



**INTRAMURAL SPORTS PROGRAM
POLICIES AND PROCEDURES**

**UNIVERSITY OF CALIFORNIA, MERCED
Merced, California**

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Part I: General Information

A. Name

The Intramural Sports Program is a program area of Competitive Sports. Competitive Sports is a unit of the department of Recreation & Athletics at the University of California, Merced.

B. Purpose

The Intramural Sports Program supports the University's goal of encouraging physical fitness throughout the community. It offers quality, diverse sports and recreational opportunities to promote healthy lifestyles, personal health and fitness, and sportsmanship.

C. Program Opportunities

The Intramural Sports Program provides an opportunity for men and women to compete against other students, graduate students, faculty/staff members and student groups representing fraternities, sororities, clubs and residence halls. Men and women may also compete together in many corec divisions.

Part II: Regulations for All Intramural Sports

A. Eligibility to Participate

- a. The Intramural Staff **cannot** assume responsibility for player eligibility but will assist team managers and individuals with eligibility questions prior to competition.
- b. Students, faculty, and staff are eligible to compete in Intramurals.
- c. Students enrolled must remain enrolled throughout the semester to be eligible for Intramurals. Leaving school will result in immediate suspension of Intramural eligibility.
- d. All faculty and staff who wish to participate in Intramurals must purchase a Recreation & Athletics membership. This membership will allow the user to gain access to all Intramural activities along with all recreational facilities. Faculty or staff who separate from the university will result in immediate suspension of Intramural eligibility.

B. Participation Restrictions

The Intramural Staff will determine exceptions to participant restrictions.

- a. Individuals who fall into one of the following categories are restricted in their Intramural participation.
 1. current intercollegiate athletes
 2. varsity letter winners from any four-year institution
 3. sport club athletes
 4. professional athletes

The restrictions are defined in the following sections.

- b. **Two-Person Rule:** No team may have more than two individuals on its roster who fall into the category of former and/or varsity letter winner from any four-year institution in their specific or associate sport.
- c. **Varsity Letter Winners:** Male or female students who have earned a varsity letter from a four-year college or university shall be ineligible to compete in the sport or associate sport in which they lettered until the full academic year has ended in which they were last listed on an official athletic roster.
 - a. Should a letter winner remain in school after his or her eligibility has expired, they will be limited by the two-person rule.
- d. **Current Intercollegiate Athletes**
 - 1. Current intercollegiate athletes shall be defined as UC-Merced students whose names appear on the official athletic roster at any time during the academic year.
 - 2. For Intramural purposes, all current intercollegiate athletes shall be ineligible to compete **in their specific sport or associate sport**. Should an individual be removed from the roster, they will remain ineligible in their specific sport or associate sport for the entire academic year in which their name appeared on the official athletic roster.
 - 3. Current intercollegiate athletes must compete in the highest class offered in any sport.
- e. **Ex-Varsity Athletes**
 - 1. Varsity letter winners who have either quit or used up all their eligibility at UC-Merced shall be ineligible for a period the entire academic year in which their name appeared on the official athletic roster in their specific sport or associate sport.
 - a. Should a letter winner remain in school after his or her eligibility has expired, they will be limited by the two-person rule.
- f. **Sport Club Athletes**
 - 1. Sport Club athletes are defined as UC-Merced students who appear on the official roster at any time during the year.
 - 2. Sport Club athletes will be limited by the two-person rule in their sport or related sport.
- g. **Professional Athletes**
 - 1. Professional athletes shall be ineligible to participate in their sport and/or associate sport. Professional athletes must compete in the highest level of competition offered in all divisions.
 - 2. Definition of a Professional Athlete – one who receives any kind of payment, directly or indirectly, for athletics participation.

C. Registration

- a. **Create an IMLeagues Account**
 - 1. Go to www.imleagues.com and click Sign-up.
 - 2. Do not use the Sign-up with Facebook Option.

