

RECREATIONALSPORTS

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UNIVERSITY OF MINNESOTA

# INTRAMURAL SPORTS HANDBOOK

Revised: 8/2009

DEPARTMENT OF RECREATIONAL SPORTS

Visit us at: [www.recsports.umn.edu](http://www.recsports.umn.edu)

**ATTENTION TEAM CAPTAINS:**  
**YOU ARE RESPONSIBLE FOR THE**  
**FOLLOWING INFORMATION**

Dear Intramural Captain,

Thank you for volunteering to be an Intramural Captain. The Intramural Staff view your position as very important and critical to the success of the program.

As a captain, your team is relying on you to take on many responsibilities. It is critical that whether you have been elected, appointed, or self-designated, you are prepared to accept the commitment and duties inherent in the title you are assuming. This booklet has been prepared as a self-help guide and contains information that is vital for you to accomplish your job. Please read this guide carefully and keep it handy at all times.

After reading this guide, if you feel that you can not accept this responsibility and commitment of being a team captain, please find someone else who is willing to accept the job. Your team's success is directly related to its captain.

From a captain's standpoint, this can often be a thankless job. You spend a lot of time forming a team, trying to make registration, and collecting money from players. You do this all too often, without a word of thanks from anyone. Let it be known that we do appreciate your efforts. Again, thank you for your help and if we can be of any service to you or your team, please do not hesitate to call or stop by the Intramural Office. The door is always open. Good luck to you and your team, and more importantly, HAVE FUN!

Recreationally yours,

Nicole Rajkowski  
Intramural Director

Matt Johnson  
Intramural Coordinator

## **INTRODUCTION**

Welcome to the Intramural Sports Program. Intramurals is a fun way to meet new people, become physically active and participate in friendly competition. The Intramural Program offers the University Community (students, faculty, and staff) structured team, dual, and individual recreational sport opportunities within a healthy, safe, and enjoyable environment for both participants and student employees. Participants number in the thousands and are distributed across a wide range of skill levels resulting in over 500 leagues with nearly 2,500 teams competing in 21 different sports.

The Intramural Program is planned, organized, directed, and evaluated by the Intramural Director, Coordinator and student staff. The Intramural Program employs over 150 students to assist with student payroll, office operations, officiating games, supervision of activity sites, and preparation of activity sites for competition.

The Intramural Handbook is a guide to help clarify questions pertaining to rules, policies and procedures used in all Intramural Programs. The content of this handbook is used in conjunction with the Office for Student Conduct and Academic Integrity (OSCAI) while upholding the University of Minnesota Board of Regents Student Conduct Code, [www1.umn.edu/oscai/](http://www1.umn.edu/oscai/).

### **I. TEAM CAPTAIN RESPONSIBILITY**

The team captain is the most vital element of a team's successful participation in the Intramural Sports Program. Research has shown that teams with alert, organized, and efficient captains are most often competing well into the playoffs. Ordinarily, team captains have a strong interest in team sports, are reasonable, reliable, possess good communication skills and can recruit a group of players to form a solid team.

The following suggestions will assist you to become a successful team captain. Please use them as a checklist to guide you through the regular season and playoffs. Team captains are responsible for:

- Actions of all players
- Bench personnel
- Team representatives
- Team spectators
- Score cards
- Eligibility
- Updated roster
- Regular season schedules
- Playoff schedules
- Attending any pre-season, disciplinary, sportsmanship issues, and/or rules and policies meetings.

The team captain is responsible for relaying the contents of this handbook to his/her respective team(s). The Intramural Director, Coordinator, Program Assistant, Senior Supervisors, Supervisors, Officials, and Office Assistants are not responsible for educating teams regarding either the contents of this handbook, and/or the rules of their respective sports. However, the Intramural Director, Coordinator, Program Assistant, Senior Supervisor, Supervisor, Officials, and Office Assistants will **clarify** the contents of the handbook and/or specific rules of a sport.

As team captain, s/he must control the actions of his/her players **and** spectators while on an Intramural site. This includes before, during, or after the team's game(s).

