Missouri University of Science and Technology

I’M A CHAMP

Intramural Managers’ Association Handbook

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IT IS THE MANAGER'S RESPONSIBILITY TO FAMILIARIZE THEIR ORGANIZATION WITH THE IMA HANDBOOK (updated July 16th, 2013)

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I. GENERAL INFORMATION

Program Objectives

Intramural-Recreational Sports at Missouri S&T is structured to provide the opportunity for participation in intramural events for students, staff and faculty at the University. Broad selections of events are available, both formally and informally, for men and women interested in single, dual and team sports.

Intramural sports provide an opportunity for each student interested in participation no matter what his/her skill level. Participation provides a medium for social and physical interaction, allowing the student to develop to a greater extent in these areas. Academic pursuits combined with activity may help create a more well-rounded individual, adding to the overall educational experience.

Intramural Managers

Each organization has an Intramural Manager elected or appointed by its respective group. This manager is the contact person between the team and the Intramural Department. If a team is to successfully compete in the program, a good manager is necessary. Each organization should attempt to have two managers.

Insurance Clearance

The Intramural Department and the University neither assumes responsibility nor provide insurance for individuals participating in the program. Participants are encouraged to have their own insurance coverage.
There is a waiver that must be signed by every participant prior to participation in each intramural activity. It is the participant's responsibility to sign this waiver before he or she participates. Participants may be added to the waiver up until prior to the second game.

Medical Care

The medical care of participants in intramural sports is supervised by Student Health. Care is provided at the S.H.S. building, phone number 341-4284. They may opt to provide first aid treatment of minor injuries, minor fractures or dislocations.

Officials

Student officials are employed throughout the year for intramural sports. Anyone interested in working as an official should come by the Student Recreation Center in the Gale Bullman Multi-purpose building. Officials are required to attend training sessions. Officials must read the employee manual before they begin their duties. They will also be required to have their paperwork completed before they can begin officiating. If we do not get enough officials at the initial meeting, the sport for which they are being hired will not begin until enough officials sign up.

Teams may be requested to provide assistance in score keeping or minor officiating duties. Teams failing to comply will forfeit the contest.

Activity Rules

Rules are available to students on the web and it is the manager's responsibility to discuss the rules of each sport to his/her team before competition begins. Official rules will govern the play of all activities except under special circumstances deemed by the Intramural Department. Participants shall be notified of such changes.

II. ELIGIBILITY

Section 1 - All students, faculty, and staff of Missouri S&T are eligible to enter any activity promoted by the Intramural Department.

In order to compete in competitive intramural sports, a student must be enrolled in at least 1 hour at Missouri S&T. Students on cooperative programs must be enrolled as a student to be eligible.

Adding players must be done under the following conditions:

a. Each team requires a separate roster for each sport.
b. Additions must be added prior to the second game.

c. Players may change teams but only before either team has played a game.

**Section 2** - Students who are receiving financial assistance from Intercollegiate Athletics shall be eligible for intramural sports except that:

a. They shall be ineligible for the sport in which the assistance is given.

b. They shall be ineligible in any sport in which they are currently practicing and/or competing.

**Section 3** - Those that are not eligible to participate in intramural competition are listed as follows:

a. A letterman from any college or university will be ineligible to participate in that sport or associate sport for one full academic year after the academic year of participation. (Example: If you letter in a sport during the 2010-11 academic year, you cannot participate in that sport during the 2011-12 academic year, you would be eligible to participate in the 2012-13 academic year.) Intramural teams may have only two (2) former intercollegiate varsity *lettermen* that meet the “one year” requirement listed on their roster provided. They can compete in the Division 1 only. This only applies to the sport they lettered in. (I.E. only 2 former football lettermen can play on the same flag football team)

b. Transfer students who have obtained a varsity award from a four-year college shall come under the same ruling as stated in Section 3a.

c. Players **practicing or having practiced** with the Missouri S&T varsity team is ineligible to compete in that sport or associate sport during that academic school year.

**Section 4** - A scholarship shall be defined as any aid, assistance or special benefit given to students for their participation as a player in a varsity sport.

**Section 5** - Anyone who is or has been engaged in professional or semi-professional sports is also ineligible for that sport or associate sports.

**Section 6** - Current or former varsity athletes, who lettered in an individual/dual sport shall be ineligible for that activity. *This includes tennis, cross country, track and field, swimming, and golf.* Also, if you lettered in cross country you cannot run the 800 or anything above in track and field. If you ran the 800 or above in track and field and lettered, you cannot participate in cross country.

