



ELON CAMPUS RECREATION

Intramural Sports Participant Guide

http://www.elon.edu/e-web/students/campus_recreation/

Campus Recreation Front Desk: (336) 278 – 7529
Intramural Sports Hotline: (336) 278 – 2255

Mission Statement

Campus Recreation strives to provide quality recreational experiences for the campus community in an effort to promote the wise, lifelong use of leisure opportunities. Our student leadership and teamwork models allow students a forum for the practical application of classroom theories, as well as the opportunity to develop professional competencies.

I. Registration Procedures

For all intramural sports a team interested in participating must complete the online registration process and have paid the forfeit fee to the Campus Rec Front Desk at the Koury Center prior to the deadline. The registration period for all sports will open on the Monday prior to the deadline.

- a. Online registration can be done at www.imleagues.com/elon. Instructions on how to register a team, join a team, or become a free agent can be found online, at the CR Front Desk or via Intramural Hotline. Also a written instruction sheet can be found at the end of this document.
- b. When registering a team, the Team Captain or delegate will be required to submit a refundable forfeit fee of \$20.00. This refundable forfeit fee may be submitted in cash, check, or Phoenix Cash after your online registration has been completed.
 - i. Checks must be made payable to Elon University Campus Recreation.
- c. All teams are required to have an appropriate team name. Team names deemed inappropriate by the intramural sports staff will be changed. If a team name is repeated in the same league, the Team Captain who registered second will be asked to change the name.
- d. Any team that wishes to participate, but missed the deadline to register a team can visit the Koury Front Desk and be placed on the wait list. A team placed on the waiting list is not guaranteed to be added to the regular season.
- e. All schedules will be published online within 3 days of the registration deadline.
- f. Free Agents: In the event a participant does not have a full team but is interested in participating in the intramural sports program please contact the Intramural Team Leaders via email. The free agent can also register online as a free agent which allows other team captains to view their online profile and pick them up.

II. Team Captain Responsibilities

Each team that enters any intramural sport must designate a Team Captain. The primary duty of a Team Captain is to act as the liaison between his/her team and Campus Recreation.

Team Captain Responsibilities:

- a. Completion of registration process for the team which includes completing team registration, paying the \$20.00 forfeit fee, passing the Captains Quiz, and providing the team with the most current schedule.
- b. Read and be familiar with Intramural Sports Guidelines, Sportsmanship Guidelines, and individual sport rules. In addition, Captains need to provide teammates, coaches, and spectators important information regarding these policies.
- c. Verify eligibility for all teammates before and during the sport season. Inform each participant that they may only play on ONE Men's/Women's team AND ONE Co-Ed team. *For additional information please see Article IV regarding Participant Eligibility.*
- d. Inform teammates of any equipment provisions. Examples include: no jewelry, metal cleats, hard casts, and baseball hats (flag football, soccer, basketball).
- e. Captains are responsible for the conduct of their teammates, coaches, and spectators. If a teammate, coach, or spectator is ejected from participation, the Captain is responsible for escorting the individual(s) involved from the contest site. In the event the Team Captain is ejected, an Assistant Captain must be identified to the supervisor and official before play will continue.
- f. Inform the intramural sports staff of any injuries that have occurred during play. Encourage teammates to seek medical attention if necessary.
- g. Collect the forfeit fee, if eligible, within two weeks of completion for that activity for all teams.

III. Participant Eligibility

For every Campus Recreation activity, participants must provide a VALID Phoenix card. For any intramural sport it is the responsibility of the Team Captain to ensure that every team member is eligible for participation.

Violations of the policies below will warrant disciplinary actions which may include suspension from one or multiple games, or forfeiting previous games played.