Signing the Intramural registration form acknowledges that the team captain accepts the responsibility of reading the entire handbook, informing every team member of its contents and attending a mandatory captains meeting.

## **II. HEALTH AND SAFETY**

Participation in the Intramural Program is voluntary which means that individuals assume all responsibility for their own health and safety. The risk of injury is inherent in many of the recreational sport activities offered by the Intramural Program. I voluntarily assume all risks involved in participating in the sports and/or traveling to and from participation sites for the sport. I expose myself to the foreseeable and unforeseeable risk of serious injuries and even death that may occur as a result of my participation in an Intramural sport that cannot be specifically listed.

We strongly encourage you to consult with a physician before participating in any physical activity to determine any potential condition that may adversely affect your participation. We encourage those with pre-existing conditions to wear a medical alert bracelet or neck tag indicating the appropriate medical information. We strongly recommend that all participants have a medical insurance policy, either through university offered programs or through an outside agency that will cover injuries or illness that may occur due to participating in Intramural sports. Participants should be fully aware of all inherent risks involved in that sport.

By participating in the Intramurals Sports program, I release the Board of Regents of the University of Minnesota, The University of Minnesota, the Department of Recreational Sports and the employees, agents, or representatives of the University of Minnesota (hereafter referred to as the university group) from any and all liability, claims, costs, expenses, injuries or losses including those resulting from acts of negligence by the university group that I may otherwise sustain as a result of my participation in Intramural sports. My participation includes, but is not limited to traveling to or from games, meets, tournaments or practices whether in private or university owned vehicles; training for participation in the sports; being coach in the sport by paid or volunteer coaches; and/or using equipment for the sport on or off University of Minnesota property.

## **III. ELIGIBILITY RULES**

The purpose of these eligibility rules is to provide fair and equitable participation for University of Minnesota, students, staff, and faculty. The rules have been established to facilitate enjoyable participation for everyone in the Intramural Program. Therefore, the spirit of the rules is extremely important. To insure a positive atmosphere in the program, it is essential that participants abide by the rules and encourage their teammates to do the same. All Intramural Program participants must be familiar with eligibility rules, although **team captains are ultimately responsible for the eligibility of the players on their team.**

A participant may **only** play on **one** team in any given sport per semester.

- Woman's
- Men's
- Open
- Co-rec

For example:

- A player is considered eligible if: s/he plays in one open, co-rec, **and** a men's/women's league.
- A player is considered ineligible if: s/he plays in two open, two co-rec, or two non-coed leagues for the same sport.

Eligibility is established by being listed on the team roster and on the scorecard when playing for that team. A participant who plays for a second team during a sport season is considered ineligible and cannot legally play for either team. Add forms are to be used to add players to a team roster and are available in the Intramural Office or online at [www.recsports.umn.edu](http://www.recsports.umn.edu). Players must be added to a team prior to **noon** the day of a contest.

### **III-a. Check-in-Policy and Procedure**

All students, staff, and faculty **MUST** present a valid U of M identification card; non-affiliates (SUMMER only) **MUST** present a valid non-affiliate card and picture I.D. to participate in any Intramural activity.

**There will be no exceptions to this policy.** If participants do not present a valid U of M identification and/or a valid non-affiliate card (SUMMER only) they will **NOT** be allowed to participate in the Intramural activity.

Penalty for attempting or using a false identification card will be suspension from the league. Suspended individuals **MUST** meet with the Intramural Director for possible reinstatement into the Program.

If issues occur with non-eligible players the situation will require some type of disciplinary action, the team captain will ultimately be held responsible. The team captain will be the individual who will be required to comply with the decided penalty.

### **III-b. Individual Eligibility**

The following person(s) are eligible to participate in the Intramural Program:

- Students who pay the Student Service fees.
- Participants not paying Student Service fees who have purchased a recreation membership. Memberships may be purchased at the Member Service Office in the University Recreation Center, or at the St. Paul Gym Reception Desk.
- Faculty and staff who purchase a staff recreation membership. Memberships may be purchased in the Member Service Office in the University Recreation Center, or at the St. Paul Gym Reception Desk.

