



POLICIES AND PROCEDURES

Introduction:

Each team entering an intramural sports activity must have a captain. The captain is the liaison between the team and the Intramural Sports department. The captain is the person to whom communication will be directed. The captain's responsibilities will include: attending or sending a team representative to the mandatory captains meeting, notifying the team of the league sport rules and policies and procedures, serving as a leader at contests by properly communicating with a site supervisor and game officials, and promoting good sportsmanship throughout all members of their team.

I. Regular Season Sportsmanship

1. Team- A team comprises of all members listed on the roster, bench personnel (i.e coach), and any spectators. As well as it applies to the sole individual who competes in the individual league sports. All sportsmanship policies listed below shall apply to each party that comprises a team.
2. Sportsmanship is graded following each contest according to the following scale and criteria:

"A" or 4 points: Excellent Conduct and Sportsmanship

Players cooperate fully with the officials about rule interpretations and calls. The captain also has full control of his/her teammates.

"B" or 3 points: Good Conduct and Sportsmanship

Team members verbally complain about some decisions made by the officials and/or show minor dissension, but it does **NOT** merit an unsportsmanlike infraction.

"C" or 2 points: Average conduct and Sportsmanship

Team shows verbal dissent towards officials and/or the opposing team which merits an unsportsmanlike infraction. Captain exhibits limited control over their team. Teams receiving an unsportsmanlike infraction (i.e. **yellow card-soccer, technical foul-basketball, unsportsmanlike conduct-football**) will receive no higher than a "C" rating.

"D" or 1 point: Below Average Conduct and Sportsmanship

Teams constantly comment to the officials and/or opposing teams from the field and/or sidelines. The team captain exhibits limited to no control over their teammates and himself/herself. Teams receiving multiple unsportsmanlike infractions (i.e. **yellow card-soccer, technical foul-basketball, unsportsmanlike conduct-football**) will receive no higher than a "D" rating.

"F" or 0 points: Poor Conduct and Sportsmanship

Team is completely uncooperative. Captain has no control over teammates and/or himself/herself. Any team causing a game to be forfeited, other than by not showing shall receive an "F" rating. Any team receiving an "F" rating will be eliminated from playoffs regardless of their end of the season average. **NOTE: Three or more unsporting infractions (i.e. yellow card-soccer, technical foul-basketball, unsportsmanlike conduct-football) during the course of the game will result in forfeiture of the contest no matter time or score.**

A team must have a "B" (3.0) average or better sportsmanship rating during regular season league games to be eligible for the playoffs. The average sportsmanship rating will be calculated similarly to the grade point average calculation.

II. Playoff Tournament Sportsmanship

Sportsmanship during playoff games is evaluated according to the following criteria:

1. Any team receiving an "F" rating during the regular season or during playoffs will be eliminated.
2. Any team receiving a "D" rating must come to the Intramural Sports Office (204 Reynolds Gym) by 12 noon the following day to discuss their rating. A decision will then be made as to whether or not the team will continue to participate in the playoffs.
3. Any team advancing in the playoffs **MUST** maintain a cumulative sportsmanship rating of "3.0" (regular season and playoff ratings combined) throughout the entire tournament for that sport.
4. Teams are responsible for consulting www.imleagues.com to check their accurate sportsmanship rating throughout the duration of the season.

III. Special Game Situations

1. A team winning a game by forfeit or default will receive an "A" rating.

2. A team losing by forfeit will receive no rating and will not be eligible for the playoffs unless there were special circumstances as to why the team did not show. What constitutes a special circumstance will be determined by the Intramural Coordinator.

IV. Player Ejections

1. Any person ejected from a game or game site must leave the game site immediately and will be suspended from participating in intramural competition. Length of suspension will depend on the severity of the action that resulted in the ejection.
 - A. Player or spectator makes physical contact in a threatening manner (battery) toward an official/supervisor. **INDEFINITE SUSPENSION.** Minimum of one year, effective immediately.
 - B. Player strikes another player. **IMMEDIATE SUSPENSION.** Minimum of one year, effective immediately.
 - C. Team members and/or spectators who leave benches/viewing area to participate in any isolated altercation. **INDEFINITE SUSPENSION.** Minimum of rest of season.
 - D. Threatening behavior (verbal or physical) toward an official/supervisor/participant. **INDEFINITE SUSPENSION.** Minimum of one year, effective immediately.
 - E. Player verbally abuses or threatens an official/supervisor/participant. **INDEFINITE SUSPENSION.** Minimum of one year, effective immediately.
 - F. Any individual playing on more than one team in any intramural activity in violation of established eligibility rules will be suspended indefinitely from all intramural competition.
 - G. Graduate and Faculty participants are subject to a lifetime ban.
2. Players must petition the intramural office for re-admittance into the program. A meeting with the Intramural Sports Coordinator must be scheduled immediately by the participant.