**Section 7** - No more than two (2) members of a Sport Club team may play for a team in that sport or associate sport. If you practice with the team then you are considered part of the club. Intramural teams may have only two (2) former intercollegiate varsity *lettermen* that meet the
“one year” requirement listed on their roster provided. They can compete in the Division 1 only. This only applies to the sport they lettered in. (I.E. only 2 former football lettermen can play on the same flag football team)

**Section 8** - A player may **NOT** play on more than one team or organization in each sport (no transfers to other teams, except from "B" Teams in the Just for Fun league). All teams playing an ineligible player shall forfeit **any future** games in which that player participates. This player shall become ineligible for the remaining games for that sport and any further penalties that may be deemed necessary by the Intramural Director and/or Intramural Manager.

**Section 9** - Any student playing under an assumed name is subject to barring from all intramural activities for the year and that organization shall forfeit all games in which he/she participated. In the case of round robin sports, team sports or individual sports, no points will be awarded.

**Section 10** - ANY violation of an eligibility rule will result in the forfeit of **ALL** games in which the player participates.

**Section 11** - The Intramural Department does not assume the responsibility for checking the eligibility of the participants. Intramural managers are responsible for establishment of the eligibility of the players on the roster. However, if ineligible players are reported to the Intramural Director or Intramural Manager, appropriate action will be taken.

### III. TYPES OF COMPETITION

**Section 1** - Intramural league competition is offered for two leagues: Men's league and Women's league. Some special events are for Co-Ed teams.

**Organizations:**

- a. All organizations will furnish a roster to the Intramural Office. Any participant that is added must be done prior to the **second** game in order to be eligible to play and be approved by the Intramural Manager. All pledges must be added to the roster prior to their participation.

- b. Only members and pledges are eligible to compete with Greek organizations.

- c. A team representative must be present at all I.M.A. meetings for the sports their team is participating in. Organizations will be fined $5.00 for each meeting missed.

- d. If there is enough interest within an organization to field more than one team, a "B" team may be entered in the independent league.

- e. "B" team players may be moved to "A" team, provided they are a member. Once moved up, they may **NOT** move back down to the "B" team during that season or for the playoffs.
Independent Participation:

a. Students who do not belong to an intramural organization are eligible to compete in all sports.

b. No points will be scored for the place they finish.

c. A team representative must be present at all I.M.A. meetings for the sport their team is participating in. Teams will be fined $5.00 for each meeting missed.

Section 2 - Round Robin (Competitive Team Sports) games must be played at the scheduled time. A schedule will be made at the beginning of the sport, plan accordingly. Unexpected circumstances or emergencies do occur on occasion.

In the event of such a case the team wishing for a change must:

a. Send an email to the Intramural Office with the game that you wish to be rescheduled, the possible openings in the schedule that you would like to move the game to, and an email showing agreement from the other team. It is $10 for the first reschedule, 20 for the second, and 30 for any playoff games.

b. Provide all of the above information to the IM Office at least 24 hours in advance.

c. Individual/dual sport (special event) matches must be played at their scheduled time.

Section 3 - Entries for all intramural competition must be turned in by the due date. Ample time will be given to allow your organization a chance to form a roster.

Section 4 - Round Robin (Competitive team sports) consist of flag football, soccer, volleyball, basketball and softball. The different leagues will be referred to:

Division 1 to “Competitive”, Division 2 to “Intermediate”, Division 3 to “Just for Fun” combining it with Men’s Independent (still no participation points)

a. Division assignments will be made according to the final standings in each sport from the previous year.

b. When determining play-offs a two-way tie is broken according to overall point differential.

c. When determining play-offs a three-way tie is broken according to overall point differential.

d. Play-off seeding is determined by win percentage 1st and point differential 2nd.
e. Teams with sportsmanship rating below 2.0 during the regular season will be ineligible for playoffs. *Teams will a sportsmanship rating of 3.0 and above will receive an extra 100 participation points*

**Section 5** - Individual and Dual Sports

a. Standings will be given for singles and doubles combined. The standings from each will be added together to arrive at the final standings. Points will be awarded based on the final standings.

b. All individual/dual sports will be double elimination, unless otherwise stated.

c. Players may not change teams once competition begins in dual and individual sports.

d. Teams not checking in with the supervisor within 15 minutes of the start time of the competition will be removed from the bracket.

e. Matches must be played at the scheduled time. NO EXCEPTIONS!

