

CWU | RECREATION

INTRAMURAL HANDBOOK

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Mission and Objectives

CWU Intramural Sports provides students, faculty, and staff the opportunity to participate in enjoyable, safe, and organized leagues and tournaments with other Wildcats across campus.

Intramural Sports has set the following learning objectives for the program:

- To provide opportunities for individuals to increase their confidence and competence through leadership and learning.
- To contribute to an inclusive environment where diverse individuals with a wide variety of skills levels are all treated with respect.
- To provide opportunities for individuals to grow their communication skills.
- Individuals will be able to provide excellent and respectful customer service to diverse populations.
- Individuals will learn to manage their time effectively.

Guiding Principles

When making decisions, employees are to use 4 principles to help them make decisions. These principles are:

- **Safety:** Our top priority is to ensure the safety of our participants, staff and spectators. Whenever there is any doubt, call on a professional staff member to help with the decision. If a staff member is unavailable adhere on the side of caution. Many things can be remedied, accidents and injuries cannot.
- **Quality:** We want to offer the best possible service we can, taking into account the other guiding principles. We should strive for excellence in everything we do.
- **Consistency:** We want to make sure we are not doing something we don't usually do. Refer to our policies and other programs. Will you set a precedent by doing it?
- **Fun:** Our services should be enjoyable as long as we are applying all other guidelines.

Emergency Contact List

Emergency Numbers

Medical Emergency:	911
Fire Department:	911
Ambulance:	911
Public Safety, Police Services:	963-2958
24 Hour Maintenance:	963-3000

University Recreation Staff Contact Information

Intramural Office:	509-963-3511
University Recreation Service Desk:	509-963-3512
University Recreation Fax:	509-963-3515

Inclement Weather Policy

Weather Phone line: 509-963-3511

Decisions will be made by 2:00 pm in the event of inclement weather. Games will be played as scheduled if it is safe for participants and staff members and if the facilities used will not be damaged. If the conditions change during play, the supervisor will determine if games will continue using the guiding principles of the program.

Participants will be notified through IMLeagues of any weather delays or cancelations.

Staff will be notified by phone.



EMERGENCY PROCEDURES

In case of Emergency:
first CALL 911, then
call the SURC Building
Manager 509-201-6192

EMERGENCY ADDRESS: 1007 N CHESTNUT STREET, ELLENSBURG, WASHINGTON

Lockdown Protocol

If notified by a building official or if an immediate outside threat is perceived, such as a hostile / armed intruder, some or all of the following steps may be helpful:

Secure the immediate area

- Lock and barricade doors
- Turn off all lights
- Close blinds
- Keep calm, quiet, and out of sight
- Take adequate cover
- If safe to do so, call 911

Leaving the area

- Consider the risks of leaving the secure area
- Attempts to rescue others should be limited; do NOT endanger yourself or compromise your safety.
- Only leave if it improves your chances of survival

Hazardous Materials

- If an emergency or if any one is in danger call 911
- Move away from the site of the hazard to a safe location
- Follow the instructions of emergency personnel
- Alert others to stay clear of the area
- Notify emergency personnel if you have been exposed, or have information about the incident

Evacuation Information

- Evacuate the building using the safest exit possible
- Do not use elevators!
- Take personal belongings (keys, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving
- Do not stand outside of the entrances!
- Go to the closest Evacuation Assembly Point:
 - West entrance: proceed to Science Lawn
 - East entrances: proceed to Barto Lawn

Earthquake

- Drop, Cover, Hold – under a table or desk, or against an inside wall (*not in a doorway*) until the shaking stops
- After the shaking stops, check yourself and others for injuries and move toward the nearest safe exit
- Evacuate the building
- Do not leave the area/ campus without reporting your status to your instructor, building coordinator or supervisor
- Go to the nearest campus Evacuation Assembly Point for more information and critical updates

Fire

- Activate the nearest fire alarm pull station and call 911 if possible
- Evacuate the building
- Do not enter the building until authorized by emergency personnel

Power Outage

- Move cautiously to a lighted area. Exits may be indicated by lighted signs
- Turn off and unplug computers and other voltage-sensitive equipment
- For more information about prolonged power outages or if you have immediate concerns, call Campus Facilities at 509-963-3000