3. Select UC-Merced as the School. Complete remaining information using your UC-Merced e-mail address.
4. An e-mail from IMLeagues will be sent to you to activate your account.

b. How to Sign-up for an Intramural Sports by creating a team.

1. Login to your IMLeagues account.
2. On the main UC-Merced Intramural page select the sport you would like to play.
3. Choose your league and division.
4. Team Captain's may invite individuals to join their team by clicking the Invite Members link on the team page. Any invited members must accept the invitation to be added to the roster.

If they have an IMLeagues account, search by name to invite.
If they do not have an IMLeagues account, choose Invite by E-mail and input their information.

5. Once finished, an e-mail will be sent with payment instructions. Once payment has been received your team will be approved for play.

c. How to Sign-up for Intramural Sports by Joining a Team

1. Accept a request from a captain to join their team.
2. Finding the team and captain name on the division/league page and requesting to join the team.
3. Finding the Captain's player card page, and requesting to join their team.

d. How to Sign-up for Intramural Sports by Joining as a Free Agent

1. You may list yourself as a free agent within leagues. You will be visible to all members of the site and can request to join teams and post information about yourself so teams can request to add you to their team.
2. Intramural Sport staff will assist in attempting to get Free Agents added on teams for each sport. If enough individuals' sign-up as Free Agents, a team comprised of those individuals may be created.

D. Sportsmanship Policy

To promote good sportsmanship, Intramural Sports has adopted a sportsmanship policy. The Intramural staff will strictly enforce this policy. It is the responsibility of each participant to do everything possible to maintain a friendly and fun game atmosphere.

- a. No player, coach or team follower shall:
 1. Use foul or derogatory language, threaten, or verbally abuse any other participant, Intramural employee, or spectator before, during or after the game;
 2. participate in a game for which he or she is ineligible;

3. argue or fight with the game official(s)
4. attempt to or intentionally strike, push, trip, or physically assault another player, spectator, official, or Intramural staff member; and
5. mistreat the facility, equipment or supplies of the University of California, Merced.
6. consume or attempt to consume alcoholic beverages before, during or after an intramural contest, or attend an intramural contest inebriated.

b. Warnings and Ejection System

A warning and ejection system will be used to enforce the sportsmanship policy. Individuals or teams will be issued a warning as explained below. Two warnings will result in an ejection of an individual or the forfeiture of a game. **EJECTIONS MAY BE ISSUED WITHOUT ANY WARNINGS.**

Sport Specific Examples:

1. Basketball

- a. Technical foul = warning
- b. Second technical foul = ejection
- c. Third technical foul on one team = forfeit

2. Flag Football

- a. Unsportsmanlike conduct penalty = warning
- b. Second unsportsmanlike conduct penalty = ejection
- c. Third unsportsmanlike conduct penalty on one team = forfeit

3. Soccer (Indoor & Outdoor) and Volleyball

- a. Yellow Card = warning
- b. Second yellow card or first red card = ejection
- c. Two ejections or four total cards = forfeit

c. Ejection

1. Any player, coach, or team follower receiving an ejection must meet with the Competitive Sports Coordinator before participating in the next intramural contest. Penalties for ejection may include suspension and/or probation for a period of one game up to an entire academic career or life. A player may submit an appeal for his or her suspension however, that player may not participate in any Intramural contest while the appeal is in process.
2. Team captains are responsible for the conduct of their players, sidelines, and spectators. Team captains who cannot fulfill this responsibility will be issued a warning and, if necessary, an ejection.
3. In the case of extreme misconduct, teams and/or individuals may be referred to the Office of Student Conduct. Student groups may be referred to the group that oversees them.

d. Fighting

Fighting is defined as a participant intentionally striking, pushing, slapping, punching, elbowing, tackling, or committing any other malicious act toward another person. Fighting is never permitted in Intramurals. Participants who fight will be immediately ejected and suspended from further participation until the outcome of a disciplinary action meeting with the Competitive Sports Coordinator.