### **III-c. Non-Affiliate Policy (SUMMER only)**

Non-affiliates can **ONLY** participate during the summer semester on **Co-Rec** teams that have paid the \$25.00 per non-affiliate fee. The number of non-affiliate participants allowed per Co-Rec sport roster is as follows: sand volleyball 3, softball 5, outdoor soccer 3, and ultimate frisbee 4. **All non-affiliate participants must be at least 18 years of age.** Prior to or at the first game non-affiliates will receive their cards. A \$10 fee will be charged to replace lost or damaged non-affiliate cards. When participating in Intramural Sports non-affiliate members must always carry the non-affiliate card and photo identification with them and present the cards when requested by an Intramural or Recreation Center employee.

**III-d. Intercollegiate and Professional Athletes**

Intercollegiate athletes and professional athletes are ineligible to compete in the Intramural Sport(s) of their specialty or equivalent sports. The following Intercollegiate sports shall be considered equivalent sports for Intramural competitions:

BASEBALL -----	Baseball, Softball
BASKETBALL -----	3 on 3 Basketball, 5 on 5 Basketball
FOOTBALL -----	Flag Football
ICE HOCKEY -----	Ice Hockey
SOCCER -----	Indoor/Outdoor Soccer
VOLLEYBALL -----	Indoor Volleyball, Sand Volleyball

**III-e. Determination of Varsity status**

Candidates for Men’s and Women’s Intercollegiate Athletic squads (Varsity or Junior Varsity) are not eligible for Intramural participation in the sports (or equivalents) for which they are practicing.

Any student who is listed as a member of an Intercollegiate Athletic squad, at any collegiate institution, after three weeks of practice is not eligible to participate in Intramurals in that sport or its equivalent.

Intercollegiate Athletic squad members should obtain permission from their coaches before participating in other Intramural sports.

Athletes who are scholastically ineligible for Intercollegiate competition (including Proposition 48 athletes) and transfer students who are ineligible to compete Intercollegiately due to the residency rule are not eligible to participate in the Intramural Sport(s) of their specialty or equivalent sports. NOTE: The above rules also apply to High School League players who may happen to be enrolled in college courses at the University.

**III-f. Sport Club Members**

Current Sport Club athletes may participate in the same or related sport in which they participant as a club sport member, but **ONLY 2** members total are allowed per team roster.

**IV. ELIGIBILITY VIOLATIONS**

**Cases of individual or team violations to the Intramural eligibility rules will be reviewed by the Intramural Director.**

Team captains will be held responsible for the actions of their players. Some examples of Intramural eligibility violations which provide cause for loss by default and possible suspension are listed below:

- Intercollegiate athletes or professional athletes playing in the sport of their specialty (or an equivalent sport) without special clearance from the Intramural Director.
- Use of any other ineligible players.
- Incomplete rosters on file.
- Falsification of names and/or ID numbers on scorecards and rosters.
- Any player attempting or participating under assumed names.
- Use of players who are suspended from Intramurals.
- Use of individuals playing on more than one team in the same category in the same sport.
- Discretion from Department of Recreational Sports employees.

Because the team captain is responsible for the team, the same sanctions shall apply to him or her. Giving a false name or providing false identification is an illegal offense and all information will be turned over to the University of Minnesota Police Department and the Office for Student Conduct and Academic Integrity.

- Any team that violates eligibility requirements will default the last game in which they used the ineligible player. This means that both teams that the ineligible player participated on will default their most recent game.
- Furthermore, their sportsmanship rating will also be changed to a “Zero,” making good sportsmanship a necessity for the remainder of the season if the team hopes to be eligible for playoffs.
- Both teams will be placed on probation for the remainder of the season.
- If additional eligibility violations occur the team will be removed from the league without a refund.
- If the violating individual is a fee-paying student, staff, or faculty member who illegally participated on two teams in the same category, he/she will be able to finish the season on **one team**, after serving a one-game suspension.
- A flagrant violation of this rule (e.g., using more than one ineligible player) may result in suspension of the entire team.
- In playoffs, any team using an ineligible player will be eliminated!

