



# Intramural Policies and Procedures

*2023-2024 School Year*

## Registering for Intramural Sports

- To participate in Intramural activities, all participants must register on IMLeagues.com. This online platform provides a convenient and easy way to keep track of schedules, scores, and team standings.

## Creating an IM Leagues Account

To participate in intramural activities, you'll need to create an account on IMLeagues.com or download the IMLeagues app. Here's how:

- Go to [www.imleagues.com](http://www.imleagues.com) or download the IMLeagues app
- Click **SIGN UP**
- In the dropdown box, search for "The Ohio State University at Mansfield" and select it
- Fill in all the required information, making sure to use your university email address
- Click **CREATE ACCOUNT**
- Check your email for an activation message and click the link to activate your IM Leagues account
- You should be automatically joined to your school; if not, you can search for schools by clicking the **SCHOOLS** link.

## Signing up for an Intramural Sport

- Log in to your [imleagues.com](http://imleagues.com) account
- Click the "Get Involved" button at the top right of your User Homepage page
- The current sports will be displayed, click the sport you wish to join
- You can join the sport in one of three ways (listed below)

## Create a Team

- Captains are responsible for creating their team under the sport they want to compete in.
- To invite members, captains can click on **TEAM OPTIONS** and then the **INVITE MEMBERS** link on the team page.

- For members who have already registered on IM Leagues, search for their name and invite them.
- For members who have not yet registered on IM Leagues, input their email address in the **INVITE BY EMAIL ADDRESS** box.
- Invited members must accept the invitation to join the team.
- Captains can see all free agents in the league and can request players to join their team

### **Join a Team**

- There are four ways to join a team:
  - Find existing teams on the league page and click the **JOIN TEAM** button to send a request to join a team
  - Accept a request from the captain to join his/her team
  - Find the team and captain name on division/league page and request to join
  - Go to the captain's player card page, view his/her team, and request to join

### **Join as a Free Agent**

- List yourself as a free agent in as many divisions within a league as you want.
- You will be visible to all members of the site and can request to join teams, or post information about yourself so teams can request to add you to their team.

## **Fall Semester 2023 Intramurals**

### **7v7 Flag Football**

- Tuesdays: September 5, September 12, September 19, September 26
- Games are at 5:00pm, 6:00pm, and 7:00pm
- Location: Athletic Field
- Registration opens Tuesday, August 22 and closes Friday, September 1 at 5:00pm.

### **Tennis Singles**

- Wednesdays: September 6, September 13, September 20, September 27
- Games start at 5:00pm
- Location: Lakewood Racquet Club in Lexington, OH
- Registration opens Tuesday, August 22 and closes Friday, September 1 at 5:00pm.

### **6v6 Volleyball**

- Tuesdays: October 17, October 24, October 31, and November 7
- Games are at 5:00pm, 6:00pm, and 7:00pm
- Location: Campus Recreation Center Gym
- Registration opens Tuesday, September 26 and closes Wednesday, October 11 at 5:00pm.

### **7v7 Soccer**

- Wednesdays: October 18, October 25, November 1, and November 8
- Games are at 5:00pm, 6:00pm, and 7:00pm

- Location: Athletic Field
- Registration opens Tuesday, September 26 and closes Wednesday, October 11 at 5:00pm.

## **Spring Semester 2024 Intramurals**

- 5v5 Basketball
- Cornhole
- Futsal (Indoor Soccer)
- Dodgeball

All dates, times, and locations are to be determined.

## **Team Captain Responsibilities**

To ensure a successful Intramural season, team captains must follow these guidelines:

- Create their team on imleagues.com and register them for specific leagues.
- Attend any required Captains Meeting prior to the start of their season; notification of these meetings will be sent via email.
- Enter their team in the proper sport before the closing date and keep track of deadlines set by the Campus Recreation Center.
- Notify team members of scheduled games, dates, locations, and times, and keep them informed of any schedule changes due to bad weather or other factors.
- Ensure that all team members meet eligibility requirements.
- Be familiar with intramural policies and procedures and relay these to team members.
- Sign the score sheet after each contest, if applicable.
- Ensure that those representing their team play according to the rules of the game and conduct themselves in a sportsmanlike manner.
- Act as the sole team representative in discussions with intramural staff and in filing protests.
- Act as the team representative in receiving information from the Campus Recreation Center concerning playoff meetings, rule changes, tournament brackets, and schedules.
- Seek out the Coordinator of Campus Recreation for any questions or concerns.

