



**Intramural  
Sports  
Participant  
Handbook**

*2017 - 2018*

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## **Mission & Values**

The mission of **Duke Recreation & Physical Education** is to provide exceptional and diverse opportunities that promote healthy active lifestyles in a safe, inclusive environment.

Our core values are: Communication, Integrity, Teamwork, Healthy Lifestyles, Fun, Safety, Inclusiveness

## **Registration Process**

All participants must register through IMLeagues.com in order to participate in Intramural Sports events.

### **How To Register:**

1. Log into IMLeagues.com and create your account profile using your school email address.
2. You will be sent an activation email. Click the link in the email to login and activate your IMLeagues.com account.
3. Click the "Schools" link and find Duke University.
4. You should find information on the homepage about current and/or upcoming sports.
5. Scroll down to find the sport(s) and/or events in which you would like to participate.
6. Click on that sport and which League you'd like to play in. (Leagues are defined on Page 3)
7. Click the green "Register/Signup" tab and follow the instructions.

Leagues are filled on a first come, first served basis once the registration period opens. For team sports, your team must meet the minimum participation requirements in order to be moved from the waitlist and into a spot.

## **Free Agents**

If you do not have a team, you are considered a 'Free Agent'. Unfortunately, there is no guarantee that you can get on a team but we suggest the following to increase your chances of finding a team:

1. Create an IMLeagues [new account](#) and register as a 'Free Agent'. Teams will then be able to see your profile and invite you to join their team.
2. This also gives you the ability to see teams that have posted that they are look for players and contact them through the site.

## League Descriptions

### Men (A & B)

This league is designed for men only. The letters associated with each league represent the level of competitiveness with each league. Men's A is typically more competitive, consisting of players that are considered more competitive and designed for more talented, experienced athletes, likely coming from high school sports. Men's B is generally more recreational and encompasses athletes of all skill levels and experiences, but is primarily designed for those playing for fun.

### Women

This league is designed for women only. Women's leagues range in experience, and are designed for all women to participate with various levels.

### Coed (A & B)

This league is designed for a combination of men and women with most sports requiring a ratio of men to women. Coed A is typically more competitive, consisting of players that are considered more competitive and designed for more talented, experienced athletes. Coed B is more recreational and encompasses athletes of all skill levels and experiences, but is primarily designed for those playing for fun. In a sport that has an even number of players on the playing surface, the men to women ratio must be even. For example, 8v8 Coed Soccer would require 4 men and 4 women at all times. At no time should there ever be more than 4 men or 4 women on the field at a time.

### Open

This league is offered for both men and women with no gender requirement. This league is typically offered when there are not enough teams to separate into Men's and Women's Leagues, or when a sport/event doesn't require a specific gender ratio to participate.

## Team Composition & Schedules

### Regular Season Schedules

Most intramural games are scheduled for Sunday – Thursday from 6:00pm – 11:00pm, although alternate days and times may be implemented for games to be played if needed to accommodate more teams. Following registration, a team's regular season schedules will be available online at [IMLeagues.com](http://IMLeagues.com) and can be accessed from their team page. A team's full season schedule will be posted.

#### Playoffs

There will be playoffs for each league to determine a season champion. The number of teams that qualify for the playoffs will be based upon the availability of facility space and the time in which the playoffs must be concluded from start to finish. Teams are notified as soon as the above situation is assessed and determined. All decisions to the number of teams advancing to the playoffs are final. Playoffs can be scheduled any day and time of the week. Teams must have a 3.5 Sportsmanship Rating (see pages 9-10) to be eligible for playoffs, and receive no lower than a 3 Sportsmanship Rating to advance once in playoffs.

#### Leaving a Team

Players may leave their current team once they have joined, but only if said player has not checked into and played in a game. This is in place to prevent players continuously switching from team to team to increase playing opportunities.