For a player to be eligible, the player **MUST** be on the official roster that is kept at the Intramural Office prior to the start of the game (section V).

## **V. TEAM ROSTER- Add Policy**

**Complete names and ID numbers (or non-affiliate numbers (SUMMER only)) of all participants must appear on the team’s official roster.**

All players (full names and ID numbers) **MUST** be officially added to the team roster by completing a roster add form. Forms are available at the Intramural Office in building 1901 or online at [www.recsports.umn.edu](http://www.recsports.umn.edu).

The add form must be completed and returned to the Intramural Office by **12 Noon** the day of the scheduled match for the player(s) to be eligible. For matches scheduled on Sundays, forms must be completed and returned by **12 Noon** Friday.

Captains are responsible to ensure the eligibility of all players added. This includes insuring that all added players are **NOT** on another team’s roster. Players not added to the team’s roster will **NOT** be allowed to participate.

**\*\*\*In order for teams to be eligible in playoffs, a participant must be listed on the team roster and must have played in at least one regular season contest with that team.** Teams with incomplete rosters will not be eligible for playoffs. Any additions to your roster must be made prior to the last regular season game for your play-off roster.\*\*\*

## **VI. DEFAULTS AND FORFEITS**

If for some reason, your team cannot avoid defaulting or forfeiting a scheduled game, common courtesy requires that **both the opposing team and the Intramural Office be notified well in advance of the scheduled playing time.** The Intramural Office must be notified **before 4:00pm on game day, or 4:00pm on the Friday before weekend games.** Games lost by default or forfeit will not be rescheduled for any reason.

### **VI-a. DEFAULTS**

A win or loss by default will not be counted towards the final sportsmanship rating. -Refer to section VIII (post season playoffs); section IX (sportsmanship) for further explanation.

Teams will receive a default if they:

- Show up, ready to play, but **after** scheduled game time.  
**GAME TIME IS DEFAULT TIME! NO EXCEPTIONS!**
- Show up on time, but fail to have sufficient number of players to make it an official game.
- Unable to make a scheduled game (a loss by default will be recorded if proper notification has been given in advance to the Intramural Office and to the opposing team). Otherwise the scheduled game is a forfeit.
- If, during the play of the game, a team (regardless if the team is winning or losing) falls below the minimum amount of players needed to continue (due to injuries), the team will default the match.
- Lose a player due to a sportsmanship issue results in an insufficient amount of players to field a team, please refer to the respective sports rules on this issue.
- Teams with insufficient rosters (section IV) or ineligible player (section III).
- **Two defaults by the same team in one season will result in the removal from the scheduled league with no refund.**

### **VI-b. FORFEITS**

**ANY TEAM RECEIVING A FORFEIT AUTOMATICALLY BECOMES INELIGIBLE FOR POST SEASON PLAYOFFS.**

Teams will receive a forfeit if they:

- Fail to show up at the appointed playing site, at the scheduled time, did not notify their opponents **and** the Intramural Office before 4:00 p.m. on game day, or 4:00 p.m. on the Friday before weekend games.
- Are guilty of poor sportsmanship behavior and conduct (as defined by section IX), and the game must be discontinued.
- Knowingly misrepresent a score.
- **Teams will be removed from the league after two forfeits and will not receive a refund.**

### **VI-c. DEFAULTS + FORFEITS**

- Any team receiving two defaults, forfeits or a combination of one each will be removed from the league and will not receive a refund.

## **VII. PROTESTS**

Team captains are responsible for the eligibility of their team members and will be held accountable for using ineligible players.

Protests based solely on a decision which involves an accuracy of judgment call on the part of an official **will not** be considered.

- Arguing about a call **does not** constitute filing a protest.

The team captain must file his/her formal protest with the game Official(s) immediately following the questionable interpretation (prior to the next pitch, serve, play, etc.). The game Official(s) will then notify the opposing team captain that the game is played under protest and will be recorded on the scorecard the time, score, inning, half, and/or period, etc. The Official will then contact the Supervisor on duty. **The game will not continue until the Supervisor makes a ruling.** A team may file a formal protest regardless of the Supervisor's decision if they believe that the decision is incorrect.