By adhering to these guidelines, team captains will help to create a positive and enjoyable Intramural experience for all involved.

## **Participation Guidelines**

The following are the eligibility requirements that apply to all divisions of play:

- All participants must currently be enrolled as students, faculty, or staff of The Ohio State University at Mansfield or North Central State College.
- Participants must provide their OSU-M or NCSC ID at check-in before every competition. At the discretion of the Campus Recreation Center staff, a second form of identification may be requested to verify identity.

- Players are not allowed to transfer to another team after playing a game with one team. However, if a rostered player has not yet played with a team, that individual can shift to another team. Keep in mind that transferring teams is only allowed once.
- Before being eligible to play, all participants must check in.
- Please note that participating in an event without being on the roster will result in forfeiture of the game.

## **Penalty**

To ensure fair play and competition, it's important to note the following:

- Players are not allowed to play for two teams in the same season. If found doing so, the player will be deemed ineligible for the remainder of the season. The second team will forfeit all games in which the ineligible player participated.
- As the team captain, it is your responsibility to ensure that all players are eligible to participate in games. In case of doubt, you can always contact the Coordinator of Campus Recreation for more information.

By adhering to these guidelines, we can promote fair play and a level playing field for all teams involved.

## **Rosters**

- Throughout the season, team rosters can be changed on IM Leagues.
- However, it's important to keep in mind that rosters for league sports are frozen after a team's final regular season game.
- For players to be eligible for playoffs, they must be on the official roster on IM Leagues before the start of playoffs.

By following these roster guidelines, we can ensure accurate tracking of players and teams throughout the season and playoffs.

## **Limitations on Roster Size**

Intramural Leagues have specific restrictions on roster sizes that are tied to the number of T-Shirts awarded to championship teams. To find out the roster size for your league, please see the 'Awards' section.

Please note the following policies regarding team rosters:

- Teams cannot continuously add or remove players from their roster to keep their team under the maximum allowed size.
- Once a player has been removed from a team roster, they cannot be added again.
- Teams found violating this policy will be required to forfeit any games in which the ineligible player participated.

By adhering to these guidelines, we can promote fair play and ensure that all teams have a level playing field.

## **Participant Restrictions**

### **Professional Athletes**

An individual who has attained professional status in a specific sport shall be ineligible to compete in that sport or any related sports at the Intramural level for a period of five years following the conclusion of their professional play. Similarly, any individual who has received remuneration for either playing or coaching professionally will be ineligible to participate in that sport or related sport for five years following the conclusion of their professional playing or coaching.

### **Coaches**

Coaching of any kind, including by professional coaches, paid or volunteer coaches, or students acting as coaches, is strictly prohibited on the sidelines of Intramural teams across all leagues.

### **Penalty**

Any team found to have ineligible participants or coaches shall automatically forfeit any games in which the said participants took part. The severity of the offense shall determine any additional penalties that may be imposed by the Coordinator of Campus Recreation.

## **Schedules & Requests for Rescheduled Games/Matches**

After the closure of the registration period, the Intramural League Schedules will be promptly formulated and subsequently communicated to team captains via email, well in advance of the posted starting dates. Following receipt of the schedules, captains are kindly advised to report any conflicts or request any game changes to the CRC Coordinator within 24 hours. Any requests made thereafter will be subject to the discretion of the CRC Coordinator.

### **Rainouts/Snow Days**

Kindly note that cancellations arising from adverse weather conditions are only eligible for rescheduling during tournaments or playoffs. Please be advised that determinations regarding league cancellations will be made no later than 2:00 pm on the day of the event, and in the absence of any notification to the contrary, all games will proceed as originally scheduled.