#### Canceling & Rescheduling Games

All games within League sports are scheduled in a format that teams are signing up for a specific time and day for their games each week. The Intramural Staff will only attempt to reschedule games in the event of weather cancellations provided the facilities are available, or in the event of an emergency or unforeseen circumstance. Please be aware that all reschedule requests must be made via email no later than Wednesday at 3:00pm the week prior to your next scheduled contest. Even though a request has been submitted, the opposing team will have the option of choosing to accommodate the rescheduling request or take the win by default. If agreed upon, every effort will be made to reschedule a game at the request of a team, but also must be a date and time that their opponent can play without disadvantage to their team. The reschedule may also only be granted if there is a "gap" available in what is currently reserved for the facilities that Intramurals utilizes. Games forfeited will not be rescheduled.

#### Team Rosters

All team rosters must be created on IMLeagues. The captain must invite eligible individuals to join through the IMLeagues website. Eligible individuals may also request to join the team through IMLeagues by searching for the team name, however it is the captain's responsibility to log in and accept this individual onto the roster in order for that individual to be able to participate. All rosters must be set by the time rosters are printed for your game day. Rosters are printed **NO EARLIER** than 4:00pm. Once rosters are printed at 4:00pm, anyone that was added after that point would not be eligible to play that day. If a participant is not on the roster at the field, they will not be allowed to participate.

#### Playoff Rosters

All rosters are locked after the final regular season game. No additions to rosters may be made during the playoffs. The Intramural Sports program will review situations on a case-by-case basis if a team requests to add players after the regular season. Only special circumstances will be taken into account, primarily involving an injured player on the current roster. You must contact the Assistant Director of Intramural Sports at least 24 hours prior to the game affected in order for the case to be considered.

## **Tournaments & Special Events**

Occasionally, Duke Intramural Sports will host tournaments and special events, which are comprised of one or two-day events. These events change from semester to semester, and vary in category of sport, game and activities. Often times during these tournaments and special events, the league descriptions mentioned above will be used to categorize the different offerings per that tournament or special event. Typically, tournaments and special events will begin and end on the same day and/or weekend. When tournaments and/or special events do not use the IMLeagues.com website for registration, paper waivers may be required to participate.

## **Gender Identity Inclusion**

The Duke University Intramural department holds the equality and inclusion of its participants in the highest regard. Every participant has the right to an unbiased, fair opportunity to play. When an activity requires a gender designation, an individual may participate based on their self-identified gender identity when classification is required. In situations where individuals do not identify with a particular category used for intramural activities or are in the process of transitioning to another gender, the Director of Intramural Sports will provide direction and options on a case by case basis. In addition, if participants choose to compete in extramural events, cases will be resolved based on applicable National Governing Body Policies.

## **Eligibility**

Intramural Sports are open to all students, faculty & staff, and spouses of Duke affiliated personnel as long as the participant is a paid member of the recreation facilities and holds a current Duke ID card. All individuals who meet the eligibility requirements for participation in the Intramural Sports program are eligible and encouraged to participate. Individuals may participate in accordance with their personal gender identity and expression. Participants not registered on IMLeagues are ineligible. It is the responsibility of the team captain to ascertain the eligibility of his/her players prior to game time.

The following individuals are eligible to participate in Intramural Sports activities:

1. Duke University students currently enrolled in at least one (1) fee-bearing credit
2. Duke University faculty/staff that possess a current Duke Recreation Membership
  - a. The Duke University Intramural Sports department defines faculty and staff as all current faculty and staff and visiting professors at Duke University who are paid through the university payroll department.
3. Any Duke University part-time or full-time affiliate or intern employed through various departments that possess a current Duke Recreation Membership
4. Legal Spouses of any of the categories mentioned above that possess a current Duke Recreation Membership

#### **Olympic/Professional Athlete Policy**

Current/former Olympic and professional athletes are not eligible to participate in their respective or alike intramural sport, activity or event.

Olympic athletes are considered individuals who competed for their country in the Olympics or World Championships, but not the Olympic Trials. Professional athletes are defined as people who have been paid to participate in a sport, under contract with a professional team, included on a professional team roster, practiced with a professional team and/or compensated for trying out for a team.

#### **Intercollegiate Athlete Policy**

Intercollegiate athletes are not eligible to participate in their respective or alike intramural sport, activity or event until a period of one calendar year has passed following completion of all activities for the Department of Athletics, and must compete in the "A League", or "Competitive League." Intercollegiate athletes are defined as individuals who are practicing with or competing with a team recognized by the Department of Athletics as a varsity sport. Included in this rule are red-shirt athletes and practicing proposition 48 athletes. Intercollegiate athletes may participate in intramural sports, activities or events aside from their intercollegiate sport.