e. Major and Minor Penalties

1. Any suspension from Intramural participation for less than eight weeks is a minor penalty. This penalty may not be appealed.
2. Any suspension from Intramural participation for a period of longer than eight weeks is a major penalty. Major penalties may be appealed to the Associate Director - Recreation following the appeal procedure outlined in section E.

f. Sportsmanship Ratings

1. Officials, scorekeepers, and supervisors give ratings to teams after each contest. These ratings reflect behavior before, during, and after the contest of the team and team followers.
2. For a team to qualify for the post-season playoffs, it must have a 3.0 sportsmanship average during regular season round robin play.
3. Sportsmanship ratings are based on the following criteria:

Excellent Conduct Sportsmanship – 4 Points

Players cooperate fully with the officials and other team's members. The captain calmly converses with officials about rule interpretations and calls. The captain also has full control of his/her teammates.

Good Conduct and Sportsmanship – 3 Points

Team members verbally complain about some decisions made by the officials and/or show minor dissension. Teams receiving a team warning, an unsportsmanlike conduct penalty, a yellow card, or a technical foul will receive no higher than 3. Captain has moderate control of his/her teammates.

Below Average Conduct and Sportsmanship – 2 Points

Team shows verbal dissent towards officials and/or opposing team, which may or may not merit a verbal warning. Captain exhibits minor control over his/her teammates, but is in control of himself/herself. Teams receiving multiple warnings, two unsportsmanlike conduct penalties, multiple yellow cards, or multiple technical fouls will receive no higher than a 2. Teams with a player ejection will receive no higher than a 2. Teams receiving multiple warnings will receive no higher than a 2.

Poor Conduct and Sportsmanship – 1 Points

Team constantly comments to the officials and/or opposing team from the field and/or sidelines. The team captain exhibits little or no control over teammates or himself/herself. A team that has at least one ejection and multiple warnings will receive no higher than a 1.

Unacceptable Conduct and Sportsmanship – 0 Points

Team is completely uncooperative. Captain has no control over teammates and/or himself/herself. A game being forfeited by unsportsmanlike behavior will receive a 0 rating. Any team receiving three unsportsmanlike conduct penalties, three technical fouls, or multiple red cards will forfeit that game. The captain of any team receiving an 0 rating must make an appointment with the Competitive Sports Coordinator before further play will be permitted (0 points).

4. Any team receiving an 0 during the regular season will be ineligible for post-season tournament and removed from league play.

g. Special Contest Situations

1. A team losing by not showing for their scheduled contest will receive a 1. The winning team will receive a 4.
2. Special sportsmanship policies exist in the playoffs. Teams must receive a 2 or higher to continue. Any team rated 1 or 0 will be removed from the tournament. Any team receiving two 2 grades for sportsmanship in the playoffs will be removed from the tournament.
3. This policy applies to all tournaments including one-day and weekend.

h. Assumed Names

1. The use of an assumed name in any manner constitutes a violation.
2. Should a player use an assumed name or be guilty of a fraudulent act, he or she may be disqualified from participating in Intramurals for a period of up to one year. In addition, the team of which the player is a member may be disqualified from that sport.
3. Any participant found to be playing under a false name, or using another's ID card as their own will constitute a violation. The ID may be confiscated by Intramural Staff. The player may be disqualified from participating in intramurals for a period of up to one year.
4. Participants may also be referred to the Office of Student Conduct for further sanctions.

E. Appeals

- a. The appeal process exists to ensure that all ruling or disciplinary actions taken against Intramural teams or individuals are equitable. The person to whom a decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) or circumstances surrounding the specific case. As with any appeal, the person may decide to lessen the penalty, uphold the previous decision, or increase the penalty levied by the person or council.
- b. Appeals of Decisions of the Intramural Staff
 1. Individuals or teams wishing to appeal a decision by an **on-site Intramural Staff** member (Intramural Supervisor) have until 5pm the following business day for weekday games, and Monday at 5pm for Friday, Saturday, and Sunday games, or one hour prior to their next contest in which to notify the Competitive Sports Coordinator in writing of intent to appeal. All relevant reasons and circumstances should be noted in the appeal.

