely voluntary activity, and individuals participate at their own risk. Participants should be aware of the possibilities for bodily, mental, and emotional injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation.

The IM program does not carry insurance to cover those individuals who are injured while participating in IM contests. It is strongly recommended that all participants provide themselves with some form of accident insurance if they are not covered either by their own or their parent/guardian's insurance program.

Rules for Overall Intramural Champion

The total number of points a team earns throughout the academic year will decide the overall intramural champion. There will be a women's champion and a men's champion. If a member of your team competes in an individual sport she/he has to be on your team roster before that event starts in order for your team to receive points for the overall champion trophy. Points will be given on the system stated below. In case of a tie one of the officers will draw from an envelope a sport from among softball, football, basketball, and volleyball and the teams will then have a playoff. A poster will be on the bulletin that will have a running total of points for all the teams participating.

Intramural Points System

Major Sports:

Flag Football	First Place (Champion)	50 points
Softball	Second Place	40 points
Soccer	Third Place	30 points
Basketball 5 on 5	Fourth Place	20 points
Ultimate Frisbee		
Indoor Volleyball		
Kickball		

Minor Sports

3 on 3 Basketball	First Place (Champion)	25 points
Sand Volleyball	Second Place	20 points
Dodgeball	Third Place	15 points
	Fourth Place	10 points

Individual/Dual Sports:

Tennis	First Place (Champion)	20 points
Fun walk	Second Place	15 points
8-Ball Pool	Third Place	10 points
Badminton	Fourth Place	5 points
Home Run Derby		
Free Throw Contest		
3 pt shot		
Horseshoes		
Darts		
Punt, Pass, & Kick Contest		
Bench Press Contest		
Golf, Chip, & Putt Contest		
Poker		

If you have more than one team in any sport you will receive points for the highest place and then 3 points after that in the order that you place.

Overall Champions Trophy

The men's and women's team that has the highest total of points at the end of the spring semester will be named Intramural Champion for that year. The team's name and the year will be placed on the plaque.

Wall of Fame

Pictures are taken during Intramural events and during the final competitions. Winner of each event will have their picture taken. These are categorized according to sport and put on the wall in the Intramural Office. Under the picture of the winners are their names/team names and the names of the events. These pictures are displayed for everyone to see in hopes that they will participate and one day has their picture on the Wall of Fame.

Personalized Championship T-Shirt

T-shirts will be awarded to the Champions of each sport. The T-shirts will be handed out at the site on the day of the championship game. A team picture will also be taken at this time and posted on the MUW Intramural web site.

The individual or members of the team that win each intramural event will receive a Championship T-Shirt. T-Shirts for each event are a different color to break the monotony of winning more than one event and having the same color shirts.

Spirit Award

There will be a spirit award given at the end of the year to the team that has the most overall spectators. Teams will be awarded one point for each spectator that attends any sporting events. Spectators will be asked to sign a sheet of paper indicating which team they are there to support. Points will be tallied at the end of the year and the team with the most points will receive the "SPIRIT" trophy.

Job Opportunities

The Office of Intramural Sports is always looking for enthusiastic students to work for the program. The Intramural Sports program needs game officials, scorekeepers, and supervisors to work the intramural events. If you have always felt that you could officiate the games better than the officials on the field, here is your chance to do it. If you are looking for a fun atmosphere, this is the job for you. If you are interested in obtaining a job with the Intramural Program, please get in contact with the Assistant Director of Intramural Sports. Coach Rita (662-329-7229)

CHECKLIST FOR TEAM CAPTAINS

(Helpful hints for managing your team)

BEFORE THE SEASON

1. Meet with prospective team members to decide on the most agreeable team name. The IM staff reserves the right to disallow any team name that is offensive or inappropriate in any way.
2. Obtain copy of calendar of events and registration times, eligibility and game rules available at the Intramural Office.
3. Following registration, inform all team members of the day, time, and location of your first scheduled game.
4. Attend all Captains' meetings and inform all team members of any important information received, including rules, sportsmanship issues, etc.
5. Stay in close contact with the IM office in order to be aware of any changes which may directly affect your team.

DURING THE SEASON

1. Visit the IM office frequently and keep in close contact with the IM bulletin board in Hogarth. The team Captain is responsible for communicating the season schedule to all team members.
2. Update your official team roster whenever necessary. This includes any player additions, deletions, address, or phone number changes.
3. Make every effort to play all games as scheduled (at the correct day/time). A successful Captain avoids forfeits at all costs.
4. Insure that your team is on hand for all contest, be ready to play well ahead of the scheduled time.
5. Personally understand and ensure that teammates and team spectators understand and the Intramural Sports zero tolerance policy regarding sportsmanship policy.

AFTER THE SEASON

Please stop by the IM sports office and give us suggestions to improve programs. We need your feedback.

Team Captain Information
(Please Print)

Name: _____

MUW ID #: _____

Team Name: _____

Dorm and Room #: _____

W Box #: _____

Local Address, if not in dorm: _____

Telephone: Cell _____ Home _____ work _____

Email Address _____

Alternate Captain's Name: _____

ID Number _____

Phone Number _____

Email Address _____