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James Madison University Recreation
Intramural Sports Policies and Procedures

The James Madison University, University Recreation (UREC) Intramural Sport program offers:

- Team sports
- Individual/dual sports
- Information recreational opportunities
- Educational programs

All opportunities are offered in different skill and interest levels. Our friendly professional and student staff are committed to fostering teamwork, sportsmanship and leadership in a clean, safe, and social setting.

Individuals and organizations participating in Intramural Sports should exhibit an attitude and understanding that good sportsmanship and fair play are an integral part of the activity. This manual outlines the rules and procedures that will guide the success of the Intramural Sports program.**UREC reserves the right to amend, alter or dissolve any of these guidelines or rules to benefit the program.** All participants are expected to comply with the spirit as well as the letter of the rules.

### Assumption of Risk

Individuals are highly encouraged to have a physical examination and obtain adequate health and accident insurance *prior to participation* in UREC activities. Individuals that choose to participate in UREC activities do so at their own risk. James Madison University does not provide insurance and is not responsible for any injury that may occur to individuals participating in any UREC activity. Participation is voluntary. Student Health and Accident Insurance information may be obtained at the University Health Center.

UREC strongly discourages the use of alcohol and/or drugs by participants prior to any recreational activity. The use of alcohol and/or drugs by participants during any recreational activity is prohibited. In addition, **food, beverages, and tobacco products (dip, chew, cigarettes, etc) are not allowed** at any intramural activity site. The following rules apply to all participants of University Recreation sponsored programs:

- Smoking, drinking, or using smokeless tobacco products at an intramural site will result in removal from facility site and sound.
- Leaving the bench area and/or consuming an alcoholic beverage will result in an immediate ejection from the game.
- Games may be forfeited if, **IN THE JUDGMENT OF THE INTRAMURAL SITE MANAGER ON DUTY**, the participant’s unsportsmanlike conduct is due to the use of alcoholic substances either before or during the activity.
How to Register

Team, individual or dual sport entries are accepted through online registration on assigned dates. Registration dates are posted on the UREC website (www.jmu.edu/recreation). Registration dates and upcoming sports can be located on the bulletin boards on the second floor of UREC. Please ask the Member Services Assistants for the location of the Intramural Sport bulletin boards.

*For additional information please visit the Intramural Sports page on the UREC website:
www.jmu.edu/recreation.

Online Registration

Team captains need to complete the following steps to register their team:

1. Go to www.jmu.edu/recreation
2. Click Intramural Sports (located on the left side of the screen)
3. Click Online Registration (located directly under Intramural Sports)
4. Click the UREC Register icon (located at the top left of the screen)
5. Click “Sign Up” if you are a new member. Create an account by filling in the necessary information. (new members only)
6. Click “Log In” if you have already created an account. Sign into your account with your Login and Password.
7. Locate the desired sport and click on the faded icon toward the right of the sport. (the faded icon is for CREATING a team and the colored icon is for JOINING a team)
8. Review the leagues, times, and dates to choose the most convenient time for your team.
9. After choosing a particular league, click on that league and enter your team information. (The boxes for entering in your information are located on the right of the screen)
10. Click the submit button; your team will appear in the league.

**Note: Verify that you are in the league before logging off. If your team name does not appear in the league you are not registered.

Team Name

Participants are responsible for selecting their own team name. However, team names may not make references to drug or alcohol use, sexual acts, or any other vulgar act as deemed so by the Intramural Sports staff. If a team name is ruled as unacceptable, the team captain will be notified and must change the name prior to the regular season beginning. If it is not changed by the captain, it will be changed by the Intramural Sports staff. If a team name is called to the attention to the Intramural Sports staff during the season, the captain will be notified and must change the name prior to their next scheduled game.

Major Sports Team Cap

A cap on the number of teams eligible to sign up will be in effect for all Major Sports:

- Flag Football
- Indoor Soccer
- Outdoor Soccer
- Volleyball
- Floor Hockey
Intramural Sports

- Basketball
- Softball

The sports cap will ensure the maximum amount of participation. Facility space and time availability will affect that amount of teams permitted to participate.

**Free Agents**
Participants who do not have a team and wish to participate in an intramural sport should locate the Intramural desk in the UREC Intramural Modular Building #1 directly behind the UREC building. The Intramural Site Managers will be available Monday through Friday between 3:00 pm and 5:00 pm. Please bring your JACard to have your name added to the Free Agent list. If enough free agents register for a specific sport, a team will be formed and placed into a league. All free agents are encouraged to attend at least one captains meeting, in attempt to locate a team.

