Colorado Mesa University

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PARTICIPANT HANDBOOK

2014-2015

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**What Are Intramural Sports?**

Intramural sports are competitions, and activities put on within the parameters of the University. This means you create teams and compete with your fellow Mav’s here at CMU. We as an Intramural program provide; officials, scorekeepers, assistance with team organization or sign ups on imleagues.com, and scheduling games, tournaments, and other extracurricular activities. Intramural sports are in place to give students, faculty/staff, and alumni (**with valid gym memberships and Mav cards**) the opportunity to get involved, get active, meet new people, and engage yourself across campus.

**Safety Precautions and Insurance**

The CMU Intramural Sports program includes several sports that may be physically demanding and may be potentially hazardous for participants. We as a program, strongly recommend that all participants undergo a routine physical exam by a physician before commencing participation in the program. (**This is not a requirement**)

Colorado Mesa University does NOT provide Intramural participants insurance coverage and does not take responsibility for medical costs incurred as a direct or indirect result of students’ participation in Intramural Sports.

Each individual participating in Intramural Activities assumes the responsibility for his or her health and safety. Those who have had previous injuries that may recur, or who are not physically suited to a particular activity are urged to reconsider their participation in the Intramural Program for safety reasons.

Colorado Mesa University and its Intramural Sports Office assume no responsibility for injuries incurred during or as the result of participation in sponsored activities. Each participant will be required to review and sign a Participation Waiver of Liability, Assumption of Risk and Indemnification Agreement which must be signed when creating an account on imleagues.com

**How to Enter**

We have fully transitioned to the use of http://www.imleagues.com/coloradomesa for signing up and scheduling intramurals. A legal roster must have the minimum number of players to field a team for the sport in question. The minimum number of registered players will be listed on the sign up form online. The online roster must be complete by the designated deadline date. The online roster will be official and everyone must be listed to play.

Contact the Intramural office immediately if you have problems adding players. There will be no exceptions to not having a complete online roster.

The minimum number of players must be entered online by Midnight on the date of the registration deadline. All individuals attending the meeting MUST sign in when they arrive. If there are more entries than available spaces for a particular activity, a waiting list will be created. If a team forfeits out of a league, the team on the top of the waiting list will be given the first opportunity to fill the vacancy. If the first team on the waiting list is unable to fill the vacancy, the second team on the list will be contacted. This will continue until the vacancy has been filled or all teams have been contacted.

All Intramural participants will be **REQUIRED** to create an account on **IMLeagues.com.**

**To create an IMLeagues account:** \*\*Note\*\* IMLeagues offers a **live support button** in the bottom right corner of all pages; please use this button if you encounter any difficulties.

1. Go to [http://www.imleagues.com](http://www.imleagues.com/)/coloradomesa. And click **Create Account**

2. Enter your information, and **use your Colorado Mesa University email** (@mavs.coloradomesa.edu) and submit.

3. You will be sent an activation email, **click the link in the email to login and activate your IMLeagues** **account.**

4. You should be automatically joined to your school – If not you can search schools by clicking the “Schools” link.

**How to sign up for an Intramural Sport:**

1. Login to your **IMLeagues.com** account.

2. **Click the Create/Join Team Button** at the top right of your User Homepage

**OR** Click on the “Colorado Mesa University” link to go to your school’s homepage on IMLeagues.

3. The current sports will be displayed, click on the sport you wish to join.

4. Choose the league you wish to play in (Men’s, Coed, Women)

5. You can join the sport one of three ways:

**a.** **Create a team (For Team Captains)**

i. Captains can invite members to their team by clicking the “Invite Members” link on the team page. Any invited members must accept the invitation to be joined to your team.

1. If they have already registered on IMLeagues: search for their name, and invite them.

2. If they have NOT registered on IMLeagues: scroll down to the “Invite by Email Address” box, and input their email address.