IV. **RULES ABOUT INTRAMURAL PARTICIPATION**

**Section 1** - New members of IMA will be admitted in by majority vote. Men's teams will then be automatically put in the Men’s Intermediate league.

**Section 2** - No "B" teams will be awarded points.

V. **PLAYER CONDUCT**

**Section 1** - The objective of the Intramural Department is to promote good sports behavior. No game is important enough to warrant verbal or physical abuse of officials or participants.

**Section 2** - If a participant is ejected from a game for unsportsmanlike conduct, the player will be immediately suspended from the program and the action will be followed by a review by the Director to see if and when the suspension will be lifted. The participants may be subject to further disciplinary action from the Director and/or Intramural Manager and/or the *Executive Council.*

***The Executive Council will consist of supervisors, officers, the Intramural Manager and the Intramural Director.

**Section 3** - (Fighting) - All persons involved in a fight will be suspended from the program after a full review of the incident; the Director and/or Intramural Manager shall set a date for lifting the suspension. In addition the team involved will be put on probation for the remainder of the season. While on probation, if the team or any individual on the team shall be involved in a fight, the team will be dropped from that sport.
**Section 4** - (Disrespect of Officials) - Addressing an official in an unsportsmanlike manner will disqualify the participant for the remainder of that game and the action will be followed by a review by the Director to see if and when the suspension will be lifted. The participants may be subject to further disciplinary action from the Director and/or Intramural Manager and/or the *Executive Council. Excessive profanity also will result in disqualification. The official will give the person's name to the Intramural Director, who will rule on probation measures. A second offense will result in suspension for the remainder of the year.

**Section 5** - (Striking an official) - Striking or shoving an official shall result in suspension from intramurals forever and submission of the incident to the Vice-Chancellor of Student Affairs.

**Section 6** - (Dress) - Participants will be expected to use common sense as to the choice of clothing for each activity. *No steel spikes or jewelry are to be worn in any sport.* Any person not complying will be asked to leave by the acting official.

**Section 7** - If a player is ejected for unsportsmanlike conduct, the team manager needs to provide the official with the ejected player's name. *The ejected player is expected to leave the gym or field or the game will be forfeited.* If a player who is under suspension participates in a game anyway the game and any other game which he/she participated in during the suspension period will be considered a forfeit.

**Section 8** - The team manager is expected to keep control of his/her team member's conduct and/or spectators. As the team representative, the manager should be the only individual address the officials or supervisor with concerns. This may only be done in a respectful sensible manor.

**Section 9** - The procedure for misconduct will be as follows: Upon receiving notification of the misconduct of a participant, the Director and/or Intramural Manager will be notified of details about the incident. The details about the incident will be gathered as follows: the parties directly involved, the officials working, and the supervisor in charge that night. Decisions may be appealed to the Director and/or Intramural Manager.

**VI. MANAGERS OF COMPETING TEAMS**

**Section 1** - Each organization or team must have an intramural sports team manager or captain. The method by which the manager or captain is selected will be entirely up to the organization.

**Section 2** - Experience proves that organizations contending for top honors have alert and efficient managers or captains. They should be interested in sports and the welfare of the organization or team. The individual should be chosen with the individual's qualifications in mind.

**Section 3** - Duties of the intramural managers or captain:

a. Organize and enter teams in all sports prior to the deadline.
b. Keep the members of the organization or team informed as to activities available; stimulate and promote participation.

c. Notify their teams as to time, place, and date of scheduled activities and see that they are present.

d. Provide extra personnel, such as timers and scorers when requested.

e. **Read and understand the "Handbook for Intramural Sports", its rules and policies.** Be familiar with all intramural eligibility rules and see that his/her team organization or teams play only eligible players. It is the manager's responsibility to make sure their team is fully aware of rules stated in the handbook.

f. **Check bulletin board and intramural website (www.mst.edu/~ima) daily.**

g. Attend **ALL Intramural Managers Association meetings, negotiations and protests.**

h. A fine will be assessed against an organization missing a meeting.

I. Pay all fines and dues promptly to the treasurer.

j. Assist in the recruitment of sports officials.

k. Keep his/her name, address, telephone, and e-mail up to date in the Intramural Office.

l. Make an effort to see that those representing his/her organization or team play according to the rules of the game and conduct themselves in a sportsmanlike manner.

m. See that his/her team does not forfeit.

n. See that all necessary results or reports are turned in promptly.

o. See that a new roster is handed in before each team sport and kept up to date with correct names of each team member.