**Captain Information**

All captains must have the minimum number of players to register a full team online. If a captain does not develop an entire roster by the end of regular season play they will be required to pay the forfeit bond. Please look at the forfeit bond section in this handbook for more information about the forfeit policies and procedures. The roster may only include the minimum number to participate in that given sport; however, players may be added throughout the season. Rosters must be completed and finalized by the first playoff contest.

**Team Captain Responsibilities**

*Note: Captains are the first individuals contacted regarding scheduling, disciplinary issues, and serve as the liaison for University Recreation.*

**Before Season Begins**

- Assume the responsibility of managing the intramural team
- Ensure that all members of the team are eligible for intramural play
- Attend the captains meeting prior to the regular season and pay the $30.00 forfeit bond.
- Educate the team on all intramural policies and procedures and sport rules
- Notify all members of their weekly schedule and playoff schedule (Playoff times will vary because of facility and time constraints)
During Season

- Ensure all members are present at the game 10 minutes prior to game time with their JACards
- Enforce sportsmanship among all team members and fans, before, after, and during the contest. The captain is responsible for the actions of all affiliates.
- Sign the game sheets after every contest to verify the accuracy of sportsmanship rating
- Notify all team members of any cancellations
- Follow and adhere to the forfeit procedures
- Attend all disciplinary meetings between team members and Intramural Coordinator
- Attend Playoff Captains Meeting

Intramural Sports Program Participation Concept

The Intramural Sports Program is designed to match equally skilled participants in various activities to meet physical as well as recreational needs. Team, individual, and dual competition will take place in the following divisions: Fraternity, Men's Residence, Men's Independent, Sorority, Women' Residence, Women's Independent, Co-Recreation.

Teams and Individual Guidelines

The following guidelines describe participants who should be participating in each league:

- Fraternity and Sorority Division: A representative of a national social fraternity/sorority must be either an active member or a pledge, as defined for intramural purposes:
  a. An active member must be initiated, active and his/her name must appear on the current Greek rolls and on the intramural roster before he/she competes.
  b. For a pledge to represent his/her organization in intramural play he/she must comply with the following:
     i. Participants name must appear on the current Greek rolls and the intramural team roster.
     ii. Participants signed pledge card must be filed at the Greek Council Office before he/she competes.

- Residence Hall Division: Any team whose majority make-up is from the residence halls may participate in the resident hall division.

- Independent Division: All campus organizations and any faculty, staff, or student that does not fall in the above divisions must participate in this division.
Levels of Competition
The Levels of Competition are outlined below and describe the level of competitiveness that can be expected.

**Level I-Beginner/Social (Dukes League)**
This league is for participants who are new or may have previous exposure to the sport and just want to participate in a fun and social environment. This level will consist of pool play, concluding with playoffs. Champions of this division will receive a Dukes League Championship shirt. Teams that meet the playoff sportsmanship requirements will be able to participate in the playoffs.

**Level II-Intermediate/Experienced (Challenge League)**
This league is for participants who have experience playing the sport and an understanding of rules and strategies involved. This level will consist of pool play, concluding with playoffs. Champions of this division will receive a Challenge League Championship shirt. Teams that meet the playoff sportsmanship requirements will be able to participate in the playoffs.

**Level III-High Competition (Premier League)**
This league is for participants who have played the sport at a competitive level, have knowledge and skills necessary to compete, and have the desire to play against the most competitive students, faculty and staff on campus. This level will consist of pool play, concluding with playoffs. Champions of this division will receive a Premier League Championship shirt. Teams that meet the playoff sportsmanship requirements will be able to participate in the playoffs.

Additionally, the champions will receive an automatic bid to any available regional tournament to represent JMU in Extramural Tournaments. Learn more about the National Campus Championships here.
Rules and Regulations for Intramural Competition

The Rules and Regulations are outlined below and are designed for the safety of our participants. Any questions, comments or concerns can be addressed with the Assistant Director of Coordinator of Intramural Sports and Special Events.

*Note: The Coordinator of Intramural Sports reserves the right to implement emergency rules relative to the program to ensure the safety of each contest.

Eligibility Investigation

The Intramural Sports Staff will assume responsibility for the investigation of eligibility for all participants upon request. University JACards or UREC cards will be required during all intramural activities. If an individual in question cannot provide valid identification, that team or individual will forfeit their game/match. Any individual the Intramural Sports Staff deems to be ineligible will not be allowed to participate.

Eligibility

Below are the guidelines that participants must follow in order to be eligible to enroll or play in UREC intramurals.

*Undergraduate/Graduate Students

All undergraduate students enrolled in 7 or more hours (6 or more hours for graduate students) at JMU are eligible for intramural competition.