#### **Sport Clubs Athlete Policy**

Sport Club athletes are eligible to participate in their respective or alike intramural sport, activity or event, but a limited amount of Sport Club athletes are permitted per roster. No more than 50% of one team's roster may be comprised of Sport Clubs athletes of their respective sport. For example, a soccer roster containing fifteen (15) participants may not contain more than seven (7) Club Soccer athletes. Those teams that wish to have Sport Club athletes from their respective sport on the roster must compete in the "A League" or "Competitive League" where applicable.

### **Illegal Participation**

Teams found to have participants not following the aforementioned eligibility policies may have games forfeited to its opponent regardless of the outcome of the contest. The participant(s) in question may be suspended from that specific team or all intramural sports activities and Recreation & Physical Education facilities for any length of time deemed appropriate. The Intramural Sports office reserves the right to investigate the eligibility of any participant at any time. **NOTE:** Captains believing that the opposing team has ineligible players are highly encouraged to file a formal protest with the Intramural Sports department. (Protests can be found on Page 12)

## **Duke University ID Policy**

All players must present their Duke University Identification card at every event for each contest played, unless otherwise noted by one of the members of the Intramural Sports Professional Staff. Failure to do so may result in team forfeiture. (Forfeits can be found on Page 12) Participants will not be allowed to play without the proper ID that has all information, including the picture clearly visible. Misuse of an identification card (borrowing, lending, counterfeiting, altering, etc.) is a violation of the Duke University DukeCard policy. If the card belongs to another student, that student must meet with a professional staff member to regain possession of the card, and will remain suspended in the meantime. Misuse of the card will also result in a forfeit for that team and ejection from the league.

## **Captain's Responsibilities**

Upon registration of a team sport, a captain must be designated on IMLeagues. Typically, the person creating the team assumes responsibilities of captain by default until a new captain has been appointed on IMLeagues. This person will be the main contact between the Intramural Sports staff and the team. Captains are responsible for the following:

- Ensuring that all team members are eligible to play based on eligibility requirements.
- Inviting all teammates to join their team through IMLeagues and/or accepting requests from pending teammates on IMLeagues.
- Making certain that all players are on the roster by the deadline (See Team Rosters on Page 9).
- Informing all players of the game time and location, including checking the playoff schedules.
- Requiring all team members to present a valid Duke University student or faculty/staff ID at every game/event.
- Representing each member of their team and being the only participant to discuss rule interpretations and calls with officiating staff.
- Filing all protests with Intramural Sports staff.
- Arriving at the game site at least fifteen (15) minutes prior to the start of every game to be sure all teammates are checked in.
- Communicating with the Intramural Sports staff throughout the season about any problems or concerns. This includes frequently checking and responding to emails sent by the Intramural Sports staff.
- Cooperating with the Intramural Sports staff at the game site concerning protests, incidents or accidents that may occur and with the Intramural Sports staff the day following such occurrences.

## **Sportsmanship**

The Duke University Intramural Sports department provides participants with a fun and safe recreational environment. Due to the nature of intramural sports, the game atmosphere can often be competitive. However, ensuring participant safety and promoting sportsmanlike behavior are among the primary concerns for the program. In order to achieve these goals, Intramural Sports has adopted a similar rating scale currently being used by many colleges and universities across the country. This code will be enforced by Intramural Sports supervisors and officials both before and during the game. All significant misconduct will be reported on an Incident Report form, which will be reviewed through the Intramural Sports Disciplinary Process to determine if further sanctions are necessary. The team captain is responsible for educating all players and spectators affiliated with his/her team about the Sportsmanship Rating system.

All team members should be aware that they may suffer consequences of any disciplinary action taken by the Intramural Sports staff against their team for violation of intramural rules and sportsmanship guidelines. Protests or appeals of the sportsmanship ratings will not be recognized. The Intramural Sports administrative staff reserves the right to review and amend a rating at any time for inappropriate conduct, use of an ineligible player, use of a suspended player, and/or inaccuracy in reporting. Ratings will be available on IMLeagues the first business day following the contest.