- a. Any current full time or part time student (Undergraduate or Graduate), faculty/staff member, or spouse/partner of a Faculty/Staff member are eligible to participate in Intramural Sports activities, provided they present a valid Phoenix Card.
 - i. Spouse(s) will need to register an account on imleagues.com and use their regular email address (gmail, yahoo, etc.). When they fill out the registration form, it will prompt an error message since the email address is not an Elon domain; however there is an option to request a manual approval. Select this option and it will be sent to the Team Leader and Assistant Director of Campus Recreation.
- b. All participants are eligible to participate on ONE men's or women's team and ONE co-ed team. Fraternity and Sorority teams are considered to be a part of the men's and women's leagues respectively.
- c. People participating in any intramural sports may participate in accordance with their gender identity, should that be relevant, regardless of any medical treatment. All Intramural Sports participants are subject to the Elon University non-discrimination policies. If complaints of discrimination or harassment arise, they will be referred to the Office of Student Conduct. If conflicts or procedural questions arise under these guidelines, a team consisting of the Campus Recreation Professional Staff, the Director of Inclusive Community Well-Being, and the Director of Gender and LGBTQIA Center shall be consulted for advice and resolution.
- d. All participants must join the online roster before they can play in any Intramural Event. This can be done on a computer or from a mobile device through the REC*IT app.
- e. Once a participant plays with a team or check's in on the score sheet with a team, they are considered to have participated on that team.
 - i. A participant is not permitted to transfer from a team or drop off a team after playing or checking in with the Intramural Staff at one regular season contest.
 1. *Example:* Campus Rec has two teams CR 1 and CR 2 in the co-ed flag football league. Each participant in Campus Rec must select which team they would like to participate with. CR 1 and CR 2 are two different teams and may not have any of the same participants.
 2. *Example:* Joe Smith wants to play for the Gold Team, but instead signs up on the Maroon Team since they only needed one more player to play one night. Joe is now bound to the Maroon Team for the remainder of the season. He is no longer eligible to participate with the Gold Team.

- ii. If an individual is found participating on multiple teams within one league, the player may be subject to a minimum one game suspension from that intramural activity.
 - 1. The individual will be locked onto the roster of the team that they played for first.

- f. Women are eligible to participate in men’s intramural sport leagues only when a women’s league is not offered for that activity during this season.
- g. For an individual to be eligible for the post season tournament they must be on the official roster online. The deadline to join a team will be listed on the sport page on the imleagues website. An individual may not be added to a roster once the post-season has started.
 - 1. *Example:* It will read “Join Teams until 9/29/13 Midnight” which means all players have until then to request to join a team **and** for the captain of that team to approve the request.
- h. For roster adjustments that include removing a player or adding a player after the roster deadline, they must be made to the Intramural Team Leader and/or Assistant Director via email. A decision will be made once all factors have been considered.
- i. Any individual who uses another individual’s Phoenix Card will be deemed ineligible for all contests, and suspended from intramural sports, until they meet with the Assistant Director overseeing Intramural Sports. Any contest this individual has participated in will be deemed a forfeit if properly protested.
- j. Teams must have the required minimum number of participants for a contest in order to avoid a forfeit. If a team does not meet this requirement that contest will not be played. ***Game time is forfeit time.***
 - i. If at the scheduled time of a contest a team does not meet the minimum required number of participants, the opposing team has the option to grant a five (5) minute grace period for the other team to present the necessary number of participants. ***This grace period is not required.***
 - ii. In order for this grace period to occur, one team must have at least one participant at the contest site while the opposing team must have the required minimum number of participants.
 - iii. In the event that the contest scheduled before runs over its scheduled time, game time will be forfeit time and no grace period will be granted for either teams.
- k. Rosters are limited by sport as follows:

Sport	Roster Limit		Sport	Roster Limit
<i>Fall Sports</i>			<i>Spring Sports</i>	
<i>Flag Football</i>	<i>15</i>		<i>5v5 Basketball</i>	<i>15</i>
<i>Corn Hole</i>	<i>8</i>		<i>4v4 Flag Football</i>	<i>8</i>
<i>Volleyball</i>	<i>15</i>		<i>Wiffleball</i>	<i>15</i>
<i>Indoor Soccer</i>	<i>15</i>		<i>Outdoor Soccer</i>	<i>15</i>
<i>Softball</i>	<i>15</i>		<i>Dodgeball</i>	<i>15</i>
<i>Ultimate Frisbee</i>	<i>15</i>		<i>Sand Volleyball</i>	<i>8</i>
<i>3v3 Basketball</i>	<i>8</i>		<i>Outdoor Basketball</i>	<i>15</i>
<i>Winter Term Sports</i>				
<i>Bowling</i>	<i>8</i>		<i>Team Handball</i>	<i>15</i>
<i>Arena Football</i>	<i>8</i>		<i>Wallyball</i>	<i>8</i>

- **Sports that require more than 4 players on the field/court = 15 roster limit**
- **Sports that do not require more than 4 players on the field/court = 8 roster limit**
- **Exception: Bowling due to restrictions by the bowling alley**

IV. Club Sports, Intercollegiate, and Professional Athletes

Violations of the policies below will warrant disciplinary actions which may include suspension from one or multiple games, or forfeiting previous games played.