**b.** **Join a team**

 i. Use the Create/Join Team Button at top right of every page

 ii. Accepting a request from the captain to join his team

 iii. Finding the team and captain name on division/league page and requesting to join

 iv. Going to the captain’s player-card page, viewing his team, and requesting to join.

**c.** **Join as a free agent**

 i. You can list yourself as a free agent in as many sports you’d like. You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.

**Participation Eligibility**

Each team captain and participant is responsible for verifying the eligibility of their team. Questionable cases should be referred to the Manager of Intramural Sports prior to participation. When a specific case is reported, an inquiry will be made to determine the eligibility of the player.

1. The following individuals are eligible to participate in Intramural Activities:
	1. All CMU students, staff/faculty, and alumni with the ability to obtain an active MavCard, and gym membership.
	2. You will be **REQUIRED** to present your MavCard before each game.
2. The following individuals are NOT eligible to participate in Intramural Activities:
	1. Individuals who are unable to attain a Mavcard.
3. Only **two** “highly competitive” athletes may play on any intramural sport team. A “highly competitive” athlete is one who competes at the varsity or club level for that sport.
4. CMU Club Sports Members – Members of CMU Club Sports are allowed to participate in their respective Intramural Sport, however, a maximum of two (2) Club Sports members **total** (any combination of two club members from men’s or women’s) are allowed on any one Intramural Team. A person is considered a club member if (including, but not limited to): filled out club forms, practices, travels, and/or plays in club competitions.
5. A player may NOT compete as a member of two teams in the same Intramural Activity. However, a participant may play on one men’s or women’s team and also compete on a co-rec in the same sport.
6. Any team caught using an ineligible player(s) shall forfeit all games in which that player participated, and surrenders their right to compete in any playoff competition (Intramural Staff reserves the right to verify player eligibility at any time).
7. To be eligible to participate, a player must be listed on the online roster on imleagues.com/coloradomesa by the deadline assigned for that sport. Players who have not registered will receive a one game buffer to register and if they are not on the roster by the next game they will be ineligible to play. Should there be any problems getting a player registered, contact the Manager of Intramural Sports immediately at jgabriel@coloradomesa.edu. A player’s name must appear on the game scorecard and the player must have participated for at least two league game in order for him/her to be eligible for participation in the playoffs.
8. **\*\*\*YOU WILL BE REQUIRED TO PRESENT YOUR MAVCARD PRIOR TO EACH GAME\*\*\***
9. All players will swipe their Mavcards at the score table at the start of their contest. The score table will check you in and return your Mavcards immediately.

**Free Agents**

If you would like to participate in ANY Intramural Activity, but have not yet found a team or partner, you can become a FREE AGENT.

1. All Intramural Registration is now completed online through IMLeagues.com/coloradomesa.
2. See page 6 of this handbook for all information regarding online registration as a Free Agent.

**Player Conduct**

1. Participants and spectators are expected to behave in a cooperative, positive manner, which contributes to a positive atmosphere during competitions, or activities.
2. All vulgar, obscene, abusive, derogatory, and demeaning comments or gestures create a hostile environment, generate ill will, and contribute to a negative Intramural experience. THIS BEHAVIOR WILL NOT BE TOLERATED and may result in disciplinary action.
3. All instances of unnecessary roughness, attempting to injure another person, threatening another person, provoking an altercation, or fighting will result in Suspension from intramural activities.
4. Participants and spectators are expected to comply with requests and directives of all Intramural personnel in a respective, pleasant manner.
5. Teams may be penalized for the actions of their spectators as well as their team members.
6. Individuals and teams that violate these guidelines will be disciplined at the discretion of the Manager of Intramural Sports and or the Director of Student Life.

 **Ejections**

a. Players removed from any Intramural contest, by an official or supervisor for any incident will be suspended from all Intramural activities and must seek reinstatement from the Manager of Intramural Sports.

b. The supervisor will ask the ejected participant to leave no more than two times. If the participant does not comply, Campus Security will be called immediately. The case will then be reported to the Student Conduct Office.