2. This written appeal must be turned in to the Competitive Sports Office or a meeting scheduled with the **Competitive Sports Coordinator** within one working day of the original decision, or by 5 p.m. Monday if a decision from Friday, Saturday, or Sunday game is being appealed.
3. All decisions of the Competitive Sports Coordinator are final and may not be appealed.

c. Appeals of Decisions for Major Penalties by Competitive Sports Coordinator

1. Decisions of the Competitive Sports Coordinator involving major penalties may be appealed to the Associate Director - Recreation by submitting, in writing, a letter stating the intent to appeal. This letter should be addressed to the Associate Director - Recreation and be submitted within one working day after the Competitive Sports Coordinator's decision.
2. Once an appeal has been received the Associate Director - Recreation will review all pertinent information and may meet with those involved.
3. The Associate Director – Recreation's decision will be final.

F. Awards

a. Divisional Champions

T-shirts will be awarded to champions for all team and individual sports. Divisional champions will have their pictures taken and posted on Intramural Championship board and/or Recreation & Athletics Social Media. Individual champions only will be taken. Consolation champions will not have their pictures taken or receive t-shirts.

b. Number of T-Shirt Awards

In team sports the following maximum number of t-shirts will be awarded to each winning team: flag football (15), soccer (15), indoor soccer (15), volleyball (12), basketball (12).

c. Eligibility for Awards

To be eligible for a t-shirt award, a player must have played in at least half of his or her games, including playoffs. Injured players may be given special consideration. A maximum of two non-playing coaches may win a t-shirt, which will count toward maximum award. If not present to pick up their award, winners have **one month**, to claim their award at the Competitive Sports Office.

Part III: Team Sports Information

A. Team Captain's Responsibilities

- a. Team captains are responsible for knowing all policies and procedures published herein, printed on Intramural entries, notices or flyers, as well as information covered in the team captains' meetings.
- b. Team captains are responsible for checking the IMLeagues website on a weekly basis to confirm game information has been recorded properly, and to verify game day and times.

- c. The team captain is responsible for seeing the full names of all participants appear on the roster. Team captains are responsible for signing each scorecard to attest to its accuracy with regards to final score and player participation.
- d. Team captains should be familiar with the sportsmanship policy herein and should be aware that poor sportsmanship could jeopardize their team's future participation.
- e. Team captains are responsible for maintaining contact with the Competitive Sports Office regarding schedules, playoffs, and rainout schedules. Schedule information will not be given out over the phone.
- f. Team captains are responsible for notifying the Competitive Sports Office if their team cannot make a scheduled game. A team will not be charged a "No Show" provided the captain contacts the Competitive Sports Office by 12pm on the day of the game. For weekend games, notice must be given to the office by 4 p.m. Friday to prevent a No Show. Calling in results in a loss.

Team captains will be contacted via e-mail and/or phone if there are any changes in the schedule.

B. Group Eligibility

- a. A group is eligible to participate in the Competitive Sports Program if its membership is not denied to anyone on any basis prohibited by applicable law, including but not limited to race, color, national origin, sexual orientation, religion, sex, age, veteran status, or disability. By entering a team, a group agrees that it is in compliance with this policy against discrimination.
- b. All teams participating in the Intramural Sports Program are subject to the approval of the Competitive Sports Coordinator.
- c. All team names are subject to the approval of the Intramural Staff. Names deemed inappropriate for any reason will be disallowed.

C. Eligibility for Playoffs

- a. A person establishes eligibility for a team by appearing on the roster on IMLeagues by participating in a game. Should a person play for more than one Men's, Women's, or Co-Rec team within a sport, their eligibility will lie with the team they played for first. All other teams may forfeit their games due to use of an ineligible player. The first team will not forfeit games. However, the player in question shall be disqualified from all teams.
- b. "Playing" is defined as a person's name appearing on a scorecard denoting participation along with checking in on the roster.
- c. In order to be eligible for the playoffs in team sports, a contestant must have played in at least one regular season contest (name must appear on scorecard) with the team they intend to represent or by being listed on the IMLeagues roster prior to the first contest of the season.
- d. A win by default establishes a player's eligibility if the winning team shows up and properly checks in with a supervisor, making sure to include all players being approved.
- e. The names on the team's roster who have played in a game are the only players eligible for playoffs. Additions to a roster for playoffs are not allowed.

