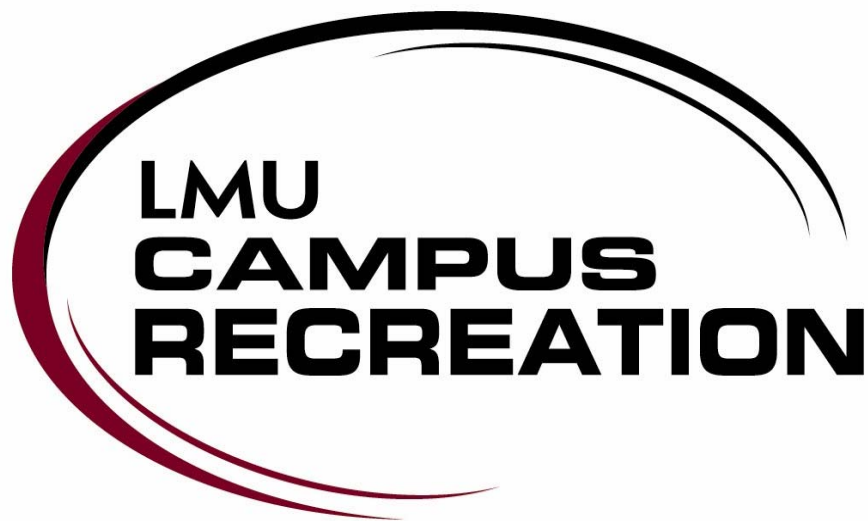


Loyola Marymount University

Department of Campus Recreation

Intramural Sports Handbook



**Burns Recreation Center
1 LMU Drive, MS 8500
Los Angeles, CA 90045 - 2659**

Intramural Sports Specialist, Rodolfo Mendez: (310) 568-6623

Rmendez2@lmu.edu

<http://www.lmu.edu/campusrec>

Intramurals

The Intramural staff is responsible for the overall operation of the Intramural Sports program. This includes scheduling of sports for the FALL and SPRING semesters, the supervision of Intramural sport officials and supervisors, and the coordination of all Intramural sports contests and activities.

The Intramural Sports program is among the largest student activities programs on campus.

We offer a variety of team activities for men's, women's, coed, plus numerous individual and dual sports.

Intramural sport activities are available for the entire University community - students, faculty, and staff with the LMU one card and ID #.

CONTACT INFORMATION:

Rodolfo Mendez – Intramural Sports Specialist

Office: (310) 568-6623

Email: rmendez2@lmu.edu Web: www.lmu.edu/campusrec

Intramural Sports Office Hours: M-F 10:00 am-7:00pm, Burns Rec Center

How to Enter an Intramural Sport?

To **ENTER**, pick up a sports entry form at the Burns Rec Center or print a form from the intramural campus rec web page. Complete the required information and submit an entry/roster form before the announced deadline to the Intramural Sports Office Mon-Fri 8am-5:30pm. A team captain must attend the captains meeting and bring \$40 forfeit deposit fee.

A player will not be considered eligible to play if he/she does not have his/her LMU I.D. at the game site.

TEAM SPORTS

Each team will choose a **TEAM NAME**. If more than one team requests the same name, the team which first turns in the roster will be allowed to use the requested name. Efforts will be made to contact the team captain of the remaining team or teams and an alternate name may be used. If the Intramural staff is unable to contact the team captain for an alternate name prior to publication of the schedule, the name of the team captain will serve as the team name for the remainder of competition.

When selecting a team name, teams are cautioned to:

- a) Ensure that the selected name is in good taste and,
- b) Ensure the name is not offensive to individuals or groups.
- c) Greek organizations must play under their organization name (Ex. Beta)

The Intramural Office reserves the right to refuse inappropriate team names. If a team enters competition with an inappropriate name, the name of the team captain will serve as the team name for the remainder of competition.

INDIVIDUAL AND DUAL SPORTS

Tennis, Golf, Free Throw contest, Think Pink Race, Table Tennis, 3 point shoot out, Punt, Pass Kick Contest, Yahoo Football Pick'em, 8-ball billiards, Air Hockey, FIFA video game, Madden Video Game, Guitar Hero, Basketball Skills contest, Dunk Contest, Yahoo March Madness.

Some Individual sports have an entry deadline where participants must sign up by the entry deadline. See the Intramural Calendar for sport deadlines.

ELIGIBILITY REQUIREMENTS:

- In order to be **ELIGIBLE** to play for an intramural team, an individual's first name, last name, and ID# must be correctly filled out on that particular game score sheet.
- **Intramural sports activities are available for all current LMU students, faculty, and staff.** All participants must provide proper identification at the intramural contests. (LMU Student ID or Faculty/Staff ID and ID#). You must have your LMU ID!