## **Intramural League Playoff Seeding and Format**

Teams playing in intramural league structured events will earn the following points:

**Win** = 3 points | **Tie** = 1 point | **Loss/Forfeit** = 0 points

Tiebreaker Order

1. Total Points Standing
2. Head-to-Head
3. Sportsmanship Rating
4. Point Differential
5. Coin Toss

Finalization of playoff matchups will take place during the end-of-season playoff meeting, which will require attendance by team captains or their designated representatives. Please note that

teams must have achieved a minimum sportsmanship average of 2.5 in order to qualify for playoff competition. For further information, kindly refer to the 'Sportsmanship' section.

## **Forfeits**

When a team or individual fails to appear or is unprepared to begin play at the scheduled game time, a forfeit will be declared. However, if at least one participant from a team is present at game time, a 5-minute grace period will be initiated to give them a chance to join the game.

In the case of both teams or individuals failing to appear or being unprepared to play, a double forfeit will be declared. During a tournament, if a double forfeit occurs, the team with the most players present will be deemed the winner and will advance.

A team that forfeits will receive a “C” (2.0) sportsmanship rating for that game, while the winning team will earn three points toward team standings and a “B” (3.0) sportsmanship rating.

In Intramural League play only (not playoffs), there is a forfeit fee. A \$10 forfeit fee will be applied for the first time a team forfeits. If a team forfeits a second time, they will be dropped from the league and a second \$10 forfeit fee will be assessed.

The forfeit fees must be paid within two weeks of the date of the forfeited game, and payment must be in cash only. Failure to pay the fee within the specified timeframe will result in suspension from all future Intramural Leagues until the fee is paid.

To pay the forfeit fee, the team can bring cash in a marked envelope with their name and the sport they play to the Campus Recreation Center.

## **Defaults**

A default occurs when a team or individual notifies the Campus Recreation Center of a scheduling conflict that prevents them from playing a scheduled game. Recognized defaults do not incur forfeit fees.

To notify the Campus Recreation Center of a default, teams or individuals participating in Intramural Leagues and Playoffs must do so by 2:00 pm on the day of the scheduled game. The opponent will then be informed of the canceled game. League play will not be rescheduled, but playoff games will be.

In the event of a default, scores will be recorded to determine point differentials. Any team that defaults will receive a “B” (3.0) sportsmanship rating for that game, and the winning team will earn three points toward team standings and a “B” (3.0) sportsmanship rating.

A team or individual that defaults more than twice in an individual sport will be removed from the Intramural League and will not be eligible for Playoffs.

3v3 Basketball	10-0
4v4 Flag Football	10-0
4v4 Soccer	3-0

4v4 Volleyball	2-0
5v5 Basketball	13-0
6v6 Volleyball	2-0
7v7 Flag Football	10-0
11v11 Soccer	5-0
Badminton	2-0
Billiards Singles	2-0
Cornhole	2-0
Dodgeball	4-0
Floor Hockey	3-0
Foosball	2-0
Futsal	5-0
Handball	8-0
Kickball	5-0
Pickleball	2-0
Ping Pong Singles	2-0
Sand Volleyball	2-0
Softball	3-0
Spike Ball	2-0
Tennis Singles	2-0
Ultimate Frisbee	10-0
Video Games	2-0
Wiffleball	5-0

### **“For the love of the sport”**

If your team does not have enough eligible players before the start of a game, but can provide enough players for a scrimmage, you will still be able to play the game. However, you will receive a default loss, and no fines will be imposed.

During the game, the Campus Recreation Center will officiate and keep score. If necessary, you may ask players from other teams to play with you to meet the minimum required number of players.

This way, you can still play the game and have fun, even if you don't have a full team, without facing any penalties or fines.

### **Health and Safety**

At our Intramural programs, the health and safety of all participants is our top priority. To ensure the well-being of everyone involved, we may need to prioritize their safety over regular rules, regulations, and procedures.

This means that the Campus Recreation Center reserves the right to take necessary actions, such as closing facilities, modifying rules, or even declaring forfeits or canceling games, when the safety of one or more players is at risk. In such situations, the continuation of the game would

only further endanger the participants, and the necessary actions would be taken to prevent that from happening.

