



# Campus Recreation: Policies and Procedures

## I: Leagues

The following classifications are used in intramural sports to maintain equity of competition whenever possible. In the event there are a limited number of teams in any League, cross competition may occur. Participants may play on a maximum of two teams in one sport only under the following conditions:

- They are playing on one team in either the Open or Women's league.
- They are playing on one team in the Co-Rec league.

Participants may not play on two teams in the same league, or in the Open and Women's league.

### *Open League*

The open league is composed of currently enrolled DePaul students, faculty and staff with current memberships. There are no gender requirements to participate in this league. **All "men's" teams and teams that do not qualify for the co-rec requirements should register for open.**

### *Women's League*

The women's league is composed of currently enrolled DePaul students, faculty and staff with current memberships who identify their gender as female.

### *Co-Rec League*

The co-rec league provides competition designed to foster simultaneous, equal participation for all participants. The rules for this league may be modified (depending on the sport) to encourage equal play opportunity for all. This league is open to all currently enrolled students, faculty and staff with current membership.

## II: Divisions

Availability of all divisions is based on the number of teams and space available. When these conditions do not allow these leagues to form, teams may be added to other leagues.

### *Greek League*

Limited to those DePaul University students who are active members (or new members) of a Social Greek Fraternity or Sorority group on campus.

### *Residence Hall League*

Limited to those DePaul University students who reside in a university-owned residence hall facility.

### *Faculty/Staff League*

Open to all DePaul University faculty and/or staff who have and maintain a current membership at the Ray Meyer Fitness and Recreation Center.

### **III: Levels of Competition**

When entries allow, these leagues are offered in different levels of competition. Some participants (club, former varsity, intercollegiate or professional athletes) are required to play in the competitive division only.

#### *Competitive Division*

Geared toward individuals or teams with more experience and higher skill levels in the given sport activity. Participants in these leagues usually have either participated and/or lettered in the respective sport and/or have extensive playing experience.

#### *Intermediate Division*

Geared toward individuals or teams with moderate level skills in the given sport activity. Participants in these leagues have usually had less experience in the respective sport and/or have little organized playing experience.

#### *Recreational Division*

Geared toward individuals or teams with beginner level skills in the given sport activity. Participants in these leagues have little or no playing experience in the respective sport or are looking for a relaxed atmosphere in which to participate

### **IV: Schedules**

All schedules and standings will be available on [IM Leagues](#). The regular season of all leagues will consist of a minimum of 3 games/matches. A post-season single elimination will follow for teams that qualify for the playoffs. In order to advance to the playoffs, teams must have an acceptable sportsmanship rating. In some sports (to be determined by the number of teams), only teams with a .500 or above record will advance to the playoffs. This will be announced before the start of the season, if applicable.

### **V: Awards**

Championship T-shirts will be awarded for all intramural activities. Championship awards will only be available for the number of members on your roster and only up to two times as many players required on the field/court during the activity – e.g. for 3 on 3 Basketball (6), 4 on 4 Volleyball (8), 7 on 7 football (14). In addition, championship photos will be posted on the Campus Recreation website. The chance to participate should be the real award of all intramural participants.

Your team must be the champion of the tournament for your sport and division. You must be on the championship roster or have won an individual event. You must have played in at least one league game and one playoff game during your team's championship run.

## **VI: Eligibility Rules and Regulations**

The Intramural Sports Program was developed to provide competition/recreation during the academic year for currently enrolled DePaul students, faculty and staff who do not participate in other organized sports on campus and do not have the benefit of professional coaching, scheduling, equipment and facility use. Intramurals are free for all participants, but entrance to the Ray does require a membership (which full-time undergraduate students have as part of their activity fees). Non-members do need to pay the facility entrance fee to participate. Some eligibility restrictions are necessary to provide fair opportunities for participation. Individuals deemed ineligible to participate may seek reconsideration by written petition to the Assistant Director. This must be done prior to any participation. Violation of any eligibility rule will cause a contest to be automatically forfeited.

### *Participation*

The program is open to all currently enrolled DePaul students, faculty and staff with a valid DePaul University ID card. Current U-Passes are also acceptable.

### *Register on a team with IM Leagues*

Each player must register with IM Leagues and be added to a roster to be eligible to play with that team. Their first and last name **MUST** match the name on their student, faculty, or staff ID card in order to be eligible to participate. In addition to registering, captains **MUST** accept each player to their playing roster.