- All individuals eligible for intramural sport activities must comply with any rules, regulations, and policies established by the Campus Rec Sports staff. Eligibility will end upon withdrawal from school, termination of employment, failure to comply with rules and regulations, or failure to uphold expected standards of sportsmanship.
- An individual will not be permitted to represent more than one same gender organization or team (as a player) in the same sport. **Once a player has signed in for one team, s/he cannot participate as a player for another team in the same activity. You are not on a roster until you check in on the score sheet for a game with your ID#.**
- **If an individual participates on two teams in the same sport (ex. men's basketball) he will be suspended for his next game in that sport. The second team he participated on will earn a forfeit since he was an illegal player.**
- An individual participating under an assumed or false name or an individual who provides the ID shall be barred from intramural competition until seen fit by the Intramural Office. Intramurals reserves the right to confiscate any IDs that are used in a false manner. Team captains may also be penalized for allowing illegal players to participate.
- An individual shall not be eligible to participate in the sport or **related sport** in which he or she has played professionally within the last five years. Related sports examples:
 - professional football - - flag football
 - professional volleyball - - sand volleyball, volleyball
 - professional soccer - - Indoor/Outdoor soccer
 - professional basketball - - basketball, free throw contest, 3 point contest, Dunk Contest
- Candidates for varsity intercollegiate programs are not eligible for intramural participation in the related sport in which they are practicing. (This includes all players on the roster and other people who are practicing with the team.) **Varsity participants** must sit out **one full season** before Intramural eligibility can be reinstated.
- Any individual, who, in the judgment of the official calling the event or any Campus Rec Sports staff member, commits any malicious act toward an opponent or an official will be automatically ejected from the game and will be suspended pending action from the Campus Rec staff. Such acts include striking, attempting to strike, shoving, attempting to shove, etc. Any ejected person must leave the intramural playing area/facility.
- Tobacco, Alcoholic beverages, and controlled substances are prohibited at all intramural sport contests. Individuals who appear to be under the influence will be removed from the activity/facility.
- Any individual who has been ejected from an intramural event is not eligible until he/she meets with the Intramural Sports Specialist.

This includes ejections from the previous school year(s).

***If a person on the "outstanding ejected player list" participate before clearing his/her punishment he/she will be suspended from intramurals for a minimum of 4 active sport weeks. This is in addition to the punishment for getting ejected.**

SCHEDULES: Playing Days and Times? For most sports team captains/managers can select the team's playing day/time at the captains meeting sign up! Generally games are played Sundays (11 AM – 10PM) Monday-Thursday (3:00pm-11:00PM). Game times range from 45 minutes to 1 hour. Schedules will be available via web page and posted on Intramural sports bulletin board. All necessary information will be posted in the Burns Rec Center Intramural bulletin board and made available in the

Campus Rec Sports Office. The initial schedule for each sport will be posted prior to competition. **Due to liability concerns, under no circumstances will any scheduling information be given out over the phone.**

Process for Schedule and Playoffs

- When the captain or representative pays the entry fee and/or turns in the roster, he or she will review the schedule menu (also listed on the bottom of the entry form) to select the league that best fits their needs. The leagues will fill on a first come, first served basis to the captains meeting.
- After the entry fee and/or roster are submitted, the Campus Rec Sports employee will enter the team name into the league. Should a team wish to change their selection, they may do so as long as there are slots available.
- Teams registering after the posted deadline will only be placed into a league at the discretion of the IM sports Specialist and only into available slots in order to facilitate the schedule.
- The finalized schedule will be available on the Friday after captains' meeting. Any scheduling problems will also be dealt with at that time while all teams are represented. In addition, specific sport rules will be reviewed and any modifications will be addressed. No specific sport rules may be changed without the approval of the Intramural Sports Specialist.
- **For team leagues (4, 5 teams- top two teams advance to playoffs, 6, 7 team leagues- top three advance to playoffs)**
- Playoff brackets are normally posted by noon following the last day of regular season play for all leagues.
- Playoff criteria- used in determining who advances- record, forfeits, sportsmanship, point differential all games

FORFEITS, DEFAULTS, GRACE PERIOD:

- **A team may receive a forfeit for improper uniform, no-show, showing up after the grace period has expired, playing with an ineligible player, and not calling in before the default time 24hrs. prior-day of game, or if Sunday game 2pm Friday, and for acts of poor sportsmanship.**
- A forfeit during any tournament play will eliminate a team from competition.
- If you know in advance that your team will not have enough players to compete as scheduled, contact the Intramural Sports Office, (310) 568-6623 24hrs prior of the day of the game to receive a **default Loss, if the game is on Sunday you must call by 2:00pm Friday**, and the forfeit will be waived. A default means a loss will be assessed against your team's record, but your team will remain in competition without having to pay the forfeit fee.
- If a team did not forfeit during the season, the team captain has two weeks from the championship game to pick up the deposit. After two weeks the money is deposited into the intramural budget.
- Teams/players will be granted a grace period IF it is stated in the sport rules. The game/match may begin at any time until the grace period has expired with the time remaining as indicated on the clock and points awarded as outlined in sport specific rules. If after the grace period the game/match has not begun, it will be forfeited to the opponent. If neither team/player is prepared to play, a forfeit or double forfeit will be declared as appropriate. *See sport specific rules for points awarded.*

Do not call opposing teams to cancel a game. Cancellations are only “official” when notified by the Office of Intramural Sports.

INCLEMENT WEATHER/POSTPONEMENTS:

In the event of inclement weather, decisions regarding playing conditions will not be made before 2:00 p.m. Teams should not assume that games are cancelled. The Office will try to contact captains if games have been cancelled

RESCHEDULING:

- **THERE IS NO GUARANTEE THAT GAMES CAN OR WILL BE RESCHEDULED**
- If games are cancelled due to weather, teams will receive a win for the game in the record standings.

Role of the TEAM CAPTAIN / MANAGER:

Behind every successful intramural team is a team captain/manager who is committed to learn all s/he can about the intramural sports program and to represent his/her team whenever necessary. Listed below are some of the duties and responsibilities of a team captain/manager.

- Submitting entries on time.
- Attend captains meeting.
- Knowing eligibility rules, individual sport rules, and forfeit rules.
- Checking email/webpage at least once per week.
- Informing team members of game times.
- Following all protest procedures
- Making sure that players are checked-in at the playing site 15 minutes prior to contest start time with current LMU photo ID and correct ID#
- Informing the Intramural Sports staff of a contact telephone number and e-mail address throughout the year.
- Making sure that team captains check/sign the scorecard before leaving the playing site to ensure that the final score, player's names, and winner are recorded correctly.
- Assist in identifying teammates who may be involved in incidents.

FREE AGENT LIST: Free agent lists will be available at the Recreational Sports office. Sign in and the Recreational Sports staff will attempt to get you on a team! Free Agents are encouraged to attend the sport specific captains/managers meeting to find a team.

Late Entries and Captain Meetings Requirements:

Entry forms are due to the office by the deadline day/time. It is possible that all spots could fill up prior to the deadline so get your entry form turned in early. In rare cases the office may accept a late entry form if league space allows. To avoid not being able to play turn your form in early!

Meetings for representatives/managers are held for most sports prior to competition. Dates, times, and locations for the meetings are announced throughout the semester, and are posted on the intramural schedule publication. Schedule information will be confirmed at this meeting, have someone there to represent your team and to make scheduling decisions. Anyone can come and represent your team; s/he does not have to play on the team. If a representative for a team does not attend the captains meeting with the \$40 forfeit deposit fee, the team gets dropped from the sport.

Greek Points- Non-representation at the managers' meeting prior to the season WILL result in a point deduction from total Greek Points.

ADDING PLAYERS TO ROSTERS:

Adding players to rosters is allowed in all team competition. The player must bring his/her ID card and his/her ID# number to the team's game to be added to the roster. Players can be added up to the last game of regular season. In a round of a tournament, rosters are frozen after the team's 1st tournament game.

After a player is added at the game-the following day the office will check to make sure the player is legal; if the player is found to be illegal the team will forfeit any games that the illegal player participated. *If the wrong ID# is given your team could be given a loss/forfeit.*

Players may be added to a team roster but NOT dropped/taken off. Once a player checks in for a team and is put on the score sheet s/he is on that team and cannot play for another on in the same sport/division.

Roster limits- Roster are limited to 15 players. Once a player checks in for a game one spot is taken. Once 15 spots are filled that team cannot add any more players they must play with ones that are already on the team roster.