Rest assured that we will always prioritize the health and safety of all our participants, and we appreciate your cooperation in this regard.

## **Assumption of Risk**

Participating in Intramural Sports is a fun and exciting way to stay active, but it is important to understand that the Campus Recreation Center, OSU-M, NCSC, and their agents cannot assume responsibility for any injuries or damage to personal property that may occur as a result of participation.

In the event of an injury during an Intramural League, it is mandatory that you report it to the CRC staff on duty. They will complete an Incident Report and determine if further medical attention is necessary. This is important to ensure that you receive the proper care and attention needed for a speedy recovery.

While we cannot guarantee a completely injury-free environment, we are committed to creating a safe and enjoyable atmosphere for all our participants. We encourage you to take necessary precautions and play responsibly to reduce the risk of injury.

## **Health Insurance**

It is highly recommended for students to possess appropriate individual health and accident insurance coverage. It should be noted that the Campus Recreation Center does not offer any form of individual insurance coverage.

## **Lightning**

In the event of observing lightning before or during any outdoor competition, all such contests will be immediately suspended. It will only resume once there is no visible lightning nor audible thunderclap for at least 30 minutes after the last detected lightning strike or thunderclap, whichever occurs later.

## **Blood Borne Pathogens**

If any player(s) are discovered to be bleeding, they are required to leave the game promptly. Substitutions are permissible during this time, or the official may decide to call a timeout. Until all injuries are appropriately treated and bandaged, and bleeding stops entirely, the player cannot resume playing. Additionally, any clothing stained with blood should be eliminated before re-entering the game.

## **Concussions**

If an Intramural participant shows signs, symptoms, or behaviors consistent with a concussion, they will be immediately removed from play and assessed by the Campus Recreation Center staff. The participant will not be allowed to resume any Intramural activities for the remainder of the day.

In the event of a suspected head injury that requires EMS to be called and the participant to be transported to the hospital, the participant must obtain written consent from medical personnel specifying guidelines for safe return to participation before resuming any Intramural events. This documentation must be presented to the Coordinator of Campus Recreation to clear the individual for participation."

This rewording clarifies the steps that will be taken in the event of a concussion or suspected head injury and presents the information in a professional and concise manner.

## **Equipment and Dress Code**

Equipment for Intramural play may be checked out by students, faculty, and staff at the location of the event. To check out equipment, participants must present their OSU-M or NCSC ID.

Individuals using the equipment are responsible for any damage that is not considered normal wear and tear. The participant who checked out the equipment will be charged if any damage or loss occurs.

Personal athletic equipment may be used during Intramural play if it meets the Intramural rules. Any rulings made by officials or supervisors regarding equipment will be binding until the Coordinator of Campus Recreation makes a final decision."

This revised statement is easier to understand and presents the information in a straightforward manner while still covering all the important details.

## **General Dress Code**

Proper athletic apparel and footwear are required for all Intramural activities. Prohibited clothing items include, but are not limited to, jeans, cargo pants/shorts, skirts, loafers, open-toed shoes, and boots.

All participants must wear shirts during Intramural play. Cut-off shirts are acceptable unless the length of the cut poses a safety risk.

Jewelry is not allowed in any Intramural sport, including piercings, necklaces, rings, wrist fitness trackers, watches, and bracelets. The only exception is medical jewelry, which must be taped down.

Tennis shoes or basketball shoes must be worn on the Campus Recreation Center courts. Protective equipment such as casts and braces must be padded and secure.

Billed hats are prohibited in all sports except for softball and wiffleball. Rubber-cleated shoes are acceptable for flag football, outdoor soccer, kickball, softball, and wiffleball. Metal spikes of any kind are not permitted."

This rewording simplifies the language used and makes the rules more accessible to participants. Additionally, the revised statement is more concise while still conveying all the necessary information.