1. No player, coach or team spectator/follower shall:
  - a. Participate in a contest for which he/she is ineligible.
  - b. Use abrasive language or obscene gestures.
  - c. Make threats (verbal and/or non verbal) or abuse any other player, spectator, intramural employee or representative before, during or after the contest.
  - d. Argue or talk back to the game official. Only the captain/manager may courteously address the game official concerning the interpretation of a rule.
  - e. Intentionally touch, strike, push or trip another player, official or supervisor.
  - f. Use derogatory racial or sexual remarks.
  - g. Mistreat the facility, equipment or supplies of Duke University.
  - h. Consume alcohol or abuse other drugs on Duke University property.
  - i. Exhibit signs of intoxication or drug use.
2. Penalty for unethical sports conduct:
  - a. Participant will be ejected from that game and expected to immediately leave the gym or field or a game forfeit will be called.
  - b. Each ejection will be reviewed on a case by case basis to determine if further sanctions are necessary.
  - c. Players or teams can be barred from participation indefinitely for misconduct deemed excessive by the Intramural Sports staff.
  - d. If inappropriate sports conduct occurs during playoffs, the contest may be suspended and the offending team will lose the contest.

<u>SCORE</u>	<u>SPORTSMANSHIP RATING DESCRIPTION</u>
5	<ul style="list-style-type: none"> <li>- Full cooperation with officials</li> <li>- Good, positive communication with officials</li> <li>- No incidence of poor conduct</li> <li>- Respectful towards opponents and Intramural Sports staff</li> </ul>
4	<ul style="list-style-type: none"> <li>- Some examples of poor conduct</li> <li>- Minor incidents occur</li> <li>- Warning for inappropriate language by a participant <u>not directed</u> at a teammate/opponent/intramural staff member</li> <li>- Questioning officials' calls with negative intent</li> </ul>
3	<ul style="list-style-type: none"> <li>- Persistently question officials' calls in abusive manner</li> <li>- Failure to cooperate with officials</li> <li>- Default (24-Hour Notice)</li> </ul>
2	<ul style="list-style-type: none"> <li>- Playing with someone not on official roster</li> <li>- Playing with Varsity athlete of the same sport</li> <li>- Playing with more than designated Club Sports players allowed</li> <li>- Multiple uses of inappropriate/abusive language directed at a <u>directed</u> at a teammate/opponent/intramural staff member</li> <li>- Threats or abuse of other players, spectators, or Intramural Sports staff</li> <li>- Player, coach or spectator ejected</li> <li>**Not inclusive of sport specific disqualifications               <ul style="list-style-type: none"> <li>i.e. 2 yellow cards in soccer</li> <li>i.e. 2 technical fouls in basketball, etc.</li> </ul> </li> <li>- Forfeit (not enough players checked in by game time)</li> </ul>
1	<ul style="list-style-type: none"> <li>- Player, team or spectators so uncooperative with official, supervisor, or opponent that game cannot be continued with proper order and control</li> <li>- Blatant disregard to requests by Intramural Sports staff</li> </ul>
0	<ul style="list-style-type: none"> <li>- Physical violence</li> <li>- Playing with a non-Duke University student, faculty or staff member</li> <li>- Player on the team uses someone else's ID to check in</li> </ul>

## **Fighting**

The Duke University Violence Policy prohibits fighting during recreational events and games. Any physical abuse, fighting, and/or endangerment to an individual or group is specifically prohibited. This behavior includes, but is not limited to:

- Physical violence (initiating or responding to) or attempted physical violence against another person or group (this includes fighting)
- Threat of physical violence against a person or group
- Any action that endangers the health, safety or welfare of a person or group

This individual is also subject to criminal charges filed by the Duke University Police Department. In addition, Recreation & Physical Education will forward all complaints of fighting to the Dean of Students office and the Director of Student Conduct who is authorized to recommend sanctions up to and including suspension or dismissal from Duke University.