### *Sign Activity Roster (ASSUMPTION OF RISK AND RELEASE OF LIABILITY)*

Players must agree to the assumption of risk and liability form during registration on IMLeagues. After the waiver is signed AND they are on the printed IM Leagues score sheet they will be eligible to play. Teams are permitted to add eligible members throughout the season until the playoffs (league play) or until the semi-finals of a tournament. Additions must be made in accordance with the policy on adding players. A player must have played in at least one previous game to be eligible for the playoffs (league play) or semi-finals (tournament play).

### *Adding Players*

Teams are permitted to add eligible members throughout the season until the playoffs (league play) or until the semi-finals of a tournament under the following terms:

1. Additions for games played Monday-Thursday must be made by 4 pm on the day of the game.
2. Additions for games played on Friday must be made by 9 am that day.
3. Additions for games played on Saturday or Sunday must be made by 9 am that day
  - i. Exception - Additions may be made at any time as long as the on-site supervisor can verify the addition to the team's current roster (by smart phone or wireless computer). The burden of proof rests solely on the participant and captain. Any ruling by the supervisor is FINAL. Any player that cannot be verified on the current roster will be ineligible for participation until they are properly added and verified on the team roster.
4. A player must have played in at least one previous game to be eligible for the playoffs (league play) or semi-finals (tournament play).

### *Playing on More Than One Team*

A player may play on one team (open or women's), and also play on one team in the co-rec division in the same sport. However, a player may not play on more than one team in the same division even if they are in different skill levels (competitive or recreational). Once a player has played for a team, he/she may not switch to another team. Playing for a second team will result in that team forfeiting the contest and the player being ineligible from further intramural competition.

### *Signing In*

Each player must be listed (first and last name) on the scoresheet (on IM Leagues) prior to his/her participation in an Intramural contest. Each player will then initial next to their name each game.

### *Varsity Award Winners*

Students who have received a varsity award (letter) at any NCAA or NAIA sanctioned school are not eligible to compete in that intramural sport or related sport until they have been out of that varsity sport for one full calendar year.

### *Intercollegiate Squad Members*

Any individual who is or has been a member of a varsity, junior varsity, red shirt squad, or on an athletic scholarship at DePaul or other institution of comparable athletic stature (NCAA or NAIA), is not eligible to compete in that intramural sport or related sport until they have been out of that varsity sport for one full calendar year. Membership shall include persons practicing or working out with the team whether they play or not. Students who try out for a varsity squad and are cut/quit are ineligible until they petition for approval to compete in that intramural activity and/or related activity. Petitions for approval must be directed to the Assistant Director prior to any participation.

### *Varsity Limits*

Each team will be limited to two players on teams of 5 or more or one player on teams of 4 or less who have been out of their varsity sport for one full calendar year. These players may be former varsity letter winners, former intercollegiate squad members or individuals who have been or are currently coaching at DPU in the same sport. This limit also applies to related sports.

### *Varsity Athletes in Related Sports*

Current varsity athletes may participate in other intramural activities outside of their varsity sport; however, they may not participate in that sport or any related activity. For instance, current varsity basketball player may not participate in basketball; current varsity softball players may not participate in 16" softball. Please see individual sport rules or information sheets for complete information on varsity athletic eligibility in related sports.

### *Professional Athlete*

People who, for any form of compensation/income, compete or have competed in their sport or related intramural sport are ineligible. They may petition their eligibility to the Assistant Director prior to any participation.

### *DePaul Club Sports Members*

Any DePaul student who is currently a member of a club sport may participate in the intramural program (in their sport or related sport), under the following conditions:

- In activities with both competitive and recreational skill levels, the individual must participate in the competitive division. No club members are permitted in any recreational league.
- They are properly listed as a member of the intramural team following regular eligibility guidelines.
- No more than two club members per team may be on a team's roster in a contest with 5 or more players and no more than one club member may be on a team's roster in a contest with 4 or less players. This is total club member. For example, an intramural soccer team may have one member of the men's soccer club and one from the women's soccer club, but may not have a total greater than two club members.
- Any person who competes in scheduled contests, practices with the team and/or is on the club roster kept in the Office of the Club Sports for that academic year is considered a member of the club.

### *Eligibility of Opponents*

When questioning the eligibility of an opponent it is mandatory for the protesting player(s)/team(s)/official(s) to announce those questions to the opposing designated captain and game official(s) before the game is completed. The official(s) and supervisor will acknowledge that the game is being played under protest. If warranted, player(s)/team(s)/official(s) need to follow up with a written protest within 24 hours after a league contest and within one hour after a tournament contest.