## **Sport-Specific Considerations**

- Basketball: Participants are strongly encouraged to wear mouthguards, but they are not provided.
- Flag Football: Clothing items with pockets, such as shorts or pants, and hoodies, are not allowed. Pockets cannot be taped shut, zippered, or turned inside out.
- Sand Volleyball: Players may play shirtless or in sports bras, but swimwear or bikinis are not allowed.
- Soccer & Futsal: Shin guards are highly recommended but not provided.
- Softball: Gloves are not provided. Bats supplied by teams must be ASA approved."

## **Penalty**

Players who misuse equipment, use illegal equipment, or are not appropriately dressed will be prohibited from competing. This could result in suspension or additional disciplinary actions.

## **Ejections/Suspensions**

To ensure a fair and enjoyable environment for all participants, we enforce a strict code of conduct regarding unsportsmanlike behavior. Any player, fan, or team that is ejected for such behavior will receive a one-game automatic suspension from the following contest. In addition, they must meet with the Coordinator of Campus Recreation within seven business days before they can participate in any further programs or services offered by the Campus Recreation Center.

We take this matter seriously, and failure to meet with the Coordinator promptly will result in the incident being escalated to the student conduct process for potential hearings and further sanctions. To avoid any misunderstandings, we would like to outline some additional guidelines:

- Our officials, supervisors, and administrators are authorized to warn, penalize, or eject players or teams for poor sportsmanship. Such actions will be binding for the duration of that contest.
- Any ejected player or fan must leave the facility/field immediately and may not return for the rest of the day.
- Repeated displays of poor attitude and lack of sportsmanship will result in the loss of the right to participate or spectate during any intramural programming.
- Teams are responsible for the behavior of their fans and may be penalized based on their actions.
- Any person involved in a fight will face a minimum penalty of one semester from all Campus Recreation Center events. They will also meet with the Coordinator of Campus Recreation to discuss if any other action will be taken.
- A second fight will result in an indefinite suspension from all Intramural Leagues.

We hope that everyone will abide by these rules and that we can continue to promote a positive and safe environment for all participants.

## **Protests**

To ensure fair play, we have strict guidelines in place regarding protests. Protests may only be made on the eligibility of players and rule interpretations, and not on judgment calls. Only team captains are allowed to file a protest, and rule and procedure protests must be made at the time of the incident and before play resumes.

A Campus Recreation Center staff member will first handle the protest, and if unable to do so, a written protest must be filed. For a rule protest, the on-site staff member will document the situation in detail in writing so that the game can be resumed from the exact point if the protest is held. Both captains and officials must sign the protest, and it will then be given to the Coordinator of Campus Recreation for a ruling.

Eligibility protests must be filed with the Campus Recreation Center office within 24 hours after the completion of the game in question or before the next scheduled game if it is less than 24 hours away. If a team recognizes an ineligible player, they should bring it to the official's attention before the game begins.

If the protesting team wins, the protest is negated, and if they lose, the protesting captain can inform the staff member on duty if they wish to pursue the protest. However, failure to consult with the field staff member after the game could result in the denial of the protest.

We hope that these guidelines will help ensure a fair and enjoyable intramural experience for all participants.

## **Appeals**

To seek recourse when protesting or receiving disciplinary suspensions, teams or individuals may utilize the appeal process.

If wishing to initiate an appeal, teams or individuals must duly notify the Coordinator of Campus Recreation.

## **Sportsmanship**

Embodying the principles of integrity and fairness, the Intramural philosophy highly regards good sportsmanship as an indispensable cornerstone in every game. It entails demonstrating respect towards opponents, Campus Recreation Center staff, and spectators alike. To ensure a positive and enjoyable experience for everyone, it is imperative that students carefully choose their teammates to avoid repercussions for the team. Moreover, team captains bear a crucial responsibility in upholding the conduct of all team members and affiliated personnel, including fans, throughout the game.

## **Sportsmanship Ratings for Intramural Leagues**

After every contest, the Campus Recreation Center (CRC) staff and officials meticulously evaluate the sportsmanship exhibited by both teams and individuals, meticulously scrutinizing their behavior before, during, and after the game. Moreover, any email communication with the CRC staff can also be factored in when assessing the sportsmanship of the participants.