**Protests based on the eligibility of a participant must be filed with the Official working *before* the conclusion of the contest.** At the time of the protest both captains, the Officials, the Supervisor, and the individual(s) in question will meet. The individual(s) in question must bring his/her U of M photo ID, or, in the case of a CoRec non-affiliate (summer only) or faculty member, his/her driver's license and non-affiliate card. The player's ID will then be compared to the official line-up card. If the individual in question isn't on the line-up card, has no photo ID, or has a photo ID that isn't their own, the game will be declared a default (see eligibility in section IV). If the player is on the line-up card and has a valid ID, the name will be noted so that it can be checked against the official roster on file in the Intramural Office. In this case, the game will continue under protest. If the protest is valid, the team with the offending player will lose by default and receive a "Zero" rating. If the protest is invalid, the result of the game will stand.

**PROTESTS BY PHONE WILL NOT BE ACCEPTED FOR ANY REASON!!! ALL CAPTAINS ARE ADVISED THAT BEFORE AN OFFICIAL PROTEST WILL BE CONSIDERED, THEIR OFFICIAL TEAM ROSTERS (ON FILE IN the Intramural Office) WILL BE CHECKED FOR ACCURACY AND COMPLIANCE.**

The Intramural Program Director will review all protests which have been filed according to the above procedures once all necessary information has been obtained. The Intramural Program Director utilizes The University of Minnesota Board of Regents Student Conduct Code in conjunction with the Intramural Sportsmanship Code.

If after the protest is reviewed and the protest is deemed to be correct, the Intramural Office will try to accommodate the team the best way possible.

**The team captain will be held responsible for the actions of their player(s), bench personnel, team representative(s), and team spectator(s). Only the team captain may discuss things with the Officials. REMEMBER: NEVER ARGUE A CALL WITH AN OFFICIAL. INSTEAD, DISCUSS IT IN A RESPECTFUL MANNER!**

## **VIII. POST-SEASON PLAYOFFS**

Play-off reminders will be emailed out to captains during the last week of the regular season. These reminders will inform team captains of the date on which play-offs will begin and the date on which play-offs will be posted.

Play-offs will be emailed and posted in the lower level of the Recreation Center.

Participation in the play-offs is a privilege earned by those teams which demonstrate a willingness to abide by the “spirit” of the rules. Your team receives a sportsmanship rating following each contest. Teams which have a .500 record, 3.00 or better sportsmanship rating (section IX, rating scale) and no regular season forfeits will qualify for play-offs.

All play-off divisions will be **single elimination**.

In the post-season your team will not have a choice of play dates. Teams may be required to play on different nights and times they played during the regular season, and may be required to play more than once per week or even more than once per night.

In post-season, teams are required to carry a sportsmanship higher than a 2.00 to continue through play-offs (section IX). The Intramural Office reserves the right to suspend players that display poor sportsmanship, and possibly eliminate the team from play-offs.

T-shirts are awarded to the league champion. The team captain must fill out team name, sport/division, semester/year, write in the individuals that participated on the team, and then sign the bottom of the form. It is the team captain’s responsibility to go to the Intramural Office and pickup their team’s Championship T-Shirts. Championship T-Shirts must be picked up at the completion of your season and before the end of the semester in which the sport was played. After this time Championship T-Shirts may no longer be available.

## **IX. SPORTSMANSHIP**

Sportsmanship is a vital component for success in every Intramural contest. Participants are expected to display good sportsmanship toward opponents and the Intramural staff at all times. The Intramural Program has developed the Sportsmanship Rating System with the purpose of making each individual responsible for his/her actions while participating in any Intramural event.