The Intramural Sports Program reserves the right to handle eligibility violations without formal protest.

## **VII: Protests**

Protests are permitted in the Intramural Sports Program in order to ensure fairness to all participants. Protests are divided into two categories: Game Protest and Player Eligibility Protest. For each protest the appropriate form must be filled out and submitted by a team representative to the Intramural Sports Program Office. During league play the form must be received within 24 hours of the completion of the contest under protest and during tournament play the form must be received within one hour of the completion of the contest under protest. Game Protest forms and Player Eligibility Protest forms are available with the Supervisor or in the Intramural Sports Program Office.

The only acceptable reasons for a Game Protest are:

- Misinterpretation of a playing rule.
- Failure of an official to apply the correct rule to a given situation.
- Failure of an official to impose the correct penalty for a given violation.

To be a valid Game Protest it must affect the final result of the contest. The game protest must be announced to the opposing designated captain and official(s) at the time of the infraction when the interpretation of the rule is at fault, the official applies the incorrect rule or imposes wrong penalty. Game Protests WILL NOT be considered if they are based on a decision involving the accuracy of

judgment on the part of an official or does not follow the procedural guidelines. A protest concerning a participant's eligibility (Player Eligibility Protest) must be announced prior to the completion of the contest. A team in violation of any eligibility rule will cause the contest to be automatically forfeited.

### *Protest Solution*

Game Protests will be checked for validity (one of the three acceptable reasons, shown to directly affect the final outcome and meets the procedural guidelines established). If deemed valid, an automatic roster check of both teams will take place.

Player Eligibility Protests will lead to a review of eligibility of both teams involved in the contest.

Decisions to accept/deny and the solution implemented by the Intramural Sports Program shall be final with no appeal process. Protest is reviewed by the Associate Director and/or Sport Coordinator(s). Individuals may be asked to provide additional information. During tournament play, protests will be reviewed before the next scheduled contest, generally the next day.

## **VIII: Forfeits**

In order to register a team, captains must make a \$30 forfeit deposit at the Ray after registering with IM Leagues. These fees will NOT be refundable under the following conditions:

- 1) The team forfeits any game during the season.
- 2) After the team is scheduled to play, the team chooses to drop out of the league
- 3) The team defaults (see definition of default on page 9) two or more times during the season.

**GAME TIME IS FORFEIT TIME.** Game time is determined by the supervisor's watch/clock on each field/court. The minimum start number for the sport must be present in order to avoid forfeiting the contest.

If one team is not ready to play at game time the following occurs:

- The team will be granted a 10-minute grace period to obtain the minimum number of players. If the required minimum number of players arrives within the 10 minutes, the game will be played and recorded as an official game. **NO EXCEPTIONS ARE PERMITTED TO THE 10-MINUTE GRACE PERIOD.** Unless otherwise noted in sport-specific rules, the game clock will run during the 10-minute grace period.
- The team waiting on players will be penalized in each of the following methods:
  - Flag Football, Volleyball, and Basketball – one point per minute
  - Soccer, Floor Hockey, and Innertube Water Polo – one goal for the first five minutes, one goal for the second five minutes
  - Softball and Kickball – one run for the first five minutes, one run for the second five minutes
- If neither team has the minimum number ready to start at game time, both teams will receive 10-minutes to obtain the minimum number with no additional penalty (even after one team gets enough players).

- If both teams are ready to play at the designated start time, but due to a previous game running long or the court/field is not ready for play, the starting time will be adjusted so that the teams receive a full allotment of play time. Game time begins as soon as the field/court is available for play.
- A game will not be forfeited if the field/court, Officials, Scorekeepers or Supervisor are not ready to begin play.
- Regardless of the reason(s), after a team forfeits, they receive a loss, lose their deposit, and are removed from the league unless a second deposit is made. A team may default to avoid forfeiting.

#### Procedure for forfeiting a game

- If one team is present at game time, the official will notify that captain that the clock will begin running and that the opposing team will have 10-minutes to meet the minimum number of players. Any additional penalties (points, etc...) will also be explained.
- If neither team is present at game time, the 10-minute grace period will begin for both teams. No points will be assessed for either team, even after one team gets the minimum number. If only one team has enough players at the end of the 10-minutes, that team will receive the forfeit win and remain in the league.
- If the court/field is not needed for another reason, all participants who have arrived are allowed to use the court/field for practice or scrimmage play. The game will not be officiated and will not count as an actual game.
- If the last game of the day/night is forfeited, the court/field is closed and all equipment will be removed. The present participants may use the court/field, but no equipment provided by the Intramural Sports Program.