 Suspension of players can be in increments of a game, season, year, or a lifetime ban.

**Alcohol and/or drugs**

We understand that some of our participants are of legal age to consume alcohol and/or marijuana. However, participants may not be under the influence of drugs or alcohol at ***any time*** during an intramural contest. Those in violation of this rule may be ejected from competition and referred to the Student Conduct Office.

**Captain’s Responsibilities**

As a team captain, you serve as a vital link between the Intramural Sports staff and your team members. Some of the specific duties include:

1. Filling out and submitting all necessary forms (team entry form, roster addition form, waivers, etc).
2. Selecting the division, day, and time that your team will compete. Attend the mandatory captain’s meeting. If you cannot attend, you must find a substitute from your team. Failure to attend can result in exemption from playoffs.
3. Understanding the policies and procedures in this Intramural Participant Handbook, and making sure all team members understand and abide by them.
4. Notify your team members of the date, time, and location of contests.
5. Be familiar with sport specific rules.
6. Ensuring that enough team members are present at each game to avoid a forfeit.
7. Accepting responsibility for the actions of all team members and spectators.
8. Maintaining a cooperative attitude with all Intramural Officials and supervisors.
9. Any concerns in regards with officiating must be brought to the site supervisor by the captain only. If the issue is not resolved the captain may then request assistance from the Manager of Intramurals.
10. Ensure your team members know they MUST SWIPE THEIR MAVCARD before each game.

**Rescheduling**

Due to the number of teams, the short playing season, and limited playing facilities, rescheduling will be kept to an absolute minimum.

1. Teams sign-up to play on a given day/time and they will be held accountable to play at those times.
2. Arrangements for a rescheduled game must be made via email to the Manager of Intramural Sports, and should be initiated at least 1 week prior to the originally scheduled contest.
3. It is the captain’s responsibility to contact the Intramural Office to request the game change.
4. Playoff games will NOT be rescheduled unless there has been approval from the Manager of Intramural sports.

**Postponements**

 Facility conflicts and rain-outs are unfortunate realities of Intramural Sports. The Intramural staff will try their best to keep all participants well informed via email, calls and by updating the website/Facebook page.

**Rain-Outs**

**Never, ever, assume** that a game will be cancelled because of rain. The Intramural Sports staff will determine if games are postponed due to inclement weather.

The factors that will be considered are field conditions, weather conditions, and participant safety. NO scheduled games will be postponed due to inclement weather prior to 2 hours before the start of the scheduled contest.

**\*\*Every effort will be made to reschedule games that are postponed or rained out, but understand facility and staffing constraints may prevent a reschedule.\*\***

**Forfeits**

**Game time is forfeit time.** If a team is not ready to play at game time, a forfeit may be assessed. If a captain contacts the Manager of Intramurals at least 24 hours in advance, a grace period may be requested. “Ready to play” means a team has the minimum amount of players to play signed in to the score sheet. In case of an unavoidable delay, starting time may be extended at the discretion of the Manager of Intramural Sports or supervisor of that sport. If a team forfeits for any reason, the team may be dropped from the league.

Forfeits may be assessed for the following:

1. Use of ineligible players
2. Failure to have a minimum number of players present to begin the contest.
3. Not appearing at a scheduled contest.
4. A team, individual participant, or spectator exhibiting unsportsmanlike or disruptive behavior may result in a forfeit. Team captains may be warned prior to the forfeit of the contest. The decision of the official and supervisor will be final.
5. Two forfeits makes a team ineligible for playoffs.
6. Three forfeits in the same league will result in the team being dropped from the league.
7. The opponents shall win by a score of 1-0
8. “0” sportsmanship rating for the team forfeiting & a “3” sportsmanship rating for the winning team.