The Rating Scale is based on the following criteria:

- 4.0** - A team that does not have any problems will receive a 4.0
- 3.75** - Very few complaints. No taunting or unsportsmanlike behavior exhibited towards the other team.
- 3.50** - Occasional complaints. No taunting or unsportsmanlike behavior exhibited towards the other team.
- 3.25** - Occasional complaints, but doesn’t get penalized for unsportsmanlike behavior.
- 3.00** - Team complains more frequently, but doesn’t get penalized for unsportsmanlike behavior.
- 2.75** - One or several warnings for unsportsmanlike behavior, but NO unsportsmanlike conduct penalties.
- 2.50** - Highest grade a team may receive if issued an unsportsmanlike behavior penalty. This is for teams that receive one unsportsmanlike behavior penalty, but are exemplary otherwise.
- 2.25** - No more than two unsportsmanlike conduct penalties. No ejections. Captain tries to help the situation.
- 2.00** - No more than two unsportsmanlike conduct penalties. May be given if one player gets ejected and it’s the ONLY problem with the team.

- 1.75** - Single ejection or multiple unsportsmanlike conduct penalties. Captain has some control over team.
- 1.50** - Single ejection or multiple unsportsmanlike conduct penalties. Captain has little control over team.
- 1.25** - Single ejection or multiple unsportsmanlike conduct penalties. Captain has no control over team.
- 1.00** - Multiple ejections. Captain has little control. Captain gets penalized for unsportsmanlike behavior. Highest rating a team can receive if the game was stopped due to sportsmanship or when receiving 3 or more unsportsmanlike penalties.
- 0.50** - Multiple ejections. Captain has NO control over team and/or is not willing to work with IM staff.
- 0** - Fighting, shoving officials, shoving supervisors. Multiple ejections or behavior so poor that it merits comparison to a fight or to actual contact of an employee.

Each student participating on a team should choose his/her team members carefully, as all team members will suffer the consequences of any disciplinary action taken by the Intramural Director against a team or individual for violation of the rules. A team captain is responsible for actions by an individual member of the team as well as for spectators directly related to that team. This includes the conduct of all players and spectators before, during, and after a game.

Teams must have a 3.00 or better average sportsmanship rating to be eligible for play-offs (in addition to having a .500 or better win/loss record and no forfeits). However, a default **will not affect** a team's sportsmanship rating.

If a player is ejected from a game, the offending team can not receive a grade higher than a 1.75.

During the play-offs if a winning team receives a 1.50 or lower for sportsmanship, the captain is required to meet with the Intramural Director before the team's next game in order to continue through play-offs. Failure to do so will result in automatic disqualification from the league or a forfeit. In the case of a team having another game on the same day, the on-site Supervisor can make a preliminary decision, and then will contact the on-call Senior Supervisor for a final ruling.

## **X. SUSPENSION**

### **Individual Suspension will result when:**

- Any player is involved in a fight. **UNDER NO CIRCUMSTANCES WILL FIGHTING BE TOLERATED!**
- Any player exhibits aggressive behavior or intentional physical contact.
- Any player exhibits poor conduct, including a red card or technical foul, before, during, or after a contest, or receives 2 yellow cards or 2 technical fouls in the same or different contests.
- Any player is ejected from a game or facility due to poor conduct.
- Any player verbally, physically threatens or intimidates an Intramural Official or Supervisor.
- Any player or spectator physically contacts an Intramural Official or Supervisor.
- Any player or spectator exhibits wanton disregard for Intramural equipment.
- Any player or spectator exhibits wanton disregard for Intramural policies and procedures.
- Any play or spectator exhibits wanton disregard for Intramural facilities.
- Any player fails to abide by the spirit of the rules.

- Any player is a current Intercollegiate athlete(s) or professional athlete(s) playing in the sport of their specialty (or an equivalent sport) without special clearance from the Intramural Director.
- Any player attempting or participating under assumed names.
- Any player participating on more than one team in the same category in the same sport.
- Any team captain not controlling himself/herself, teammates, coaches, or team supporting spectators.
- Any player or spectator ignoring the University of Minnesota Board of Regents zero tolerance Policy regarding Illegal or Unauthorized Possession or use of Drugs, Alcohol or Tobacco.