- a. Club Sports athletes are classified as any individual who has signed a Club Sports waiver that has been filed with the Elon University Club Sports office for the current academic year
- b. Club Sports athletes are eligible to participate in the sport of their specialty. Participation in that sport, or in a related sport, may have restrictions on the number of Club Sport athletes from that specific club that are eligible on one roster. The following restrictions apply:

Intramural Sport	Elon Club Sport	Maximum <u>TOTAL</u> Number of Club Members
Wiffleball	Baseball, Softball	4 Individuals
Outdoor Soccer	Men's & Women's Soccer	4 Individuals
Indoor Volleyball	Men's & Women's Volleyball	4 Individuals
3v3 Basketball	Men's & Women's Basketball	2 Individuals
5v5 Basketball & Outdoor Basketball	Men's & Women's Basketball	4 Individuals
Indoor Soccer	Men's & Women's Soccer	4 Individuals
Softball	Baseball, Softball	4 Individuals
Sand Volleyball	Men's and Women's Volleyball	2 Individuals
Ultimate Frisbee	Men's and Women's Ultimate Frisbee	4 Individuals

- c. An individual will no longer be considered a Club Sports Athlete exactly one calendar year from the day the most recent Club Sports waiver was signed; regardless of continued participation in this activity.
- d. Participants who have been listed on a varsity roster at any NCAA institution will not be allowed to participate in the intramural sport (or like sport, ex. baseball/softball) in which they were a varsity participant for a period of one (1) full academic year from their last participation in that sport.

- i. For example, a basketball player who last appeared on a varsity roster in Spring 2011 will not be eligible to participate in Intramural basketball until Fall 2012.
- e. Any team that chooses to participate in any sport with more than 30% of their roster comprised of participants listed on a current Elon varsity athletics roster (in a different sport) must participate in the Gold (competitive) League where applicable.
 - i. Any team that chooses to participate with a *former* intercollegiate athlete must participate in the Gold (competitive) League where applicable.
- f. A former professional athlete will be restricted from participation in Elon University Intramural Sports in the same way as intercollegiate athletes. However, former professional athletes may not participate in their specialty for a period of three (3) years from their last professional sports experience.
- g. All questions and/or concerns regarding eligibility may be referred to either the Intramural Team Leader(s) at (336) 278-2255 or any Campus Recreation Professional Staff Member at (336) 278-7529.

V. League Sports and Scheduling

League Sports

- a. For most Intramural Sports activities, there will be three leagues of play available in team sports: Men's, Women's and Co-Rec. Within those leagues, some Intramural Sports will have a Fraternity or Sorority option which is a part of the Men's and Women's leagues respectively.
- b. In order for a league to be formed, there must be at least 3 teams submitted for a specific league.
- c. ***Gold and Maroon Leagues:*** For some sports there will be a Gold (Competitive) and Maroon (Recreational) divisions available.
 - i. These two leagues allow for participants with similar skills sets to participate in an environment that meets their skill level or desire.
 - ii. ***Competitive (Gold) League:*** Primary objective for participation is to play at a high level of skill and winning is a top priority. It is more likely teams in this league will have multiple players on a team who played varsity sports in high school and may hold practices. This league is recommended to teams who have had success in previous post season tournaments.
 - iii. ***Recreational (Maroon) League:*** Primary objective for playing is to enjoy Intramural Sports and have fun; winning is important but not the primary objective. Teams in this league are used to help bring participants closer together and allow the team to bond through their experiences.
 - iv. If the option of these two varying skill levels is available it will be noted on the roster.
 - v. All eligibility rules apply with the divisions of these leagues. Participants will only be eligible to participate on one Men's/Women's team and one Co-ed team. Maroon and Gold Leagues are divisions within that league.

Regular Season & Scheduling

- a. All regular season schedules will be created and published three after the registration deadline. Captains will be notified of the published schedule via email from Imleagues.com. All participants can then view the schedule online.
- b. Campus Recreation will NOT give game schedule information over the phone. Intramural contest schedules published online at www.imleagues.com/elon.
- c. Rescheduled games during the regular season and post season may be accommodated depending on:
 1. The opposing team (approval must be granted)
 2. Time and Space
 3. Staff
 - ii. Team Captains must notify the Intramural Sports Team Leaders via email or the Intramural Sports Hotline (336.278.2255) at least 48 hours in advance in order to be considered for a rescheduled contest time.
 - vi. Contests postponed due to weather or poor field conditions are not guaranteed to be rescheduled. Rescheduled games do not accommodate team availability.
- d. The regular season will typically be at least 4 games per team, with a maximum of 6 games per team. This can change according to time, space, weather, and the amount of teams registered.