**Defaults**

1. Defaults are a way of avoiding a forfeit. To avoid a forfeit in which you know your team will not be able to make the game, call the Intramural Sports Office at 970-248-1591 or e-mail jgabriel@coloradomesa.edu at least 24 hours before your game and notify the office that you cannot play and explain why. By doing so, your team may receive a default (i.e. a loss), which keeps you eligible for playoffs. Teams may only request a default loss twice during the season. Defaults in excess will result in a forfeit.

**Sportsmanship Ratings**

Playing with **class**, along with **safety,** are the most important elements in Intramural Sport participation. The sportsmanship rating system is used to assist officials and supervisors in evaluating the sportsmanship of participants and spectators. The system will allow officials to rate teams and spectators on communication respect for opponents, officials, and unsportsmanlike conduct.

Teams will be rated on a 4-point scale. Four being excellent sportsmanship, and zero being poor. Teams will be rated at the conclusion of each game by the officials and the on-field supervisor(s). **Teams must have above a 3.0 sportsmanship average over the regular season in order to make playoffs**. Any team that has a player ejected can receive no higher than a two rating for that game.

**A (4.0) – Excellent Conduct and Sportsmanship:** Players cooperate with the Intramural Staff and other team members. The captain calmly converses with the Intramural Staff about interpretations and calls. The captain also has full control of his/her teammates and spectators.

**B (3.0) – Good Conduct and Sportsmanship:** Team members complain about some decisions made by Intramural Staff and/or show minor dissension which may or may not receive an unsportsmanlike penalty. Teams receiving one unsportsmanlike penalty will receive no higher than a “B” Rating

**C (2.0) – Average Conduct and Sportsmanship:** Teams show verbal dissent towards Intramural Staff and/or the opposing team, which may or may not merit an unsportsmanlike penalty. Captains exhibit minor control over his/her teammates. Teams that receive two unsportsmanlike penalties will receive no higher than a “C” Rating.

**D (1.0) – Below Average Conduct and Sportsmanship:** Teams constantly commenting to the Intramural Staff and/or opposing team from the field and/or sidelines. The team captain exhibits little or no control over teammates or himself/herself. Teams receiving more than two unsportsmanlike penalties or having a player ejected due to sportsmanship will receive no higher than a “D” Rating.

**F (0.0) – 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 by result of unsportsmanlike behavior, and/or having multiple unsportsmanlike penalties and/or more than one player ejections will receive an “F” Rating.

NOTE: Any team that receives a “D” Rating or below will automatically be suspended for their next scheduled game and the team captain must meet with the Manager of Intramural Sports prior to participating in any additional Intramural contest.

NOTE: If any player is ejected, the player will need to meet with the Manager of Intramural Sports prior to being reinstated. The Manager will determine if the player will also meet with the head of the Disciplinary Action board at Colorado Mesa University

**Sportsmanship Rating during Playoffs**

In order for teams to continue to play in the playoffs they must receive “A” or “B” sportsmanship rating in every game.

**Playoffs**

All teams will qualify for the playoffs provided that they have a have an overall sportsmanship of 3 or better and did not forfeit a regular season contest.

Brackets and seeding will be arranged by the Intramural Sports staff and the following criteria will be used:

1. Overall Record
2. Sportsmanship Rating
3. Head-to-Head Record
4. Coin Flip

\*Weekend (or 1 day tournaments) will be randomly seeded.

Team captains will be notified of their team’s first playoff contest via e-mail, and it is his/her responsibility to notify the rest of their team.

 **NOTE: Playoff games will NOT always be during your team’s preference to play. However, to accomplish the tournament by the end of the semester, we cannot reschedule playoff games. We are sorry for this inconvenience.**

**Awards**

Intramural Sports Champion T-shirts will be awarded to the champions of the Intramural Leagues and Tournaments. Intramural Champions will have their team/individual photo uploaded to the Facebook page and to the Intramural Sports website.

A participant will ONLY receive a championship shirt if they are on the roster for that team and they have played in at least one regular season game. In the event a player is unable to make the championship game and his/her team wins, the player can contact the Manager of Intramurals and request a shirt.