Suspicious Person

- Do not physically confront the person
- Do not let anyone in to a locked building or office
- Do not block the person's access to an exit
- Call 911. Provide as much information as possible about the person and their direction of travel

Suspicious Object

- Do not touch or disturb object
- Call 911
- Notify your supervisor and/ or building coordinator
- Be prepared to evacuate

Non-Emergency Call KITCOM: 509-925-8534
CWU Emergency Hotline: 509-963-2345

Eligibility

1. All students regularly enrolled, as undergraduates and graduates, full-time faculty and staff employees of CWU, and their adult dependents (over the age of 18) shall be eligible to participate in the Intramural Sports program, provided that they comply with the rules of eligibility outlined and have Recreation Memberships.
2. Alumni and Crimson Pass holders will not be eligible for Intramural Sport leagues. There will be tournaments and special events offered for which they are eligible.
3. **VARSITY ATHLETES:** Individuals who have participated as a varsity athlete in a sport are not eligible for Intramural Sports competition in that same sport for 1 calendar year following their last varsity competition. A varsity athlete is defined as any student that is on the team's official roster for any duration of time within the scheduled sport season for a **4-year school**.
4. ***NO EXCEPTIONS*** Team rosters may include two (2) former varsity athletes (only one (1) may play at a given time) if the sport has 5 or fewer starters; and three (3) former varsity athletes (only two (2) may play at a given time) if the sport has more than 5 starters. Former varsity athletes must only play in the Elite league unless there is no Elite league offered.
 - a. Red-shirt or practicing varsity athletes that have not yet played in a game will be considered a varsity athlete if they are listed on the team roster during the competition season.
5. There will not be restrictions for former varsity athletes that are 5 years removed from their last competition.
6. Members of a collegiate Sport Club will be allowed to compete in the sport that they are a past or current member of provided they abide by the following requirements:
 - a. No sport club member may play in a recreational league unless it is the only league offered. Members may play in a coed league as long as the following is still met.
 - b. No more than 3 members may play at the same time during league play.
 - c. Members will be defined as either "due paying" or competing players of the club of the same sport in the last calendar year.
 - d. Teams in sports of 5 or less starters may only have two (2) players playing that are either former varsity or club sport players (provided they meet the specific position rules). Teams in sports of more than 5 starters may only have three (3) players playing that are either former varsity or club sport players (provided they meet the specific position rules).
7. Current and former professional athletes are prohibited from competing in the sport that they were paid to play.
8. If there is an Elite (or competitive) league and Recreational league offered in the same sport, only two (2) players from the Elite league may play on the same team in a Recreational league. Coed leagues will have no restrictions.
9. It is suggested teams notify supervisor who is a varsity or club player or who plays competitive during a rec game. **Teams that are found to have too many players on the team or playing at one time will forfeit each game this is found to be true.**

Health & Safety

1. The Intramural Sports program assumes no liability for accidents occurring in the program and provides no funds to defray medical costs.

Participants are strongly advised to obtain an insurance policy available to them through the Student Health and Counseling Center.

2. In the event of an injury, the participant will be given on-site first aid and referred to the Student Health and Counseling Center or Emergency Room at Kittitas Valley Community Hospital, depending on severity and time of injury.
3. Students are required to have completed a medical history form when entering Central Washington University. Those whose physical activity has been restricted by the Student Health Center or by private physicians are responsible for observing such restrictions with regard to their participation in an Intramural Program.
4. Re-examination may be required at any time if there is a question concerning a student's physical status.
5. ***Head Injuries:** Any participant who exhibits signs, symptoms, or behaviors consistent with a concussion, such as loss of consciousness, headache, dizziness, confusion, or balance problems, *shall be disallowed from further participation in any intramural contest*. Once a decision has been made by any Intramural Sports or Recreation staff member, the injured participant(s) may not return to participate in any activity for the remainder of the event and are required to seek professional medical attention. **The written approval of a medical professional to return is required.** Appeals of concussion-related decisions made by Intramural Sports or Recreation staff shall be made the next business day and will require proof of professional medical evaluation and clearance (a doctor's note clearing participation). Students may visit CWU's Student Medical & Counseling Clinic. More information may be found on their website: <http://www.cwu.edu/medical-counseling/>