V. Use of an Assumed Name or Other Fraudulent Act

1. The use of an assumed name in any manner in the intramural program shall constitute a violation of the rules.
2. Fraudulent acts shall be defined as misrepresentation of a score, playing while ineligible or under suspension, or allowing an individual to use your ID for intramural competition.
3. Should a participant, team captain, or team manager be guilty or responsible for the use of an assumed name or fraudulent act, he/she will be disqualified from all intramural activities pending a meeting with the Intramural Coordinator, who shall determine the length of the suspension period. The team for which he/she played will be dropped from further competition in that sport.

VI. Individual Participant Eligibility

Section 1: General Guidelines

All active undergraduate and graduate students, faculty, and staff members of Wake Forest University are eligible to participate in any activity sponsored by the Intramural Sports Program.

1. Participants must have a currently validated WFU ID Card in order to participate.
2. Any player that violates any of these prescribed eligibility rules (sections 1-12) shall be barred from further intramural play. The offending player's team must forfeit any and all games that the player has played.
3. **Participants playing on multiple men/women teams (regardless of the division of each team) will be deemed in violation of the prescribed eligibility rules and subject to full extent of the consequences herein described.**

Section 2: Current Student-Athletes

Student athletes shall be eligible for all intramural sports except the sport or related sport for which they are receiving aid. This rule remains in effect for as long as the student receives this athletic scholarship whether or not they continue to play for a varsity team.

Football: Flag Football.
Basketball: Basketball; Free Throw Shoot-Out, Three-on-Three.
Baseball/Softball: Softball and Wiffle ball Tournament.
Volleyball: Volleyball.
Tennis: Individual and Team Tennis.
Golf: Golf Scramble, Mini Golf Tournament.
Soccer: Soccer, Indoor Soccer.

1. Any athlete who are receiving any assistance by way of athletic scholarships, who is a walk on, or receives a Red-Shirt and is working out with the varsity team, may not participate in that related sport.
2. A scholarship shall be defined as follows: Any aid, assistance, or benefit given to a student for their participation as a player in some varsity sport that is not available to the general student population. This includes, but is not limited to, varsity lockers, towels, green fees, etc.

Section 3: Former Student-Athletes

A student who has been a member of a varsity team at a four-year college or university in a particular sport is eligible for intramural competition in that or its related sport during the next academic year. Students affected by this rule are limited to one player per team and **MUST** play in League A. Graduates or transfers from community colleges are also affected by this rule. August is considered to start the next academic year.

Section 4: Ex-Student-Athletes

If a student-athlete drops or is dropped from an intercollegiate team prior to the opening of the intercollegiate season, they will be eligible for intramural participation in that sport.

Section 5: Professional Athletes

Anyone who is or has been a professional athlete in a particular sport is ineligible to participate in that or a related sport for two academic years following their professional career.

Section 6: Sport Club Members

Members of WFU Club Sports will be allowed to participate in intramural competition in their related sports. However, an intramural team can have no more than one less than half the number needed to participate in that sport be club members on the **official team roster**. For instance,

7-on-7 soccer may only have 3 club members participate; 6-on-6 volleyball may have only 2. A person is deemed a club member if they participate in a club contest, pays club dues, or is on a team roster with Campus Recreation. A participant is deemed a club player if he/she appears on a club sport roster during the current academic school year.