D. Player Limit

- a. In all team sports, the minimum number of players required before starting a contest is determined by the specific sport rules.

- b. A team may have any number of players on its roster. However, for award purposes, Intramural Champion t-shirts will be awarded to only a specified number of players. See Awards section, Part II, Section E.
- c. Participation is defined as competing in a match, contest, or event, or officially checking in with a supervisor and playing in that game.

E. No Shows

- a. A No Show occurs when a team fails to have the required number of participants present according to the sport specific rules.
- b. A No Show shall be counted as a loss for the team who fails to attend its scheduled game or match.
- c. Two No Shows result in a team being dropped from league play;
- d. All games with teams that drop out of a league will become a bye for other teams in that league.
- e. Should a team play one or more games and then drop out, all games played by that team will be considered byes.

F. Forfeits

Should a game be stopped due to fighting or unsportsmanlike behavior, or should a completed game be protested due to the use of ineligible player(s) and declared a loss for the winning team, then the game shall be declared a forfeit. **Any team that forfeits a game is automatically banned from advancing to the playoffs.**

G. Protests

- a. During the regular season, a team or individual may protest the eligibility of an opponent at any time. Should the player be found ineligible, all appropriate games shall be forfeited.
- b. During playoffs, an eligibility protest must be made either at the game or by 5 p.m. the next day – in either case, before the next scheduled game. During finals, protests concerning a player’s eligibility must be made before the end of the game. In extreme cases, the Intramural Staff may rule on a team’s eligibility following a final.
- c. Protest Procedure During a Contest

If during a contest a disagreement should arise between players or between a player and an official concerning the rules or interpretation of rules that has a direct bearing on the outcome of the contest, the captain should make a verbal protest – which must include the word “protest” to the official in charge of the contest. The protest must be made at the time the dispute arises and before play is resumed, and an Intramural Supervisor must be present to render a decision on the protest. A protest may not be lodged “after-the-fact.”

Should this decision not be acceptable to the parties involved the team may request a protest form. The Intramural Supervisor on duty will take down all pertinent game information, and the game will resume. Following the game, the team filing the protest will be required to fill out their portion of the form. The protest form will then be forward to the Competitive Sports Coordinator. At this point, the procedure will then follow what is listed in the Appeals section, Part II, section E.

H. Reschedules

- a. In team sports, a regular season contest may be rescheduled providing:
 - i. It is an academic conflict (proof may be required) causing the team to drop below the minimum number of required players;
 - ii. Both teams agree to a new date and time;
 - iii. A completed game change form is on file in the Competitive Sports Office two working days prior to the originally scheduled game; and
 - iv. The rescheduling is complete before the final week of the regular season. (No rescheduling will be done after the final day of the regular season.)
 1. Should teams miss the deadline, the game may still be rescheduled, provided facilities are available and pending approval by the Intramural staff.

I. Inclement Weather

Inclement weather is a variety of situations in which games might be canceled. Once games have begun for the day, the onsite Intramural staff member will be responsible for decisions regarding the game.

Prior to games beginning, the following will be used regarding cancelation for inclement weather.

- a. Weekday Games
A decision will be made by 4pm to determine the status of games for the day. If games are canceled, all team captains will be contacted through IMLeagues. Information will also be posted on social media channels.
- b. Weekend Games
A decision will be made by 8am to determine the status of games for the day. If games are canceled, all team captains will be contact through IMLeagues. Information will also be posted on social media channels.

Games that are canceled due to inclement weather may be rescheduled. Facility availability, time remaining in the season and team records will be taken in to account when determining which games to reschedule.