All forfeits are final.

### **IX: Defaults**

If a team (or player in individual sports) knows they cannot field at least the minimum number of players for a game, they may notify the Intramural Sports Program Office a minimum of 24 hours in advance to default the game. They must receive confirmation from the Assistant Director. If a team elects to default, they will be charged with a loss but not assessed a forfeit. Defaulting twice during a season will result in the forfeit fee being assessed to the credit card on file.

### **X: Sportsmanship/Player and Team Conduct**

The development of team and individual sportsmanship is of fundamental importance in all intramural activities. The sportsmanship rating system is intended to provide an objective scale in which teams are judged on attitude and behavior throughout the intramural league and playoff season. Behavior before, during and after an intramural contest will be included in the rating. The team manager is responsible for educating and informing all players and spectators affiliated with their team about the system. In order to encourage acceptable conduct before, during and after an intramural contest, officials and/or supervisors shall make decisions whether to warn, penalize or eject individuals/teams/spectators/ organizations for poor sportsmanship.

The four different team ratings are:

*Outstanding Sportsmanship Rating*

- Team members demonstrate a willingness to contribute to sportsmanlike atmosphere.
- All team members show control over their own actions and omissions.
- All team members uphold their responsibility to contribute to an atmosphere of sportsmanlike competition.
- Team members follow all game rules in both spirit and intent.
- Any fouls committed by the team are not to intimidate or gain advantage.
- No unsportsmanlike penalties or yellow or red cards are assessed.

*Acceptable Sportsmanship Rating*

- Team members cooperate with and demonstrate good sportsmanship toward members of both teams, spectators and all intramural officials and/or staff.
- The designated game captain exhibits control over their team and spectators, converses reasonably and rationally with officials about rule interpretations/calls and cooperates by providing any information requested by any intramural official/staff.
- Team members participate in the spirit and intent of the intramural game rules and/or program policies. Team members accept judgment decisions made by the officials during the contest.
- No flagrant unsportsmanlike penalties or red cards are issued and/or no player/spectator ejections occur before, during or after the intramural contest. A team (players/spectators) does not receive three yellow cards or warnings.
- Respect shown for intramural facilities/equipment.

*Unacceptable Sportsmanship Rating*

Any one of the following will lead to an unacceptable rating:

- Three or more yellow cards or unsportsmanlike penalties in any one contest towards one team (players/spectators).
- A flagrant unsportsmanlike or red card issued and/or player/spectator ejection(s) occur before, during or after the intramural contest.
- Technical fouls for unsportsmanlike conduct, multiple unsportsmanlike penalties given and/or any excessive celebration/taunting.
- Participants/spectators complain about official's decisions and/or show dissension. Complaints may be voiced verbally or "non-verbally".
- Arguing between opposing teams/spectators may also lead to an unacceptable rating.
- The designated game captain does not control their team and spectators, converses in a dissenting manner with officials about rule interpretations/calls and does not cooperate or provide information requested by any intramural official/staff while performing their duties.
- Team members do not meet eligibility requirements for participation within the program because of club sport, former varsity/varsity, and/or professional status within same/related sport.
- Team members are playing with participant(s) who are currently suspended from participating on their IM team, and/or Intramural Program.
- Any participant who plays under an assumed name.
- Public indecency or obscenity.

- Individuals/teams playing after the consumption or suspicion of consumption of alcohol/drugs. If the contest has begun, player(s) will immediately be removed from the contest. (Refer to Alcohol/Drugs, p. 11)
- Verbal or physical abuse and/or the threat of, by participant(s)/spectator(s) in the form of fighting, baiting, and/or wrestling with an opponent and/or teammate before, during or after an intramural contest.
- Any threatening behavior (verbal and/or non-verbal) towards any intramural employee before, during or after an intramural contest.
- Damage/destruction of facilities/equipment.
- Any violation of DePaul policies and procedures governing the conduct of students.