Section 7: Number of Teams, Co-Rec Participation

1. Male participants may play for only **ONE** men's team (Men's A, Men's B, Men's C, or Frat A, Frat B, Frat C or Grad/Fac Men league team) in any one sport.
For Example: a male participant may **NOT** participate in both the Men's A and Men's B league.
2. Male participants may also play for one Co-Rec team in the same sport. Female participants may play for only one women's team in any one sport.
Females may also play for one Co-Rec team in the same sport. Co-Rec participants may not play for more than one Co-Rec team in the same sport.
3. Females have the option to play for a men's team; however, females who choose to participate on a men's team forfeit their right to play in a women's league.
4. Graduate Students (including 5th year Accounting Graduate Students) and Faculty/Staff participants are not permitted to compete against undergraduate participants in sports for which a graduate/faculty league is offered. If no graduate/faculty league is offered, leagues for that sport are open to all eligible participants. However, undergraduate students may participate in the graduate/faculty leagues, but they forfeit their right to participate in both on a same gender team.

Section 8: Game Participation

A participant is officially considered to be a member of a team once he/she has been signed-in on a team's roster and score sheet at the game/match site. Regardless of whether he/she actively plays in the game/match they are still considered a member of that team roster. The first team for which a participant has been signed in is the participant's official team of record. Participants must be signed in one regular season game to become eligible for that season's playoffs. If a participant signs in for a forfeited contest that will still be considered their official team of record.

Section 9: Change of Teams

A participant, having played for one team, may not change to another team during the season without the written permission of the Intramural Sports Coordinator. Appeals to change from one team to another shall be made in writing to the Intramural Sports Coordinator for review.

Section 10: Eligibility Challenges

Any person or organization may challenge the eligibility of a player by notifying the Intramural Sports Supervisor when their protest arises. Eligibility protests must be made in writing and documented with Intramural Sports Supervisor.

Section 11: Penalties

As soon as an individual violates any of the eligibility rules, they shall thereafter be considered ineligible for ALL Intramural activities. Violation of this suspension will result in further or permanent suspension from the Intramural Program and possible disciplinary action by the University Judicial Officer.

Section 12: Ejections and Suspensions

1. A player or fan may be ejected by game officials for any conduct deemed unsportsmanlike or any incident or infraction NOT within the spirit of the rules.
2. An ejected person is immediately ineligible for ALL intramural sports and activities, both in the sport of the ejection and any other sports in which the ejected person is currently participating.
3. To regain eligibility, the ejected participant must set-up an appointment with the Coordinator of Intramural Sports to discuss the matter. Even if it is the last contest for their team, the ejected participant's suspension will continue until said participant meets with the Coordinator.
4. Teams with an player ejected will be ineligible to participate until the ejected player has scheduled a meeting with the Intramural Sports Coordinator. Teams with an outstanding ejected player and participating without the permission of the Intramural Sports Coordinator will forfeit all games they participate in. If an ejected/ ineligible participant fails to attend a scheduled meeting, his/her team will be given a forfeit for any games they were allowed to play following the ejection.
5. The ejected player must meet with the Coordinator to rectify the matter or the team captain should meet with the Coordinator to discuss dropping the player from their official team roster. An ejected player must schedule a meeting with the Intramural Sports Coordinator by 12:00PM Noon on their team's next scheduled game day. An ejected participant that does not attend their hearing will forfeit all game(s) that the team participated in after the player's ejection.
6. A team cannot advance into the playoffs without the permission of the Intramural Sports Coordinator and the team captain in this situation must contact the Coordinator by 12:00PM Noon of their next scheduled playoff game to discuss their eligibility.
7. Anyone who physically assaults a spectator, player, official, or activity supervisor will be automatically suspended for a minimum period of one year from the date of the incident. The person must petition the Intramural Sports Coordinator for possible reinstatement into the program.

VII. Forfeits and Defaults

Section 1: Forfeits

1. If a team or participant fails to appear at the appointed place and time the site supervisor shall declare the contest forfeited and a win may be awarded to the team or participant signed in and present at the time of the game. Game time is forfeit time.
2. If a team wins a game by forfeit, all names listed and verified as eligible by the officials will be considered a participant's official team of record.
3. Any team forfeiting because of failure to arrive at a scheduled regular season game will be withdrawn from play unless they notify the Intramural Office of their intention to continue to participate by noon the next business day following the forfeited game. If the team forfeits a second time because of a failure to show, the team will be replaced by a team on the waiting list.
4. Any team which forfeits a game will become ineligible to participate in the playoff tournament.
5. Any team using an ineligible player shall forfeit all games in which the ineligible player had played.
 - a. In the instance of a player being ineligible by manner of playing on multiple men's/women's teams, **EACH TEAM** will forfeit any and all games in which the ineligible player participated.