**Section 4 - Intramural Managers Association:**

a. **Purpose -** Promote group cooperation, develop greater interest in all sports and help maintain a high quality of service to fellow Missouri S&T students.

b. The association will work with the Intramural Managers, striving to uphold high standards for the program.

c. Executive Council will consist of officers, supervisors, and the Intramural Managers
d. The Intramural Association will meet every two weeks, unless stated otherwise.

VII. ENTRY FEE AND SIGN-UP PROCEDURES/FORFEITS

Section 1 - Entry Fees or Semester Fees

Organizations have the following options for fees:

Option A:
$30/semester dues

1. Dues allow organizations to have an A-team and B-team for major sports and an A team for minor sports and individual/dual sports during that semester.

Option B:
$15 per major sports


   $10 per minor team sports

   1. Ultimate Frisbee, Dodgeball, Disc Golf, Swimming, Track & Field, Bowling, and Weightlifting

   $5 per individual/dual tournaments

   o $5 for singles tournament and $10 for doubles tournament
   o Badminton, Billiards, Darts, Racquetball, Table Tennis, Tennis, Golf and Washers

Section 2 - Game Reschedule Form and fee.

The fee is $10 for the 1st request, $20 for the 2nd request, and $30 for any tournament games. You will only be granted two requests per sport. Request may be denied if there are no valid reasons to reschedule the game.

Section 3 - If the manager foresees a forfeit, it is his/her obligation to make the Intramural Office aware, as well as, the other team in ample time. Preferably 24 hours in advance, at least before 3:00 p.m. on the day of the contest.

Section 4 - If a team has one (1) regular season forfeit, they are automatically disqualified from making post season play.

Section 5 - Forfeits

Forfeiting in tournament play results in a loss of being able to advance further in the tournament and that team will be awarded appropriate points.
Forfeit Policy
IF a team does not have the minimum number required to play at game time it is considered a forfeit (Exception: the opposing team grants a 10 minute grace period). A forfeit of this nature will count as a loss and result in an automatic 3 for Sportsmanship. Teams will be allowed 2 forfeits per season (after ONE (1) forfeit a team is no longer eligible for playoffs). A team will be removed from the league once the second forfeit is received.

Teams must be signed in and ready to play at the time of the scheduled contest to avoid penalties. Therefore, it is suggested that teams arrive at least 15 minutes before game time to allow for parking, signing in, and warming up.

If neither team is present and ready to play, a double forfeit will be issued. If one team has at least the minimum number to play, they will have the option of taking the win or allowing up to a 10 minute grace period for the other team to arrive. The play clock will begin at game time. After 10 minutes, a forfeit will be declared if both teams are not ready to play. The following penalties will be assessed for failure to start the game on time. The final score listed below will be awarded if the game results in a forfeit at the end of 10 minutes. The other 2 columns are awarded to the “ready” team if second team arrives within the designated time frame and play commences.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Within 5 minutes of game time</th>
<th>5-10 minutes after game time</th>
<th>Final Forfeit Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 on 7 Flag Football</td>
<td>6pt touchdown and 1 pt conversion; ball at midfield*</td>
<td>Additional 6pt touchdown</td>
<td>14-0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and 1 pt conversion</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>8pts; start with ball</td>
<td>Additional 7pts</td>
<td>15-0</td>
</tr>
<tr>
<td>Soccer</td>
<td>1 goals; choose ball/direction</td>
<td>Additional goal</td>
<td>2-0</td>
</tr>
<tr>
<td>Softball</td>
<td>3 run; declared home team</td>
<td>Another 3 runs</td>
<td>6-0</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>2pts; start with disc</td>
<td>Additional 2pts</td>
<td>4-0</td>
</tr>
<tr>
<td>Volleyball</td>
<td>8pts; start with serve</td>
<td>7pts; match win after 10 min</td>
<td>2-0 (match score)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>+15pt difference</td>
<td></td>
</tr>
</tbody>
</table>

*Also get choice of options in 2nd half

Note: If a team takes the win by forfeit, without allowing the grace period, the final score will be recorded as listed above and 4 for sportsmanship.

VIII. PROTESTS

Section 1 - If a disagreement occurs during a contest between players or between a player and an official, concerning the interpretation of the rules that has direct bearing on the outcome of the contest, a protest may be made by the team captain to the officials in charge of the contest. Such protest, must be made at the time a dispute arises and BEFORE play is resumed. After complying with the above conditions, the official in charge is to notify both teams that the game
is being played under protest and so state on the score sheet. The score, point of time the game is being played (quarter) and any other pertinent information is to be recorded.