To qualify for post-season play, a team or individual must maintain a sportsmanship rating of no less than a "B" (2.5) average during the regular season.

The sportsmanship rating system is based on the following criteria:

**"A": Excellent Sportsmanship = 4 points**

- Players demonstrate exceptional sportsmanship by completely cooperating with officials on rule interpretations and calls. The team captain effectively leads and controls their teammates, while team members and spectators show respect towards opponents and officials. Participants encourage each other's efforts and refrain from questioning judgment, with no disrespect shown towards anyone involved.

**"B": Good Sportsmanship = 3 points**

- The team exhibits good sportsmanship with team members and spectators being respectful towards opponents and officials, with only minor incidents that may or may not require a warning from game officials or supervisors. The team captain is generally in control of their teammates, and teams committing no more than one unsportsmanlike conduct penalty will receive a "B" rating.

**"C": Below Average Sportsmanship = 2 points**

- Team members or spectators are disrespectful towards opponents or officials on several occasions that may or may not warrant a penalty. The team captain exhibits limited control over themselves, their teammates, and spectators. Teams receiving a player ejection for an unsportsmanlike act or committing multiple unsportsmanlike conduct penalties will receive no higher than a "C" rating.

**"D": Poor Sportsmanship = 1 point**

- Teams frequently make comments to officials and/or opposing teams from the field and/or sidelines. The team captain has little or no control over their teammates or themselves, and most individuals on the team are disrespectful towards opponents or officials regularly. Teams that receive a second "D" rating in the same sport or activity will face immediate dismissal from league or tournament play.

**"F": Unacceptable Sportsmanship = 0 points**

- The team exhibits complete uncooperativeness and lack of control before, during, or after the contest. The team captain shows poor control over themselves, the team, and/or spectators. The team has multiple ejections or blatant unsportsmanlike conduct that endangers participants, fans, officials, or supervisors. The team fails to cooperate/comply with intramural sports administrative staff/University officials while performing their duties and falsely represents or withholds any requested information. Teams receiving any "F" sportsmanship rating will face immediate dismissal from league or tournament play, and further discipline or team/participant suspension may be assigned at the discretion of the CRC Coordinator.

Note: Administrative penalties such as a technical or unsportsmanlike foul for jewelry do not affect a team's overall sportsmanship rating.

## Awards

In recognition of their achievement, all champions in each intramural sport will be awarded Intramural League Championship T-shirts. The number of shirts given to a championship team is based on the maximum roster size for that particular sport. Please refer to the following chart for the maximum roster numbers and corresponding number of championship T-shirts:

3v3 Basketball	4
4v4 Flag Football	7
4v4 Soccer	6
4v4 Volleyball	6
5v5 Basketball	10
6v6 Volleyball	8
7v7 Flag Football	10
7v7 Soccer	10
11v11 Soccer	13
Badminton	3
Billiards Singles	1
Cornhole	3
Dodgeball	8
Floor Hockey	6
Foosball	1
Futsal	10
Handball	8
Kickball	10
Pickleball	3
Ping Pong Singles	1
Sand Volleyball	8
Softball	12
Spike Ball	3
Tennis Singles	1
Ultimate Frisbee	10
Video Games	1
Wiffleball	7

## **Disclaimer**

Although this Policies and Procedures Manual provides general rules and guidelines for intramural sports, please note that each individual sport may have specific rule modifications that must be followed at all times. Participants (including players and fans) must adhere to the policies and procedures established by the Campus Recreation Center. Please visit <https://mansfield.osu.edu/student-life/recreation/facilities.html> to view facility policies. Additionally, all sport-specific rules can be found on [imleagues.com](http://imleagues.com).

Please be aware that the Coordinator of Campus Recreation reserves the right to modify this manual at any time to ensure the safety and well-being of all participants. Team captains will be informed of any changes that may affect them during each season.

If you have any questions or suggestions, please do not hesitate to contact the Coordinator of Campus Recreation at [gilmore.296@osu.edu](mailto:gilmore.296@osu.edu).