VI. Post Season Tournament Guidelines

- a. All teams that have entered into any Intramural Sports league will be eligible for the post season tournament unless the following occurs during the regular season:
 - i. A team withdraws from participation.
 - ii. A team forfeits two (2) contests during the regular season
 - iii. A team forfeits or defaults three (3) contests during the regular season
 - iv. A team receives two (2) sportsmanship scores of “C” or below.
 - v. A team receives one (1) sportsmanship score of “F”.

Exception: Some leagues have different post season guidelines which can be found in their specific sport rules.
- b. The post season tournament will operate on a single elimination format, unless otherwise noted.
- c. When creating the post season schedule, Intramural Sports staff will attempt to accommodate the teams schedule for the first round of contests only. The availability that each team submitted will be used for the post season tournament.

- d. For the post season tournament brackets are created using several factors: Availability of teams, Win-Loss Record, Head-to-Head Match Up, Point Differential, Points For, and Points Against.
- e. The post season schedule will be published within 48 hours of the last scheduled regular season contest. It will be e-mailed to the Team Captains of teams who have qualified for post season play and they can view it online at www.imleagues.com/elon.

VII. Participant Conduct

Modern team sport activities find their origin in the human desire for play. Winning and losing are mere outcomes of attaining the spirit of play. Abusive language, poor attitude, physical violence and manipulation of the rules will not be tolerated.

- a. Each team is responsible for its members, spectators, and coaches before, after, and during play.
- b. The Intramural Sports staff will have the final decision during all intramural sports contests. Intramural staff also has the authority to ask any individual to leave the contest site at any time if they are conducting themselves in an unsportsmanlike or unruly manner.
- c. In the event of unsportsmanlike conduct the individual(s) or team(s) involved may incur a suspension or possible expulsion from the intramural sports program.
 - i. If an individual has been ejected, reinstatement to participate in an intramural sports contest will only be granted when the individual has scheduled an appointment and met with the professional staff member overseeing Intramural Sports and served any sanctions within Campus Recreation.
 - ii. Any individual that has been ejected from a contest for unsportsmanlike conduct will be suspended for at least one contest. These individuals may also be subject to further sanctions from Campus Recreation or the Office of Student Conduct. These individuals or teams may face suspension from the intramural sports league, postseason, or other intramural sport activities.
- d. If an individual is ejected from an intramural contest, that individual(s) will be asked to leave the facility. These participants will have approximately 60 seconds to remove themselves from the contest site. Failure to comply with this request will result in a forfeit of that contest.
- e. A participant who arrives for an activity or participates in an activity under the influence of drugs or alcohol will be removed from the contest and may be subject to further sanctions within Campus Recreation or the Office of Student Conduct.

VIII. Sportsmanship Rating

- a. The game officials and supervisors will determine a sportsmanship rating after each contest.
- b. A grade of “A, B, C, and F” will be awarded after each contest.
- c. The grade is at the discretion of the intramural sports staff overseeing the scheduled contest. A grade of “C” or below could result in team sanctions and/or remove the team’s eligibility from the postseason tournament

- i. In order to remain eligible for the postseason tournament a team may not receive two sportsmanship scores of “C” or below or one contest with a sportsmanship score of an “F”.
- d. Contests that result in a Forfeit or Default will not be given a Sportsmanship Grade.

IX. Forfeits/Defaults

A forfeit is declared when a team fails to notify the intramural sports staff or is unable to participate in the scheduled contest. ***Game time is forfeit time.*** Each team that participates in a sport is required to submit a forfeit fee of \$20.00 at the time of entry. This \$20.00 forfeit fee is refundable to the Team Captain or delegate that submitted the forfeit fee at the time of entry as long as the team does not forfeit during the sport season.

Teams that forfeit twice or more during the regular season will be dropped immediately from further competition. This is to avoid future forfeits and to enhance the efficiency of the Intramurals program.

A default is declared when a team notifies the intramural sports staff by 1:00pm the day of the scheduled contest. Teams may default twice before affecting their post season eligibility and forfeit fee. Defaults can be declared by calling the Intramural Sports Hotline at 336-278-2255.

X. Refund Policy

Refunds for participation in an intramural sports activity will be given after the completion of an activity. No refund will be given after the schedule has been created for that activity.

- a. Forfeit fee refunds will only be given to the Team Captain or delegate that submitted the forfeit fee at the time of entry at the Campus Recreation front desk in the Koury Center. If a team does not forfeit during the season, they are eligible for a full refund.
- b. All forfeit fee refunds will be available within 3 days following the championship contest for that sport.
 - i. All forfeit fee refunds will be available for a two week period. Failure to retrieve the refund during this period may result in a forfeit of that refund.
- c. Refunds will be given as follows:

Number of Forfeits (NO Notice Given)	Amount of Forfeit Fee Returned
One	\$10.00
Two	\$0.00
Number of Defaults (Notice Given)	Amount of Forfeit Fee Returned
One or Two	\$20.00
Three	\$10.00
Four	\$0.00

XI. Protests

- a. The Team Captain has the ability to protest the eligibility of a participant and rule application/enforcement, when the enforcement affects the outcome of the game.
- b. Protests which challenge the accuracy of a judgment call made by the Intramural Sports Officials or Supervisors will not be accepted.