*Note: Undergraduate students enrolled in 1 to 6 hours (1 to 5 hours for graduate students) will be required to pay a recreation fee in order to participate in the program.

*Faculty and Staff

All full-time faculty and staff at JMU are eligible for intramural competition. Spouses of full-time faculty and staff are required to obtain a UREC card to participate in the program.

*Note: All part-time faculty/staff can participate in the program; however, their spouses cannot participate.

*Alumni

All alumni are ineligible to participate without a proper membership to UREC.

*Professional Athletes

Students ineligible for varsity competition due to professional rank are prohibited from competition in the intramural sport(s). Those participants with professional rank will be ineligible for five (5) years from the date professional career ended. (This does not include try-outs and cuts from a professional team).

*Varsity Letter Person

A person who has received a varsity award at any university (4 year college or junior college) within the last academic year is ineligible to compete in the lettered sport or a related sport. They will be allowed to compete one full year after their final varsity season. However, teams may only carry one former varsity player on their roster.
**Student Athletes**
Any person whose name appears on a varsity, junior varsity, or freshman roster will be ineligible in that intramural sport during that academic year. This includes all players who are "red shirt" in any sport or anyone who practices with a team regularly but does not participate in intercollegiate competition.

**Sport Club Members**
Sport club members are defined as individuals who meet any one of the following criteria:
- Name appears on sport club team roster during the academic year.
- Signed a participation waiver and is actively participating in club functions.
- Actively participating with the club during their season.

*Note: Teams are restricted to two Sports club members in their related intramural activity. Sport Club members can only compete in Level 2 and Level 3 activities (Level 1 is prohibited).*

**Playoff Eligibility**
In order to be eligible for the Divisional or All University Championships in a sport, an individual must have only his/her name and JACard number on the team's roster. Participants did not have to play during the regular season to be eligible for playoffs.

**Ineligibility**
The definition of an ineligible participant is provided along with the disciplinary procedures that will be followed should a participant be deemed ineligible.

**Ineligible Participant**
An ineligible participant is any person participating in an Intramural activity without his/her name and JACard number on the team's roster or found in violation of the Rules and Regulations of Intramural Sports.

**Disciplinary Procedures**
The following are disciplinary actions that are stated, but not limited to the following repercussions:
- Any person(s) participating in an Intramural activity found to be ineligible will be suspended from that activity for the remainder of the season.
- Any team using an ineligible player shall forfeit the game in which the ineligible player participated provided the contest was properly protested.
- A player competing under an assumed name will be suspended from Intramural competition for the remainder of the season and placed on intramural probation for the remainder of the school year. **Violation of probation may result in expulsion from the Intramural program.**
- All players participating in a game using an ineligible player with an assumed name will be suspended from that activity for the remainder of the season and placed on probation for the remainder of the school year. **Violation of probation may result in expulsion from the Intramural program.** *Note: The team will be allowed to continue to play during the said activity as long as they can meet minimum roster requirements.*
Roster Logistics
The following outlines the necessary procedures to complete a successful roster.

Participating on Two Teams
Players participating with one Intramural team are not eligible to play for another team in that sport. A participant establishes eligibility with a team by having their full name and JACard number on the roster and playing their first contest of that sport with said team. Should a person play for more than one men’s, women's or co-recreational team, their eligibility lies with the team they played with first. All other properly protested teams will forfeit their games due to use of an ineligible player.

*Note: Exception--Individuals may play in both the men's or women's program and the co-recreational program.

Rosters Additions/Deletions
In order for an individual to be considered eligible for Intramural competition, his/her name and JACard number must appear on the team roster. Additions or deletions to the team roster may be made in any of the following methods:

- During the hours of 1:00 p.m. and to 3:00 p.m. Sunday through Thursday at the UREC Intramural Modular Building #1 directly behind the UREC building
- During the preseason captain’s meeting
- During the course of the season, at the scheduled game times

*Note: Team rosters will be closed following the last scheduled regular season game for all major sports (sports requiring a $30 forfeit bond) and after the team’s first scheduled game for all minor sports (sports which have a $10 forfeit bond or no bond at all).

Roster Transfer
Any individual wishing to transfer from one team to another must be approved by the Assistant Director or Coordinator of Intramural Sports prior to the second Friday of the regular season. There will be no team transfers by individuals during elimination tournaments.