UNIFORMS AND EQUIPMENT:

- An intramural team must meet minimum uniform requirements. Read sport specific rules/manuals for minimum uniform requirements.
- The Intramural sports department provides equipment available for checkout for certain sports. It is the responsibility of the participants to return all equipment provided to them at the conclusion of the game. Intramural Sports Staff will retain identification cards until all equipment is returned or until a monetary reimbursement has been made.
- Shoes must be worn for all events. Non-Marking rubber-soled athletic shoes must be worn in the gymnasiums. Running shoes or shoes with pliable rubber or molded cleats may be worn on playing fields.
- **No metal spikes or cleats, or boots, are allowed in any sport. You must have athletic shoes.**
- Personal athletic equipment may be used in any contest provided it meets intramural sport standards and is approved by the game officials and the opposing team's captain/manager.

TYPES OF COMPETITION:

Competition types include men's, women's, coed (half males/half females).

- **Men's divisions:** fraternity, Hall league, all-campus
- **Women's divisions:** sorority, Hall League, all-campus
- **Coed division:** Hall League, all-campus

The only way a female can play on a men's league team would be if there are no women's leagues for that sport.

Fraternity/Sorority: Team members must be active members of the respective social fraternity or sorority.

*Pledges may participate for their organization as long as he/she has been cleared by Greek Affairs.

All-Campus Division: Team members have no affiliation with a residence hall or social fraternity or sorority. They may be a special organization such as a business fraternity or other student/faculty/staff group.

*Team sports: for 4 or 5 team leagues the top two teams after regular season will advance to playoffs,

For a 6 or 7 team league the top 3 teams will advance to playoffs.

If there is any question, show up to play! **There is no guarantee that cancelled contests will be rescheduled.**

PROTEST PROCEDURES:

Protests will not be received or considered if they are based solely on a decision involving the accuracy of judgment on the part of a game official. Protests will be received and considered when concerning:

- a misinterpretation of a playing rule
- a misapplication of a rule to a given situation;
- failure to impose the correct penalty for a given violation;
- Matters of player eligibility.
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To protest, the following procedures must be strictly observed.

- Notification of intent to protest must be made at the point the matter in question occurs, and immediately before play continues. The coach or manager of the protesting team shall notify the officials that s/he wants to file a protest. The sport supervisor on duty will then render a decision and play will continue. If the captain wants to protest the decision rendered by the sport supervisor, then s/he must write a brief statement concerning the protest on the formal protest form.
- To file a formal protest, contact the sport supervisor. A protest must be submitted in writing to the office by noon of the business day following the incident. Eligibility protests should be made prior to or during the intramural contest. Player eligibility protests may be made by noon the business day following the contest.
- The Intramural/Recreational Sports Office does not assume responsibility for investigating the eligibility of all participants but will investigate any properly protested cases.

AWARDS:

- Winners of the championship game will win *Intramural Champion T-shirts!*
- Winners of the total points for Greek in Men and Women receive a 1st place Trophy
- Winners of the total Points Hall League have the residence hall name engraved in the Deans Cup.

WAIVER OF LIABILITY: Participation in Loyola Marymount University Intramural Sports programs is completely voluntary. Participants should be aware that there is a risk of injury in recreation and intramural sports programs due to the inherent nature of the activities. Each individual participating in these programs assumes the risk for any harm or injuries caused by negligence or any intentional acts. It is strongly suggested that each individual arrange sufficient health insurance coverage, whether it is through the University or on a personal or family basis. The Department of Campus Recreation has gone to great lengths to make all activities and facilities as safe as possible. However, neither Loyola Marymount University nor the Department of Campus Recreation can assume responsibility for injuries incurred during practice for or participation in any formal or informal recreation program.

PLAYER CONDUCT - DISCIPLINE

-If an LMU Intramural Sports Program participant is ejected from any intramural sport contest, s/he will immediately be ineligible from further access to and competition in any intramural sports activity and other Campus Recreation programs until s/he has met with the intramural sports specialist. Player suspensions will be effective after the meeting with the Intramural Sports Specialist (i.e., no self-imposed or conduct decision or suspensions are permitted. It is the participant's responsibility to schedule an appointment with the intramural sports specialist to review the player's behavior and subsequent eligibility in the LMU Intramural Sports Program. Any participant who commits, incites, or aids others in committing any of the following acts of misconduct shall be subject to disciplinary procedures:

-Player or spectator (or attempts to) hits, strikes, or pushes an LMU Campus Recreation employee--indefinite suspension.

-Hitting or striking another player or spectator--indefinite suspension; minimum six months.

-Threatening behavior (verbal or physical) before, during, or after a contest toward a Campus Rec employee (student or professional)--indefinite suspension; minimum one month.