**Team Suspensions will result when:**

- Teams exhibit poor sportsmanship (ratings of a “Zero”).
- Teams violate Intramural rules and/or policies and procedures.
- Teams fail to control the actions of their players, bench personnel, team representatives, and team spectators.
- Teams use players who are suspended from Intramurals.
- Teams use ineligible players.
- Teams falsify names and/or ID numbers on scorecards and rosters.
- Teams fail to properly identify their players or present photo ID’s at games.
- Teams violate the zero tolerance University’s No Alcohol/ Tobacco Policy.

When a player’s conduct warrants ejection and/or disciplinary action, but the team’s season is over, the Intramural Office reserves the right to, but not limited to, hold the suspension for the following season and/or suspend the player’s Recreation Center privileges.

Section XI discusses procedures for dealing with suspensions, and other sportsmanship related issues.

**XI. REINSTATEMENT**

**Only the Intramural Director or Coordinator has the authority to grant reinstatement.**

In the event that a player is ejected from an Intramural Program or exhibits poor sports conduct, the individual and/or team must schedule a meeting with the Intramural Director to determine the length and severity of suspension. Any suspended player remains ineligible until officially reinstated by the Intramural Director or Coordinator.

Every sportsmanship/suspension incident will be handled accordingly; a self-imposed suspension (i.e. not coming into the office to discuss the incident, and sitting out the next game) will not be considered an official suspension.

A player is considered ineligible until s/he meets with the Intramural Director, after which additional disciplinary action may be taken.

In the event that a team receives a “Zero” rating during an Intramural contest, the team captain must meet with the Intramural Director before THE NEXT SCHEDULED GAME; failure to do so may result in full roster suspension indefinitely.

**XII. POSTPONEMENTS AND RESCHEDULING**

## **Weather Line 612-625-3558**

### **XII-a. POSTPONEMENTS**

As a general rule, games will be played rain or shine. Only in the case of unsafe playing conditions (i.e. lightning, heavy snowfall, large amounts of standing water, extremely cold weather) will games be postponed and/or cancelled. Senior Supervisors will determine whether conditions are safe or unsafe. Team captains are responsible for calling the **Intramural Weather Line after 4:00 p.m. on weekdays, or 9:00 a.m. on weekends**, for information on playing conditions. To give all teams equal access we request that only the team captain call the weather line. Games postponed due to unsafe playing conditions **will not** be automatically rescheduled (section XII-b) by the Intramural Office. Please check your messages carefully and stay in contact with the Intramural Office to find out if and when the game has been rescheduled.

Due to the unpredictable nature of weather forecasting, the Intramural Weather Line may be updated throughout the evening (or day for weekend games) to reflect changes in conditions or game status. **Intramurals will generally play scheduled games UNLESS the Intramural Weather Line specifically states they have been postponed or cancelled.** We recommend that you call the weather line 30 minutes prior to your scheduled game if you are still unsure about playing conditions.

Please remember that the Intramural Office has to work in conjunction with the entire Recreational Sports Department for facility times. This can result in playing at times when you or others may think that the weather is not suitable to play. Please keep in mind that you as a team captain can call the Intramural Office (612-625-8094) and notify the Office that you would rather default the game (section VI-a).

### **XII-b. RESCHEDULING**

The Intramural Staff is unable to reschedule games. During both the regular season and play-offs, facility schedules and staffing issues make it nearly impossible to reschedule games at participants' requests. Team captains must check with their teammates about possible conflicts before signing up for a league. Teams that qualify for play-offs must be prepared to play on nights and times other than those played during the regular season.

## **XIII. REFUNDS**

### **PLEASE NOTE:**

**The Department of Recreational Sports will not issue refunds if we are unable to complete any portion of the regular season and/or play-offs due to circumstances beyond our control.**

- Refunds may be given to free agents that are not placed on a team. The individual must come into the Intramural Office and fill out a refund form. Once this form is signed by the Intramural Director or Coordinator a refund may be processed. Refund forms must be picked up at the completion of the sports season or before the end of the semester in which the sport was played. **After that time refunds will not be available.**

## **CHECKLIST for TEAM CAPTAINS**

(Helpful hints for managing your team)