Equipment & Jewelry

1. Sports equipment will be furnished when possible, but students are required and expected to furnish their own personal equipment.
2. Safety equipment may be required; this equipment will be identified in the league rules. The safety of our participants is our top priority! Safety equipment may include but is not limited to shin guards, mouth guards, cleats, and/or helmets.
3. Footwear for all contests is mandatory unless otherwise stated, and should follow these guidelines:
 - Indoor Activities:** No street shoes, outdoor cleats or black-sole shoes.
 - Ellensburg Recreation Center:** No street shoes or metal cleats. Turf or plastic cleats are required.
 - Outdoor Activities:** Only rubber-molded cleats or tennis shoes may be worn. Absolutely NO metal screw-in spikes! (Rounded metal tips are acceptable)
4. Teams are encouraged to wear matching, numbered shirts to all contests for easy identification. If teammates are not wearing matching shirt colors, they will be required to wear scrimmage vests. **Participants are required to wear shirts under the scrimmage vest.**
5. Recreation requires participants to remove all jewelry prior to involvement in any activity. Jewelry is deemed dangerous to participants and will have to be removed in order to participate.
6. If the jewelry cannot be removed, concealed, or secured in a manner safe for the participant, they will **not** be able to compete. Players may tape jewelry; however they must provide their own tape.
7. Medical alert bracelets and necklaces are not considered jewelry.

8. Questions about Equipment and Jewelry may be directed to the Intramural Coordinator, but staff at the event will make the decision on-site using their training and judgment.

Alcohol, Tobacco & Drug Policy

The use of tobacco, alcohol, or other illegal substances is not permitted in, on, or around any facilities used by Recreation.

1. Individuals and teams that arrive intoxicated or are suspected of the use or possession of alcohol or other illegal substances will not be permitted to play. The Intramural Supervisor will call the game a forfeit immediately. Recreation and Intramural Sports will not tolerate such behavior and will act in a prudent manner with the safety of all participants as a priority.
2. Punishment for violation of this policy will be suspension from all Intramural Sports activities for one calendar year and possible team suspensions.
3. Notice will also be given to the Office of Student Rights and Responsibilities for further review.

Code of Ethics

The code of ethics adopted here will apply at all Intramural Sports contests and will govern the conduct of players and spectators alike:

1. Participation in all programs shall be free of discrimination based on race, religion, ethnic group, national origin, age, sexual orientation, or disability.
2. Participants and spectators shall abide by the same code of ethics when in the facility or field of the Intramural activities.
3. Absolutely NO derogatory remarks shall be made at any time to opposing players, staff or sports officials. An example of derogatory remarks includes, but not limited to swearing, demeaning, abusive, or irritating comments, and/or shouting when it is not necessary.
4. Team names must avoid alcohol, drug, demeaning sexual, racial, or other discriminatory references. If team name does not conform, the team name will be changed.
5. Players and spectators shall not make abusive or irritating remarks from the sidelines.
6. All players and spectators will carry and make available their CWU-issued connection card at the request of any Intramural staff member.
7. All forms of fighting have no place in the spirit of Intramural competition and will not be tolerated. The term fighting is associated with any acts that the intramural staff deems as aggressive, physical, or threatening.

Any player or spectator who assaults any game official or intramural staff member shall be prosecuted to the fullest extent of the laws of the State of Washington. Additionally, any participant found guilty of the above offense will face a minimum suspension from Intramural Sports competition for one (1) full year followed by a two (2) year probationary period. Further, a report of the incident will be passed onto the Vice President's Office of Student Affairs for further disciplinary action.

8. Players will strive to win by fair and lawful means, abiding by both the spirit and letter of the rules.
9. All staff and participants are treated as friends, with all the courtesy due to friends.
10. All outcomes and interpretations of officials and staff are accepted as final and without question.
11. Participants will play each game with this Code of Ethics in clear view.

12. Gender Identity or Gender Expression

- a. CWU Intramural Sports does not discriminate and will allow any individual to participate in our program in accordance with that person's gender identity.
- b. If a person does not identify within the gender binary, they may still participate in any league in accordance with league rules.
- c. Any concerns about league rules or getting involved, please contact the Intramural Coordinator.