#### Consequences for Unacceptable Rating

- Team is suspended until manager/captain meets with Assistant Director of that sport or his/her designee.
- Manager/captain shall be held responsible to initiate the meeting in a timely manner to ensure availability of Assistant Director (preferably several days before team is scheduled).
- Teams will forfeit any games scheduled on subsequent days prior to the meeting. During the meeting the manager/captain will be notified of the suspended status of their player(s).
- Regardless of the length of the league season, one unacceptable rating will make a team eligible for removal from the league. Further participation will be determined in the conduct meeting with the Assistant Director.
- The eligibility of players from both teams will be reviewed. (Violation of any eligibility rule will cause a contest to be automatically forfeited.)
- Any infraction that causes an Unacceptable Rating may also be subject to review by the Dean of Students.

#### *Season Ending Sportsmanship Rating*

Any one of the following may lead to a season ending rating;

- Team is uncooperative and out of control before, during or after an intramural contest.
- The designated game captain exhibits poor control over themselves, their team and/or their spectators.
- Multiple red cards/flagrant unsportsmanlike conducts are given and/or multiple ejections occur.
- Failure of ejected participant(s) and/or spectator(s) to leave the vicinity within the allotted three (3) minutes or returning to the vicinity during or after the game.
- Participants and/or spectators constantly complain to officials/supervisors.
- There is excessive argument with teammates/opposing team, officials/supervisors.
- Communication is verbally abusive.
- Verbal or physical abuse and/or the threat of, by participant(s)/spectator(s) in the form of fighting, baiting, and/or wrestling with an opponent and/or teammate before, during or after an intramural contest.
- Any threatening behavior (verbal and/or non-verbal) towards any intramural employee before, during or after an intramural contest.
- Any physical contact with any intramural employee.
- Team fails to cooperate/comply with intramural administrative staff/university officials while performing their duties; falsely represents or withholds any information requested.
- Team(s) are unable to continue to play and game is stopped.

### Consequences for Season Ending Rating

- Team will automatically be dropped from any further competition.
- The eligibility of players from both teams will be reviewed. (Violation of any eligibility rule will cause a contest to be automatically forfeited.)
- Any infraction that causes a Season Ending Rating may also be subject to review by the Dean of Students

## **XI: Risk Management**

The safety of all that participate in the program is of utmost importance to the organization and administration of each activity. Procedures to minimize the inherent risks to participants, spectators and personnel have been established. Such procedures include scheduling, sport rule modifications, trained personnel, player control, and acknowledgment of risk forms. The physical environment is ever changing.

In an effort to maintain a safe playing area all participants are to adhere to the following BLOOD RULE:

Blood is defined as any exposed blood on a person, apparel, or surface; or any unknown body fluid that may be blood. Any player who is bleeding must be substituted for until the bleeding stops. An intramural/sport club staff member or game official has the authority to remove the player. If by removing the player who is bleeding, the team falls below the minimum number necessary to play (sport specific), the following will apply: The game clock will stop and a maximum of five (5) minutes will be allowed for the player to stop the bleeding. Either an intramural/sport club staff member or game official must approve the player to re-enter. If the bleeding is not stopped within the allotted five (5) minutes the team will forfeit the game. **THE ALLOWANCE IS ONLY FOR PLAYERS WHO ARE BLEEDING, AND THE TEAM CANNOT CONTINUE TO PLAY WITHOUT THEM.**

In all supervised activities, a staff member will be available to assist a bleeding player and determine whether the individual may resume play.

## **XII: Equipment**

### *Jerseys*

For all activities, jerseys will be made available on the courts/fields. All players must return the jerseys to the red "dirty" bins immediately after the game. A shirt must be worn under the jerseys

### *Footwear*

In all sports players must wear athletic type shoes which cover the foot completely. Sandals, boots, and open toe shoes are NOT allowed. For outside sports cleats are strongly recommended and are limited to studs or projections which do not exceed ½ inch in length and are made with nonabrasive rubber or rubber-type synthetic material which does not chip or develop a cutting edge.

### *Clothing*

While participating in flag football, players may not wear clothing with pockets, tear-a-way pants, hoods or exposed knots on their outer layer. For example, a player wearing sweatpants

with pockets would only be able to wear these pants during the game if a pair of shorts/pants without pockets was put on over the pocketed pants.

*Jewelry*

Participants may not wear jewelry of any kind with the following exceptions:

- Medical-alert medals taped tightly to the body and the alert visible
- Religious medals taped tightly to the body

Campus recreation will not supply tape to participants. If medical-alerts or religious medals are not taped, the participant will be ineligible for the game/match.