Forfeit Responsibility and Fees
In order for the Intramural program to guarantee the maximum number of games for each participant a forfeit bond policy must be developed to ensure participation. All captains assume the leadership role including the responsibility and accountability of managing a team concluding the registration period. Intramural sports that need officials and intramural site managers to operate will require a $30.00 forfeit bond. Sports that need only a site manager to operate will require a $10.00 forfeit bond. Forfeit bond fees are only gathered if the team does not follow the correct procedure of canceling a contest. UREC and the Intramural Program will place all money acquired from forfeit bonds into an official account that will be used to increase our sport official’s development.
**Forfeit Policy**

Team captains are required to have their team ready for play at the scheduled game time. If a team fails to appear at the scheduled location within 10 minutes after the designated time the Intramural sport official will declare the game a forfeit. Every minute a team cannot take the field/court up to 10 minutes after the scheduled starting time, the game time will be shortened and the team will lose one point. *Note: Basketball teams will be awarded two points plus loss of playing time. In result of a forfeit, the following situation(s) will occur:

- Captains will lose their $30.00 forfeit bond that was paid after the captain meeting.
- If the team forfeits a second time they will be removed from the league.

*Note: Forfeit bonds will be returned if captains follow the proper cancellation procedures. All forfeit bonds will be returned to the captains approximately one week after the championship game.

**Request to Cancel**

A team that has a regular season or playoff conflict may either "request to cancel" as opposed to forfeiting the contest. To, "request to cancel", a team representative must come to the UREC Intramural Modular Building #1 directly behind the UREC building between the hours of 1:00 p.m. and 3:00 p.m. **no later than 2:00 pm during the day of the scheduled contest** and fill out the appropriate form. Team captains may also email the intramural program at urec.intramurals@gmail.com for requests to cancel. If the scheduled game is on Sunday, the form must be completed by Friday. **The contest is recorded as a loss by the defaulting team, but forfeit bonds are not lost to UREC.**

**Protests**

Protests involving rule interpretations will be considered, however judgment calls by the official will not receive consideration. To properly file a rule interpretation protest, a participating member must call a time-out immediately following the play in question and notify the game official of their intention to protest. The game will be suspended, and the Intramural Site Manager will be called to the game site to render a final decision. Grievances are accepted, but serve primarily as a means of communication between participants and UREC.

*Note: Team captains that request a rule protest must REMOVE their team from the field/court and suspend play until a Site Manager is notified. If the team continues to play, the protest will NOT receive consideration.

Protest concerning player eligibility must be made to the Intramural Site Manager before, during, or immediately following the contest in question to receive consideration. The protest will be ruled on by the Assistant Director or Coordinator of Intramural Sports the day following the contest in question. Neither contest brackets nor event schedules will be postponed because of this protest. If an immediate decision is required, the Site Manager will resolve the situation.

*Note: Eligibility protests made immediately following the contest may or may not affect the result of the game.

**Inclement Weather Cancellation Procedures**

The decision to play or cancel the games will not be made until 3:00 pm on the day of the inclement weather. Games will be rescheduled at the discretion of the Coordinator of Intramural Sports/Graduate Assistant. Any games that started and are cancelled anytime throughout the night because of weather, the following are options that participants can perform to become notified (the Coordinator/Graduate Assistant will follow protocol to cancel contests):
1. Participants can call the Welcome Desk of UREC at (540)568-8737.

2. The UREC website (www.jmu.edu/recreation) will post a cancellation message at the top of the webpage.

3. Mass email from the Coordinator of Intramural Sports or the Graduate Assistant of Intramurals. Participants should check the website or their email a half hour prior to their contest.
Sportsmanship

Philosophy

Sportsmanship is individuals or teams doing unto others as they would have others do unto them. Sportsmanship is individuals containing an understanding and appreciation of the rules developed for sport. Players enjoying the recreational experience and encouraging others to participate regardless of skill level will help enhance the integrity of the program. All participants will take responsibility for his/her own actions regardless of the repercussions, which involves not blaming others for mistakes made or making excuses for wrong doings. Sportsmanship is recognizing and acknowledging character and honor among team members and opponents while practicing such characteristics themselves. Participants will respect officials, supervisors, and opponents during, before, and after a contest. Finally, sportsmanship will portray an overall respect and passion for the sport and recreation.

Sportsmanship Mission

UREC and the Intramural Sports program are dedicated to promote and enforce positive sportsmanship among all JMU participants. Through each contest participants must portray fair play, respect for opponents, and intramural staff, as well as, graciousness in winning or losing. In order to encourage proper conduct during games, officials, supervisors, and administrative personnel will make decisions to warn, penalize and/or eject players, coaches, teams, and/or spectators for poor sportsmanship. The decisions made by these individuals are final and will be reviewed by the Coordinator of Intramural Sports. In the instance teams challenge their rating, only the captain will meet with the Coordinator of Intramural Sports to discuss the issue. All captains are responsible for the conduct of their teams during an intramural contest. The sportsmanship rating can be affected by actions occurring before or after a contest.
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Sportsmanship Criteria and Ratings

Based on this philosophy the following system will be used to evaluate a team’s sportsmanship during each contest in which they participate:

Teams will receive a rating each week that will create an average at the end of the season. Teams must have an average of 3.0 to be eligible for playoffs.