Application of the Code

1. Game officials are obliged to report all infractions of the code as part of their job responsibilities and may not waive this rule.
2. If a player or spectator commits an infraction of the code, the group to which he/she belongs will receive a warning notice. Two such warnings caused by undesirable or unsportsmanlike behavior by members of a group will result in the group potentially being withdrawn from that sport for the duration of that season (decision will up to the Intramural Coordinator).
3. When a group has been withdrawn from a sport, the group will automatically be dropped from further participation in other Intramural programs for the remainder of the current quarter. Further, the members of the disbanded team will not be allowed to join or transfer to other teams.
4. Any fighting between opposing players will result in immediate expulsion from that game in which the fight took place and, pending an investigation of the incident and a disciplinary meeting with the Intramural Coordinator, reinstatement back into the league will be granted on a case by case basis.

***NOTE: Ignorance of the code will not be regarded as an excuse. Every staff member, sports official, and participant is expected to abide and report any offensive or harmful behavior from the membership. ***

Registration Policies

1. Registration sheets and waiver forms for all Intramural programs will be provided at each team's first game. More info can be found at www.cwu.edu/rec.
2. Absolutely no late entries will be accepted, however, the entry deadline may be moved to accommodate additional entries.
3. Registration dates are posted throughout the campus and on the web.
4. Teams must be registered by 5:00 pm on the deadline date for each activity.
5. The registration period will begin approximately 3 or 4 days after the start of the quarter and end approximately a week later.
6. Student charge forms must be filled out at the team's first game and must be completed prior to the game starting. All registration fees left unpaid will be charged to the captain's student account after the first game has been played.

*** NOTE: The Roster must contain all information for the entire team including: printed names, signatures, date of births, CWU ID and phone numbers. If any of this information is missing, the team will not be considered registered and/or be penalized accordingly. ***

Registering with imleagues.com

All intramural participants will be required to create an account on imleagues.com. Imleagues.com offers a live support button in the top right corner of all pages; please use this button if you encounter any difficulties.

To create an imleagues account:

1. Go to www.imleagues.com. (A link is provided on the intramural website, www.cwu.edu/rec/intramuralsports)
2. Click on the “Sign Up” link.
3. Create an account.
 - a. You will come to a page that asks for the university you want to play for. Type in “Central Washington University” or scroll and look for “Central Washington University”.
 - b. You will then be directed to login through CWU Portal through fusion. The page will either make you wait 5 seconds to be redirected to that portal or you can click the blue button that says “Click Here”
 - c. On that page you will see an ORANGE button that says “Sign in with CWU ID”. Click it. It will then bring you to the myCWU page. Login like you normally would.
 - d.

How to sign up for an intramural sport:

1. Log in to your imleagues.com account.
2. Click on the “Central Washington University” link.
3. The current sports should be displayed toward the bottom of the screen. Click on the sport you wish to join.
4. Choose the league you wish to play in.
5. You can join a sport one of three ways:
 - a. Create a team (For team captains)**
 - i. You can sign up your own team
 1. Click on the active sport you wish to play
 2. Click which league you are interested in playing in such as: COED, etc. 3. Click on create a team
 3. Read and agree to the terms and conditions by clicking the box
 4. Enter your team’s name (WARNING! Team names, logos, and descriptions must conform to the Intramural Code of Conduct and teams may be removed based on unacceptable content.)
 5. Enter an appropriate logo(ex. a picture of you so your teammates knows who the captain is, if your team name is rainbow maybe enter a picture of a rainbow) and certify you have rights to the picture (a team logo is NOT required)
 6. Then click submit

b. Join a team (for team members)

- i. Search for the team that you would like to join
 1. Click on the active sport you wish to play
 2. Click which league you are interested in playing in such as: COED, etc.
 3. Click on the division you are interested in playing in.

4. Finding the team and captain name on division page and requesting to join

c. Join as a Free Agent

- i. For individuals searching for any team in any league
 1. Click on the active sport you wish to play
 2. Click which league you are interested in playing in such as: COED, etc.
 3. Click on the division you are interested in playing in.
 4. Finding the team and captain name on division page and requesting to join
Team: (Sport) Free Agent Team Captain: Free Agent Captain
- ii. For individuals searching for any team in any league
 1. Click on the active sport you wish to play
 2. Click which league you are interested in playing in such as: COED, etc.
 3. Click on the division you are interested in playing in.
 4. Agree to the schools terms and conditions
 5. Write a brief description about yourself (ex. Played in HS but just looking to have fun, looking to meet new friends, competitive player but haven't played in a few years)
 6. Click submit