## **BEFORE THE SEASON**

- Meet with prospective team members to decide on the most desirable day, time, and sport(s) in which you will participate. Also, select a team name that is agreeable to the members. **The Intramural Staff reserves the right to disallow any team name that is offensive or inappropriate in any way.**
- THE FOLLOWING ITEMS WILL BE REQUIRED AT INTRAMURAL REGISTRATION:
  - Managers address, phone number and email.
  - Complete first and last names and ID or participation numbers of all players on your team.
  - The total entry fee for the sport(s) you sign up for. *((SUMMER only) **Be sure to include the \$25.00 per Non-Affiliate surcharge if you have a Co-Rec team using non-fee paying players***).
- Enter your team in the desired sport(s) at the beginning of registration to assure the most desirable day and time.
- Obtain copies of first game reminders, sport(s) rules (available at IM Registration or from the Intramural Office), and the Intramural Handbook. Cover this information with the team and constantly abide by these rules.
- Following registration, inform all team members of the day, time and location of your first scheduled game.
- Attend mandatory captain meeting and inform all team members of any important information received, including rules, sportsmanship issues, handbook, and play-off information.
- Stay in close contact with the Intramural Office in order to be aware of any changes which may directly affect your team.

## **DURING THE SEASON**

- A regular season schedule will be emailed to you prior to your first game. These schedules will also be posted in the lower level of the Recreation Center. The team captain is responsible for communicating the season schedule to all team members.
- Visit the Intramural Office (building 1901) and the Intramural boards located in the lower level of the Recreation Center frequently. You are responsible for checking win/loss records posted for your team. We assume these records to be correct and select play-off teams on the basis of these records. Any records which appear to be incorrect must be immediately brought to the attention of the Intramural Office Staff which will verify the game scores by examining the original scorecard and/or calling the opposing team captain.
- During inclement weather, call the **Intramural Weather Line (612-625-3558)** after 4:00 p.m. to find out if games are being played as scheduled or cancelled. Next, contact the team members to inform them of current game status.

- Update your Official team roster whenever necessary. This includes any player additions, address, or phone number changes. The roster on file prior to the last day of the regular season is considered the Official Team Roster and cannot be changed. Good captains keep their rosters current and finalize them prior to the last regular season game.
- **In the case of a Protest: Formally declared to the Official and the other team’s captain (at the time of the incident) that the game is “under protest”. Immediately fill out the protest form legibly and completely, documenting all pertinent information. If the Intramural Supervisor cannot resolve the issue, then continue with the contest. (If the Intramural Supervisor feels that a substantial amount of time has been taken to make the protest, time may be added at his/her discretion).**
- Go over the rules of each sport and the Intramural Handbook with your teammates and make sure that they know and abide by them during each contest.
- Make every effort to play all games as scheduled (at the correct day/time/site). A successful captain avoids forfeits at all costs.
- Insure that your full team is on hand for all contests; be ready to play well ahead of the scheduled time. **GAME TIME IS DEFAULT TIME!**
- **AFTER THE SEASON** - Please stop by the Intramural Sports Office and give us suggestions to improve programs. We want your feedback.

### **IMPORTANT INTRAMURAL PHONE NUMBERS**

The Intramural Office is located in building 1901 room 110. Office hours are 9:00 a.m.- 5:00 p.m. Monday through Thursday and 9:00 a.m.-4:00 p.m. Friday during the academic school year. Hours vary during the summer session. Important phone numbers are as follows:

### **INTRAMURAL INFORMATION-WEATHER LINE 612-625-3558**

(Call this recorded message after 4:00 P.M.)

Nicole Rajkowski	Intramural Director	612-625-9063
Matt Johnson	Intramural Coordinator	612-626-0696
Staff	Intramural Sports Office	612-625-8094

### **Officiate Intramurals**

The Intramural Program employs officials in every Intramural sport on campus (excluding UAHL). For more information about becoming an official, contact the Intramural Office at 612-625-8094, email [imsports@umn.edu](mailto:imsports@umn.edu). Or visit our employment page at [www.recsports.umn.edu/employment](http://www.recsports.umn.edu/employment).