J. Playoff Structure

- a. In each sport, the teams that qualify will be determined by the number of teams that register. The number of teams to qualify will be announced prior to the start of the season. A schedule will be posted during the final week of the regular season.
- b. Playoff's will be scheduled in one of two ways:
 - i. Playoff schedules will be determined at a playoff captains' meeting at or near the end of the regular season. Each captain in attendance will select the day and time of his/her team's first playoff game. Teams not in attendance will be randomly placed in the schedule after all selections have been made. This selection also determines the entire playoff schedule should the team continue to advance. **Therefore, no playoff games will be rescheduled.**
 - ii. Playoff schedules will be determined by the Intramural Sports Office based on seeding. Teams in one league will not play another team from that league in the

opening round. Games will be scheduled based on the availability of the facility. Games will be rescheduled only upon mutual consent and for academic reasons.

- c. If a team's playoff game in one sport conflicts with a regular season game in another sport, the regular season game **must** be rescheduled. The team with the conflict must notify the Competitive Sports Office immediately upon realizing the conflict. The team with the conflict has one week from the time of the contest to complete the rescheduling procedure (contact opponents, completed game change form on file, etc.) or the game will be declared a No Show.

K. Tiebreaker Policy

If teams finish with identical win/loss records and it is necessary to break the tie for placement in the playoffs, the following procedures will be used, in step order, to break the ties:

- a. Team(s) with a No Show would be ranked lowest to break a tie.
- b. The winner of the contest during league play between two teams will be ranked higher.
- c. If there is a three-way tie and the above methods have not broken the tie, then the point differential among the teams tied will be used to determine positions, *if all teams have played each other*.
- d. If a tie continues, point differential among common opponents will be used.
- e. If a tie continues, points scored will be used.
- f. If there is still a tie, a coin toss will be used.

Part IV: Individual/Dual Sports Information

A. General Information

- a. The winner of match is responsible for turning the scores by the deadline. Failure to report scores by the deadline will result in a double No Show.
- b. In doubles competition when one player is classified as an "A" player, and his or her partner is in a lower classification, the team shall compete in the higher classification.
- c. Except for scheduled tournaments, a contest may be played ahead of time provided that the score is turned in to the Competitive Sports Office before the match was originally scheduled to be played. Matches not completed by the scheduled deadline will result in a double No Show.
- d. Players involved in the finals should notify the Intramural Sports Office of the day and time of the final. If possible staff coverage will be provided, pictures taken, and Intramural Champion t-shirts awarded at the final.
- e. If finals are not covered by Intramural staff, individual and dual sport winners must stop by the Intramural Sports Office within 1 month of the scheduled date of the final to receive their t-shirts and have their pictures taken. Dual winners should come in together.

B. Class A & B Competition

- a. Individuals who compete in Class A should be more skilled than those entered in Class B.
- b. Intramural Champions who competed in Class B are not eligible to compete in that class again in that sport. Doubles partner champions who win Class B are not eligible to compete in that class again even with a different partner or singles.
- c. Participation of varsity athletes, ex-athletes, and squad members is limited to Class A. Exceptions can be appealed to the Intramural Staff. See Eligibility rules above regarding participation in the same sport.
- d. The Intramural Staff reserves the right to move a Class B team or individual up to Class A or higher bracket if it is determined that the team or individual is of higher caliber than Class B.

C. No Shows

Should an individual or doubles team not show up for a scheduled match, it will be considered a no show. The team failing to show up will receive a loss and the team or individual that is present will receive a win or advance in the tournament.

D. Protests

- a. During play, an individual or doubles team may protest the eligibility of an opponent at any time. Should the player be found ineligible, all appropriate games will be forfeited.
- b. Eligibility protests must be made before the next scheduled game – either at the game or by 5 p.m. the following day at the Intramural Sports Office. During finals, protests concerning a player's eligibility must be made before the end of the match. In extreme cases, the Intramural staff may rule on a player's eligibility following a final.