Intramural Registration Fees

1. Each league and activity offered by the Intramural Sports program may have an associated fee for registering a team.
2. In most instances, the league fee is based on the number of games the team plays, the cost of the facility that hosts the sport, and the amount of supervision/officiating the sport requires.
3. Early registration prices may be lower than regular registration fees.
4. The registration fee must be paid prior to competition in any league or activity.
5. Team captains will be responsible for unpaid registration fees.
6. Fees may vary but will remain between Free - \$60 for a typical Intramural season.
7. All unpaid fees after play of the 1st game will be charged to the team captain student account.

Team Captain Responsibilities

Each team is encouraged to select the best possible person as Captain and not merely the person who is able to pay the league fees. A Captain must assume the role of liaison between the Intramural Office and their team to ensure that good sportsmanship will be exhibited by all participants/players, captains/managers, and fans alike.

Additionally, each Captain will have the responsibility to:

1. Ensure all league fees and fines are paid throughout the entire season. **ALL UNPAID TEAM BALANCES WILL BE APPLIED TO THE CAPTAIN'S STUDENT ACCOUNT ONE (1) WEEK AFTER THE FIRST GAME IS PLAYED.**
2. Acquaint themselves and team members with the intramural policies & procedures; understand by laws and specific league or game rules which govern their participation in a particular activity, and understand participant ID requirements.
3. Complete the Captain's Quiz on IMLeagues.
4. Ensure that all members of his/her team are eligible as per the stated eligibility regulations. **PLAYING ON MORE THAN ONE TEAM IN THE SAME LEAGUE WILL RESULT IN FORFEITS AND LOSS OF PLAYER ELIGIBILITY.**

5. Assure that his/her team is present and ready for play at all scheduled game dates, times and places. This includes notifying team members of changes made to the league schedule of any regular or postseason games.
6. Be responsible for the conduct of their players on and off the IM playing field.
7. Choose an appropriate name for their team that is free from derogatory or explicit terms or innuendos. The Intramural Coordinator will review all team names for inappropriate content. If a name is found to be inappropriate, a new name must be chosen or the team will be recognized by an assigned name.
8. Contact team members in the event of a cancellation.
9. Your team roster must have the required minimum players signed up. **Team rosters must be completed by your second game.** On all game nights, please make sure you have your entire playing roster bring their CWU ID's.
10. Inform all players they must have their CWU ID's at every game or they will not play.
11. **Remind your players that they play at their own risk.** Central Washington University does not provide additional insurance for their injuries.
12. Team schedules are based on a 4 - 7 game regular season (exceptions: if a league does not fill or if we have to drop a team do to forfeits, your team will have byes). During the regular season your team will typically play on the same nights, **but once play-off games begin your team must be ready to play on a different night and time.** **Reasonable accommodations may be made*
13. Play-off games are posted on the IM Web Page at the end of the regular season. Play-off games will not be rescheduled. It is advised to carry extra players on your roster to avoid possible play-off scheduling conflicts.
14. Team schedules, results, game write ups, standings, rules, and play-off schedules are located on the imleagues website (www.imleagues.com/cwu)
15. We strongly discourage forfeits since the reason you want to participate in IM's is to play the games. If your team absolutely needs to forfeit a game please call the IM Coordinator ASAP at 509-963-3511 to notify the other team. Teams forfeiting twice without notice will have the possibility of not making the playoffs. If the team shows that they can show up and participate the rest of the season, they may be eligible for the playoffs at the Coordinators discretion.
16. Teams may be placed in different leagues based on ability, please sign up for the correct league! Teams may also be moved into different playoff brackets at the end of the season based on performance.
17. Poor player/team conduct will not be tolerated. Poor sportsmanship will results in game forfeits and/or removal from the league. Teams must maintain a 2.0 sportsmanship to remain in the league. Teams with a sportsmanship rating of 2.5 or lower in the playoffs will not move on to the next round.
18. As team captain you have the right to protest a questionable rule interpretation or situation. Protests on-site will be handled by the supervisor. Game day protests unresolved will be forwarded to the Intramural Coordinator.