Section 2: Defaults

1. Default means that a team or individual can miss a game and receive a "loss" without further penalty.
2. When teams are aware that they will be unable to field the required number of players for a game or match, the team should notify the Intramural Sports Office no later than 12 Noon prior to the day of the contest.
3. Two defaults will constitute a forfeit and the team will be dropped from further competition. Captains should be aware that a default in a single-elimination playoff tournament is the same as a forfeit, and the team will be unable to continue in the tournament.

VIII. Protests of Rule Interpretations

Section 1: Issuing a Protest

At activities in which an Intramural Supervisor is present, a protest concerning misinterpretation of playing rules will be resolved when it arise. Protests of an official's judgment will not be accepted. Play should cease while the officials, captains, and supervisors confer on the details of the incident. The Intramural Supervisor will be called over to rule on a disagreement based on the information at hand from the game officials and team captains. **During the regular season, a rules misinterpretation protest only will be resolved immediately by the site supervisor.** During the playoffs, if the team captain disagrees with the Supervisor's protest ruling on rules interpretation, then the team captain shall immediately inform the Supervisor that the contest is being held under protest. All protests involving player eligibility will be documented and considered in regular season or playoffs.

Section 2: In-Game Documentation

Only in the playoffs, if either team is not satisfied with a rules misinterpretation decision made by the Intramural Officials and Supervisor, the protesting team(s) must state to the supervisor that they wish to protest the decision. The supervisor should immediately note the incident in detail and the reasons for which he/she based his/her decision. The team captain protesting should also write his/her account of what happened on the protest form. Play will resume immediately following the completion of the paperwork. Supervisors reserve the right to make any necessary adjustments to game time.

Section 3: Post-Game Documentation

To complete the protest, the following procedures shall be followed as outlined on the protest form available at the game site. The protesting team must submit a written protest to the IM Sports Office (204A Reynolds Gym) by 12 Noon on the following business day OR prior to the submitting team's next scheduled game if scheduled prior to 12 noon the following business day. The protest shall include: details surrounding the on-field decision, the rule being protested, name and telephone number of the team representative initiating the protest.

Section 4: Decisions

If the decision over turns the decision made on the field, the game will be rescheduled or a winner will be determined from the point of the protest.

IX. Alcohol

Wake Forest University **PROHIBITS** possession or consumption of alcoholic beverages on University property. This includes the Intramural Fields, the Miller Fitness Center and Reynolds Gym.

If a team, either its participants or spectators, is found to possess or consume alcoholic beverages at a sponsored event, that team may be forfeited from the event and suspended from all Intramural activities. If the team, either participants or spectators, fail to comply with the request of the supervisors, Wake Forest University Police will be called to handle the situation.

For further information on the Wake Forest University alcohol policy, please refer to the Compliance Handbook for the complete policy.

X. Captain's Meetings

The team captain (or representative, if captain is unavailable) must attend the pre-season captain's meeting for designated sports. Meeting dates and times are printed on the semester's sports planner and calendar and posted on signage outside the Campus Recreation Office. There are no excused absences for a captain's meetings. Teams that fail to have a representative attend the meeting will be dropped from the league. Teams failing to attend the captain's meeting will be placed into a league of teams from the waiting list.

XI. Insurance

Wake Forest University does not provide insurance coverage for any injury or accident related to participation in intramural sports or activities or any "practice" or "free play". Each individual participant should provide his/her own coverage. All injuries, including those which might occur during Intramural Sports should be immediately reported to the intramural supervisor on duty. The supervisor will handle the incident according to WFU Campus Recreation and Wake Forest University emergency policies.

XI. Jewelry

Jewelry is **NOT** allowed to be worn by any participant during an Intramural event. Jewelry consists of any of the following: visible rings (including Wedding rings), watches, necklaces, earrings, studs, bracelets and any other such similar adornments. Only medical alert bracelets/religious medallions are allowed and must be taped down while participating. Taping of any other jewelry will be prohibited. A participant's failure to comply with this rule will result in forfeiting their right to participate in the contest until the jewelry is properly removed. Protests involving jewelry will not be accepted by the Intramural Sports office.

XII. Policy Discretion

All interpretations and rule exceptions pertaining to these Policies and Procedures should be made by the Intramural Coordinator or other specified appointed personnel.