Section 2 - Protests may be made on the playing of an ineligible player according to the section on eligibility, but under NO circumstances will an official's judgment on matters of fact be grounds for protests. Intramural Managers/Supervisors must have notice of the possibility of the ineligibility of a participant in a team sport at the time of the contest and followed up within 24 hours after the contest in question.

Section 3 - Both contestants and the officials in charge, shall be permitted to present their version of the case before the Intramural Protest Board. Contestants may also bring witnesses to substantiate their case.

Section 4 - Proven violations of eligibility will result in forfeit of contests by the offending team.

Section 5 - The Protest Committee will consist of:

   a. Intramural Manager(s) or their designated replacement.

   b. Members of the I.M.A. Executive Board

   c. I.M.A. Supervisors

Section 6 - Seven members constitute a quorum and majority shall rule.

Section 7 - Both teams involved must be notified of the Protest meeting 24 hours in advance, except during playoffs when time doesn't permit.

Section 8 - Appeals of decisions of the Board cannot be made. Failure of the Board to follow proper procedure shall be the only grounds for appeal.

IX. FINAL AUTHORITY

Any matter specifically not covered in the Competitive Intramural Handbook or rules shall be decided by the Intramural Managers.

X. AWARDS

Section 1 - University championship team members will receive official award T-shirts. The number of shirts is limited for each event. For the competitive team sports, the shirts may only be given to the team manager to distribute. The t-shirts must be picked up before the end of the semester or your team/player will not receive one.

Section 2 - The male and female intramural athlete of the year will be selected by the intramural managers at the conclusion of the spring semester. This award is to be given to the individual who, throughout the year, demonstrates such qualities as good sportsmanship, leadership,
enthusiasm, reliability, dependability, etc., while participating in the intramural program. The recipient of this award participates in a variety of individual, team and major sports and fosters high ideals for such participation.

IMA Champion T-Shirts...maximum number of shirts to be given out per sport...also not to exceed number of individuals listed on the roster.

- Badminton 3
- Basketball 10
- Billiards 3
- Bowling 5
- Cross Country 3 (Individual and Team Winners)
- Darts 3
- Flag Football 14
- Golf 4
- Racquetball 3
- Soccer 15
- Softball 15
- Swimming (Winners of individual events and relays will receive t-shirts. Also all members of the team winning the overall event will receive t-shirts, however if an individual on the team also won an event, they will only receive one shirt.)
- Table Tennis 3
- Tennis 3
- Track and Field (Same as for swimming)
- Ultimate Frisbee 14
- Volleyball 12
- Washers 3
- Weightlifting (Same as for Swimming and Track and Field)

XI. **POINTS SYSTEM**

There will be two overall standing for men's teams:

*Competitive Overall: For teams who participate in Competitive for 3 or more major sports (Flag football, Softball, Volleyball, Soccer, and Basketball)*

*Intermediate Overall: For teams who participate in Intermediate for 3 or more major sports (Flag football, Softball, Volleyball, Soccer, and Basketball)*

**Section 1** - All major sports will have the following point values:
- Team Entry points: 150 points
- Competitive: 500 points 10 point spread
- Intermediate: 400 points 10 point spread
- Women's: 250 points 10 point spread
Section 2 - Ultimate Frisbee, Track & Field, Swimming, and Weightlifting will have the following point values:
Team Entry points: 100 points
Men's: 350 points 7.5 point spread
Women's: 175 points 7.5 point spread

Section 3 – Bowling, Dodgeball and Golf have the following point values:
Team Entry points: 75 points
Men's: 250 points 5 point spread
Women's: 125 points 5 point spread

Section 4 - All sports that have only singles and doubles competition will have the following point values:
Team Entry points: 25 points for singles and 25 points for doubles
Men's: 150 points 3 point spread
Women's: 75 points 3 point spread

Deductions

Forfeit:

- 1st (lose half of participation points and no playoffs)
- 2nd (lose all participation points and dropped from league)

Sportsmanship:

- If a player gets ejected, the team (Soccer = participation points lost with Hard Red Card and not two Yellow Cards) will lose ½ of their participation points.
- If a team receives a “1” during either the regular season or playoffs, they will automatically lose ½ of their participation points.
- If a team receives a “0” during either the regular season or playoffs, they will automatically lose all of their participation points.