Roster Information & Penalties

The Intramural Sports program is committed to offering diverse

Levels of Play: Coed: Teams must be comprised of equal male/female members
 Competitive: Advanced, organized competition level

Intramural Sports – Participant Handbook - Updated 9/10/18

Recreation Center Room 170 - Phone: 509-963-3511 - Email: imsports@cwu.edu

Recreational: Fun, social competition level
Women's: Restricted to only female competitors
Men's: Restricted to only male competitors
Open: No male/ female regulations

1. An individual may play on multiple teams in a given sport at different levels as outlined here.
2. A player after having entered one contest with a given team may not change to a team of the same level and sport during the season (Exceptions by approval from Intramural Coordinator)
3. No more than two players from any team in an Elite League can play on the same team in a Recreation or Open league within the same sport. (i.e. Softball Competitive teammates cannot play in a Softball Recreation league together)
4. To be eligible to compete in the championship game for any sport, a player must have participated in at least one regular season game. A team winning a game by forfeit shall be allowed to count all players on its roster as having participated in that game.
5. Any player competing under a fake or assumed name will be deemed ineligible from further Intramural Programs. It will also result in the forfeiture of all games the individual has played in with that particular team.
6. Any team found using an ineligible player shall forfeit all contests in which the individual has played with that particular team. The ineligible player will be suspended from further participation in Intramurals for the remainder of the quarter.
 - a. An ineligible player may also include a player who has been ejected from a contest and has not served the mandatory one-game suspension or a player who has not paid the appropriate fees for a technical foul or an ejection.
7. Each team shall have a **final roster on imleagues of its eligible players before playing its second game**. All additions & changes must be made on imleagues before this deadline. Email imsports@cwu.edu if you are having technical issues. **Any requests for additions to team rosters after this deadline, MUST BE MADE IN WRITING AND BE APPROVED BY THE INTRAMURAL COORDINATOR BEFORE SUCH AN INDIVIDUAL MAY PARTICIPATE.**
8. **No injured player may be replaced after a team's final regular season game. (Exceptions by approval from Intramural Coordinator).** (To replace player email imsports@cwu.edu)

Sport Specific Rules

All Intramural programs shall be governed by the Intramural Policies and Procedures as well as specific league and/or game rules provided for each specific sport. The specific rules for each sport will be posted on the Recreation website (<http://www.cwu.edu/rec>).

Schedules & Playoffs

1. Schedules will be posted on the IMLeagues website (<http://www.imleagues.com/cwu>).
2. Captains are required to inform their teammates of their schedule.
3. Postponements, cancelations, and game delays are a part of sports scheduling. Reasonable accommodations will always be attempted but may not always accommodate each team.
4. Playoff schedules are posted in a timely fashion and it is the responsibility of the team, not the Intramural program, to determine their playoff time and location.

5. **Recreation does not guarantee a specific number of games for each league, playoffs for any league, nor does it guarantee any number of teams to advance to the playoffs.**
 - i. Playoff games are a privilege of the Intramural sports program and not every team will be placed into the season-end playoff.
6. Teams will qualify for playoffs after they are ranked on regular season wins, losses, sportsmanship rating, head-to-head results, point differential, points scored, and points against (not necessarily in the order listed).
7. Teams that forfeit 2 or more games will not be eligible for the playoffs.
8. **Teams with a sportsmanship rating of 2.5 or lower in any playoff game will not move on to the next round.**
9. Playoff games may be scheduled on any day and time of the week. Reasonable accommodation and notice will always be attempted.

Rescheduling:

1. The intramural program will assess all reschedules on a case by case basis keeping in mind that game times, space, and official availability may not allow for a reschedule.
2. All reschedules need to be approved by the opposing team’s **Captain** prior to review by the Intramural Coordinator and Game Scheduling Supervisor.
3. All reschedules must be submitted by 2pm 2 business days prior to the original game time.
4. **Playoff game CAN NOT be rescheduled!**

If game is on:	Sun	Mon	Tues	Wed	Thurs	Fri
Reschedule request submitted by 2pm on:	Thurs	Thurs	Fri	Mon	Tues	Wed

Sportsmanship

The intramural program is available to participants as a privilege and thus is governed by certain sportsmanship guidelines. Specific activities are conducted within a sportsmanship rating system, while all activities are bound to a code of conduct conducive to fairness and positive interaction. Please read the Intramural Handbook before participating. The game officials and/or any Intramural staff present will rate teams at the end of the game or match for their overall sportsmanship and conduct during that game.