## **Forfeits**

A forfeited game will be marked as a forfeit in the team standings and the team will receive a three (3) Sportsmanship Rating for that contest. Here are the following situations in which a forfeit will be recorded:

1. Not enough players – your team does not have the required number of players to participate ten (10) minutes past the scheduled game time
2. Eligibility – one (1) or more of the players participating is ineligible and therefore may not participate. Ineligibility may be due to the player misusing an ID, being a roster violator, etc.
3. Sportsmanship Rating – the game is ended by staff for sportsmanship-related issues including, but not limited to physical violence and blatant disregarding requests by Intramural Sports staff

### **Forfeit Policy**

There will be a ten (10)-minute grace period for all games. Each sport requires a specific number of participants to begin a game. Please visit our website online to view sport-specific rules to learn about the minimum number of players per sport to start a game on time. Failure to arrive and check in before ten (10) minutes past game time will result in the Intramural Sports Supervisor declaring the game a forfeit. If both teams fail to appear, a double forfeit will be declared; the game will not be rescheduled.

If a team forfeits for any reason, that team will receive an email notification of forfeit. If a team forfeits for any reason a second time during regular season, that team will permanently be removed from the league. If a team on the waitlist is interested in taking the spot of the forfeited team, the opportunity will be offered to that team on the waitlist. If no team on the waitlist is interested in taking that spot, all opponents for the remainder of the season will receive wins via forfeit.

## Defaults

Any team knowing in advance that they will be unable to play a regularly scheduled contest is afforded the opportunity to default the contest. This will result in the team receiving a loss, but will not forfeit the team from the league. A sports code rating of four (4) will be assigned to the team that has given the default. In order to receive a default in time, the captain must contact the Assistant Director of Intramural Sports via email at least 24 hours prior to the contest. Defaults via phone call will NOT be accepted.

Teams are allowed two (2) defaults per sport per season. Any request after the second default will result in a forfeit.

If a team has been granted a default and the contest is then canceled due to weather or scheduling issues, the default will be removed and the contest will be played normally if it is rescheduled.

## Protests

The team captain may submit a formal protest that pertains to an interpretation of rules on the part of game officials or the eligibility of a group of participants.

### Rule Interpretation

Protests involving interpretation of rules must be addressed to the Intramural Sports Supervisor at the time the interpretation occurs and prior to the next live ball or play. The procedure shall be:

1. If a team feels the official has made a misinterpretation of a rule, the captain shall immediately request a "time out" and inform the official that he or she wishes to protest the ruling of the interpretation to the Intramural Sports Supervisor in charge.
2. No protest involving the judgment of the official(s) shall be considered. Judgment of the official(s) is final. **Example:** A player is ruled out of bounds in basketball because the official determined that the player stepped on the line. This is a judgment call and cannot be protested.
3. If corrections are necessary, the Intramural Sports Supervisor shall rule immediately and the team shall not be charged with a time out. However, if the official's interpretation was correct, the team will be charged with a time out.

## **Appeals**

Decisions on participant suspensions made by the Intramural Sports administrative staff may be appealed to the Director of Intramural Sports within one business day of the suspension. Appeals will take 1-2 weeks to be heard by the Intramural Sports Advisory Board. During the appeals process the individual(s) involved will not be allowed to participate until a final decision has been determined. In cases involving a suspension of longer than 30 days, appeals may not be filed until one-half of the suspension has been served.

Appeals on participant suspensions will only be heard for the following reasons:

1. Additional information provided that was not available at the time of the suspension meeting
2. Suspension length not consistent with guidelines

## **Ejections**

The Intramural Sports program reserves the right to eject any individual, team or spectator who interrupts the flow of a game in any manner. Players do not have to accumulate the required number of infractions listed in the Sportsmanship Guidelines to be ejected. Players may be ejected before, during or after any contest and ejections can be made by any official on the contest or any Intramural Sports Supervisors or professional/administrative staff. Any ejected player(s) must leave the playing area and facility immediately. If the player refuses to leave within a reasonable time, the game will be forfeited and the Duke University Police Department will be notified.