- c. The Team Captain must make any protest involving rule enforcement to the Intramural Sports Supervisor at the time of which the incident in question occurs.
 - i. Once a situation has passed, it is no longer subject to change or protest.
 - ii. *Example: After a post season loss, the losing team cannot protest the eligibility of a participant on the winning team.*
- d. The Team Captain must complete and submit a Protest Form to the Intramural Staff on duty at the time of the incident. They may also submit additional information to the Assistant Director of Campus Recreation and Team Leader(s) of Intramurals via email.
 - i. Protest Forms can be found with the Intramural Staff on duty.
- e. All protests will be reviewed by the Team Leader and Assistant Director of Campus Recreation.

XII. Inclement Weather

- a. In the event of inclement weather a decision will be made on the contest site conditions at 3:00pm the day of the scheduled contests.
 - i. Once a decision has been made, Team Captains will be contacted via email and text alerts from Imleagues.com. In addition, an alert will be placed on the Intramural Sports Hotline (336.278.2255).
- b. Intramural contests that have been postponed due to weather will be rescheduled if time and space allow.
- c. In the event of inclement weather after 3pm or during play, the intramural sports staff has the ability to cancel or postpone any activity due to weather.
 - i. If lightning is seen and/or thunder is heard during any outdoor contest, it will be postponed for at least 30 minutes from the last time lightning was seen or thunder was heard. At this time all participants must leave the playing facility and seek shelter immediately.

XIII. Awards

- a. The winner of each league (Men's, Women's, and Co-ed) in all intramural sports activities will be awarded an Elon University Intramural Championship shirt.\
- b. Only participants listed on the winning teams' roster and present at that game will be eligible to receive championship shirts.

XIV. Professional Discretion

- a. The Campus Recreation Professional Staff and Team Leaders for Intramurals, reserve the right to use professional discretion when necessary to make an appropriate decision regarding the policies and guidelines listed above.

XV. Employment Opportunities

Campus Recreation is a dynamic student led organization. Our student staff is dedicated to serving the recreational needs of our campus community while enhancing their personal development. Campus Recreation hires student employees in the beginning of the Fall and the Spring semesters.

- a. A Campus Recreation application must be collected at a Campus Recreation Job Fair which is held in the beginning of the Fall and Spring semesters (http://www.elon.edu/eweb/students/campus_recreation/staff.xhtml).
- b. All application materials must be submitted by the specified dates and times in order to be considered. Required application materials include, a Campus Recreation application, resume, and cover letter.
- c. After the hiring process every employee, is expected to become knowledgeable in all sports offered by the Intramural Sports program as well as a contributing member to the Campus Recreation program. To be employed by Campus Recreation's Intramural Sports program previous officiating experience is not required.
- d. Any questions regarding employment within Campus Recreation may contact any member of the Campus Recreation Professional Staff or Team Leader.

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How to create an IMLeagues account:

1. Go to www.imleagues.com and click **Create Account**.
2. Enter your information, and **use your Elon University email** (@elon.edu), and submit.
3. You will be sent an activation email. **Click the link in the email to login and activate your IMLeagues account.**

How to sign up for an Intramural Sport:

1. Login to your **IMLeagues.com** account.
2. Click the **Intramurals** link on the top header.
3. Select the Sport (ex. Soccer) and League (ex. Coed) that you want to participate in.
4. Click the **Register/Signup** button at the top right of the page.
5. Decide if you would like to Create a Team (Team Captain) or Join a Team (Player)
6. **Create a Team**
 - a. Click the **Create Team** option under **Register/Signup**
 - b. Complete the registration form (leave auto accept members box unchecked).
 - c. Fill out your time preference form by clicking on the green **available** buttons.
 - d. Invite players to join your team via email or player lookup.
 - e. Take \$20 Forfeit Fee payment to Campus Rec Front Desk to complete registration.
7. **Join a Team**
 - a. Find the team that you want to join
 - b. Click the green **Join Team** button next to that team.
 - c. An email will be sent to the Captain to approve your request.
 - d. Once the Captain has approved your request, you will be added to the roster.

Questions? Contact Campus Recreation at 336-278-7529 (PLAY).