1. Teams will be rated on a 4-point scale.
2. Sportsmanship ratings are affected by team, participant and spectator conduct before, during and after a contest.
3. The descriptions below are meant to assist the Intramural Staff and officials determine the best rating for teams. However each team is rated on a per game basis and the rating is solely at the judgment of the staff on-site.

4. Team captains will be shown their sportsmanship rating as they sign the completed scoresheet.
5. Teams must maintain a 2.5 sportsmanship rating to qualify for the playoffs.
6. Any team whose sportsmanship rating falls below a 2.5 after the second game of the season will be placed on probation. Failure to meet conditions of probation will result in the team being dropped for the remainder of the season
7. Teams that receive a 0 rating for one game will be immediately placed on probation for the remainder of the quarter.
8. Teams will be removed from the league if they fail to maintain a 2.5 rating in any of their remaining games after being placed on probation.
9. Teams with a sportsmanship rating of 2.5 or lower in any playoff game will not move on to the next round.
10. The following information provided is merely meant to be a guideline for understanding the rating system.

The breakdown of sportsmanship ratings are as follows:

4 Great Game:

Players cooperate fully with the officials about rule interpretations and calls.

The captain has full control of his/her teammates.

Team members and spectators were respectful of opponents and officials.

At no time was this team disrespectful towards participants or officials.

3 Good Game:

Team members and spectators are respectful of opponents and officials

Except for one or two minor incidents which may merit a warning from officials.

2 Rough Game:

Team or spectators are disrespectful of opponents or staff, warranting a penalty.

Captain exhibits minor control over teammates and spectators.

Team receives multiple technical/unsportsmanlike penalties.

Player ejected for an unsportsmanlike act.

1 Terrible Game:

Team constantly harasses/yells to the officials and/or opposing teams.

Captain exhibits little or no control over teammates.

Majority of team are disrespectful to opponents or staff on a regular basis.

Multiple technicals/unsportsmanlike penalties and/or ejections.

0 No Game:

Game was called off due to fight or severely rough play or discriminatory comments.

Forfeits

1. If a team fails to appear at the playing area with the minimum starting line-up at the **start time indicated on the schedule**, the game shall be forfeited to its opponents.
2. A team waives the right to claim a forfeit victory if it agrees to play a team that fails to meet a starting time or the minimum player requirements. When neither team complies with these requirements, a forfeit will be recorded for both teams.
3. If the opposing team chooses, they may agree to wait for a maximum of **10 minutes** for the minimum number of players to arrive. When this decision is made, the game clock will be started so the game will end at the appropriate time and later games will not be delayed.

4. Teams intending to forfeit should notify their opponents and the Intramural Office at least 1 business day (24 hours) in advance. Teams that notify the Intramural Office of their absence 24 hours prior to the start their game will be allowed to reschedule if game surface and time is available. A voicemail will NOT count as a notice unless in special circumstances per the intramural coordinator.
5. Officials may declare a contest forfeited when a team displays flagrant disregard for opponents, spectators, and officials, poor sportsmanship, or departs from the playing area prior to completion of the contest. In the case when an official declares a game forfeit due to poor sportsmanship, the team will be subject to a conduct hearing in order to continue play for that sport.
6. Any team forfeiting two games for any reason will be subject to removal from playoffs.

Postponements

1. The Intramural Coordinator and/or supervisor will decide when inclement weather conditions justify postponements and will reschedule or cancel the event as necessary.
2. In the event of a snow-related campus closure, Intramural Events will not be held.
3. Teams that postpone a scheduled contest without consent of the Intramural Coordinator and their opponents will be considered as having forfeited.
4. A team desiring a postponement must file a written request within twenty-four (24) hours before the scheduled contest. This request must include a statement that the postponement is acceptable to the opposing team (special circumstances will not need acceptance by the opposing team; the Intramural Coordinator will rule in these circumstances).