## **Cancellations & Reschedules**

During inclement weather, the Intramural Sports Supervisor, Intramural Sports administrative staff or Recreation & Physical Education professional staff at the site can cancel games. Intramural Sports will make every reasonable effort to inform teams of cancellations, such as utilizing e-mail messaging through IMLeagues.com or the Wilson & Brodie Recreation Center front desks. In some cases, we may be able to call team captains, though due to the number of teams playing per night this is not always possible. Do not assume the game will be cancelled, as weather can be very unpredictable. Cancelled games during the regular season may not be rescheduled, and both teams will receive the Sports Code rating of five (5). Playoff games that are cancelled will be rescheduled as soon as possible, keeping in mind the possibility that the entire schedule likely gets pushed back at least one (1) day.

## **Inclement Weather**

Often times playing conditions can become unfavorable. The Intramural Sports Supervisor or Intramural Sports administrative staff reserve the right to cancel games due to inclement weather that have resulted in field conditions becoming unsafe.

In the event Duke University cancels classes due to inclement weather, all Intramural Sports programming for that day(s) will also be cancelled. If time and facility space allow, the Intramural Sports staff will attempt to reschedule as many of those games as possible, keeping in mind they may not be rescheduled to a date/time that is ideal for your team.

### **Lightning Policy & the “Thirty-Minute Rule”**

Especially in the southeast, lightning can occur during the warm, rainy seasons. The Duke University Intramural Sports department follows the North Carolina High School Activities Association (NCHSAA) in conjunction with the National Federation of State High School Associations (NFHS) sports.

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Play must be suspended and all participants are asked to take shelter immediately. Once play has been suspended, a period of 30-minutes after the last flash of lightning is witnessed must elapse prior to resuming play. Any subsequent lightning seen after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin. The Intramural Sports Supervisor or staff member on site will administer this policy and determine the return to play.

### **Extreme Heat**

Often times, temperatures in North Carolina during the summer months can reach an unhealthy level. The following guidelines will be followed when necessary:

- Hydrating before, during, and after Intramural events is strongly encouraged.
- Play may be altered when the Heat Index for Durham, NC is between 90 and 120 degrees Fahrenheit.
- Play will be suspended/postponed when the Heat Index exceeds 120 degrees Fahrenheit.

## **Alcohol, Drug & Tobacco Policy**

### **Alcohol & Drug Use**

In accordance with Duke University policy, alcohol consumption and drug use prior to and/or during an Intramural Sports contest is not only unsafe, but also a violation of university rules and illegal if you are underage. The Intramural Sports staff strictly enforces a zero tolerance policy regarding alcohol and drugs during all Intramural Sports activities. Consequences for the violation of this rule may include, but are not

limited to: being prohibited to continue participating in Intramural Sports activities, ejection from Recreation & Physical Education facilities, judicial referral, and, in egregious situations, arrest.

#### **Tobacco**

All tobacco products, including smokeless tobacco options are strictly prohibited within facilities in which Intramural programming takes place. This includes but is not limited to all outdoor facilities including the West Turf Field Complex, Central Turf Field Complex and Williams Field located on East Campus.

### **Intramural Sports Employment Opportunities**

Intramural Sports hires and trains dozens of student officials each year! Officials and Scorekeepers are needed for almost all Intramural Sports. Those sports can be found listed below:

- Flag Football
- Soccer
- Volleyball
- Ultimate Frisbee
- Basketball
- Softball
- Wallyball

No experience is necessary! Our staff will train you in the sport(s) you wish to work. We are always seeking new officials and scorekeepers to enhance our diverse and enthusiastic staff of student employees. The Intramural Sports department is known to have one of the most flexible jobs on campus, with a very competitive pay rate! Other opportunities to travel to extramural tournaments and events are sometimes offered to those officials who excel in that specific sport. For more information, please visit us in the Brodie Recreation Center or check out the jobs website at [www.dukelist.duke.edu](http://www.dukelist.duke.edu).

### **Additional Information**

For more information regarding general Intramural Sports policies, or to inquire about participating within the program, please email one of the staff members listed on Page 2, or directly email [intramurals@duke.edu](mailto:intramurals@duke.edu).

To access more information, please visit our website at [www.recreation.duke.edu](http://www.recreation.duke.edu).

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