Example:
Week 1: 3.0
Week 2: 3.0
Week 3: 2.5
Week 4: 3.0
Total 11.5

Average Conversion: 11.5 / 4 = 2.875. This team would not be eligible for continued play or playoffs.

Superior: 4.0 “Win with class – lose with dignity”

1. Teams must display absolute respect for opponents, officials, supervisors, and administrative staff.
2. Teams respect all decisions made by the intramural staff.
3. All questions to the sport official must be respectful and reasonable. Statements are not questions and will not be recognized.
4. Teams are responsible for their actions and spectators they bring to the event.
5. Teams state positive comments of encouragement towards teammates and opponents.
6. Teams accept a loss and congratulate the opponent on their success.
7. Teams receive absolutely no warnings, ejections, yellow cards, unsportsmanlike penalties or technical fouls.

**Excellent: 3.5**

1. Teams must display absolute respect for opponents, officials, supervisors, and administrative staff.
2. **Teams will ask questions and make statements in regard to the game.**
3. Teams are responsible for their actions and spectators they bring to the event.
4. Teams state positive comments of encouragement towards teammates and opponents.
5. Teams accept a loss and congratulate the opponent on their success.
6. Teams receive absolutely no warnings, ejections, yellow cards, unsportsmanlike penalties or technical fouls.

*Note: All teams that request to cancel within 24 hours of their next contest will receive a 3.5 rating. The opposing team will also receive a 3.5 rating.*

**Good: 3.0**

1. Teams must display absolute respect for opponents, officials, supervisors, and administrative staff.
2. **Teams will ask questions and make statements in regard to the game.**
3. Teams are responsible for their actions and spectators they bring to the event.
4. Teams state positive comments of encouragement towards teammates and opponents.
5. Teams accept a loss and congratulate the opponent on their success.
6. **Teams receive and adhere to verbal warnings, but receive no ejections, yellow cards, unsportsmanlike penalties or technical fouls.**

**Average: 2.5**

1. Teams must display absolute respect for opponents, officials, supervisors, and administrative staff.
2. **Teams will ask questions and make statements in regard to the game.**
3. Teams are responsible for their actions and spectators they bring to the event.
4. Teams state positive comments of encouragement towards teammates and opponents.
5. Teams accept a loss and congratulate the opponent on their success.
6. **Teams receive a technical foul, yellow card, or unsportsmanlike conduct, but receive no ejections.**

**Below Average: 2.0**

1. Teams must display absolute respect for opponents, officials, supervisors, and administrative staff.
2. **Teams will ask questions and make statements in regard to the game.**
3. Teams are responsible for their actions and spectators they bring to the event.
4. Teams state positive comments of encouragement towards teammates and opponents.
5. Teams accept a loss and congratulate the opponent on their success.
6. **Teams receive two technical fouls, yellow cards, or unsportsmanlike conducts, but receive no ejections.**
*Note: Teams that forfeit through a no show will automatically receive a 2.0.

**Poor Conduct: 1.0**

1. Teams must display absolute respect for opponents, officials, supervisors, and administrative staff.
2. **Teams will ask questions and make statements in regard to the game.**
3. Teams are responsible for their actions and spectators they bring to the event.
4. Teams state positive comments of encouragement towards teammates and opponents.
5. Teams accept a loss and congratulate the opponent on their success.
6. Teams receive an ejection.

**Unacceptable: 0**

1. Teams must display absolute respect for opponents, officials, supervisors, and administrative staff.
2. **Teams will ask questions and make statements in regard to the game.**
3. Teams are responsible for their actions and spectators they bring to the event.
4. Teams state positive comments of encouragement towards teammates and opponents.
5. Teams accept a loss and congratulate the opponent on their success.
6. Teams receive multiple ejections or the game is forfeited by intramural staff.

**Sportsmanship Sanctions**

The intramural program contains the right to address all issues that pertain to sportsmanship issues. Players that are ejected from an event will receive an automatic one game suspension and will have to meet with the Assistant Director or Coordinator of Intramural Sports. The captain of the team will have to attend this meeting to discuss the sportsmanship issue and the rating system. The intramural program also reserves the right to contact Judicial Affairs to resolve extreme disciplinary situations. All situations will be handling individually and sanctions may vary.