Conduct Penalties & Fines

1. Failure to sign the “Team Registration and Waiver of Liability” will result in forfeiting of all games that player is associated with as well as the player being suspended from all intramural contest for the quarter.
2. Any player that plays for two teams within the same league type and sport are subject to suspension based on the ruling of the Intramural Coordinator and Conduct Supervisor.
3. Any team using an ineligible CWU student will forfeit the game the student participated in and the player is subject to suspension per ruling of the Intramural Coordinator and Conduct Supervisor
4. A conduct hearing with the Intramural Coordinator is assessed for an unsportsmanlike technical foul, an unsportsmanlike conduct penalty, or an unsportsmanlike conduct red card.
5. Any player ejected for unsportsmanlike conduct from any contest, receiving a red card, or receiving 2 flagrant fouls/yellow cards will face an automatic one game suspension as well as a conduct hearing with the Intramural Coordinator and Conduct Supervisor who will handle suspension on a case-by-case basis. (*All disciplines will double during the league-end playoff*)
6. Fighting will result in automatic ejection from the game. The Intramural Coordinator and Conduct Supervisor in extreme cases may assign additional penalties.
7. Verbally attacking an official is grounds for ejection and an automatic 2 game suspension. The Intramural Coordinator and Conduct Supervisor in extreme cases may assign additional penalties.
8. All ejection's & disqualification's shall automatically be reviewed by the Intramural Coordinator and Conduct Supervisor for any further action.

9. Two ejections in one quarter will result in a player being suspended from Intramural Sports competition for no less than the remainder of the quarter and up to one year, at the discretion of the Intramural Coordinator and Conduct Supervisor.
10. Any team that allows an ineligible player to participate will forfeit any games involving that player. Subsequently, the player involved is subject to suspension for the remainder of the season pending review by the Intramural Coordinator and Conduct Supervisor.
11. Any player receiving four (4) technical fouls, unsportsmanlike conduct penalties, or unsportsmanlike conduct yellow cards in one academic quarter will be suspended for no less than the remainder of the quarter and may face further disciplinary action.
12. Any team receiving two technical fouls, unsportsmanlike conduct penalties, or unsportsmanlike conduct yellow cards during a single game will automatically forfeit that game. Teams forfeiting a game in this manner will forfeit remaining games and be dismissed from the league.
13. All participants are required to provide a valid CWU Connection Card at all games. Those who do not have a valid CWU Connection Card will not be allowed to participate.
14. (Repeated for emphasis from "Forfeits, 5") Officials may declare a contest forfeited when a team displays flagrant disregard for opponents, spectators and officials, poor sportsmanship or departs from the area prior to completion of the contest. In the case when an official declares a game forfeit due to poor sportsmanship, the team will also be subject to further discipline by the discretion of the Intramural Coordinator and Conduct Supervisor

Protests

1. Only protests concerning player eligibility or the misinterpretation of a playing rule (ex. 3 outs per inning) will be heard. **No protests based on an official's judgment (ex. fair/foul) will be considered.**
2. A written protest must be sent to jordan.bishop2@cwu.edu by 5:00 pm the following business day immediately following the protested game. The written protest shall include:
 - a. Name of each team involved and league
 - b. Date, time, and field/court
 - c. Description of events/occurrences warranting the protest
 - d. Captain's signature
10. A meeting will be scheduled to discuss the protest in which *any combination of* Team Captains, the game officials, the supervisor, and the Intramural Coordinator will be present.
11. The Intramural Coordinator will rule on all protests and will inform all teams involved of the decision made and the resulting actions, if any.
12. Protests involving misinterpretation of a playing rule, when granted, may result in the complete replay of the contest, forfeiture of a contest, or cancellation of a contest as situations dictate. The Intramural Coordinator may also agree to a solution recommended by both teams involved.

Sports/Tournaments Traditionally Offered by the Intramural Program

Basketball	Badminton	Madden (Video Games)
Dodgeball	Billiards	Pickleball
Flag Football	Bubble Ball Soccer	Ping Pong
Indoor Soccer	Foosball	Racquetball
Outdoor Soccer	Golf	Tennis
Softball	Inner Tube Water Polo	Ultimate Frisbee
Volleyball	Kickball	
	Laser Tag	

*****Intramural Programs are traditionally offered during Fall, Winter and Spring Quarters. *****

Student Employment

The Intramural Sports program hires and trains between 25 and 35 student employees each year. Prior to each quarter, an application is available on mycwu for all open positions. Applications are reviewed along with interviews to form the basis of the hiring process. Interested individuals should go to <http://www.cwu.edu/rec/employment> for more information.