- Threatening behavior (verbal or physical) before, during, or after a contest toward another player or spectator--indefinite suspension; minimum one month.
 - Verbally abusing an official or any other Campus Rec employee--indefinite suspension; minimum one week.
 - Verbally abusing an opponent or teammate--indefinite suspension; minimum one week.
 - Action(s) which could potentially cause equipment or facility damage and/or personal injury--indefinite suspension; minimum one week.
 - Team players and managers are expected to be cooperative and honest when asked for assistance in identifying teammates or opponents who may be involved in incidents. Failure to do so may result in a team and/or individual penalty including game or season forfeiture.
 - Failure to cooperate with LMU or Campus Rec staff (i.e., giving name, completing forms, etc.) after ejection--minimum two weeks and game forfeiture.
 - Personal conduct situations not covered herein will be handled in an appropriate manner by the Intramural sports specialist.
- Any individual ejected from a contest must leave the facility (sight and sound) immediately upon notification by the supervisor.

The intramural sports specialist will determine appropriate sanctions. Each case will be heard separately by the intramural sports specialist and sanctions will be determined to suit the best interest of the intramural program.

Any individual shoving, striking, or physically abusing or attempting to shove, strike, or physically abuse any recreational sports personnel will receive an automatic suspension from Intramural Sports activities for a minimum of one full calendar year.

SPORTSMANSHIP:

In an effort to maintain a high quality of sportsmanship in our Intramural Sports program, the following sportsmanship expectations have been adopted.

Team Sportsmanship Rating System: The development of team and individual sportsmanship is of fundamental importance in all intramural sports activities. The Sportsmanship Rating System is intended to be an objective scale by which teams' attitude and behavior can be assessed throughout the intramural sports league and playoff seasons. Behavior before, during, and after an intramural sport contest is included in the rating. The team manager is responsible for education and informing all players and spectators affiliated with his/her team about the system. To encourage acceptable conduct before, during, and after intramural sports contests, officials and/or supervisors shall make decisions whether to warn, penalize, or eject persons for poor sportsmanship.

A team must meet a 3.0 sportsmanship rating during regular season play to be eligible to make playoffs. During the season a forfeit is treated with a 0.0 sportsmanship rating.

During playoffs a team receiving a sportsmanship rating below a 3.0 automatically forfeits the game and the opponent advances.

INTRAMURAL SPORTS RESERVES THE RIGHT TO MAKE CHANGES OR ADDITONS TO THE MANAGERS PACKET AT ANYTIME.

Greek Points System 2008-2009:

The Intramural All-Sports Point System for both Fraternities and Sororities is detailed below. The current system has been created in an effort to increase the equitableness of success regardless of organizational size!

PURPOSE: To foster friendly competition between Greeks as they compete in an accumulation of points to determine the ALL FRATERNITY/SORORITY CHAMPION.

FREQUENTLY ASKED QUESTIONS

How do I enter? For team entries, an official entry form must be presented with entry fee by the deadline date. For individual entries, the individual/organization rep must stop in person at Campus Rec. Telephone/email entries are not accepted. Intramural leagues fill on a first come, first served basis, so the earlier a team enters, the more options they will have. Some popular leagues fill before deadline, so register early. Remember, an individual may play on only one team in each event/sport. (can play coed and on a fraternity/sorority team in the same sport)

Once I sign up, how will I know my intramural schedule? For team leagues, you will sign up for specific leagues as you register, so your team will know their tentative schedule. At the captains meeting captains decide on what time slots and days to play on. Friday after the captain's meeting the schedule is made available via internet and posted on the intramural bulletin board.

Can I sign up early? Yes, we highly recommend that you sign up early. You can sign up two weeks before the deadline date.

What if I miss the deadline? You can still come in and we might have a spot available depending on the number of teams and leagues. If you do make the league, but sign up late you will lose Greek points.

If the weather is bad, how do I know if my game is cancelled/postponed? In the event of inclement weather, decisions regarding playing conditions will not be made before 2:00 p.m. Teams should not assume that games are cancelled. The Office will try to contact captains if games have been cancelled.

Who can I complain to? If filing a protest-You must follow the protest procedure. Start with the on site supervisor. If you are not satisfied, contact the intramural sports specialist. All staff is available to assist you or your team(s). A quality experience is our goal and your input is requested and appreciated.

I am interested in a sport that is not offered. What can I do? Please stop by and we'll discuss it. A number of our activities have been added due to the result of student interest.

What happens if I forfeit a contest? You lose that contest and your forfeit deposit will be kept.

Am I able to reserve a gym or field? A limited amount of space is available, however, reservations are only considered for organizations.

Have another question?

Contact Rodolfo Mendez at: rmendez2@lmu.edu or call us at (310) 568-6623